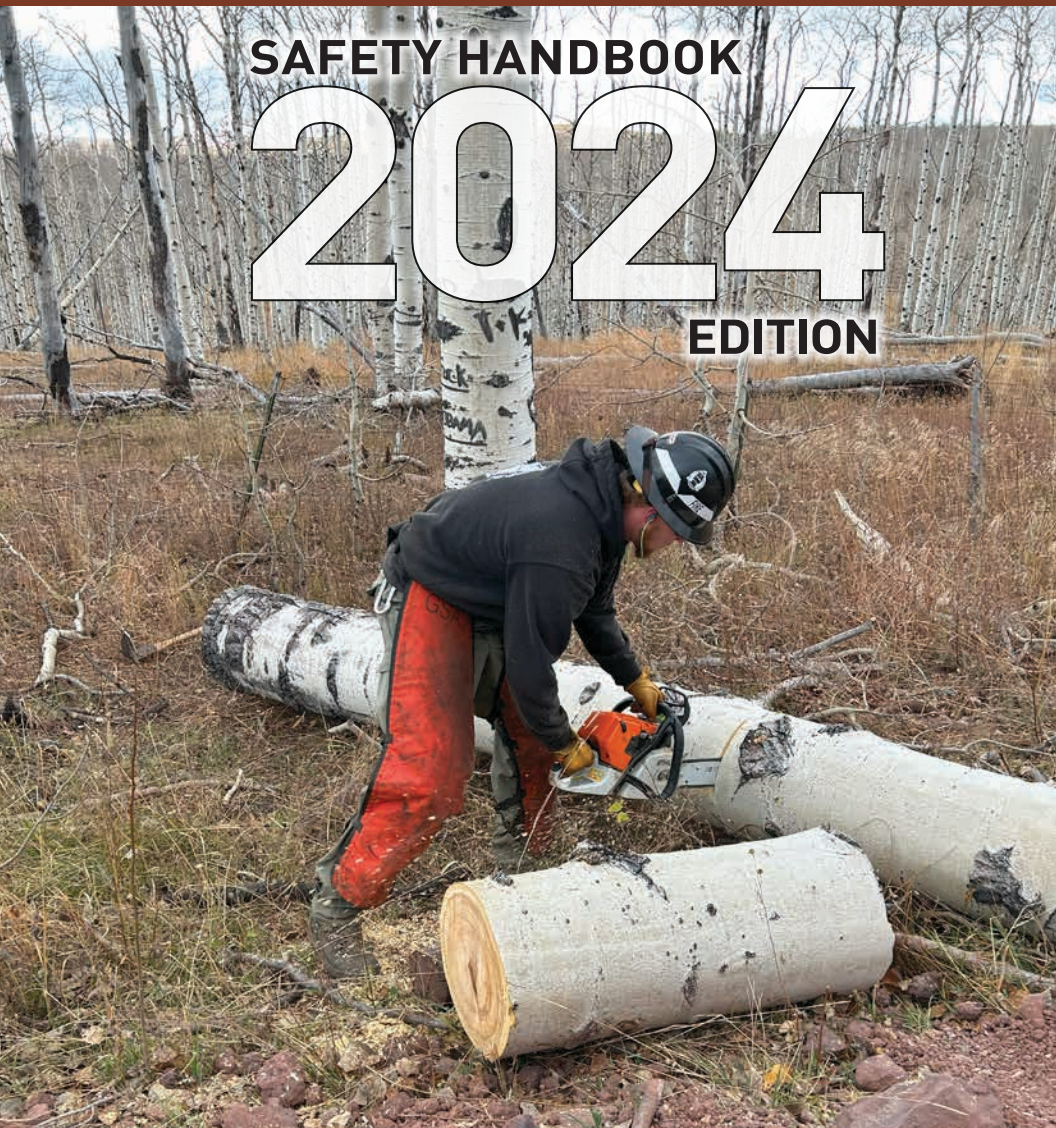


DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY, FIRE & STATE LANDS

SAFETY HANDBOOK  
**2024**  
EDITION



A handwritten signature in black ink, which appears to read "Samuel Jamie Rogers".

Samual Jamie Rogers  
Chair, Safety Committee

## Foreword

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The following safety guidelines were collaborated through FFSL's (the Division) Safety Committee, which is comprised of Division representatives from across the State. The intent of this handbook is to provide guidance to employees pertaining to safe work practices. Working safely is most often based on the judgment of each individual as they perform a task, and this is not an all-inclusive list of guidelines. While the Safety Committee has done their best to address each situation that a Division employee could be faced with, there are bound to be issues that cannot be solved by referencing this handbook. If you find yourself faced with a potentially dangerous situation and are unsure how to proceed, please contact your supervisor or a more experienced individual for guidance.

This is meant to be a fluid document that will be reviewed annually and revised if necessary. If you have a topic that you would like addressed, or find some of the guidelines unclear, please contact a member of the Safety Committee. The National Wildfire Coordinating Group's Incident Response Pocket Guide (IRPG) is referenced throughout this Safety Handbook and is an important supplementary document. For the IRPG see <https://ffsl.link/nwccg-irpg> - for QR code see 7.8 on page 86.

## Foreword

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**DISCLAIMER:** This manual is for informational purposes only and is not intended to supersede any policy of the Division of Forestry, Fire, and State Lands or Department of Natural Resources.

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## SECTION 1: PROCEDURES & PROTOCOLS

### 1.1 WORK RELATED INJURY/ILLNESS AND REPORTING PROCEDURES

#### 1.1.1 Workers Compensation Fund (WCF) Claim Process

If an employee sustains an on-the-job work-related injury or illness requiring treatment beyond on-scene first-aid, the employee or supervisor must notify DHRM-DNR HR as soon as possible. HR will file the claim with WCF. Report any incident that requires treatment by a medical care facility or any billable service from a medical care provider. Send notification to Chris Kilpack, ckilpack@utah.gov from HR using the HR-6 Form, Work Related Injury/Illness Report. You can download the form at <https://ffsl.link/EnterpriseForms> under the safety section - for QR code see 7.1 on page 86. There is also an example of this form in Appendix A on page 75. It is also very helpful to provide HR with copies of all doctor's notes, including from each follow-up visit.

For any life- or limb-threatening injury/illness or for situations needing emergency care; call 911, stabilize the incident, provide 1st aid and arrange transport to the closest hospital emergency department, regardless of network.

#### 1.1.2 HR Notification Criteria

No HR notification is required for a minor injury or illness that requires only on-scene first aid treatment if no medical clinic follow up and no billable treatment are needed.

Notify HR concerning an injury that doesn't need treatment immediately but might later. The claim HR submits to WCF will establish a record for future reference should the need for treatment or benefits arise later.

#### 1.1.3 Preferred Providers

WCF insurance uses a preferred provider organization which includes Industrial Medical Clinics, After Hours Care and a Hospital Network.

Industrial Medical Clinics take walk-ins during normal business hours. WCF lists 17 WorkMed locations throughout the state, mainly in larger cities and along the Wasatch front.

After Hours Care is available from Intermountain InstaCare clinics. WCF lists 31 Intermountain Instacare locations throughout Utah. For WCF claims, use InstaCare for after-hours only.

See list in Appendix B on page 76 for locations and details.

If an employee needs care for an injury/illness in an outlying area and no preferred provider is available, use the most convenient appropriate medical facility.

#### 1.1.4 Prescriptions

If an initial treating physician prescribes medication, advise the pharmacy that the injury/illness is work related and provide them with the Mitchell Script Advisor Rx BIN # 019082 and PCN MPS. WCF typically covers the cost for this "first fill", a limited supply of medication to cover the gap until the claim is approved. Contact Mitchell Customer Service (866) 915-4402 to activate Temporary Prescription ID. If the employee needs to cover the cost out-of-pocket, reimbursement for prescriptions purchased prior to receiving a claim number requires submission of receipts to WCF.

#### 1.1.5 WCF Determination

WCF determines whether or not the injured/ill employee's expenses will be covered. Some claims are denied because WCF finds records that show there was a previous injury that caused all or part of the current problem. WCF can also deny payment of claims that "they believe" are not job related. In those cases, the employee will be responsible for payment of his/her medical expenses. However, an employee who has had a claim denied can appeal WCF's original decision.

#### 1.1.6 What Employees & Supervisors Need to Know

- In the case of life or limb threatening injury or illness, employees should be transported to the closest hospital or full-service trauma center even if that organization is not on the preferred provider list.
- Advise any treating facility, transporting company, or pharmacy the injury/illness is work related and that the patient is an employee of the Dept. of Natural Resources, State of Utah. The cost will be covered by Workers Compensation Fund: 100 West Towne Ridge Parkway, Sandy, UT 84070. Policy Number: 1758386. Phone 800-446-2667
- Notify HR using completed form HR-6, Work Related Injury/Illness Report Form. You can download the form at <https://ffsl.link/EnterpriseForms> under the safety section - for QR code see 7.1 on page 86. There is also an example of this form in Appendix A on page 75.
- The State has negotiated reasonable rates with certain providers. Employees are expected to seek assistance from a preferred provider after receiving onsite first-aid treatment. For preferred provider lists see:
- **Preferred Providers, Clinics** - <https://ffsl.link/wcf-clinics> - for QR code see 7.2 on page 86.
- **IMC, Instacare** - <https://ffsl.link/imc-instacare> - for QR code see 7.3 on page 86.
- **Preferred Providers, Hospitals** - <https://ffsl.link/wcf-hospitals> - QR code see 7.4 on page 86.

### 1.1.7 Return To Work From Injury/Illness

WCF pays 66.6% of the worker's gross salary if, because of a work related injury or illness, the worker cannot perform any work for three days from the date of the injury/illness.

If the injured/ill employee has an order from the doctor that prescribes time off work or light duty, a copy of the doctor's directive must be forwarded to WCF and the department's Human Resource Office. The Division, however, is under no obligation to provide light duty work for the injured/ill employee if none is available.

Before returning to work, the injured/ill employee must provide his/her supervisor with a written release from their health care provider indicating work restrictions that must be observed (if any). The supervisor must email a copy of the doctor's release document to Chris Kilpack, ckilpack@utah.gov with the department's Human Resource Office.

### 1.1.8 Timesheet Documentation

Benefited employees enter time under the "Sick Industrial or SI" Attendance/Absence or A/A type on the ESS time entry form. Once sick leave runs out time will be entered under the LWOP Industrial or YI A/A type. If a seasonal employee goes on a WCF claim and is still employed with the state, they do not submit a timesheet (when no light duty is available or authorized). Worker's Comp will determine the amount they will be paid. Supervisors must inform benefited employees that they can use some of their accrued benefits each pay period to bring their total income (WCF plus State) up to 100%. They should contact the department's Human Resource Office to make arrangements for the use of their accrued leave.

It is best not to terminate the employee until the end of their assigned period of employment. They will continue to receive benefits from WCF even after their termination date if their injury persists. Consult the department's HR Specialist in the Human Resource Office if you have any questions regarding your actions under this scenario.

### 1.1.9 Procedure for Reporting Serious Accidents to Utah Occupational Safety and Health (UOSH)

When an accident occurs that meets any of the following requirements, it must be reported to UOSH through HR within 8 hours.

- Fatality
- Immediate in-patient hospitalization
- Amputation past the first digit on hand or foot
- Heat, chemical or electrical burns which result in temporary or permanent impairment to the body



- Electrical shocks which result in a loss of consciousness or hospitalization
- Major bone fractures
- Any injury involving unconsciousness
- Any injury or illness that may shorten the worker's life or significantly alter a normal physical or mental ability (either temporarily or permanently), such as visual or hearing impairment

Contact your supervisor as well as Chris Kilpack (385-315-2834) immediately if an accident occurs that meets any of the above listed standards. If you cannot contact your immediate supervisor, contact either his/her supervisor and the department's Human Resource Management Office at 385-315-2834.

Chris Kilpack must notify UOSH within 8 hours.

Under UOSH requirements, the site of an accident that meets any of the standards listed above cannot be altered until UOSH has assessed the site to determine the cause. UOSH requires that employers do not alter the accident scene, move or destroy tools, equipment or materials, or make any other changes which relate to the accident without first obtaining approval from UOSH. This requirement does not apply when emergency responders have to alter the site for rescue purposes or if immediate action is required to eliminate an imminent safety hazard.

An employee involved in an accident while on duty, will be subject to post-accident drug and alcohol testing if any of the following apply.

- A fatality occurs
- The employee is driving in a work-related capacity and receives a citation for a moving violation arising from the accident and the accident involved: bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident or one or more vehicles incurs disabling damage as a result of the accident.
- An employee is operating machinery and causes a major injury to himself or his coworker(s).
- There is reasonable suspicion that the employee is under the influence of alcohol or a controlled substance.

If it is determined that a drug test is warranted, the supervisor should contact Intermountain MRO at 801-965-0665 to request a drug tester be dispatched. This number operates 24 hours a day, seven days per week. The department's Human Resource Office must also be notified of the testing as soon as possible by calling 385-315-2834.

### 1.1.10 Near Miss Reporting

The intent of reporting is to learn from the experience and, ultimately, prevent a similar event from recurring. Limiting this learning to accidents only is terribly unforgiving and discounts the value of experiences gained from close call or near miss incidents. For this reason the Division has created a mechanism for reporting near miss incidents. Reporting is non-punitive and designed to identify trends to help target specific safety programs that will help us become a safer organization. The process can be accessed through the FFSL Enterprise Safety page: <https://ffsl.link/enterprise-safety> - for QR code see 7.5 on page 86 or QR code 7.6 will take you directly to the app. The QR code is also in Appendix G on page 83.

## 1.2 FIVE ACTIONS IN AN EMERGENCY

There are many types of emergencies that we might face in our working environment. But there are only Five Actions in the event of any emergency. Choosing the appropriate action can make the difference between a well-structured event and a complete disaster.

### THE FIVE ACTIONS ARE:

1. EARTHQUAKE – DROP, DUCK AND COVER
2. EVACUATION
3. REVERSE EVACUATION
4. LOCK DOWN
5. SHELTER IN PLACE

### ACTION #1- EARTHQUAKE - DROP, DUCK, AND COVER

When an earthquake strikes:

- Assume the preferred defensive position: kneeling under a desk or table, while holding tightly to its legs.
- If it is not possible to respond in the preferred manner, an appropriate defensive position may be up against a wall or in a doorway, squatting and covering one's head.
- If possible, stay away from windows.
- Remain in these positions until you are reasonably certain the quaking has stopped or until further instructions have been given from the Incident Commander (IC).
- Evacuate the building when it has been deemed safe and appropriate as by predetermined evacuation procedures.
- Once outside, stay clear of buildings, trees, poles, and power lines.
- Assemble in predetermined areas and account for all staff, visitors and guests.
- Remain in assembly areas until situation is assessed and further directions are given

- IC notifies police and fire (call 911) and Chief Administrative Officer.
- After consulting with Chief Administrative Officer, IC may move staff to known alternate location if weather is inclement or building is damaged.
- No one may re-enter a building(s) until fire or police personnel declare the entire building(s) is safe.
- IC notifies the staff of termination of emergency. Resume normal operations.

## **ACTION #2- EVACUATION**

In some emergency scenarios, it may be necessary for the entire building to evacuate. Evacuations should be practiced at least twice per year. All administrators, staff and visitors should practice emergency drills. In case of an emergency evacuation, staff will be excused to leave the premises only after a complete accounting of all persons has been completed. It is the responsibility of each individual to be accounted for and follow all directions pursuant to the event.

### **1. Evacuation**

- a. IC issues evacuation procedures.
- b. IC to determine if visitors and staff should be evacuated outside of the building (primary) or to identified secondary location.
- c. IC notifies relocation center. Directs visitors and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
- d. Close all doors and windows.
- e. Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- f. Place evacuation sign in window.
- g. Lock doors.

### **2. Relocation Centers**

- a. Primary Relocation Center
- b. Secondary Relocation Center
- c. Relocation centers are designated by agency administrators or supervisors

### **3. Staff**

- a. Direct visitors and guests to follow normal evacuation drill procedures unless IC alters route.
- b. Take a roster of occupants and emergency kit if available.
- c. Close all doors and turn out lights.
- d. When outside building, account for all staff, visitors and guests. Inform Incident Command immediately of missing person(s).
- e. Staff will travel to evacuation site with their guests. Take roster again when you arrive at the relocation center.

### **4. Evacuation Map**

- a. At minimum include the following information on the map:

- (2) Primary evacuation routes
- (3) Alternate evacuation routes
- (4) Handicap evacuation areas
- (5) Site assignments and Staging Areas
- (6) HazMat storage areas
- (7) Heat plants/boilers
- (8) Room numbers
- (9) Door/window locations
- (10) Any other information deemed appropriate by your planning committee
- (11) Utility shut-off for:
  - (a) Gas
  - (b) Water
  - (c) Electricity
  - (d) HVAC System

### **ACTION #3- REVERSE EVACUATION**

Reverse Evacuation/Shelter-in-place provides refuge for visitors, staff and public within buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown or continue in Shelter-in-place mode once inside.

- Identify safe areas in each building
- IC warns visitors and staff to assemble in safe areas. Bring all persons inside building(s)
- Staff account for all guests, visitors and regular staff members
- Close all exterior doors and windows
- Turn off any ventilation leading outdoors if the threat is airborne contamination
- If advised, cover mouth and nose with a handkerchief, cloth, paper towels or tissues if chemical or airborne contaminant
- IC or designee must contact each area for a headcount if possible
- All persons must remain in safe areas until notified by IC or emergency responders

**Evacuation or Reverse Evacuation would be advised but not restricted to, the following emergencies.**

- Fire
- Gas leak, flood, or electrical problem
- General emergency
- Chemical emergency
- Hostage, intruder, or civil disturbance

**ACTION #4- LOCKDOWN**

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside or outside of the building. All offices will practice lockdown drills.

- Incident Commander (IC) will issue lock-down order by announcing a warning over PA system or whatever method is available in the plan, such as sending a messenger to each room or other alternate method.
- Direct all staff and visitors into offices, restrooms, closets or cubicles out of line of sight and harm's way.
- Administration will call 911 if campus safety reaches a level where staff and visitors are in direct danger.
- Building visitors and staff members are not to use cell phones or other communication devices to contact the outside during a lockdown. Emergency information should come from designated officials if possible.
- Lock all room doors.
- Cover windows of the rooms.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.

Allow no one outside of rooms until the Authority with Jurisdiction gives the "all-clear" signal. Remember that the IC can control all emergencies except lockdown. Only the Authority with Jurisdiction can end a lock down emergency.

**ACTION #5- SHELTER IN PLACE**

Sheltering provides refuge for visitors, staff and public within the building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in each building.
- IC warns visitors and staff to assemble in safe areas. Bring all persons inside the building(s).
- Area supervisor should take the roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Seal doors, windows, and vents with plastic sheets and duct tape.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Supervisors should account for all visitors and staff after arriving into the safe area.
- All persons must remain in safe areas until notified by IC or emergency responders.

## **STAFF RESPONSIBILITIES**

### **Incident Commander (or designee):**

- Verify information
- Identify Command Post
- Call 911 (if necessary)
- Seal off high-risk area
- Convene crisis team and implement crisis response procedures
- Notify Chief Administrative Officer
- Notify visitors and staff (depending on emergency)
- Evacuate visitors and staff if necessary
- Refer media to designated spokesperson (or designee)
- Notify community agencies (if necessary)
- Implement post-crisis procedures
- Keep detailed notes of crisis event

## **1.3 CRITICAL INCIDENT NOTIFICATION PLAN**

A critical incident may be defined as a fatality or other event that can have serious long-term adverse effects on the agency, its employees and their families or the community. These incidents may occur in relation to a wildland fire or other circumstances. It is important to immediately make notifications and involve the people with the proper skills and training when dealing with these types of incidents. See Appendix H on page 84.

## **1.4 LINE OF DUTY DEATH**

A line of duty death will have a traumatic effect on family members, friends and coworkers. Having a plan in place, prior to an incident, with clearly defined roles and responsibilities will limit the confusion and uncertainty when faced with this situation. This includes having current and accurate contact and personal information on file for each employee.

The Division's Line of Duty Death and Serious Injury Response Guide (LODD) provides a framework for a response to an incident of this nature. Managers should become familiar with the elements of this document. Awareness and pre-planning will help ensure our response provides the appropriate support to family and staff in what will surely be a difficult situation.

The Agency Administrators Guide to Critical Incident Management (as modified for FFSL) is an excellent document to assist with the pre-planning efforts. Managers should complete the "Before the Incident" section with information specific to their Area and/or work unit. The two documents, in combination, will become the Line of Duty Death Plan for the Area/work unit. Both documents can

be found on the FFSL Enterprise Safety page <https://ffsl.link/enterprise-safety> - for QR code see 7.5 on page 86.

Some basic guidelines to follow in the event of a Line of Duty Death are:

- Notify immediate supervisor
- Insure notifications are made to law enforcement
- The Division will coordinate with the appropriate authorities to notify the family. Do not make any information public until the family has been notified.
- The Division will also notify Division personnel, human resources, Governor's office, and the media.
- Don't broadcast names or personal information over the radio
- Preserve the site.
- The Division will designate a representative to attend to the families' needs
- Assist investigators as appropriate

## 1.5 ACTIVE SHOOTER PROTOCOL

Below are three recommendations provided by the Department of Homeland Security of precautions people should take if they ever find themselves in an active shooting:

1. If possible, safely evacuate: An individual's best option is to evacuate. Take time now to develop a plan and identify possible escape routes. Leave your belongings behind and always keep your hands visible during the evacuation.
2. If you can't escape, hide: Hide in areas that are out of the shooter's view. Lock doors, close blinds and/or block entries to your hiding place if possible. Silence your cell phone. Consider texting 911 if you can do so and remain concealed. If texting 911, provide your location and nature of your emergency as clearly as possible in plain english - no text jargon.
3. If you come face-to-face with a shooter and your life is in danger, take action: Attempt to incapacitate the shooter. Act with physical aggression and use any means necessary to defend yourself.

Remember, taking action by engaging a shooter should be an act of last resort and should only be done when your life is in imminent danger. Being prepared saves lives, so always be aware of your surroundings and take note of the two nearest exits in any facility you visit.

## SECTION 2: GENERAL INFORMATION

### 2.1 GENERAL FIELD WORK SAFETY

The following general guidelines will be observed, where applicable, when working in the field:

1. A Job Hazard Analysis (JHA) of the work project will be conducted prior to work commencement, when possible, by the work supervisor or designee. See Job Hazard Analysis Checklists on the FFSL Enterprise Safety page <https://ffsl.link/enterprise-safety> - for QR code see 7.5 on page 86. Signatures of all participating workers are required for each JHA. All identified hazards will be evaluated and corrected where possible prior to work commencement. This protocol is included in a 'tailgate safety meeting'.
2. Work supervisors will brief their workers on safety hazards and safe working procedures prior to each work project.
3. Adequate safeguard measures will be taken to ensure public safety at each project location. Unauthorized visitors or volunteers will not be allowed in or near the project area. All authorized visitors or volunteers will be required to adhere to all Division safety rules.
4. All workers will be equipped with standard personal safety equipment and any special safety equipment required for the completion of the project.
5. Ear protection will be provided to employees when exposed to noise levels at or above OSHA standards (normally over 85 decibels for an eight-hour period, or at greater decibels for shorter durations of time). It is recommended to use Sound Choice for annual hearing tests at \$15 per person including instruction-required training by the State of Utah Labor Commission to measure employees' hearing health each year.
6. A first-aid kit that meets standards for your worker's specific exposures will be a standard part of equipment taken into the field on work projects.
7. An emergency evacuation plan and a medical evacuation plan will be developed in advance for all remote field project site locations.
8. When working in areas without cell phone service, produce a communication plan ahead of time which should include radio channels including emergency channels and repeaters used.
9. When working around approaching storm clouds, pull off of high points and ridges at the first report of thunder. Relocate to vehicles if possible or low-lying areas until storm has passed.
10. Ensure constant communication by always carrying a cell phone and a radio in areas that do not have adequate cell phone service. When possible always work with a buddy, especially while operating heavy equipment and chainsaws.



11. Division personnel are often required to work in the field during State big game hunting seasons. The following precautionary measures will be undertaken under such circumstances:
  - a. Attempt to re-schedule field projects to alternate times outside the hunting season.
  - b. Notify hunters or place signs along main access roads to make hunters aware of field workers in the area.
  - c. Never work alone during hunting seasons.
  - d. All personnel working in the field during open hunting season will be issued blaze orange vests and stocking hats. This clothing will be worn by Division personnel in the field whenever possible.
12. Avoid working alone whenever possible. When working alone is unavoidable ensure supervisor is aware and establish procedures for checking out and back in when leaving and returning from the field. Carry multiple forms of communication.

## **2.2 ENVIRONMENTAL AND WILDLIFE HAZARDS**

Working outdoors always involves varying degrees of environmental and wildlife hazards to workers. The following is a brief description of some of these hazards and standard precautions or treatments for injuries due to environmental conditions:

### **2.2.1 Hypothermia**

Hypothermia can affect personnel working under cold, damp, and/or windy conditions. When working under these conditions, one must take every precaution to prevent this physical condition from developing. To help prevent hypothermia, supervisors will ensure the following procedures are followed:

1. Wear proper clothing, appropriate to the season and local weather conditions
2. Personnel will be given rest breaks on a pre-scheduled basis or as needed
3. Personnel will be encouraged to eat nutritional supplements between meals (candy bars, etc.)
4. Drink warm liquids
5. Seek shelter from the wind
6. Keep dry
7. Have warming fires in safe, sheltered places

## 2.2.2 Frostbite

Frostbite must be considered a constant threat while in the field. All personnel should monitor themselves and each other for this condition. Ears, nose, cheeks, fingers, and toes are most susceptible to frostbite. For treatment, the affected area must be warmed by immersion into warm (tepid) water or by other means such as moving into a heated room, but only if warm temperatures can be maintained. Never rub affected parts. Do not have affected individuals drink hot liquids such as coffee, hot chocolate, or tea. Get medical attention.

## 2.2.3 Hyperthermia

Exposure to extreme heat can also be hazardous. When continuous climatic conditions produce temperatures above 90°F, constant care must be exercised in order to avoid heat exhaustion, heat cramps, and heat stroke. To help prevent these conditions, initiate the following:

1. Set a moderate work pace. Schedule demanding work for cooler morning and evening hours.
2. Make sure plenty of drinking water is available and encourage workers to drink often, thirsty or not.
3. Profuse sweating can deplete the body of salt and minerals. Ensure the replacement of electrolytes. The two most common minerals found in sweat are magnesium and sodium.
4. Wear well ventilated and sun blocking headgear.
5. As temperature increases, take frequent rest periods in the shade if possible.

## 2.2.4 Heat Illnesses

Heat illnesses include heat cramps, heat exhaustion, and heat stroke. The body can produce 10 to 15 times additional heat during exercise, depending on the exercise intensity, the size of the muscles being used, and environmental conditions. Consuming water or sports drinks does not guarantee that you will not suffer heat illnesses. The first step in any suspected heat illness is to stop working. Consuming more water or fluid will not stop the problem.

## 2.2.5 Heat Exhaustion

Workers suffering from heat exhaustion are at greater risk for accidents, since they are less alert and can become confused. Basic guidance for new workers and expectations of extreme climate conditions continue to warrant more emphasis on heat injuries. <https://www.osha.gov/SLTC/heatstress> - for QR code see 7.7 on page 86.

### 2.2.6 Sunburn

Avoid sunburn by wearing headgear and long-sleeved shirts. Personnel are not to make work pants into “cut-offs”. Use sunblock products and lotions that provide Sun Protection Factor (SPF) 30+, and reapply as directed on the label. Shade should be utilized as much as possible. With Utah having the highest rate of skin cancer in the country, it is recommended to use a sunscreen with 3-7% zinc in addition to the Sun Protection Factor.

### 2.2.7 Dehydration

Always start the day with enough clean drinking water to make it to the end of shift, plus extra in case of unforeseen circumstances. During a firefighting shift, most people drink 4 to 6 liters, but on a hot and production-focused day it is not uncommon to drink one liter per hour.

### 2.2.8 Hyponatremia and Hypernatremia

It is important to find the proper balance between drinking too much water without taking in enough sodium (hyponatremia) versus not enough water and having high sodium levels (hypernatremia). It is recommended to drink water treated with an electrolyte supplement throughout the day. Electrolyte supplements are usually a dissolvable tablet, powder, or liquid commonly found in grocery and outdoor recreation stores.

### 2.2.9 Fatigue

Fatigue is extreme tiredness, typically resulting from physical or mental exertion or illness. Monitor yourself and others for signs of fatigue and mitigate with reduction in activity, rest, nutrition, and hydration. Warning signs include but are not limited to lack of motivation, tiring easily, muscle pain, headache, sore throat, difficulty with concentration and memory.

### 2.2.10 Rhabdomyolysis

Rhabdomyolysis, or Rhabdo, is the breakdown of damaged muscle tissue that releases proteins and electrolytes into the blood. This can damage the heart and kidneys, result in permanent disability, and can even be fatal. Rhabdo can be caused by exertion, particularly in hot environments. This type of exertion is common to field activities, particularly wildland firefighting. It is important to know the signs and symptoms of Rhabdo to be able to quickly recognize the potential danger and provide medical attention right away.

Signs and symptoms of Rhabdo include:

- Muscle cramps, aches, or pains that are more severe than expected
- Muscle swelling

- Fatigue, inability to continue working or complete a workout routine due to feeling unusually tired. Muscle weakness can occur 24 - 72 hour after extreme, prolonged, or repetitive exertion.
- Tea- or cola-colored urine

If you experience any of these symptoms, stop your current activity, get out of the heat and start drinking fluids. Notify your supervisor and get to the nearest medical facility as soon as possible. Tell the medical facility you suspect Rhabdo and explain your symptoms and situation.

Prevention measures for Rhabdo include:

- Proper hydration and diet
- Acclimation to the environment and to the level of physical exertion regularly required of the job. Begin slowly and progress gradually.

It is important, particularly for supervisors, to become educated about Rhabdomyolysis. Don't ignore symptoms. Rhabdo can only be diagnosed by a medical professional. Treatment and recovery are far more effective when caught early. A Rhabdo handout has been created for firefighters to provide medical providers when Rhabdo is suspected. The Rhabdo handout can be found on the FFSL Enterprise Safety page <https://ffsl.link/enterprise-safety> - for QR code see 7.5 on page 86.

### **2.2.11 Allergic Reactions**

Known plant, food, or insect allergies should be communicated to supervisors and coworkers before taking an assignment in the field. Take precautions before going to a remote area. Have a medical evacuation plan, antihistamines, and if there is potential for a severe allergic reaction, carry an Epinephrine Auto-injector (EpiPen) with you and communicate where your coworkers can find it.

### **2.2.12 Altitude**

Altitude must be considered a hazard until personnel become acclimated. This may require a period of several days to several weeks. Personnel subject to this condition may become tired; have difficulty breathing, and are generally irritable. Until personnel become used to working at high elevations, over exertion should be avoided and the symptoms monitored. Those with high levels of physical fitness have an above average amount of red blood cells, which helps to mitigate altitude sickness.

### **2.2.13 Humidity**

Environmental acclimation may be required when going from a moist environment to a dry environment. Symptoms of going to a drier environment include dry, scratchy or irritable skin. Use skin lotions and drink plenty of fluids to mitigate this symptom and continue to monitor. Where humidity is combined with exposure to summertime temperatures, Rhabdomyolysis, a serious muscle

injury common with outdoor workers, especially wildland and forestry workers, can occur.

### 2.2.14 Thunderstorm Safety

Approaching thunderstorms may be noted by a sudden reverse in wind direction, a noticeable rise in wind speed, and a sharp drop in temperature. Rain, hail, and lightning occurs only in the mature stages of a thunderstorm. See 2018 IRPG, page 21. For the IRPG see <https://ffsl.link/nwgc-irpg> - for QR code see 7.8 on page 86.

1. **Situation Awareness.** Observe the 30/30 rule: If you see lightning and hear the thunderclaps follow in less than 30 seconds, take the storm precautions identified below. Do not resume work in exposed areas until 30 minutes after storm activity has passed.
2. **Hazard Control**
  - a. Take shelter in a vehicle or building if possible.
  - b. If outdoors, find a low spot away from tall trees, wire fences, utility lines and other elevated conductive objects. Make sure the place you pick is not subject to flooding.
  - c. If in the woods, move to an area with shorter trees.
  - d. If only isolated trees are nearby, keep your distance twice the tree height.
  - e. If in open country, crouch low, with feet together, minimizing contact with the ground. You can use a pack to sit on, but never lay on the ground.
  - f. If you can feel your skin tingle or your hair stand on end, immediately crouch low to the ground. Make yourself the smallest possible target and minimize your contact with the ground.
  - g. Do not group together.
  - h. Do not stay on ridge tops, in wide open areas, or near ledges or rock outcroppings.
  - i. Do not operate landline telephones, machinery, or electric motors.
  - j. Do not handle flammable materials in open containers or metal hand tools.

### 2.2.15 Poisonous Plants

Poisonous plants such as poison ivy can be found in wet areas and along waterways. Individuals working in these areas should be briefed on identification and first-aid procedures. When entering an unfamiliar environment, first seek local knowledge on dangerous plants. Poison Oak has not been confirmed to be found in Utah but is common in many surrounding states. As stated above, individuals working in these areas need to be knowledgeable about identification

and first-aid procedures. Personnel should be aware out-of-state that poison oak often exists at elevations below 5,000 ft.

### 2.2.16 Foraging

Do not eat wild mushrooms, berries, or other plants or fruits unless they have been positively identified as safe for eating. The best protocol is to eat what you have been supplied with or have brought yourself.

### 2.2.17 Hazard Tree Safety

Hazard trees, both dead snags and live green trees, are one of the most common risks encountered on the fireline. All firefighters should frequently survey their work area for potential hazard trees. See 2018 IRPG, page 22. For the IRPG see <https://ffsl.link/nwccg-irpg> - for QR code see 7.8 on page 86.

#### 1. Situation Awareness

#### 2. Environment:

- a. Current and forecasted winds
- b. Night operations
- c. Steep slopes
- d. Diseased or bug-killed forested areas
- e. Number and height of hazard trees
- f. Anticipated burn-down time
- g. Potential for trees to domino

#### 3. Hazard tree indicators:

- a. Trees burning for any period of time
- b. High risk tree species (rot and shallow roots)
- c. Numerous downed trees
- d. Dead, broken, or burning tops and limbs overhead
- e. Accumulation of downed limbs
- f. Absence of needles, bark or limbs
- g. Leaning or hung-up

### 2.2.18 Steep Slopes, Poor Footing, and Slippery Surface

When working outdoors it is imperative to maintain a high level of situational awareness. Be cautious where you step or place your hands. When on a steep slope, know what is above and below you at all times. If you accidentally send an object rolling down a hill, be sure to communicate it loudly, unless you are 100 percent certain that it will cause no harm or damage.

## 2.2.19 Insects and Wildlife

1. **Ticks** are annoying and can be dangerous. Personnel should inspect themselves periodically for ticks and other pests. Be especially observant where hair is present and skin areas where there are folds or wrinkles. If ticks are found embedded on the body, they should be removed by medical personnel whenever possible. Ticks should be removed as carefully as possible to ensure that the head does not remain embedded in the skin.
2. **Bee and Yellow Jacket** stings are common in the field and can be dangerous. Check areas to ensure no nests are present and wear protective clothing. Tucked-in pants are very helpful in avoiding both bees and ticks. Employees with known allergies are advised to acquire an EpiPen to ensure their safety when working in remote locations.
3. **Mosquitoes and ants** are often a problem and, once again, the best protection is proper attire. A good repellent is very helpful too, but should be used with caution. Avoid contact with the eyes and open cuts, abrasions, and sores. Some people might also experience an allergy to these products. If you remove any clothing while in the field (jacket, shirt, gloves, boots, etc.), be sure to check them before putting them back on to ensure insects or snakes have not entered them.

There have been reported cases of West Nile Virus in Utah whose symptoms include fever, headache, fatigue and possible skin rash, swollen lymph glands and eye pain. If you experience these symptoms seek medical attention.

4. **Spiders.** Spider bites are not to be taken lightly. If you can positively identify that the spider is poisonous then seek medical attention. If you are bitten and do not know what it was, circle the red area on your skin with a permanent marker and monitor closely for growth or spreading. Use an anti-itch cream to treat the symptoms, unless an open sore develops. Significant growth, swelling, or open sores constitute a trip to the nearest hospital.
5. **Snakes** may be encountered when working in the field. Wear high-top boots and heavy material pants when working in areas of known high concentrations of snakes. Avoid placing hands under stored materials. Use a long pole or bar to move materials or timber that has been stacked. Be careful with foot placement when walking in areas where snakes might be present. If bitten, follow first-aid procedures and obtain medical attention if the snake was identified as venomous.
6. **Bears.** While it is always wise to maintain a clean camp and worksite, it is especially prudent in bear country. Trash, food, and items with strong smells can attract bears from very long distances. Store these items securely, preferably in a vehicle, trailer, or bear box. Do not bring snacks

into your tent. Toothpaste should not be spit on to the ground; utilize a used water bottle or a ziplock bag and discard appropriately.

7. **Mountain Lions.** Be cautious when working in locations known to be mountain lion habitat. Do not enter potential cat dens and maintain high situational awareness during foot travel as these large cats can be hiding in trees or crouched in tall grass or shrubs.
8. **Scorpions.** Nine different species of scorpions are found throughout the State of Utah. The majority of scorpion stings are equivalent to a bee sting. The most venomous scorpion in Utah is the Arizona bark scorpion found in southern Utah. People who are allergic to stings and bites or have other medical conditions or weakened immune systems are most at risk for serious complications from scorpion stings, scorpion stings are rarely life-threatening. Symptoms may include: pain and burning, numbness and a tingling sensation, blurry vision, convulsions, and unconsciousness. Sting care: wash sting area with soap and water, apply a cool compress. For an emergency situation, dial 911, call the Poison Control Center Hotline 800-222-1222. Drive / transport to the nearest emergency / trauma center.

## 2.3 EMERGENCY CONTACTS

Upon hiring, emergency contact information should be provided to the following:

1. Area Manager and/or immediate supervisor
2. In employee profile records at <https://dhrm.utah.gov/gateway> - for QR code see 7.12 on page 87.
3. In CISM records
4. \*Incident Qualification System (IQS) for fire qualified personnel

Emergency contact information should be reviewed annually and updated as needed throughout employment.

\* It is recommended that this contact be a supervisor, duty officer, dispatch, or other consistent 24/7 contact in order to prevent the incident contacting family members directly prior to notifying the Division.

## 2.4 FOOD PREPARATION

Operate food service preparation and facilities in accordance with sound hygienic principles. When all or part of the food service is provided, ensure the food dispensed is wholesome and free from spoilage, and is processed, prepared, handled, and stored to protect from contamination.

- Do not permit any person with a communicable disease, including colds, to prepare, cook, serve, or otherwise handle food or materials in any kitchen or dining room. Food handlers shall have clean hands and fingernails and be free from open sores.



- Ensure that persons wash hands thoroughly with soap and water for a minimum of 20 seconds before handling food and engaging in food preparation.
- To prevent food contamination, ensure that persons working in kitchens and dining halls wear hair nets (or caps), beard nets and clean clothes.
- Keep kitchen areas and food storage facilities free of insects, rodents, and pests. Windows, door screens, and rodent-proof food storage facilities are basic requirements.
- Ensure that floors and food preparation surfaces are cleaned daily.
- Use different cutting boards for raw and cooked foods.
- Scrub containers and utensils used in handling uncooked foods with hot, soapy water before using them with ready-to-serve foods.
- Inspect cooking facilities frequently for general sanitary conditions and individual housekeeping standards.
- Inspect food storage facilities, including refrigerators, freezers, coolers, cabinets, and vaults, for cleanliness, spoilage, rodent/insect infestation, and food shelf life.
- Clean the hoods over grills at least weekly to remove grease deposits, and equip them with an automatic fire extinguishing system.
- Store all perishable food at temperatures that prevent spoilage.
- Refrigerate or freeze leftovers in small, covered shallow containers within 2 hours after cooking; the quicker the better.
- Thaw foods in the refrigerator.
- Dispose of all moldy, spoiled, or contaminated foods immediately. Throw out all leftovers after 3 days.
- Limit food preparation to areas specifically designated for this purpose. Eat prepared food in specified dining areas, not in sleeping areas.
- Recommend food handler online certification. There is a fee for certification.
- <https://ffsl.link/utah-food-handlers-permit> - for QR code see 7.13 on page 87

## 2.5 ABANDONED MINES

Mining activity has played a major role in the development of Utah and dates back prior to statehood. Before modern regulation, mines were often abandoned once they became unprofitable to operate. As a result, there are an estimated 17,000 mine openings scattered across Utah. Working near abandoned mines can pose a number of hazards, especially at night, including open shafts and tunnels, dangerous gasses, unstable structures and explosives. The best course of action is to know your area, understand the hazards, and avoid them.

Contact the local office of the Utah Division of Oil, Gas, and Mining (OGM). Determine who to call if there is an incident involving one of these sites.

Abandoned Mine Reclamation:

- Program Manager, Steve Fluke - 801-538-5259
- OGM Price office number - 435-613-3737
- OGM Vernal office number - 435-247-1539

Flag off known hazardous areas and/or post a guard to warn people entering the area. Brief incoming resources, unfamiliar with the area, on potential hazards in the vicinity.

## **2.6 FIRE FIGHTING**

Refer to Incident Response Pocket Guide IRPG <https://ffsl.link/nwccg-irpg> - for QR code see 7.8 on page 86 and Wildland Fire Incident Management Field Guide (PMS 210-Red Book) <https://ffsl.link/red-book> - for QR code see 7.11 on page 87.

## **2.7 STRUCTURE FIRES**

Division employees are not to engage in fighting structure fires.

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## SECTION 3: MEDICAL, HEALTH & FITNESS

### 3.1 PHYSICAL FITNESS

Regular physical activity permits an active lifestyle that enhances health, work capacity, and quality of life. Exercise can also minimize problems associated with being overweight, such as heart disease, diabetes, high blood pressure, and a host of physiological and sociological problems. Being overweight affects work capacity by placing added stress on the heart and restricting heat loss.

Employees with field duties and/or outdoor assignments should maintain healthy physical fitness through regular exercise. Especially for:

- seasonal field employees,
- employees who are being required to accomplish physical tasks,
- employees with past injuries who may be prone to re-injury, or
- all personnel involved in wildfire suppression activities.

Before assigning field project work or activities to employees who are not normally field personnel, supervisors should consider individual physical fitness, general health, and personal limitations. Warm up exercises and stretching are recommended prior to daily work activity or project.

There are risks of exertion going from a sedentary lifestyle in the winter to sudden increase in activity in the spring. Therefore, a year-round program of physical fitness is recommended for those who intend to perform arduous work associated with wildland firefighting, forestry field work, and other outdoor physical tasks.

Refer to National Wildfire Coordinating Group (NWCG)'s NFES 1596 manual entitled "Fitness and Work Capacity" for details on physical fitness and training. <https://ffsl.link/nwgc-fitness-304-2> - for QR code see 7.12 on page 87.

To encourage a healthy workforce the Division has developed a Health and Fitness Program. Employees are encouraged to take advantage of the provisions outlined in the program to develop and maintain their physical health.

### 3.1.1 FFSL Health and Fitness Program

#### 3.1.1.1 Purpose:

To provide rationale and options for the Division of Forestry, Fire and State Lands (FFSL) employees to recognize and manage their health and fitness habits. Health and fitness can enhance a positive public image, reduce the need for and expense of sick leave, improve overall employee health, decrease injuries, and enhance job performance. An additional benefit from this program is preparation for wildland firefighters to successfully complete the annual required Work Capacity Test ("Pack Test"). This Health and Fitness Program (HFP) is provided for all FFSL staff, but it particularly applies to FFSL's fire personnel. Specific elements of the HFP vary with job duties and or direction by the Area Manager, Program Coordinator or designee. Detailed guidelines are provided for both fire and non-fire personnel.

#### 3.1.1.2 Guidelines:

##### 3.1.1.2.1 Fire Personnel are:

- Designated as primary or secondary based on duties
- Encouraged, where eligible, to complete an annual Healthy Utah Testing Session
- Encouraged to complete an annual physician-administered physical examination
- Encouraged to participate in a year-round health and fitness program
- Authorized physical fitness training time during regular work hours with approval from the Area Manager, Program Coordinator or designee

##### 3.1.1.2.2 Non-Fire Personnel are:

- Encouraged, where eligible, to complete an annual Healthy Utah Testing Session and utilize their health and wellness resources
- Encouraged to complete an annual physician-administered physical examination
- Encouraged to take advantage of the DNR Exercise Policy DNR-23-13

#### 3.1.1.3 Definitions

FFSL's fire positions are designated as primary and secondary. A primary fire position is defined as an employee whose job duties are suppression of wildland fire and whose fire qualifications require successful completion of the Pack Test at the arduous level in order to do their job.

A secondary fire position is defined as an employee for whom fire suppression is not a primary responsibility of their job, but who may engage in fire suppression as a collateral duty and whose qualifications require successful completion of

the Pack Test at the arduous level. Individuals that participate in “service and support” functions to support wildland fire are also included in this category whose qualifications require successful completion of the Pack Test at the moderate, light level.

Supervisors must consider staff position and task factors to determine where employees fall in the HFP and how to apply it equitably.

#### **3.1.1.4 Healthy Utah:**

Healthy Utah (HU) is a wellness benefit for eligible PEHP members and their spouses. HU offers programs, services, and resources to help you get and stay well; including cash rewards for good health and health improvements.

- Full-time primary and secondary fire personnel are encouraged to complete an annual HU testing session prior to engaging in a physical fitness program.
- Go to <https://www.pehp.org/healthyutah> to learn about attending a regional HU testing session or ask PEHP if you can sponsor an HU testing session at a local facility if one is not offered nearby.
- Feedback from a HU testing session will establish a baseline and help guide the employee to achieve desirable biometric results. PEHP will give guidance on available HU wellness resources. HU wellness resources can be found at <https://www.pehp.org/healthyutah> - for QR Code see 7.13 on page 87.

#### **3.1.1.5 Additional Fitness Programs:**

Participants in wildland fire are encouraged to review and apply the guidance in the Fitness and Work Capacity Guide (PMS 304-2). Go to <https://ffsl.link/nwgcg-fitness-304-2> - for QR Code see 7.12 on page 87.

#### **3.1.1.6 Authorization for Physical Fitness Training:**

Firefighting is a mentally and physically demanding profession. Employees must prepare themselves and maintain a high level of fitness to meet the rigor of the job as well as meet national standards for certification. To accomplish this, primary and secondary fire personnel may be authorized opportunities during regular work hours for physical fitness training (PT). Time authorized through the Division’s Health and Fitness Program is an employee privilege granted by management, not a right. It is incumbent on each employee to be responsible for their own physical fitness. Along with PT granted by a supervisor during regular work hours, fire personnel are encouraged to engage in PT on their own time after work, on weekends and throughout the year.

“Physical Fitness” means the ability to perform daily tasks with vigor and alertness, without undue fatigue and with ample energy to meet unforeseen emergencies. Physical fitness training is provided for primary and secondary fire personnel both full-time and seasonal, who are required to have a physical fitness rating of arduous. Primary fire personnel may be authorized up to 1 hour

each work day for PT. Secondary fire personnel may be authorized up to 3 hours of PT per week or advised to use the DNR Exercise Policy (DNR-23-13) option.

### 3.1.1.7 Guidance:

- Hours may fall any time during the employee's regular work day.
- Exercise activities should improve cardiovascular function, flexibility and strength.
- Competitive sports may not be used for PT.
- If an employee is engaged in a physically demanding activity during a given work day, it may be substituted for PT. In this case PT will be suspended for that day.
- PT time will not be cumulative (unused time can't be carried from one day to the next).
- Injuries or occupational disease arising from participation in PT will be reported in the same manner as other on-the-job injuries. Coverage will be determined by the Workers Compensation Fund of Utah (WCF).
- Physical training will be suspended when field activities, fire or critical administrative functions are the priority.
- Due to indirect supervision and dispersed locations of fire personnel, Area Manager, Program Coordinators or designee, will implement a monthly PT log to audit participants for accountability.
- Supervisors should include HFP elements in the UPM.
- Supervisors may implement disciplinary action if PT time is not used as intended.
- Travel and shower time beyond the allotted PT time may not be counted as hours worked.

## 3.2 MENTAL HEALTH AND WELLBEING

Personnel may experience circumstances, both at work or at home, that can affect emotional and mental health. This can result in an employee having serious and sometimes long-term behavioral and performance issues. State employees are eligible for an Employee Assistance benefit offered through Blomquist Hale Solutions that provides counseling services and assistance in a variety of areas including marital and family counseling, stress, anxiety, grief, substance abuse, financial problems and senior care. The services are completely confidential and free of charge to all employees, even seasonal employees without health benefits. Blomquist Hale can be contacted 24 hrs a day, seven days a week at the following numbers:

- Salt Lake City 801-262-9619
- Brigham City 435-723-1610
- Logan 435-752-3241
- Ogden 801-392-6833

- Orem 801-225-9222
- All Other Areas 1-800-926-9619

Because Blomquist Hale can tailor their services to specific vocations, for example, first responders, you should provide your employment capacity when calling.

### **3.3 FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR)**

Each field crew and/or office group should have at least one person currently certified by a nationally recognized organization to render first aid and perform CPR. Supervisors shall ensure that employees receive training or retraining in first aid and CPR before certifications expire.

All chainsaw operators are required to be certified in First Aid and CPR, and ensure that these qualifications remain current.

#### **3.3.1 First Aid Equipment:**

1. Ensure that first aid/body fluid barrier kits (also referred to as a first aid kit) are available at each work site, whether in the field, vehicle, or office.
2. Ensure that a competent person checks first aid supplies and equipment at regular intervals and restocks as needed, paying particular attention to those items with expiration dates.
3. Select first aid supplies for the worksite based on the remoteness from medical facilities and anticipated types of injuries that can occur. For sites with chainsaw operations, at a minimum, supply Type IV (belt) first aid kit(s).
4. Where employees may be exposed to injurious corrosive materials, provide facilities for quick flushing of the eyes at the work area. Maintain all eyewash stations in accordance with ANSI Z358.1 and inspect them per the manufacturer's instructions. Conduct frequent inspection and maintenance of squeeze bottles since they lose water through evaporation, become contaminated, and are easily misplaced.

#### **3.3.2 Bloodborne Pathogens**

The Occupational Safety and Health Administration (OSHA) standard at 29 CFR 1910.1030 covers all employees who could be "reasonably anticipated," as the result of performing their job duties, to come in contact with blood, or any body fluid visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Occupational exposure is defined as reasonably anticipated skin, eye, mucous membrane, or parenteral (a piercing of mucous membrane or skin barrier by needle sticks, human bites, cuts, and abrasions) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.



### 3.3.2.1 Bloodborne Pathogen Exposure Control Plan

#### A. EMERGENCY MEDICAL PROCEDURE

In any medical emergency, time is a critical factor in minimizing injuries. Our intent is that first aid services be provided immediately for any injured worker. All Division of Forestry, Fire, & State Lands (FFSL) offices, work units, and fire suppression resources, have employees that have been trained in first aid and CPR.

The first aid and CPR trained employees will also be trained in our blood borne Pathogen Exposure Control Plan and use universal precautions.

##### 1. Emergency # Posting

Emergency telephone numbers shall be posted in a prominent location in every FFSL office. This includes 911 for calling in an immediate emergency for medical, fire or police response. Other key staff notification numbers are also listed. Employees working in a field setting shall establish emergency contact methods and procedures prior to beginning work.

##### 2. First Aid Supplies

First aid supplies shall be in proximity to all employees. The supplies will be located in labeled safety supply/first aid cabinets located in each office. Employees working in a field setting will be equipped with additional supplies and equipment sufficient to address accidents/injuries in remote areas. These first aid supplies will be monitored by supervisors.

#### B. INTRODUCTION TO BLOODBORNE PATHOGEN AND EXPOSURES

This blood borne pathogen program describes the essential elements needed to protect employees who might, in the expected course of carrying out their First Aid Responder duties, come in contact with human blood or body fluids.

It is our intent that all our employees will be informed of this program. There will be an annual refresher training program.

##### 1. This Exposure Control Plan includes the following topics:

- Universal Precautions (Engineering Control Methods)
- Work Practices –Hand washing techniques
- Personal Protective Equipment – Selection & Limitations
- Housekeeping & Methods of Decontamination
- Infective Waste Handling/Disposal Procedures
- Hepatitis B Virus Vaccinations
- Post Exposure Evaluation & Follow-up
- Recordkeeping
- Employee Training

### C. METHODS OF COMPLIANCE – UNIVERSAL PRECAUTIONS

Any employee providing help to an injured worker must use Universal Precautions. Universal Precautions are a set of protocols that are recommended by the Center for Disease Control and Prevention and now required by OSHA to prevent skin and mucus membrane exposure when potential contact with blood or body fluids is anticipated.

**The Protocols are based on three basic premises:**

1. Treat all blood or body fluids as potentially infectious.
2. Protective barriers must be used which reduces the risk of exposure.
3. The barriers only supplement existing infection control measured such as hand washing.

**Universal Precautions specifically include:**

1. Gloves must be worn when touching blood or body fluids or non-intact skin.
2. Gloves must also be worn when handling items or surfaces obviously soiled with blood or body fluids.
3. Bandage any cut, wound or break in the skin with water tight bandages to prevent contact with blood or body fluids.
4. Wash hands thoroughly with soap and water for at least 10-20 seconds after contact with blood or body fluid or handling contaminated articles. This procedure should be done even after wearing gloves.
5. Employees shall use a mouth guard when performing CPR.

### D. WORK PRACTICES

Wash hands after removal of gloves or whenever you had contact with body fluids. If water is not immediately available then alcohol or antiseptic wipes may be used.

### E. PERSONAL PROTECTIVE EQUIPMENT

Employees should use the following protective equipment when responding to an accident whenever there is a possibility of exposure to blood or body fluids

Task/Activity	Gloves	Eyewear
Bleeding control with spurting blood	Yes	Yes
Bleeding control with minimal bleeding	Yes	No
CPR	Yes	No

Goggles needed because of the irritant and corrosive character of various cleaning compounds and splash potential.

Clear plastic face mask with one-way valve for mouth-to-mask ventilation.

### 1. Location of Personal Protective Equipment

- a. Blood borne Pathogen protection kits (Bodily Fluid Disposal Kit) are located along with first aid supplies in each FFSL office and fire suppression vehicle.
- b. These kits contain all the necessary first aid materials, PPE, cleanup and disposal supplies needed for protection from body fluids.

### 2. Limitations of Personal Protective Equipment:

- a. Gloves

Gloves can be torn or punctured. Gloves should be changed after contact. Disposable gloves should not be reused. They also should not be used when visibly soiled, punctured, or when their ability to function as a barrier is compromised. Hands should be washed as soon as possible after removing gloves. If water is not available then disposable hand washing wipes should be used.

- b. Face / Eye Protection

These items also need to be maintained in good repair and clean. The equipment should be discarded if they do not function as indicated by the manufacturer's use and maintenance documentation.

## F. HOUSEKEEPING

Cleaning up blood or body fluids shall be done as soon as possible.

When using basic cleaning products follow the product's instructions for proper dilution and application methods.

If the commercial disinfectants are not used fresh bleach solution can be made and is effective. 500 ppm (parts per million free available chlorine [ a 1:100 dilution of common household bleach – approximately 1/3 cup bleach per gallon of tap water] is effective. Wash infected area with bleach solution for 10 minutes.

Environmental surfaces which have become soiled should be cleaned and disinfected using a disinfectant cleaning agent which is intended for environmental use.

## G. INFECTIOUS WASTE HANDLING / DISPOSAL PROCEDURES

A biohazard waste which requires special handling and disposal is defined as "any liquid or semi-liquid blood or other potentially infectious materials;

contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other infectious materials and are capable of releasing these materials during handling.” Biohazard waste shall be disposed of immediately in the proper containers. The biohazard containers or bags must be able to contain all contents and prevent leakage of fluids during handling, storage, transport, or shipping.

1. Blood and other body fluids can be disposed of down the sanitary sewer.
2. Sharps that are found shall be disposed of in a closable, puncture resistant, disposable container that is labeled and color coded. Procedures for picking up needles:
  - Have sharps container ready
  - Use latex gloves with puncture-resistant gloves on top cover
  - Use tape over the needle or pliers or other hand tool to pick-up the needle
  - Dispose needle in sharps container
3. When transporting containers of contaminated sharps and other regulated wastes from the use area, the containers shall be closed to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

## H. HEPATITIS B VIRUS (HBV) VACCINATION

FFSL will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability. The hepatitis B vaccination series is available at NO COST after training and within ten (10) working days of initial assignment to employees who are determined to have occupational exposure to bloodborne pathogens.

### **Vaccination is encouraged unless:**

1. Documentation exists that the employee has previously received the series;
2. antibody testing reveals that the employee is immune;
3. medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form that uses the wording in Appendix A of the OSHA Bloodborne Pathogens standard. The form is available on the FFSL Enterprise Forms page under the Safety section <https://ffsl.link/EnterpriseForms> - for QR code see 7.14 on page 87.

Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at NO COST. Supervisors will be responsible for ensuring the vaccine has been offered, waivers signed, for each employee.

The employer shall not make participation in a pre-screening program a prerequisite for receiving Hepatitis B vaccination.

If a routine booster dose of Hepatitis B vaccine is recommended by a Public Health Service at a future date, such booster doses shall be made available.

### **I. EXPOSURE INCIDENT EVALUATION & FOLLOW UP**

Any employee who has an exposure incident (they are exposed to blood or body fluids) shall immediately notify their supervisor who will facilitate a medical evaluation and follow up within 24 hours. The incident will be reported similar to other work-related injuries or illnesses on DNR Form HR-6. It is recommended that the medical professional performing the evaluation complete the post-exposure evaluation form for the examining health care professional - available on the FFSL Enterprise Forms page under the safety section <https://ffsl.link/EnterpriseForms> - for QR code see 7.14 on page 87. It is important to document as much as possible about the exposure. Seek treatment as soon as practical but at least within 24 hours of the incident.

### **J. RECORDKEEPING**

Records of occupational exposure shall be kept on file with HR.

### **K. TRAINING AND COMMUNICATION**

Bloodborne pathogen training will be given annually to all employees.

The training is to be documented and a written record kept with the training records for at least 3 years. Each employee is provided access to all the training materials.

To further minimize employee risk, all employees, regardless of job classification or duties, shall observe Universal Precautions at all times. Universal Precautions is an approach to infection control in which human blood and human body fluids are treated as if known to be other bloodborne pathogens. For employees whose jobs put them at risk for an occupational exposure, training shall cover the major elements of the OSHA bloodborne pathogens regulation.

See: Medical Incident Report in Appendix E on page 80 or MIR in the IRPG under Medical Care (pink section) or Medical Plan ICS 206 WF in the appendix for reporting a medical incident. For the IRPG see <https://ffsl.link/nwgc-irpg> - for QR code see 7.8 on page 86.

## **3.4 LIFTING AND CARRYING HEAVY OBJECTS**

Division personnel perform some duties that require lifting and carrying heavy loads. Serious and painful back and musculoskeletal injuries will be avoided if safe lifting procedures are followed:

**3.4.1 Size up the load. Do not manually lift heavy or awkward objects beyond your capability and without help.**

1. Make objects smaller
2. Use smaller containers
3. Use lighter containers
4. Lighten the loads in containers
5. If the size and weight of the load cannot be reduced, it must be determined if a team lift or lifting device is necessary

**3.4.2 Reaching for objects, especially in high places, can strain the back. Some back-safety techniques to use are:**

1. Reach only as high as your shoulders
2. Use an approved stool or stepladder if needing to get closer to the load
3. Test the weight of the load by pushing up on a corner before lifting. If it is too heavy, get help

**3.4.3 Bending. When bending down to reach or lift, move whole body to protect the back. Some back-safety techniques to use are:**

1. Bend the knees and hips, not the back
2. Kneel down on one knee, if necessary
3. Get as close to the object as possible so you will not have to reach with your arms

**3.4.4 Lifting is one of the most common causes of back injuries. Some back-safety techniques to use are:**

1. Size up the load. If it seems like more than you can handle, get help
2. Face the load squarely
3. Get a firm footing
4. Tighten your abdominal muscles to support your back when you lift
5. Bend your knees and get a grip on the load
6. Lift with your legs – not your back
7. Lift gradually, not suddenly
8. Keep the load close to your body
9. Do not twist while lifting
10. Ask for help

### **3.4.5 Carrying heavy loads:**

1. Use a comfortable and form fitting pack if carrying heavy loads a long distance
2. Use equipment such as dollies, wheelbarrows, or vehicles
3. Ensure that you pay attention to proper ergonomics and keep the weight close to your body

## SECTION 4: TOOLS, MACHINERY & EQUIPMENT

### 4.1 HEAVY EQUIPMENT OPERATIONS

#### 4.1.1 Heavy Equipment Operations

Division heavy equipment must be provided with roll-bars over the cabs or seats, lights for night operations, communications with surrounding personnel and equipment. Only qualified operators will be allowed to operate contract heavy equipment.

##### All equipment:

1. Read your operator's manual thoroughly. Know your machine.
2. Wear the personal protective equipment required for the job when operating the equipment.
3. Keep windshield, windows and mirrors clean at all times.
4. Use a proper three-point mounting and dismounting technique when entering or leaving the equipment.
5. Never use cellular phones or other devices that can distract you from your operation.
6. Never remove protective guards or panels. Replace guards that break or become damaged.
7. Observe extreme caution working along the top of banks or slopes. Keep-ing away from the edge. The edges could collapse and cause a rollover or severe injury.
8. Never permit riders on the machine.
9. Be familiar with your work area, and use the proper machine for the job.

#### 4.1.2 Transporting Equipment

Always consult the manufacturer's instructions in the operator's manual for the equipment being transported before you transport any equipment.

1. Ensure that the transport equipment is in good working order and that tires are inflated according to the manufacturer's specifications. Test lights and turn signals before you start to load the equipment.
2. Use loading ramps and other equipment that are adequately rated for the weight of the equipment.
3. Inspect tie-down devices/equipment before and after using. Discard any worn or damaged devices/equipment..
4. Ensure that the equipment is securely fastened to the transport vehicle in all directions to prevent any movement.
5. Use proper warning signs and flags.



6. Secure all attachments and loose gear to prevent shifting of the load during transportation.
7. If possible, have another competent person inspect the vehicle after it is loaded to be certain the payload is secure.

### 4.1.3 Wetlands Specific Vehicles

The Division has access to a number of pieces of wetlands specific vehicles that are used to perform a variety of functions on Sovereign Lands. These are specialized machines specifically designed and built to operate in a wetland setting. They require a specific skill set to safely and effectively function in this unique environment.

1. Training for this equipment is generally given on site by an experienced operator. Operators must read and understand the manual and follow the established guidelines for operation and maintenance of the piece of equipment they are operating. These machines generally work best in a wet environment, as water is the main lubrication and washes debris away from the tracks.
2. These machines are slow moving vehicles on land and in the water. It is best to drive as close to the work site as possible. Rough terrain and steering prevent the ability to maintain top speed. It is not practical to drive away from incoming weather. Be cautious around moving water which is often flowing faster than these machines can travel.
3. There are many hidden obstacles in a wetland environment ranging from soft mud, running water, drop-offs, metal stacks, rocks, tree limbs, and limited visibility.
4. Proper attire is necessary for safety and comfort. Hearing protection should be worn daily. Hats, gloves, safety glasses and long sleeves shirts and pants should be worn while operating around trees and tall brush. Be aware of the weather as it affects operations in the form of lightning danger, rain making roads harder to navigate, winds shifting or increasing while spraying chemicals, and passing cold fronts which increases the danger of hypothermia to the operator. Operators are sitting on an exposed, elevated platform which may make them a better lightning target especially in flat wetland terrain.
5. Maintain the ability to communicate with others. In most places around the Wasatch Front there is cell phone coverage. For locations without cell phone coverage a satellite communicator should be issued and used. Always let others know where you are going and when you will return, especially when working alone. A Standard Operating Procedure for Communication and Field-Going Employees should be referred to locally.

6. While towing, the appropriate size truck must be used, ball size must match, and the driver must be trained for trailer towing (see “5.2 Towing Trailers” on page 57).

#### 4.1.4 Skidsteer and Chippers

Personnel and bystander safety must always be the number one concern when operating skidsteers and chippers. Always wear all required personal protective equipment, per OSHA: hard hats, eye protection, gloves and hearing protection. Do not wear ragged, torn or loose clothing, large cuffed ‘gauntlet style’ gloves, jewelry or anything that could be easily snagged. Train workers in safe work procedures, including operating wood chipper safety devices and safety controls. This includes an annual refresher on chipper operation and safety procedures. Use the manufacturer’s recommendations for each machine to explain the procedures.

1. All operators will be trained and approved for the piece of equipment they are operating.
2. Always make sure that all controls, shields, guards and safety devices are securely in place, in proper working condition and function smoothly prior to operation.
3. Always keep a fully charged, operational fire extinguisher nearby.
4. Never allow anyone near equipment while it is running. Any unauthorized personnel must be kept well away from the work zone at all times. Shut the machine down immediately if unauthorized persons or animals enter the work zone. Only authorized State employees should operate this equipment. Keep at least two workers in close contact with one another when operating a chipper for safety.
5. The area around chipper equipment must be free of any objects that could obstruct the operator’s movement. Remove branches, limbs, rocks, etc. from the work area that may cause a tripping hazard for operators or workers. The operator must be located within easy reach of all controls and shut-off devices, and be prepared to react to an emergency situation.
6. Workers need to be mindful to keep hands and feet outside the chipper’s infeed hopper.
7. Instruct workers to feed the wide end of brush and limbs into the infeed hopper first.
8. Position workers who are feeding material at the side of the machine for quick access to the emergency shutoff device and to greatly reduce the risk of branching entangling workers.
9. Consult the manufacturer’s operating manual for guidance on safe feeding as some disc type chippers require the worker to be on the machine’s right side.

10. It is a good practice for workers to walk away once the feed mechanism has grabbed the material.
11. Instruct workers to lay short material on top of longer material that is feeding or use a longer branch to push it through the infeed hopper.
12. Never allow material to discharge toward people, animals, vehicles or structures.
13. Never operate equipment that needs repair.
14. Never go near hydraulic leaks. High pressure oil can easily puncture skin, causing serious injury or death. Hot fluid under pressure can cause severe burns--never use fingers or skin to check for leaks.
15. Always use wheel chocks to secure towable chipper machinery. Hand-fed chippers should always be connected to a tow vehicle when in use.
16. Never sit, stand, lay, climb or ride anywhere on equipment while it is running, operating or in transit.
17. Under no circumstances should anyone attempt to open, leave open or close the hoods, doors or guards on equipment while components are turning, coasting to a stop or the engine is running.

#### **4.1.5 Safety Decals (Standard):**

There are numerous decals located on the machine that contain important information to assist in operating your equipment safely. It is necessary for all machine owners, operators and service people to be familiar with, and follow all instructions as listed on the decals.

#### **4.1.6 Bull Hogs**

1. Forestry Mulcher (Bull Hog) operators will be trained and approved for the machine they are operating.
2. DO NOT OPERATE OR PERFORM MAINTENANCE ON YOUR FORESTRY MULCHER (BULL HOG) WITHOUT READING AND UNDERSTANDING THE ENTIRE MANUAL FIRST.
  - a. Conduct field instruction with a trained operator. Application training should include complete vehicle safety, operation training, complete mulching safety and application training.
  - b. Know and understand your work conditions; hazards should be reviewed and terrain surveyed at this time as well as with all new work sites.
  - c. Verify that the machine is in complete safe working order and prepared for your application.
  - d. Read the owner's manual in its entirety and follow all safety procedures.
  - e. Check all grease points per the owner's manual.

- f. Inspect all fasteners for tightness with power off. Manually turn the rotor to inspect tool bolts with the engine off.

### 3. Hazard Zone Precautions

- a. The operator should identify the HAZARD ZONE and make it known to others working on site. It is the OPERATOR'S RESPONSIBILITY to ensure that NO ONE ENTERS THE HAZARD ZONE!
  - b. WARN all persons in the area of the HAZARD ZONE.
  - c. STAY ALERT for outsiders entering the work area who may not be aware of the HAZARD ZONE.
  - d. Land clearing operations generally involve other machinery and people on the site. MAINTAIN an AWARENESS of all working traffic within 150 ft (to each side) and 300 ft (in front and behind) of the mulcher operation.
4. INSPECT the carrier and mulcher daily for damaged or missing deflection chains and flaps.
  5. Operators will wear the appropriate personal protective equipment required for the piece of equipment they are operating including but not limited to: eye protection, hearing protection, and respirator.

## 4.2 CHAINSAW SAFETY PROCEDURES

Chainsaws pose a serious hazard to personal safety when used improperly. All Division employees who operate a chainsaw will, at a minimum, successfully complete the S-212 Wildland Fire Chainsaw class (see Fire Management manual under chainsaw qualifications) or equivalent for non-fire qualified personnel, and have a current CPR/First Aid certification. Employees MUST successfully complete the S-212 course to operate a chainsaw on a wildland fire. The following guidelines will be adhered to when operating chainsaws:

### 4.2.1 Before operation:

1. Clear work area of branches, brush, rocks, etc.
2. Ensure equipment is in good working condition. (Missing bolts, bent bar, chain tension, chain sharpness, etc.)
3. Wear all standard Personal Protective Equipment (PPE): chaps, hard hat, gloves, eye and ear protection, boots, pants, long sleeve shirt.
4. Start saw using appropriate technique, (on the ground, pinched between legs); Do not drop start the saw.
5. Ensure that the saw is tuned by an experienced individual so that the chain does not rotate while saw engine is in idle position.

### 4.2.2 Avoid kickback:

1. Avoid touching the tip of the bar to anything while saw is running.

2. Hold saw firmly with both hands while in operation, ensuring that both thumbs are fully wrapped around handles.
3. Boring cuts (tip of saw buried in wood) should only be attempted by experienced sawyers.
4. Use wedges to avoid pinching.
5. Use a well-balanced stance when cutting.

#### **4.2.3 Maintain control of the saw:**

1. Avoid leaning or over reaching to cut any hard to reach wood.
2. Do not use saw with power head above shoulder height.
3. Let the saw do the work. Do not force saw through the cut.
4. Keep all body parts clear of the potential path of the saw.
5. Watch for spring back of limbs being cut.
6. Do not transport or carry saw with the engine running without chain brake on.

#### **4.2.4 General safety:**

1. Avoid fatigue. Take frequent breaks.
2. Start all cuts at top speed with a firm grip and stable stance.
3. Do not work alone.
4. Stand on uphill side of logs to avoid injury should they roll.
5. Use caution when cutting wood under stress or under a bind situation.
6. Turn engine off before making repairs, adjustments, or refueling.
7. Keep chain sharp and at the correct tension.
8. Keep saws clean and free of accumulations of debris or sawdust.
9. Refuel in clear, safe area with approved fuel containers being careful not to spill, while avoiding areas with potential ignition sources.
10. Do not have others hold or steady wood being cut.
11. Be careful not to touch muffler or spark arrestor.
12. Tree felling should only be done by experienced and qualified sawyers.
13. Never cut outside your experience or comfort level.
14. Be aware of the possibility for fuel “geysering” when working in hot environments. Take appropriate precautions to prevent injuries when refueling.
15. Have first aid equipment available and communicate an emergency notification plan.

#### 4.2.5 When job is done:

1. Clean and sharpen saw thoroughly.
2. Store saw and tools properly.

#### 4.2.6 Tree felling procedures:

1. Make sure felling crew is fully equipped and qualified. Support tools for felling include wedges (wood or plastic), axes, and mauls.
2. Utilize the size down process to: identify hazards, lean, limb weight, size, tree defects, overall stand health, direction and area of desired lay, etc.
3. Determine best direction of fall.
4. Identify escape routes, and safety zones. Walk out and manage your lay.
5. Make initial face cut.
6. Make back cut, placing wedge if necessary.
7. Do not have anyone push on tree while saw is in operation.
8. Watch out for overhead and tripping hazards while cutting and as tree falls.
9. Leave the immediate cutting area by taking pre-identified escape routes once the tree has committed to fall.
10. Make sure tree is on the ground and stable, not left hung up or with potential to roll.
11. Ensure the felling area is clear of hazards and is safe to enter.

#### 4.2.7 Bucking and limbing:

1. Cut limbs and branches following appropriate techniques.
2. Do not have two people limb the same log at the same time.
3. If necessary, buck the remaining log into manageable pieces using the appropriate techniques.

### 4.3 POWER TOOLS

The purpose of this section is to provide information to help protect employees from the hazards presented by working with power tools.

#### 4.3.1 Power Tool Safety Guidelines

1. Eye protection or safety glasses shall be worn at all times when operating power equipment and tools.
2. Report all equipment defects immediately. Do not use unsafe equipment until it is repaired.
3. When disconnecting equipment, pull on the plug, not the cord. Whenever the use of electrical extension cords is required, keep them clean,

- dry, and free from kinks. Protect them from oil, hot or sharp surfaces, and chemicals. Extension cords should not be extended across aisles, through water, doors, or into areas where they are apt to be damaged.
4. Use tools properly. Always use proper-sized tools and equipment for the job. Use each tool only for the job for which it was intended. Forcing a small tool to do the job of a large one may result in injury or tool damage. Never use a screwdriver to see if electrical circuits are hot. Never use a machinist's hammer in place of a carpenter's hammer. Do not strike a hardened steel surface, such as an anvil, with a steel hammer because a small piece of steel may break off and injure someone. Be sure wrenches fit properly. Never use pliers in place of a wrench. Never strike wrenches with hammers. Pull on wrenches, do not push. When sawing, secure the material in the saw vise.
  5. Do not leave power tools unattended while in operation.
  6. Portable electric circular and band saws shall not be used unless the guard mechanism is functioning properly.
  7. Oversized drill bits shall not be ground to fit smaller electric drills.
  8. Wear proper clothing. This varies depending on the type of hand tool you are working with. Work clothing should not be loose, baggy, or highly flammable. To protect against burns, wear clothing such as coveralls, high-top shoes, leather aprons and leather gloves. Remove all paper from pockets and wear cuffless pants. When working with heavy metals wear hard-toed shoes with non-skid soles. Avoid wearing synthetic clothing because it has a low flashpoint, which can result in severe burns. Do not wear jewelry. It can get caught in moving parts.
  9. Protect your hair, scalp, and head. Pull back long hair in a band or a cap to keep it from getting caught in tools. Be extremely careful with long hair when using a drill or drill press. When handling carpentry materials, wear a hard hat or bump cap to protect your head. Watch your fingers. Take special care when hammering so that you strike the object, not your fingers.
  10. Keep your mind on your work. Avoid horseplay and loud talk. Loud talking as well as pushing, running, and scuffling while working with hand tools can cause serious accidents. Be alert and work defensively.
  11. Keep work area and tools clean. Dirty, greasy, and oily tools and floors can cause accidents. Clean and put away all unneeded tools and materials. Clean up spills and scraps from the floor and equipment. Keep paths to exits clear. If conditions are dusty, use a respirator.
  12. Keep cutting-edge tools sharp. Dull cutting-edge tools are dangerous, as they require excessive pressure and hammering to make them cut. When cutting, always cut away from the body. Before using any cutting

tool, remove nails or other objects that might destroy the tool's cutting edge.

13. Carry and store tools properly. All sharp-edge tools and chisels should be carried with the cutting edge down. Never carry sharp tools in a pocket. Store all sharp-edge cutting tools with the sharp edges down.
14. Inspect tools before using. Avoid using damaged tools. Tools that appear to be damaged or have broken handles should be marked unsafe. Do not use them until they have been repaired.
15. Grip tools firmly. Hold hand tools securely so that they do not slip and hit someone. Do not wear gloves--they are bulky and make gripping tools difficult.

## 4.4 HAND TOOLS

All employees who are required to use hand tools as part of their job will be trained in their proper use. Field supervisors should periodically monitor employees' performance to ensure proper and safe use.

### 4.4.1 Hand Tool Safety Guidelines

1. Make sure the right tool for the job is used.
2. Inspect tool heads for tight, wedge-secured fit onto the handle.
3. Make sure handles are free of cracks and splinters and wear gloves to prevent slivers.
4. Test tools for durability by making a few practice strokes.
5. Check tool blades for sharpness. Be careful not to run hands or fingers lengthwise down the blade.
6. Keep guards or scabbards on cutting edges of tools when not in use.
7. Keep tools in a safe and secure location on and off the job and while in transit. Tools are not to be stuck in trees or stumps and will not be placed in any position that will pose a hazard to anyone passing by. Tools are not to be transported on vehicles where passengers are present unless secured in a box bolted to the floor of the vehicle or in a screened-off area.
8. Tools that are unsafe and unable to be serviced must be replaced with safe tools.
9. Horse play with hand tools is not allowed.
10. Never throw hand tools. When returning tools to the vehicles for transport, place them carefully in their storage area, never throw them.
11. Carry hand tools with the cutting edge pointing down, at the side, and on the downhill side of the body. Hand tools are not to be carried on the shoulder, except chainsaws.



12. Keep hand tools sharp. Use gloves and wear long sleeve shirts when using hand files, secure the hand tool, and all files will be equipped with handles.

#### 4.4.2 Hand Tool Use

Safety must always be kept in mind when using hand tools. General safety procedures are listed below:

1. Never angle the head of a cutting tool too sharply as it will tend to glance off the object being cut.
2. Clear cutting area of bystanders and objects which may impede or interfere with the swing of the tool. Clear away underbrush, branches, or any other objects from the cutting area.
3. Wear eye protection such as goggles to guard against flying chips.
4. Use caution when cutting wood under stress. Branches, limbs, or leaning trees may spring back or move after being cut.
5. Be sure to get a good, firm stance when standing on level ground or on a hillside prior to using hand tools.
6. Never use one hand tool as a wedge while striking with another hand tool.
7. Wear protective boots and long pants when using hand tools.

### 4.5 SHOP AND WELDING

Work site supervisors are responsible for the implementation of safe working procedures at each facility under their supervision and they are to ensure that all personnel adhere to all safety policies, rules, and regulations of this Division, the State of Utah, and the Federal Government. The following are Division basic safety procedures:

1. Only authorized personnel are to be allowed in Division-administered facilities.
2. All work areas are to be kept clean and clear of debris and equipment not currently in use. All spills (oil, grease, herbicides, etc.) are to be cleaned up promptly. All tools will be returned to their proper storage areas when not in use.
3. All power equipment will be maintained regularly and faulty equipment will either be repaired or discarded as soon as the fault is discovered.
4. Eye protection will be worn when using machinery which expels airborne debris such as grinding wheels, sanders, etc.
5. Ear protection will be worn when using machinery that emits noise levels over OSHA standards for hearing safety.
6. Exhausts from running engines will be vented out of closed areas.

7. Open containers of flammable liquids such as gasoline are not allowed in closed working areas.
8. Protective cowlings will be maintained along moving machinery shafts such as on PTO shafts on tractors.
9. All personnel will be trained in the safe use of power tools and equipment prior to use.
10. Smoking is not allowed in work areas. Smoking is to be restricted to designated areas.
11. Only qualified, trained personnel will perform welding assignments. All oxygen and acetylene cylinders used for welding, which are not being used in a torch carrier assembly, shall be secured by a chain to the wall to prevent the cylinders from falling. Oxygen tanks are not to be stored with acetylene tanks. Adequate ventilation is to be provided when welding or brazing galvanized brass, bronze, or other metals as the fumes can be hazardous. Welding helmet or goggles are to be worn by welders.
12. All hazardous chemicals such as herbicides, pesticides, corrosives, explosives, flammables, etc. will be stored in approved areas well away from main buildings and working areas [see Pesticide Storage Checklist in Appendix F on page 82]. Also see "6.2 Pesticide/Herbicide/Paint application Protocols and Required PPE" on page 69.
13. All Division administered buildings, shops, offices, warehouses, and vehicles will be equipped with appropriate fire extinguishers. They are to be placed in prominent, strategic locations. Each extinguisher is to be inspected annually and tagged as such annually with the inspector's initials and date of inspection.

## **4.6 WEARING RINGS OR OTHER JEWELRY**

Rings worn on the fingers can be dangerous when working with tools or machinery. Snagging on moving parts or tool projections can result in severe injury and possible loss of the finger or even the hand. Remove rings, neck chains, watches, and other jewelry before working with equipment where such injuries are possible until completion of the job.

## **4.7 WORKING AROUND POWER LINES**

Power, telephone, gas and fiber-optic lines are a common sight throughout the forests and rangelands in Utah. Careless tree cutting, pruning, burning, and equipment operation near overhead power lines causes many accidents..

### 4.7.1 If you see a downed power line

1. Stay far away from all downed power lines and utility lines. Always assume all hanging and downed wires are dangerous and that the power line is energized, even if it is not sparking. Touching a live line or anything near it – like a fence or a puddle – can cause electricity to flow through your body, resulting in serious injury or death. Stay safe and stay away.
2. Keep everyone out of the area and immediately report the downed line to the local power company. Report downed lines by calling 911.
3. Do not attempt to cut or move trees that touch power lines. There is no way to predict when energy may be restored.
4. Never touch a person or object that is touching a power line. Call 911 immediately if someone is in contact with a live power line or has been injured by electrical contact.
5. Do not drive over downed power lines.
6. If a power line falls on your vehicle and you are inside it, stay inside until help arrives and safe conditions are ensured. You will likely remain safe from electrical shock as long as you are inside the vehicle. If you must escape due to a vehicle fire, leap from the open vehicle with both feet together. Continue to hop away with both feet together; taking care to never touch the vehicle once you have made contact with the ground. Warn others to stay clear of the vehicle (at least 30 feet away) until power company officials arrive and ensure that the line is no longer energized and hazardous.

### 4.7.2 Look up for overhead lines

1. Always look up before beginning any activity, especially when moving equipment and raising long or tall objects, such as ladders. Look up when working around overhead power lines, especially when trees are nearby. Branches can hide power lines from view. Trees can conduct electric current.
2. Look up for power lines when using tools of any kind. Even nonmetallic tools can conduct electricity.

### 4.7.3 Use caution when moving equipment near power poles

1. Beware of hooking guy wires when moving equipment. Keep vehicles, tools, pipes and people clear of guy wires at all times.
2. Always lower equipment, tools and pipes before moving them anywhere near power lines. When you do move equipment near power lines, have someone spot for you.

#### 4.7.4 Work at a safe distance from all power lines

1. If a tree to be cut is near a power line, have the electrical utility company de-energize the line. Keep personnel clear until electrical utility authorities advise it is safe to proceed. Ensure that any felling in the vicinity of a high-voltage line is done by professional certified fallers under the direction of a power company representative. Have the power company do all tree pruning for power line clearances.
2. The Occupational Safety and Health Administration (OSHA) requires that people, tools, materials, and equipment be kept at least 10 feet away from power lines with voltages up to 50kV. For lines with voltages higher than 50kV, the required distance is even greater (see below). When uncertain of a power line's voltage, stay 50 feet away. Call your local electric utility to identify the voltage of power lines before you begin working. If you witness a violation of this rule, stay away from the equipment and warn the operator to move away from the power line.

#### 4.7.5 OSHA Minimum Approach Distances

FPL Power Line Voltages	OSHA Minimum Approach Distance*
0 to 50kV	10 feet
Over 50kV to 200kV	15 feet
Over 200kV to 350kV	20 feet
Over 350kV to 500kV	25 feet
Over 500kV to 750kV	35 feet
*Minimum distance for travel under power lines must comply with OSHA Rules. (OSHA 1926.1408 Table A)	

#### 4.7.6 Work safely around power lines

1. Have the power company telephone number readily available in case of an accident.
2. When possible, avoid installing fences under power lines or near buried lines. Suspend all fencing operations during electrical (lightning) storms or when power lines may be down.
3. Notify the power company before using machinery in and around power lines or any high-voltage installation.
4. Check with the power company and review site plans for underground lines.
5. Never use metal poles for pruning, window washing, or other activities near electrical lines. A metal pole or piece of equipment does not need to touch a power line to become energized; coming in proximity can cause the conductor to become energized.

6. When near power lines, move power shovels, booms, telephone wire, pipe, drills, well casing, and other such machinery and materials with extreme care. Clearance should be at least 1-1/2 times the length of the boom plus the materials being handled (see OSHA Minimum Approach Distance table).
7. Identify low hanging power lines that may contact radio antennas or equipment and have the power company raise them.
8. Check the clearance carefully before driving into buildings or working under power lines or bridges. It is not necessary to actually contact a power line for electricity to ground through the machine.

#### **4.7.7 Prescribed burning near power lines**

1. Have the power company turn off power when prescribed burning is near electrical lines.
2. Do not put people in the burn area until the power is off.
3. Thoroughly plan and coordinate with the power company any brush burning close to power lines. Flame is a conductor of electricity.
4. Never direct a stream of water at or near an electrical line.

### **4.8 WORKING NEAR GAS LINES AND OTHER UTILITIES**

Underground utilities -- especially buried gas lines -- can be very dangerous. The basic rule is to call before you dig. One easy call to 811 starts the process of getting underground utility lines marked for free. Utility company locators will mark the approximate location and type of underground utilities with paint and flags.

Fire suppression activities can expose personnel to these hazards and greatly increase the complexity of an incident. If you are responsible for, or primarily operate in, the same geographic area, research what utilities are located there and the companies responsible for them. Have contact information available in the event they are impacted by a wildfire. If you are not familiar with the area, learn how to recognize markers that identify the location of these lines and how to locate contact information in case of an emergency. Companies are required to place signs and markers along the pipeline route to identify the general location of a pipeline and specify the type of product transported, the operator's name and an emergency contact number.

Another valuable resource is a web site provided by the Pipeline Association. The site contains a number of helpful products to help you locate pipelines and the companies responsible for them along with contact information <https://ffsl.link/pipeline-awareness> - for QR code see 7.15 on page 87. Refer to the IRPG pg. 28 "Oil and Gas Site Safety" for specific hazards and precautions to take for wildfire operations adjacent to these areas. For the IRPG see <https://ffsl.link/nwgcg-irpg> - for QR code see 7.8 on page 86.

## SECTION 5: VEHICLES

### 5.1 MOTOR VEHICLES

#### 5.1.1 Safety Equipment

It is recommended that all State vehicles be equipped with the following safety equipment:

- First aid kit
- Fire extinguisher (ABC, 2 pounds or larger)
- Highway flares or reflective triangles, cones, chemical glow sticks
- Emergency road kit (includes flashlight with spare batteries, adjustable wrench, pliers, 2 screwdrivers, electrical tape, emergency blanket, drinking water & matches)
- ANSI Class 2 reflective vest
- Two-wheel chocks (1-ton vehicles or larger)
- Tow rope strap or chain
- Jumper cables
- Lug wrench
- Shovel
- Ice scraper
- Current issue of the Emergency Response Guidebook (available as an App)

#### 5.1.2 Vehicle Operator Responsibilities

1. Primary operators are responsible for keeping their vehicle in good operating condition; free from dirt, litter, and trash; and safety equipment is to be maintained and kept in good working condition.
2. Periodic inspections of specific parts of the vehicle shall also be conducted by the primary operator, completing a preventive maintenance entry log daily/weekly including but not limited to:
  - a. All glass for cracks
  - b. Tire tread depth, condition, tire pressure (including spare) and lug nuts
  - c. Signal flashers and running lights
  - d. Oil, fuel, other fluid levels and check for leaks
  - e. Brake functions
  - f. Lights, horn, and all other safety equipment
  - g. Mirrors and seat adjustments
  - h. Fan belts and hoses

3. The operator is responsible for the safe and prudent operation of their vehicle while in motion including the safety, welfare, and conduct of all passengers.
4. Operators will inspect behind their vehicle prior to backing up.
5. All vehicle operators will possess a valid Utah Operator's or other State License and complete all training required by DFO or the Division of Risk Management including watching the defensive driving video and passing the defensive driving test prior to operating a State vehicle. Operators must repeat the course once every two years thereafter. The defensive driving course is located on the Utah Learning Portal at <https://ffsl.link/UtahLearningPortal> - for QR code see 7.16 on page 87.
6. Vehicles will be parked in safe locations, well out of lanes of traffic. Emergency flashers, fuses, flags, or other warning devices will be used when parking on major highway rights-of-way. Emergency operations conducted along or near major thoroughfares should have traffic control assistance from local law enforcement agencies.
7. Vehicles designed to carry over 6,000 pounds GWV (1-ton trucks and larger) will be equipped with two-wheel chocks. These wheel chocks are to be placed under the downhill wheels, on the downhill side of the tires, when stopping on inclines 2% or greater.
8. All operators and passengers in State vehicles shall wear seat belt restraints while in a moving vehicle.
9. All children being transported in State vehicles shall be placed in proper safety restraints for their age and size.
10. The operator is always responsible for the proper and secure attachment of a trailer to a vehicle. If a trailer comes off and causes damage, it will be determined a preventable accident and the operator will be held responsible. (see "Towing Trailers" section below)
11. If an animal jumps in front of a vehicle, the operator should not swerve to miss the animal. If damage occurs from hitting the animal, the accident will be determined as non-preventable. However, if the operator swerves to miss the animal and damage is caused to the vehicle, the accident will be deemed to be preventable and the operator will be held responsible.
12. The operator should not talk, text or read texts or emails on their cell phone while driving the vehicle. The operator should pull off the road before using a cell phone.

### 5.1.3 Passenger Responsibilities

1. All passengers are required to use seatbelts.
2. Passengers will enter and disembark from vehicles in an orderly and prudent manner to reduce the risk of falls or other personal injuries.

Jumping on or off moving or stationary vehicles is not allowed. Use 3 points of contact when entering or exiting larger vehicles or heavy equipment: 3 of your 4 limbs are in contact with the vehicle.

3. Transportation of non-State employees, including volunteers, must have prior approval from the Division Director. See DNR Motor Vehicle Operations policy DNR-23-05 and FFSL policy FFL-96-A-5. See <https://ffsl.link/EnterprisePolicies> - for QR code see 7.17 on page 88.

## 5.1.4 Winter Driving Safety Procedure

### 1. Background

Motor-vehicle accidents are a leading cause of injuries and workplace deaths. Vehicle accidents are caused by driving too fast for road conditions. Winter weather can present hazards for workers who drive for work or as part of their work.

### 2. Purpose

The purpose of this winter driving safety procedure is to:

- a. Reduce the human and financial costs associated with motor-vehicle accidents.
- b. Promote safe driving practices that reduce exposure to winter driving hazards.
- c. Improve safety.

### 3. Winter Driving Procedure

FFSL is committed to winter driving safety and minimizing the risk of injury to its workers, other workers and members of the public. FFSL will ensure that its workers have the information, training, equipment, resources and support necessary to eliminate or minimize their exposure to winter driving hazards.

### 4. Driving Responsibilities

When driving a fleet vehicle, the primary operator will drive safely according to the road conditions, such as;

- a. Not exceeding posted speed limits.
- b. Reducing speed where necessary.
- c. Increasing the distance between their vehicle and other vehicles on the road.

### 5. Winter Driving Trip Planning Process

Before approving any work-related driving in winter weather, the primary operator shall determine:

- a. If work tasks can be accomplished through means other than driving, such as conducting business by phone, e-mail, or video conferencing.



- b. If work activities can be accomplished by using other means of travel, such as public transportation, where available.
- c. If winter weather driving is required, the primary operator will:
  - (1) Assess weather conditions where driving will occur and, where necessary, modify driving activities (such as changing driving routes, allowing for more travel time or postponing travel during adverse winter weather).

## 6. Vehicles

Where a fleet vehicle is provided, the primary operator will ensure that the vehicle is suitable for the driving purpose in which it will be used and is in good operating condition.

### 5.1.5 Reporting injuries and motor vehicle crashes

Employees must report all work-related injuries and vehicle crashes on the day of the accident or as early as possible on the following day. To report an accident the primary operator should notify his or her supervisor and complete the accident report at: <https://ffsl.link/fleet-claims> - for QR code see 7.18 on page 88.

## 5.2 TOWING TRAILERS

### 5.2.1 Pre-trip Safety Inspection

1. Ensure that wheel bearings have been packed periodically. Check wheel bearing play and tires. Grasp the top of each tire and attempt to move it side to side
2. Wheels, lug nuts, and tires
3. Wiring and light system
4. Trailer brakes, if equipped
5. Fenders and mud flaps, if equipped
6. Springs and shackles
7. Trailer floor surface for defects
8. Safety chains
9. Hitch pins are secure
10. Trailer ball is correct size and is seated securely

### 5.2.2 Operation

Trailers can adversely affect vehicle handling and stopping. Always drive at a speed that allows for full control of the vehicle and trailer. Increase following distance in order to allow adequate space to stop. Ensure that vehicles used for towing trailers comply with federal, State, and specific regional requirements regarding size, weight, and necessary equipment.

1. For tongue type tag-a-long trailers and fifth-wheel or gooseneck type trailers, use the manufacturer's published gross combined rating (GCWR), available from the fleet manager or specific vehicle towing specifications. These ratings reflect a combination of proper truck components, including engine size, transmission, rear axle ratio, frame, and suspension. In no case shall the GCWR exceed the manufacturer's published GCWR nor shall any individual axle exceed the specific gross axle weight (GAWR) stamped on the manufacturer's plate.
2. Trailers equipped with trailer brakes should be tested before towing.
3. Loads on trailers should be positioned to provide adequate tongue weight and loads should be properly secured with adequate straps and/or chains.
4. Keep hands and feet away from the coupling device when maneuvering the trailer into position for locking.
5. Never permit riders in or on trailers.
6. When backing a trailer, first get out and check the area to the rear, sides, front, and overhead to ensure the vehicle is clear of obstructions. Use an observer when available.

### 5.2.3 Equipment

The following equipment is required for trailer use:

1. Warning equipment, such as reflective triangles or other suitable warning devices.
2. Brakes, lights, and markings as required by State regulations.
3. Safety chains to match or exceed the trailer weight rating. Chains shall be in place and crossed under the tongue. Adjust safety chains to prevent them from dragging.
4. Side-view mirrors that provide adequate rear vision.
5. Trailer jacks (horse and heavy-duty trailers), which are generally not needed for light trailers, such as those used for ATVs and snowmobiles.
6. Trailer brakes for trailers with 3,000 pounds GTWR or above.
7. Emergency break-away system and wet or gel cell battery trailers 3,000 pounds GTWR and above.

## 5.3 ATV/UTV Use

1. The use of Utility Task Vehicles (UTV) and All Terrain Vehicles (ATV) can be very useful in fire management and natural resource management applications when used properly. However, when these tools are used improperly the result can be serious injury or even death. Although the predominant use is trending toward UTV over ATV, the Division still operates both types of vehicles. Regardless of the type of vehicle, operators need to be qualified and have a thorough understanding of the vehicle's

safe operation, capabilities, limitations, transportation requirements , maintenance and have supervisor approval prior to operation.

2. Division personnel must be trained to safely use each type of Off Highway Vehicle they may be using.
  - a. Required training is clearly defined in Division policy FFL-3-A-12. See <https://ffsl.link/EnterprisePolicies> - for QR code see 7.17 on page 88.
3. Operators must be physically capable of operating the ATV/UTV safely, and not go beyond their capability or experience. Operators must dress appropriately wearing proper PPE (personal protective equipment). In ATVs or single seat four wheelers not fitted with roll bars and seat belts, the rider is required to wear a DOT approved helmet. In UTVs, otherwise known as utility task vehicles fitted with roll bars and seat belts, helmet use is not required.
4. Learn the capabilities of your ATV/UTV and do not go beyond these limits. ATV/ UTV must be sized for the operator and capable for the task needed. Operators must learn the controls for the ATV/UTV to be used.
5. Transporting ATV/UTVs to and from the work area includes having an appropriate sized, inspected and maintained trailer, the load securely balanced, strapped down (tie down or ratchet type) and an appropriate sized vehicle to tow or haul. Specific training should be taken to learn how to correctly use trailers with correct tow capacity and ball size, properly latched, crossed chains, and lights that work.
6. Loading and unloading: Wear appropriate safety gear while loading and un- loading, make sure ramps are the proper size and strength, attach ramp to trailer if necessary, match placement of ramps to tire spacing, go slow and careful, use low gear and avoid turns on ramps.
7. Follow manufacturer’s recommendations for preseason maintenance, pre ride inspection, safe vehicle operation and preparing your ATV/UTV for storage.
8. A safety checklist (Appendix D on page 79) for off highway vehicle operation is included in Section 7 of this handbook.

## 5.4 AIRCRAFT

Division personnel should use extreme caution when working with or near aircraft. Obtain a briefing from pilot or flight crew. When on wild-fire refer to the 2018 IRPG (blue section, pages 45-63). For the IRPG see <https://ffsl.link/nwcg-irpg> - for QR code see 7.8 on page 86.

### 5.4.1 Unmanned Aerial Systems (UAS)

The use of UAS has become a useful and cost effective method for mapping, gathering intelligence and improving overall situational awareness. This tool also has the potential to become a hazard when used improperly, particularly when operating in conjunction with or adjacent to other aviation operations. Division personnel operating UAS need to be properly trained, certified, and authorized to do so. Requirements and procedures for operating UAS are clearly defined in Division policy FFL-15-A-18. See <https://ffsl.link/EnterprisePolicies> - for QR code see 7.17 on page 88. Operators need to read and be familiar with this policy and abide by the requirements outlined there when operating UAS.

## 5.5 BOAT SAFETY

### 5.5.1 Boat Safety on Rivers

Boat safety training and advanced first aid certification is recommended before operating a boat on any river such as the sovereign lands managed sections of the Colorado, Green and Bear Rivers.

1. Before getting on the water, ensure that the boat is equipped with all the regulatory safety equipment required including:
  - a. Fire extinguisher
  - b. Personal floatation devices (PFD) + 1 extra
  - c. Throw rope
  - d. Sunscreen and insect repellent
  - e. River maps
  - f. Boat patch kit including patches, glue, sandpaper, mask, and scoring device
  - g. Whistle
  - h. Adequate gasoline for trip
    - i. Fire Pan (if you're having a campfire)
    - j. Adequate first aid kit
    - k. Extra propeller
    - l. Oil for engine
  - m. Extra kill switch cord
  - n. Proper tool kit to replace propeller
2. If leaving for an overnight trip, bring: a groover (portable toilet), Delorme InReach satellite communication device, stove, propane, water (2 gallons per person per day) and sanitation for hands and kitchen equipment.
3. Before getting on the water, a safety talk should be given in front of all river passengers and the person giving the safety talk should ensure that

- all passengers are listening and engaged in the safety talk. Safety talk should include at minimum:
- a. Foot entrapment
  - b. Throw rope procedures
  - c. How to safely catch passengers that fall out of the boat (lift from beneath the shoulders at the armpits)
  - d. Proper PFD fitting (should not lift above ears when pulled, worn properly at all times- either all the way on or all the way off)
  - e. PFDs are always worn on a State of Utah vessel
  - f. PFD labels can be read clearly (PFDs without a legible label are considered retired and should not be worn or depended on for safety)
  - g. Location of additional safety gear (extra PFD, first aid kits, etc.)
  - h. Discussion of water features such as holes, lateral waves, eddy lines, strainers, woody debris and other hazardous water features that may be encountered
  - i. Boating safety hand signals (tapping head, pointing to good water only, sign for wood, etc.)
  - j. Leave no trace principles for desert rivers (example: urinating in the water not on land, carry out waste, etc.)
  - k. Proper hydration and adequate calorie consumption
    - l. Heat exhaustion, or hypothermia and treatments
  - m. No alcohol or other recreational drugs are legal to transport in any State of Utah vehicle which includes boats
4. Persons operating the boat and motor should be confident and able to:
- a. Start motor, and troubleshoot common problems with outboard motors
  - b. Turn off motor quickly in case of emergency
  - c. Read water properly for safe navigation and depth (avoid sandbars)
  - d. Understand property ownership of adjacent lands
  - e. Operate boat in swift water and navigate rapids safely
  - f. Knowledge of how to row a boat in case the motor is unusable
  - g. Give a safety talk and perform swift water rescue if needed
  - h. Understand that setting up a 3:1 Mechanical Advantage (MA) pulley system in moving water is very complicated and requires specialized training, achieved through obtaining a SRT-I qual. Only people who are qualified to at least that level should attempt it.
  - i. Know how to properly patch a hole in a raft on the river

## 5.5.2 Boat Safety on Utah Lakes

Boat safety training and advanced first aid certification is recommended before operating a boat on sovereign lands managed waters of Bear Lake, Utah Lake and the Great Salt Lake. Utah State Parks has a boating education booklet course with training available for close quarters operations in addition to the on-line boating education. Specific training is required before operating an airboat. [www.boat-ed.com/utah](http://www.boat-ed.com/utah) - for QR code see 7.19 on page 88.

1. Before getting on the water, ensure that the boat is equipped with all the regulatory safety equipment required including:
  - a. Fire extinguisher
  - b. Personal floatation devices (PFD) + extra to assist others
  - c. Dock and throw ropes
  - d. Sunscreen and insect repellent
  - e. Air horn or whistle
  - f. Adequate gasoline for trip
  - g. Adequate first aid kit
  - h. Oil for engine
  - i. Proper tool kit
  - j. Proper lighting
2. Before getting on the water, a safety talk should be given in front of all boat passengers and the person giving the safety talk should ensure that all passengers are listening and engaged in the safety talk. Safety talk should include at minimum:
  - a. How to prevent a fall overboard and safely retrieve a passenger that falls out of the boat (lift from lapels of PFD, not arms)
  - b. Proper PFD fitting (should not lift above ears when pulled, worn properly at all times- either all the way on or all the way off)
  - c. PFDs are always worn on a State of Utah vessel
  - d. PFD labels can be read clearly (PFDs without a legible label are considered retired and should not be worn or depended on for safety)
  - e. Location of additional safety gear (extra PFD, first aid kits, etc.)
  - f. Discussion of water features such as floating debris and water depth
  - g. Discussion of boat traffic and how to operate around other moving boats
  - h. Discussion of other recreational uses such as kayaks, paddleboards and sail kites
  - i. Discussion of expected and unexpected weather conditions
  - j. Boating safety hand signals

- k. Environmental factors such as sun (wear sunscreen, long sleeves and hat) and wind effects on hydration and skin health
  - l. Proper hydration and adequate calorie consumption
  - m. Heat exhaustion, or hypothermia and treatments
  - n. No alcohol or other recreational drugs are legal to transport in any State of Utah vehicle which includes boats
3. Persons operating the boat and motor should be confident and able to:
    - a. Start motor, and troubleshoot common problems with outboard motors
    - b. Turn off motor quickly in case of emergency
    - c. Operate boat in all weather conditions expected
    - d. Understand the effect of waves in shallow water
    - e. Read water properly for safe navigation
    - f. Understand property ownership of adjacent lands
    - g. Operate boat in traffic, close quarters and dock situations
    - h. Knowledge of how to row a boat in case the motor is unusable
    - i. Give a safety talk and perform water rescue if needed

## 5.6 OFF-ROAD AND FIRE SUPPRESSION ACTIVITIES WITH ENGINES

1. Caution must be used operating pumps to avoid severe and painful burns through accidental contact with the muffler and exhaust pipe. Guards should be placed around these hazards whenever possible.
2. When possible, engines will be placed on the leese side of roads or kept a reasonable distance away from active, uncontrolled fires.
3. Traffic control will be requested from local law enforcement agencies when attempting suppression activities from public rights-of-ways. Emergency flashers, red lights and flags will be utilized when operating or parking on a public right-of way.
4. Only Division personnel or duly authorized personnel will be allowed to operate Division-purchased vehicles, except in an emergency. All personnel authorized to operate a Division vehicle are to be thoroughly trained in the use of the vehicle and all accessory apparatus.
5. Fire engines have a higher center of gravity than conventional vehicles and will rollover easier.
6. Fire engines are heavier than conventional vehicles and therefore require a longer stopping distance. Operators are to exercise caution when operating fire engines at high rates of speed.
7. Understand the blindspots of the vehicle you are operating. Make sure nozzle operators and others stay where the vehicle operator can see them.

Use caution when backing. Visibility to the rear of fire engines is inherently poor. Inspect the area behind the engine prior to backing, use a spotter when available, and ensure the vehicle's backup alarm remains functional.



8. Personnel, including nozzle operators will not be allowed to ride outside of the cab on fire engines.
9. The beds of fire engines are extremely slippery, and caution must be exercised when climbing on and around pump-tank units. Place friction tape as needed, and additional grab handles or steps if feasible.
10. Inspect areas for heat prior to parking in unimproved areas during fire suppression activities. Do not park on hot spots.
11. Operators and vehicles must be grounded prior to pouring fuel into tanks on vehicles or pumps.
12. Check spare gas cans often to ensure that leaks are not occurring. Such cans are to be mounted in the bed of vehicles and not in closed bins (unless bin is vented) to prevent the buildup of dangerous fumes.
13. Items stored in truck bed are recommended to be safely secured.
14. Vehicles actively engaged in off-road fire suppression activities will maintain radio contact with dispatchers or other personnel.
15. Fire engines are advised to never attempt frontal attacks on dangerous wildfires. Keep engines pointed away from wildfires, and be prepared to disconnect hoses at the reel in the event of a blow-over. Always be prepared to escape.



16. All vehicles proceeding to and from fires will abide by posted traffic speed limits. This applies to every Division vehicle. Vehicles equipped with red lights and sirens are not exempt from this rule (see the Utah State Code Title 41 Chapter 6a on operating emergency vehicles).
17. Division Fire Management and Law Enforcement vehicles are authorized to respond to incidents using emergency lights and sirens in some situations. Operators are required to be trained, approved by their supervisor, and requested to do so by an on scene official or dispatch center. Specific requirements for emergency response are defined in Division policy FFL-96-B-5. See <https://ffsl.link/EnterprisePolicies> - for QR code see 7.17 on page 88.

## SECTION 6: CHEMICALS

### 6.1 HAZARDOUS MATERIALS

Primary transportation systems, i.e., highways, rail lines, can be found in every county of the State. These transportation systems are used extensively to haul materials that are considered hazardous. These hazardous materials are of many types and quantities, i.e., propane, gasoline, explosives, corrosives, etc.

Portions of these transportation systems are located in wildland areas of the State. Accidents which sometimes involve vehicles carrying hazardous materials have and will continue to occur. Some of these types of accidents have resulted in the start of wildfires. District Fire Wardens are dispatched to vehicle accidents occurring in wildland areas due to vague accident report information or to standby in case the fire spreads to the wildlands.

The purpose of the hazardous materials section in the Division's Fire Management Program Guide is to provide general information concerning hazardous materials and to provide recommendations in the event that officials and volunteer fire department members in your district have not received any training involving hazardous materials. Your actions could help avoid the creation of an extremely dangerous situation.

It is recommended that you contact the fire and law enforcement personnel in your district to inquire whether they have received any training regarding hazardous materials. The State Fire Marshal also has a 24-hr Utah Hazmat Help Line, 801-256-2499 if you need assistance.

#### 6.1.1 What is a Hazardous Material?

Any element, compound or combination thereof, which is flammable, corrosive, detonable, toxic, radioactive, an oxidizer, or etiologic agent, or highly reactive, and which because of handling, storage, processing, or packaging, may have detrimental effects upon operation and emergency personnel, the public equipment and/or the environment.

#### 6.1.2 What is the purpose of the Emergency Response Effort?

To favorably change or influence the sequence of events which comprise the emergency before it has run its course naturally AND to minimize the harm that would otherwise occur.

Many of the disasters which have occurred involving hazardous materials involving loss of life were primarily due to unfavorable action taken by the emergency response personnel such as:

1. Lack of scene identification

2. Lack of adequate assessment
3. Reliance on traditional fire-fighting techniques

### 6.1.3 D.E.C.I.D.E.

The six-step D.E.C.I.D.E. process by Benner should be used in any hazardous materials incident. It provides step-by-step guidelines for identifying, assessing, and taking action regarding a hazardous material incident. The D.E.C.I.D.E. process is listed below along with further discussion of each step.

- D**etect hazardous materials present
- E**stimate the potential harm without intervention
- C**hoose response objectives
- I**dentify action options
- D**o best option
- E**valuate progress

### 6.1.4 Keys to detecting if hazardous materials are present:

1. Occupancy or Location
2. Container shapes
3. Markings and colors
4. Placards and labels
5. Shipping papers
6. Senses

### 6.1.5 Shipping Paper Protocols for Hazardous Materials

Shipping Paper Location			
Type of Transport	Title or Shipping Paper	Who	Where
Highway	Bill of Lading	Driver	Cab
Railroad	Waybill Consist	Conductor	With Conductor
Airplane	Air Bill	Pilot	Cockpit

In identifying the hazardous material involved it is **IMPORTANT** to determine the specific name of the hazard. **SPELL IT OUT** or bring the shipping paper with you. **DO NOT** attempt to remember the name, as it can be a **FATAL** mistake.

After you have specifically identified what it is, the next step is to determine what it could do. Sources of information on hazard potential are:

1. Chemtrec (800-424-9300) is a toll-free number in Washington, D.C. that provides information and assistance in chemical or hazardous material emergencies.

2. The assistance is two-fold in nature:
  - a. Chemtrec will provide immediate advice on the nature of the material and steps to be taken in the early stages.
  - b. Chemtrec contacts the shipper of the material for more detailed information and follow-up. When using Chemtrec, remember that the information will be relayed several times, so be specific.
  - c. Emergency Response Guidebook (located in vehicle): If you do not have one, contact your Fire Management Officer. The guidebook is also available in electronic form that can be downloaded to your phone. This guide provides information to help personnel during the initial stage of an incident. This source of information can help you choose the safest response option until Chemtrec and qualified personnel arrive to take over the incident.

### 3. Situation Response

- a. After the material has been identified and the hazard potential estimated, then development of how to handle the situation is needed. This may range from suppressing the fire, to evacuating the area to let the event run its course, to keeping open flame away from the scene.
  - (1) How long has the container been on fire?
  - (2) How great of a threat to life is the fire?
  - (3) Is there sufficient water supply available and can it be delivered at sufficient quantities and pressures to be effective?

IF THE INCIDENT OCCURS IN A WILDLAND AREA, THE ANSWER TO THE LAST QUESTION MOST LIKELY WILL BE NO! THE BEST RESPONSE OPTION WOULD BE TO EVACUATE PERSONNEL AND TRAFFIC FROM THE AREA AND NOTIFY CHEMTREC OF THE SITUATION. MANY TIMES THE OPTION TO EVACUATE AND ALLOW THE EVENT TO RUN ITS COURSE IS THE BEST AND SAFEST OPTION.

#### 6.1.6 Procedure & Direction for Reporting of Oil & Hazardous Material Spills in Utah:

State and Federal legislation make it mandatory for any responsible party to immediately report spillage or discharge of any petroleum product or hazardous material into State waters to appropriate State and Federal Agencies.

Federal guidelines appear to limit the reporting requirement to only those spills which occur in navigable waters, tributaries thereto, and adjacent shorelines. However, it is the intent of the Utah State Division of Health that ALL petroleum and hazardous material spills be reported in order to provide an opportunity to determine the environmental impact of such spills. To this extent the cooperation of all concerned persons, corporations, and agencies is required by law.

1. **The party responsible for any spill is required to immediately:**
  - a. **Notify the Environmental Protection Agency**  
US EPA- Region 8  
1595 Wynkoop Street  
Denver, CO 80202-1129  
303-312-6312 or 800-227-8917
  - b. **Notify the Utah Department of Health**  
Cannon Health Building  
288 North 1460 West  
Salt Lake City, UT 84116  
801-538-6003
  - c. **Notify the Utah Department of Environmental Quality**  
195 North 1950 West  
Salt Lake City, UT 84114  
801-536-4400 or 800-458-0145
  - d. Take necessary action to protect public health and welfare and to initiate containment and cleanup efforts.
2. **The following information should be provided when reporting oil or hazardous material spills:**
  - a. Name, phone number, and address of responsible party or company
  - b. Name, title and phone number of person reporting
  - c. Time and date of spill
  - d. Location of spill: as specific as possible including nearest town or city, highway and waterways
  - e. Kind and amount of material spilled
  - f. Cause of spills
  - g. Waterways involved or proximity to waterways
  - h. Emergency action taken for containment and cleanup
  - i. Other agencies contacted

## **6.2 PESTICIDE/HERBICIDE/PAINT APPLICATION PROTOCOLS AND REQUIRED PPE**

Pesticides include insecticides, fungicides, herbicides, rodenticides, attractants, repellents, and wood preservatives.

### **6.2.1 Hazard Communication Plan**

Each Area/work unit that uses and/or stores hazardous chemicals must have a written Hazard Communication Plan specific to the chemicals they use. A template to create a plan is available on the Division's Enterprise page under Safety.

## 6.2.2 Qualifications

Employees working with pesticides shall be trained and have experience in the specific work project or activity. Personnel involved in restricted-use pesticide applications shall be licensed or certified by the appropriate federal, State, and/or local jurisdiction.

## 6.2.3 Personal Protective Equipment

Employees involved in pesticide work shall use the personal protective equipment (PPE) specified by the product label, Material Safety Data Sheet (MSDS), and Job Hazard Analysis (JHA). Adhere to all instructions from the label of the chemical being used. The minimum PPE requirements for pesticide application are:

1. First Aid Kits: Have them readily available to all workers.
2. Hand Protection: Wear gloves impervious to pesticides. Ensure washing facilities are available for employees at application site.
3. Eye/Face Protection: Wear goggles, safety glasses with side shields, or face shields at all times when handling pesticide containers, and when mixing, loading, or applying pesticides. Ensure that permanent or portable eye wash facilities are available on site when mixing and loading pesticides.
4. Respirator: If recommended, wear the respirator identified by the pesticide/product label, MSDS, or JHA. Train employees in respirator use.
5. Rubberized Protective Equipment: Wear rubberized protective equipment when it is specified on the pesticide/product label, MSDS, or JHA. Wearing waterproof socks and skin barrier cream to provide additional protection from chemical herbicides is recommended.
6. Chemical-Resistant Garments: Use chemical-resistant, disposable coveralls (temperature permitting) and waterproof, lower leg protection (for spraying on hot days) to prevent chemical herbicide absorption through clothing.

## 6.2.4 General Applications

Apply pesticides so that they do not endanger humans, livestock, crops, beneficial insects, fish, and wildlife. Do not apply pesticides when there is danger of wind drift that may contaminate water or non-targeted areas. Standard general requirements for pesticide application are:

1. If pesticides contact bare skin, wash those areas thoroughly. Follow manufacturer's direction for cleaning.
2. Always wear a long-sleeved shirt with sleeves rolled down.
3. Cover your neck by wearing a bandana and turning up collar.
4. Keep pant legs rolled down over ankles and boot tops.

5. Change to clean clothes after each workday. Machine wash work clothes separately from other clothing after each workday. Use heavy-duty detergent and hot water. Run the machine through at least one additional wash cycle without clothes, using detergent and hot water, to clean the machine.
6. Follow instructions on the pesticide/product label and in the MSDS and JHA.
7. Allow only trained and authorized persons in the mixing/loading area and near pesticides.
8. Inform workers of Restricted Entry Intervals (REI). Do not allow entry into treated areas when REI applies. Post restricted entry notices at boundary of treatment area.

### 6.2.5 Storage

Store pesticides that are flammable/combustible liquids in accordance with NFPA 30 and 395. Store pesticides that are oxidizing agents in accordance with NFPA 43A.

1. Do not store pesticide quantities exceeding 200 gallons (757 L) with other flammable materials.
2. Store all pesticides in the original labeled container. Never store unused pesticides in a food, feed, medicine, or beverage container.
3. Frequently check containers for leaks, tears, or loose lids. If containers are in poor condition, put contents in a suitable container and label properly. Protect the labels of pesticide containers so that they remain legible.
4. Always store pesticides in rooms away from food, feed, or water. Segregate and store each pesticide formulation under a sign containing the name of the formulation.
5. Never store combustible materials in direct sunlight. Excessive heat or extreme cold adversely affect some chemicals, so check the MSDS and the label for special storage requirements.
6. Store herbicides away from other pesticides or fertilizers.

### 6.2.6 Transportation

Pesticides labeled with the signal words “Danger Poison” (skull and crossbones) or “Warning” are considered highly or moderately toxic, respectively. Transport these pesticides to and from the worksite, with any related equipment, outside the passenger-carrying portion of vehicles, such as in trailers and pickup beds. Pesticides labeled “Caution” are considered slightly toxic and, when necessary, may be transported inside the passenger-carrying portion of vehicles. In all transportation situations, the following apply:

1. All pesticide drums, cans, bottles, and jugs shall be securely capped and protected from breakage or spillage. Ripped or punctured bags or cardboard containers will be put into plastic bags, or otherwise contained, to prevent leakage.
2. Pesticide containers and application equipment, such as a hypo-hatchet or tree injectors, shall be stored in the vehicle in a locked, leak proof case or enclosure. Label the case or enclosure to identify the contents and potential hazard. Separate the case or enclosure from people, and securely anchor it to the vehicle to minimize damage or spillage in the event of an accident. Pesticides shall not be transported in application equipment.
3. Original pesticide containers shall display the EPA approved label.
4. Service containers (any container used to hold, store, or transport a pesticide concentrate or diluted preparation, other than the original labeled container) should be labelled with contents.

### 6.2.7 Disposal

Dispose of pesticide container(s) in an authorized landfill, according to directions on the label. When transporting or shipping pesticides or pesticide containers for the purpose of disposal, the following apply:

1. The containers must be clearly marked "This product is for disposal only" in addition to the registered product label.
2. When the registered label is unreadable, an ingredient statement is required. When the ingredients are not known, a statement to that effect must appear on the containers.
3. Each container must bear the name, address, and telephone number of the person to be contacted in case of an accident or emergency.
4. If the container contains a highly toxic substance, a warning of the potential hazard (such as a skull and crossbones label) shall be prominently displayed in red.

### 6.3 AEROSOL DEFENSE SPRAYS

Aerosol defense sprays include bear spray and mace.

1. May be transported in motor vehicles provided they are securely stored in an approved safety container.
2. Shall be stored in a manner to limit access to authorized individuals only.
3. Should not be stored above room temperature, near heat sources, or open flames, or placed in areas which subject aerosol defensive sprays to extreme temperatures, such as vehicle trunks, glove boxes, or on dashboards.
4. Supervisors may authorize employees to carry aerosol defensive sprays when circumstances or functions related to official duties warrant added



personal protective measures, especially when working in known areas of bear habitat.

5. Operation of aerosol defensive sprays shall be directed by the spray manufacturer's instructions.

## SECTION 7: APPENDICES

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All forms and appendices links can be found on FFSL Enterprise under the Safety Page. <https://ffsl.link/enterprise-safety> - for QR code see 7.5 on page 86.

## A: Work Related Injury/Illness Report Form

DNR-HR-6 – 4/4/2024

Page 1 of 2 pages



**DEPARTMENT OF NATURAL RESOURCES  
WORK RELATED INJURY/ILLNESS REPORT FORM**  
(Use this form to document a work-related injury or illness.)

<b>Injured Employee:</b>		<i>Last Name</i>				<i>First Name</i>				<i>Middle Name or Initial</i>				
<b>Employee Identification Number (EIN) or Social Security Number:</b>														
<b>Resident mailing address:</b>		<i>Street</i>				<i>City</i>				<i>State</i>		<i>Zip</i>		
<b>Home Phone:</b>		<b>Work Phone:</b>				<b>Cell Phone:</b>								
<b>Date of Birth:</b>		<i>mm</i>	<i>dd</i>	<i>yyyy</i>		<b>Sex:</b>		Male	Female	<b>Marital Status:</b>		Unmarried	Married	
<b>Job (Position) Title:</b>														
<b>Employment Status:</b>		Full-time	Part-time	Temporary		Permanent		<b>Number of Dependents:</b>						
<b>Hourly wage rate (at time of incident):</b>		\$					<b>Number of days worked per week:</b>							
<b>Did you receive full pay for the day of injury?</b>		Yes	No	<b>Did your salary continue after incident?</b>		Yes	No							
<b>Time you began work the day of the incident:</b>			:		a.m.		p.m.							
<b>Date of injury/illness exposure:</b>		<i>mm</i>	<i>dd</i>	<i>yyyy</i>		<b>Time of injury/illness exposure:</b>			:		a.m.		p.m.	
<b>Date Employer was notified:</b>		<i>mm</i>	<i>dd</i>	<i>yyyy</i>		<b>Date disability began:</b>		<i>mm</i>	<i>dd</i>	<i>yyyy</i>				
<b>Direct Supervisor:</b>		<i>Name</i>				<i>Phone</i>								
<b>Type of injury/illness (i.e. sprain, laceration, break, etc.):</b>														
<b>Part of body affected:</b>						<b>Left side:</b>		<b>Right side:</b>		<b>Both sides:</b>				
<b>Did injury/illness exposure occur on state property?</b>		Yes	No	<b>Did it result in lost time?</b>		Yes	No							
<b>Location of accident/illness exposure:</b>		<i>Street</i>				<i>City</i>				<i>State</i>				
<b>List all equipment, materials, and chemicals being used when the accident/illness exposure occurred.</b>														
<b>Describe specific activity you were engaged in when the accident/illness exposure occurred.</b>														
<b>Describe your assignment at the time the accident/illness exposure occurred.</b>														

**B: WCF Preferred Provider Network**

<b>Industrial Medical Clinics</b>		
<p><b>Cedar City WorkMed</b> 962 S Sage Dr Cedar City, UT 84720 Phone: 435.865.3460 M-F 9:00 am to 5:00 pm</p>	<p><b>Layton WorkMed</b> 2075 North University Park Blvd. (1200 West) 2nd Floor Layton, UT 84041 Phone: 801.776.4444 M-F 8:00 am to 5:00 pm</p>	<p><b>Logan WorkMed</b> 412 N 200 E Logan, UT 84321 Phone: 435.713.2850 M-F 8:00 am to 4:30 pm</p>
<p><b>Moroni Clinic</b> 51 E Main Street Moroni, UT 84646 Phone: 435.436.5250 M-F 8:00 am-5:00 pm</p>	<p><b>Mt. Pleasant Clinic</b> 1100 S Medical Dr. Mt. Pleasant, UT 84647 Phone: 435.462.3471 M-F 9:00 am to 7:00 pm</p>	<p><b>Murray Intermountain WorkMed</b> 201 E 5900 S # 100 Murray, UT 84107 Phone: 801.288.4900 M-F 8:00 am to 5:00 pm</p>
<p><b>Ogden WorkMed</b> 1355 W Hinkley Dr Ogden, UT 84401 Phone: 801.387.6150 M-F 7:30 am to 5:30 pm</p>	<p><b>Orem Intermountain WorkMed</b> 830 N 980 W Orem, UT 84057 Phone: 801.724.4000 M-F 8:00 am to 5:00 pm</p>	<p><b>Park City InstaCare and WorkMed</b> 1750 Sidewinder Dr. Park city, UT 84060 Phone: 435.649.7640 7 days/week 8:00 am to 8:00 pm</p>
<p><b>Salt Lake WorkMed</b> 1685 W 2200 S Salt Lake City, UT 84119 Phone: 801-972-8850 M-F 8:30 am to 5:30 pm</p>	<p><b>South Jordan WorkMed</b> 1091 W South Jordan Pkwy, Ste 500 South Jordan, UT 84095 Phone: 385-887-7200 M-F 8:00 am to 5:00 pm</p>	<p><b>Springville Intermountain WorkMed</b> 385 S 400 E Springville, UT 84663 Phone: 801.491.6400 M-F 8:00 am to 5:00 pm</p>
<p><b>St. George WorkMed</b> 385 N 3050 E St. George, UT 84790 Phone: 435.251.2630 M-F 8:30 am to 5:30 pm</p>	<p><b>Tremonton WorkMed</b> 905 N 1000 W Tremonton, UT 84337 Phone: 435.207.4512 M-F 8:00 am to 5:00 pm</p>	<p><b>U of U Health Occupational Medicine Clinic at South Jordan Health Center</b> 5126 W. Daybreak Parkway South Jordan, UT 84009 Phone: 801-213-4500 7 days/week 9:00 am to 9:00 pm</p>
<p><b>U of U Healthcare Occupational Medicine Clinic at Redwood Health Center</b> 1525 West 2100 South Salt Lake City, UT 84119 Phone: 801-213-9900 7 days/week 9:00 am to 9:00 pm</p>		
<p><b>After Hours Care</b> If an injury occurs after normal business hours and is not life or limb threatening, the Intermountain Medical Group has several locations available to assist your injured employee. For a listing of the after hour clinics, Please visit: <a href="https://ffsl.link/imc-instacare">https://ffsl.link/imc-instacare</a> - for QR code see 7.6 on page 86. These sites will provide you a list of convenient locations, and office hours by city or zip code.</p>		
<p><b>Hospital Network</b> If the injury is life or limb threatening, please use the closest hospital facility, even if out of the preferred network. If you are in an outlying area and a preferred industrial clinic or after hour clinics are unavailable, please use the clinic or facility most convenient to treat the industrial injury.</p>		

<https://ffsl.link/wcf-clinics> - for QR code see 7.2 on page 86.

**B: WCF Preferred Provider Network, pg 2**

<b>Hospital Networks</b>		
<b>Alta View Hospital</b> 9660 S 1300 E Sandy, UT 84094 Phone: 801.501.2600	<b>American Fork Hospital</b> 170 N 1100 E American Fork, UT 84003 Phone: 801.855.3300	<b>Bear River Valley Hospital</b> 905 N 1000 W Tremonton, UT 84337 Phone: 435.207.4500
<b>Delta Community Medical Center</b> 126 S White Sage Ave Delta, UT 84624 Phone: 435.864.5591	<b>Fillmore Community Medical Center</b> 674 South Highway 99 Fillmore, UT 84631 Phone: 435.743.5591	<b>Garfield Memorial Hospital</b> 200 N 400 E Panguich, UT 84759 Phone: 435.676.8811
<b>Gunnison Valley Hospital</b> 64 E 100 North Gunnison, UT 84634 Phone: 435.528.7246	<b>Heber Valley Hospital</b> 454 E Medical Way Heber City, UT 84032 Phone: 435.654.2500	<b>Intermountain Cedar City Hospital</b> 1303 N Main Street Cedar City, UT 84720 Phone: 435.868.5000
<b>Intermountain Medical Center</b> 5121 S Cottonwood Dr. Murray, UT 84107 Phone: 801.507.7000	<b>LDS Hospital</b> 8th Avenue C Street Salt Lake City, UT 84143 Phone: 801.408.1100	<b>Logan Regional Hospital</b> 1400 N 500 E Logan, UT 84341 Phone: 435.716.1000
<b>McKay-Dee Hospital Center</b> 4401 Harrison Blvd Ogden, UT 84403 Phone: 801.387.2800	<b>Orem Community Hospital</b> 331 N 400 W Orem, UT 84057 Phone: 801.224.4080	<b>Park City Medical Center</b> 900 Round Valley Drive Park City, UT 84060 Phone: 435.658.7000
<b>Primary Children's Hospital</b> 100 Mario Capecchi Dr Salt Lake City, UT 84113 Phone: 801.588.2000	<b>Riverton Hospital</b> 3741 W 12600 S Riverton, UT 84065 Phone: 801.285.4000	<b>Sanpete Valley Hospital</b> 1100 S Medical Dr Mt. Pleasant, UT 84631 Phone: 435.462.2441
<b>Sevier Valley Hospital</b> 1100 N Main Street Richfield, UT 84701 Phone: 435.896.8271	<b>St George Regional Hospital River Road</b> 1380 E Medical Center Dr. St. George, UT 84759 Phone: 435.251.1000	<b>U of U Hospital</b> 50 N Medical Dr. Salt Lake city, UT 84132 Phone: 801.581.2121
<b>Utah Valley Hospital</b> 1034 N 500 W Provo, UT 84604 Phone: 801.357.7850		

<https://ffsl.link/wcf-hospitals> - for QR code see 7.4 on page 86.

## C: To Report or Not To Report

# To Report or Not To Report



Under Utah law, employers are required to report work-related injuries and illnesses resulting in loss of consciousness, loss of work, work restrictions, job transfers, medical treatment or death. The law also requires physicians and other healthcare providers to file a report with the Labor Commission for any injured worker they are treating. However, the law does include exceptions for minor injuries requiring only first-aid treatment.

### SO WHAT EXACTLY IS CONSIDERED FIRST-AID TREATMENT?

According to the Labor Commission, first-aid treatment includes:

- Non-prescription medication at non-prescription strength
- Tetanus immunizations
- Cleaning, flushing or soaking wounds on the surface of the skin
- Using wound coverings such as bandages, gauze pads, butterfly bandages or Steri-Strips
- Hot or cold therapy
- Non-rigid means of support, such as elastic bandages, wraps and non-rigid back belts
- Temporary immobilization devices while transporting an injured employee (e.g., splints, slings, neck collars, back boards, etc.)
- Drilling a fingernail or toenail to relieve pressure, or draining fluid from a blister
- Eye patches
- Removing foreign bodies from the eye using only irrigation or a cotton swab
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Finger guards
- Massages
- Drinking fluids for relief of heat stress
- Visiting a healthcare professional for observation & counseling only
- Diagnostic procedures
- Minor musculoskeletal discomfort for which a healthcare professional determines the employee is fully able to perform all routine job functions, but the employer assigns a work restriction to prevent a more serious condition

### HERE'S AN EASY WAY TO DETERMINE IF AN INJURY REQUIRES ONLY FIRST-AID TREATMENT

Consider who provides the care. If a non-medical person (or layman) provides the care and the injury doesn't pose a future complication, it's considered first aid and doesn't need to be reported. This is also the case if a free clinic staffed by a physician or other licensed healthcare professional provides the care.

Exception: If a physician or healthcare provider files a report with WCF or the Labor Commission, or generates a bill for services rendered — even when the treatment is considered only first aid — you must report the injury.

### WHEN TO REPORT INJURIES TO WCF

If an injury doesn't meet the definition of first aid, or a healthcare provider charges the employer for the treatment, a claim must be filed with WCF. Report the injury as soon as you can — especially if it is serious. Also report any injury if there are any questions or lingering doubts about its status. A claim will establish a record for future reference in case an employee needs additional treatment or other benefits.

### WHEN TO REPORT INJURIES TO THE LABOR COMMISSION

Serious accidents that involve heart attacks, amputations, hospitalizations for heat, chemical burns or electric shock, major bone fractures, any injury involving unconsciousness or fatalities must be reported to Utah Occupational Safety & Health (a division of the Utah Labor Commission).

All other injuries and illnesses, excluding first-aid injuries, must be reported within seven days of the accident, the employer's knowledge or the employee's notification. Keep in mind if you file with WCF, it will be submitted to the Labor Commission for you.

### OSHA 300 FORM

Because Utah complies with Federal OSHA standards, most employers must maintain an OSHA Form 300, also called an OSHA Log. (If you have questions if you should maintain the form, check with UOSH.) This recordkeeping standard is a bit different from the reporting requirement of the Labor Commission and WCF.

For record keeping purposes, any illness or injury that results in medical treatment beyond first aid must be recorded on the form.

Medical treatment does NOT include:

- First Aid (refer to the Labor Commission's list)
- Visits to a physician or other licensed healthcare professional solely for observation or counseling
- Diagnostic procedures, such as x-rays, blood tests and the administration of prescription medications used solely for diagnostic purposes (e.g., eye drops to dilate pupils).

Injuries or illnesses that fall under the above three conditions do not need to be recorded on the OSHA Form 300.

**If you have questions regarding whether an injury or illness should be reported to WCF, contact the WCF Claims Department at 385.351.8176 or 800.446.2667, x8176**



**WCF.COM**

## D: OHV Safety Checklist

## OHV Safety Checklist

<i>TIRES</i>	<ol style="list-style-type: none"> <li>1) <b>Air pressure</b> — Always have the recommended tire pressure. Be sure front tire(s) and both rear tires are inflated to equal pressures. If the tire pressure on one side is higher than the other side, the vehicle may pull to one side.</li> <li>2) <b>Condition</b> — Check for cuts or gouges that could cause air leakage.</li> <li>3) <b>Wheels</b> — To avoid loss of control or injury make sure axle nuts are tightened and secured by cotter pins. Check these before every run.</li> </ol>
<i>CONTROLS &amp; CABLES</i>	<ol style="list-style-type: none"> <li>1) <b>Controls</b> — Check the location of all the controls by sitting on the OHV. Make sure they work properly.</li> <li>2) <b>Throttle and other cables</b> — Make sure the throttle moves smoothly and snaps closed with the handlebars in any position. An off-road environment is hard on them. Do the controls operate smoothly and are the controls adjusted according to the owner's manual? Are they positioned for easy reach? Your brakes are a crucial part of riding and must always be in tip-top condition.</li> <li>3) <b>Foot shifter</b> — Is it firmly attached and positioned for safe operation?</li> </ol>
<i>LIGHTS &amp; ELECTRICS</i>	<ol style="list-style-type: none"> <li>1) <b>Ignition switch (if so equipped)</b> — Check the condition of the switch and make sure it works properly by switching it off and on during your warm-up period.</li> <li>2) <b>Engine stop switch</b> — Does it turn off the engine?</li> <li>3) <b>Headlight and taillight (if so equipped)</b> — Are they working? You could be caught out after dark.</li> <li>4) <b>Brake light</b> — Is it working?</li> </ol>
<i>OIL &amp; FUEL</i>	<ol style="list-style-type: none"> <li>1) Don't get stranded because you are out of oil or fuel. Know your OHV's cruising range.</li> <li>2) Check oil level with dipstick or sight glass while the engine is off. Check your owner's manual for procedure.</li> <li>3) Always start your ride with a full fuel tank.</li> <li>4) Check for fuel or oil leaks.</li> <li>5) Take off the filter cover and check the condition of the air filter element. Be sure it is clean and not torn or blocked.</li> </ol>
<i>CHAIN &amp; DRIVE SHAFT CHASSIS</i>	<ol style="list-style-type: none"> <li>1) <b>Chain</b> — Inspect, adjust and lubricate the chain regularly. Your chain is the vital link from the engine to the wheels. Check for chain slack or free play so that it is within specifications as described in your owner's manual.</li> <li>2) <b>Drive shaft</b> — If your OHV is equipped with a drive shaft rather than a drive chain, check for oil leaks. Maintain its oil supply as outlined in your owner's manual.</li> <li>3) <b>Nuts 'n' Bolts</b> — Rough terrain will loosen parts. Look and feel for loose parts while the engine is off. Shake handlebars, footrests, etc., before each ride and periodically check major fasteners with a wrench.</li> </ol>
<i>SPARK ARRESTOR &amp; MUFFLER</i>	<ol style="list-style-type: none"> <li>1) Be certain your spark arrester/muffler is properly attached.</li> <li>2) Wiggle muffler in your hands (<b>only if machine has been off for two hours</b>) to make sure it is firmly attached to the exhaust manifold.</li> <li>3) Some states require that the spark arrester/muffler be properly certified. All new ATVs come equipped with them. Check your owner's manual for periodic maintenance requirements.</li> <li>4) <b>Never modify the spark arrester or muffler yourself.</b></li> </ol>

## E: Medical Incident Report

### Medical Incident Report

FOR A NON-EMERGENCY INCIDENT, WORK THROUGH CHAIN OF COMMAND TO REPORT AND TRANSPORT INJURED PERSONNEL AS NECESSARY.

FOR A MEDICAL EMERGENCY: IDENTIFY ON-SCENE INCIDENT COMMANDER BY NAME AND POSITION AND ANNOUNCE "**MEDICAL EMERGENCY**" TO INITIATE RESPONSE FROM IMT COMMUNICATIONS/DISPATCH.

Use the following items to communicate situation to communications/dispatch.

- CONTACT COMMUNICATIONS / DISPATCH** (Verify correct frequency prior to starting report) *Ex: "Communications, Div. Alpha. Stand-by for Emergency Traffic."*
- INCIDENT STATUS:** Provide incident summary (including number of patients) and command structure. *Ex: "Communications, I have a Red priority patient, unconscious, struck by a falling tree. Requesting air ambulance to Forest Road 1 at (Lat. / Long.) This will be the Trout Meadow Medical, IC is TFLD Jones. EMT Smith is providing medical care."*

Severity of Emergency / Transport Priority	<input type="checkbox"/> <b>RED / PRIORITY 1 Life or limb threatening injury or illness. Evacuation need is IMMEDIATE.</b> <i>Ex: Unconscious, difficulty breathing, bleeding severely, 2° – 3° burns more than 4 palm sizes, heat stroke, disoriented.</i> <input type="checkbox"/> <b>YELLOW / PRIORITY 2 Serious Injury or illness. Evacuation may be DELAYED if necessary.</b> <i>Ex: Significant trauma, unable to walk, 2° – 3° burns not more than 1-3 palm sizes.</i> <input type="checkbox"/> <b>GREEN / PRIORITY 3 Minor Injury or illness. Non-Emergency transport.</b> <i>Ex: Sprains, strains, minor heat-related illness.</i>	
Nature of Injury or Illness & Mechanism of Injury		<i>Brief Summary of Injury or Illness (Ex: Unconscious, Struck by Falling Tree)</i>
Transport Request		<i>Air Ambulance / Short-Haul/Hoist/ Ground Ambulance / Other</i>
Patient Location		<i>Descriptive Location &amp; Lat. / Long. (WGS84)</i>



## E: Medical Incident Report, pg. 2

Incident Name		<i>Geographic Name + "Medical" (Ex: Trout Meadow Medical)</i>
On-Scene Incident Commander		<i>Name of on-scene IC of Incident within an Incident (Ex: TFLD Jones)</i>
Patient Care		<i>Name of Care Provider (Ex: EMT Smith)</i>

3. **INITIAL PATIENT ASSESSMENT:** Complete this section for each patient as applicable (start with the most severe patient).

Patient Assessment: See IRPG page 106
---------------------------------------

Treatment:
------------

4. **TRANSPORT PLAN:**

Evacuation Location (if different): (Descriptive Location (drop point, intersection, etc.) or Lat. / Long.) Patient's ETA to Evacuation Location:
---

Helispot / Extraction Site Size and Hazards:
--

5. **ADDITIONAL RESOURCES / EQUIPMENT NEEDS:**

Example: Paramedic/EMT, Crews, Immobilization Devices, AED, Oxygen, Trauma Bag, IV/Fluid(s), Splints, Rope rescue, Wheeled litter, HAZMAT, Extrication
--

6. **COMMUNICATIONS:** Identify State Air/Ground EMS Frequencies and Hospital Contacts as applicable.

Function	Channel Name/#	Receive (RX)	Tone/ NAC*	Transmit (TX)	Tone/ NAC
COMMAND					
AIR-TO-GROUND					
TACTICAL					

7. **CONTINGENCY:** Considerations: If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead.

8. **ADDITIONAL INFORMATION:** Updates/Changes, etc.

**REMEMBER:**

- **Confirm ETA's of resources ordered.**
- **Act according to your level of training.**
- **Be Alert. Keep Calm. Think Clearly. Act Decisively**

## F: Pesticide Storage Checklist

### PESTICIDE STORAGE CHECKLIST

Inspect your storage facility for safety. Correct any items not checked as soon as possible.

ENTER DATE OF EACH INSPECTION:									
<b>General Information</b>									
Clean, neat pesticide storage site									
Current, on-site pesticide inventory									
Posted emergency phone numbers									
Labels and MSDS on file									
<b>Pesticide Containers</b>									
Containers are clean									
Container caps tightly closed									
Pesticides stored in original containers									
Labels legible and attached to containers									
No reused pesticide containers present									
Used containers rinsed and punctured									
Stored according to label requirements									
Insecticides, herbicides, and fungicides segregated and stored for easy inspection									
Pesticides stored off floor and low to ground									
Large quantities of dry formulations stored on pallets									
Liquid formulations stored below dry formulations									
Food and feeds stored separately from pesticides									
<b>Spills and Disposal</b>									
Storage area free of spills or leaks									
Shovel and absorbent materials available									
Floor drains sealed (if present)									
<b>Safety Information</b>									
Storage room posted									
No smoking signs posted									
Storage room locked (doors and windows)									
Storage site well lit and ventilated									
Flammable materials separated from pesticides									
Fire extinguisher in good working order									
Local fire department has a current list of pesticides stored in the facility									
Safety equipment separated from pesticides, free of contamination, and functional									
Eye wash and emergency showers are readily available at the facility									

**G: Near Miss? Report It!**

# Near Miss?



# Report It!



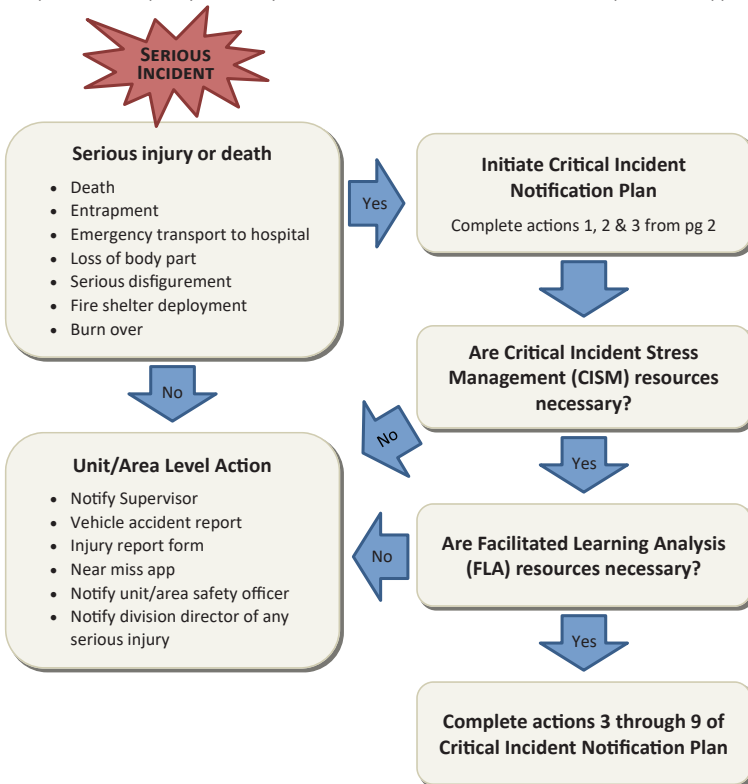
Help make the division a safer place. Scan the QR code with any smart device and fill out the form. This is **non-punitive** and will help the division improve safety for everybody. Contact your supervisor with any questions.

## H: Critical Incident Notification Plan

### Utah Division of Forestry, Fire and State Lands Critical Incident Notification Plan

**Purpose:** The purpose of the Critical Incident Notification Plan (CINP) is to ensure that the right people are notified when a critical incident occurs. The safety and well-being of anyone involved in a critical incident is the priority of the Leadership Team and staff. **This document provides guidance for actions to be taken to serve and support staff once immediate safety/medical needs have been addressed.**

**Process:** The Leadership Team member will determine the need for Critical Incident Notification Plan activation. This process applies to all staff activities, not just fire suppression, including near miss incidents through fatality. The Critical Incident Notification Plan, along with the Emergency Contact list, will be updated each April by the Safety Committee and submitted to the Leadership Team for approval.











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### CINP Actions

<b>TO BE COMPLETED IMMEDIATELY</b> (After safety/medical needs have been addressed)	<ol style="list-style-type: none"> <li>1. Contact direct supervisor.               <ol style="list-style-type: none"> <li>a. Determine designee                   <ol style="list-style-type: none"> <li>1) who attends to the incident and</li> <li>2) who implements the Critical Incident Notification Plan (CINP).</li> </ol> </li> </ol> </li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d3d3d3;">Always:</th> <th style="background-color: #d3d3d3;">As applicable:</th> </tr> </thead> <tbody> <tr> <td><b>Director</b> - Jamie Barnes c: 385.222.1536</td> <td><b>Deputy Director Forestry</b> - Gerry Gray c: 385.272.1232</td> </tr> <tr> <td><b>PIO</b> - Karl Hunt c: 385.249.6696</td> <td><b>State FMO</b> - Brett Ostler c: 385.251.0144</td> </tr> <tr> <td></td> <td><b>Deputy Director Minerals &amp; Lands</b> - Ben Stireman c: 385.501.9052</td> </tr> <tr> <td></td> <td><b>Operations &amp; Services Manager</b> - Brianne Emery c: 385.239.0791</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>2. Division Director will contact DNR HR Director and DNR executives.               <ol style="list-style-type: none"> <li>a. Designee will notify or assist agency having jurisdiction with notifying appropriate emergency contact for the injured individual(s). Please consider the following for a death notification:</li> <li>b. Local LEO, Aviation Officer, Wildfire Foundation</li> </ol> </li> </ol>	Always:	As applicable:	<b>Director</b> - Jamie Barnes c: 385.222.1536	<b>Deputy Director Forestry</b> - Gerry Gray c: 385.272.1232	<b>PIO</b> - Karl Hunt c: 385.249.6696	<b>State FMO</b> - Brett Ostler c: 385.251.0144		<b>Deputy Director Minerals &amp; Lands</b> - Ben Stireman c: 385.501.9052		<b>Operations &amp; Services Manager</b> - Brianne Emery c: 385.239.0791
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<b>TO BE COMPLETED IN THE SHORT-TERM</b>	<ol style="list-style-type: none"> <li>3. Notify Division staff and if necessary suspend work activities temporarily.</li> <li>4. Determine if Critical Incident Stress Management (CISM) Team and/or a Facilitated Learning Analysis (FLA) Coordinator is necessary.               <ol style="list-style-type: none"> <li>a. Death</li> <li>b. Entrapment</li> <li>c. Burn over</li> <li>d. Fire shelter deployment</li> <li>e. Emergency transport to hospital or hospitalization for more than 24 hours</li> <li>f. Loss of body part</li> <li>g. Do employees need additional assistance?</li> <li>h. Does a Hospital Liaison and/or Family Liaison need to be contacted and engaged?</li> </ol> </li> <li>5. For a CISM resource, make the request through the local Interagency Dispatch Center and make the request with the Center Manager to build the order. The Center Manager will then contact the Great Basin Coordination Center (GBCC) and work with the GBCC Center Manager or Asst. Center Manager. The GBCC will then contact the Great Basin Wellness Committee to finish processing the order for a CISM Team.</li> <li>6. Select Area or local Division Liaison to CISM Team.</li> </ol>										
<b>MAY NEED TO BE COMPLETED IN THE LONG-TERM</b>	<ol style="list-style-type: none"> <li>7. Consult with additional employee support resources if necessary. For example:               <ol style="list-style-type: none"> <li>a. DNR HR Contact: Mike Tribe (o:801.538.7319)</li> <li>b. Blomquist Hale Consulting (counseling) (o: 800.926.9619)</li> </ol> </li> <li>8. Obtain Division approval to provide assistance to seasonal employees that need additional support. For example:               <ol style="list-style-type: none"> <li>a. Authorization of administrative leave</li> <li>b. Ensure billing process for seasonal employee support is approved and determined</li> </ol> </li> <li>9. Complete and submit all necessary reports. For example:               <ol style="list-style-type: none"> <li>a. Injury report form</li> <li>b. Vehicle accident report</li> <li>c. Near miss app report</li> </ol> </li> <li>9. Conduct follow-up with all agency employees involved including unit/area safety officer. Provide support as needed and utilize all resources.</li> </ol>										

I: QR Codes

<p><b>7.1</b> HR-6 Workplace Injury Form</p> 	<p><b>7.2</b> WCF - Preferred Medical Clinics</p> 
<p><b>7.3</b> IMC - Instacare</p> 	<p><b>7.4</b> WCF - Preferred Hospitals</p> 
<p><b>7.5</b> FFSL Enterprise Safety</p> 	<p><b>7.6</b> Near Miss Reporting App</p> 
<p><b>7.7</b> OSHA Heatstress</p> 	<p><b>7.8</b> NWCG Incident Response Pocket Guide (PMS 461)</p> 

<p><b>7.9</b> Utah DHRM Gateway</p> 	<p><b>7.10</b> Utah Food Handler Permit</p> 
<p><b>7.11</b> NWCG Wildland Fire Incident Mgmt Field Guide (PMS 210-Red Book)</p> 	<p><b>7.12</b> NWCG Fitness &amp; Work Capacity (PMS 304-2)</p> 
<p><b>7.13</b> Healthy Utah</p> 	<p><b>7.14</b> FFSL Enterprise Forms</p> 
<p><b>7.15</b> Pipeline Awareness</p> 	<p><b>7.16</b> Utah Learning Portal</p> 

<p style="text-align: center;"><b>7.17</b> FFSL Enterprise Policies</p> 	<p style="text-align: center;"><b>7.18</b> Utah Fleet Accident Report</p> 
<p style="text-align: center;"><b>7.19</b> Boating Ed</p> 	