

## **Lincoln County Highway Department**

### **Safety Policy and Procedures**

#### Training for All Employees

##### Initial Employee Training

- Completion of Wisconsin County Mutual Safety Training Program (8 hours)
- WI DOT Flagger certification (4 hours)
  - o 8 hours of in the field supervision
- New Employee Safety Orientation (6 hours)
  - o Review of Lincoln County Safety Policy
  - o Location/Use of First AID
  - o Location/Use of PPE
  - o SDS and hazardous materials
  - o Material Handling/ Lifting Techniques
  - o Defensive Driving
  - o Location/Use of Fire Extinguishers, Evacuation Procedure
  - o What to do if spot a Hazard/ Unsafe work practice
  - o Protocol for an incident
  - o Lockout/ Tagout
  - o Training on Lift Systems
  - o Training on Portable radios

##### Annual Employee Training

- Annual Refresher Training (8 hours), covers:
  - o Bloodborne Pathogens, Confined Space-Non-Entry, Emergency Action Planning, Work Zone Safety, Hazard Communication, Hearing Conservation, and Personal Protective Equipment.
- Annual Chainsaw Safety (4 hours)
- Annual Hearing Testing (1 hour)

##### Bi-annual Training

- Work zone/ Flagging (3 hours)
- CPR/First Aid Training (4 hours)

##### Additional Training

- 5 year Excavation Competent Person Training (5 hours)
- 3 year Mobile Elevated Work Platform (2 hours)

##### Supplementary Training (Subject to job title/position)

- Diggers Hotline Presentation
- Mechanical/Diagnostic workshops or training