



# Site Health & Safety Checklist

(post where visible from outside field office)



<b>Project ID:</b>	<b>HWY or Route:</b>	<b>County:</b>
<b>Site Address &amp; Location:</b>		
<b>Project Begin Date:</b> <a href="#">Click here to enter a date.</a>	<b>Project End Date:</b> <a href="#">Click here to enter a date.</a>	

## Local Emergency Telephone Numbers:

<b>Ambulance:</b>
<b>Poison Control Center:</b>
<b>Fire Department:</b>
<b>Police Department:</b>
<b>Hazardous Materials Response Unit:</b>

## Medical Emergency: (In any medical emergency dial 911)

<b>Hospital:</b>	<b>Phone:</b>
<b>Hospital Address:</b>	
<b>Directions to Nearest Hospital:</b>	

## Severe Weather Emergency:

<b>Shelter Area I:</b>
<b>Shelter Area II:</b>

## Notify District Contact

<b>Region Office:</b> Northeast Region	<b>Phone:</b> 920-492-5623
<b>Supervisor:</b>	<b>Phone:</b>
<b>Project Manager:</b>	<b>Phone:</b>
<b>Other:</b>	<b>Phone:</b>

## Safety Equipment Inventory:

Item	Qty	Location	Inspect. Freq.	Comment
First Aid Kit	1	Office	Weekly	
Fire Extinguisher	1	Office	Monthly	
Ear Plugs	1 box	Office	Weekly	
Safety Glasses	several	Office	Weekly	
Safety Vests	several	Office	Weekly	
Hard Hats	several	Office	Weekly	
Other:				

## Contractor MSDS Location:

## REVIEW IS REQUIRED BY ALL ONSITE PERSONNEL BEFORE BEGINNING WORK

<b>Name:</b>	<b>Initials:</b>	<b>Date:</b> <a href="#">Click to enter date.</a>
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## See Attached Map for Shelter Areas and Route to Hospital

# Public Employee Safety and Health

## Authority

Wisconsin statute section 101.055 requires the Wisconsin Department of Safety and Professional Services to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by Federal Occupational Safety and Health Administration (OSHA).

## Inspection

A public employee or public employee representative who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the department to conduct an inspection. If the requestor so designates, the identity of the requestor will be kept confidential. If the department decides not to make an inspection, the requestor will be notified.

A representative of the employer and a public employee representative will be permitted to accompany the department inspector during the inspection. The employee shall not be discriminated against with respect to either pay received or withheld for time spent on the inspection.

## Enforcement

If the department finds a violation of state standards, abatement orders will be issued to the employer. The employer shall post a copy of the orders at or near the site of the violations for 3 days or until the violation is corrected, whichever is longer. Copies of the order will be sent to the top elected official, the bargaining unit and to the person requesting the inspection.

If the department decides not to issue orders in response to a request, a written notice of that decision shall be sent to the public employee who requested the investigation. If decisions are disputed they will be reviewed.

## Discrimination

No public employer may discriminate against or discharge any public employee for exercising any right afforded by his section. A state employee who believes he or she has been discriminated against may file a complaint with the personnel commission within 30 days of employee's receipt of knowledge of the discrimination. A public employee, other than a state employee, may file a complaint with the state Division of Equal Rights within 30 days.



For more information, contact: Wisconsin  
Department of Safety and Professional Services  
Industry Services Division  
PO Box 7302  
1400 E Washington Ave.  
Madison, WI 53707-7302  
608-266-2112

**PUBLIC EMPLOYERS ARE REQUIRED TO POST THIS NOTICE  
WHERE NOTICES TO EMPLOYEES ARE USUALLY POSTED**

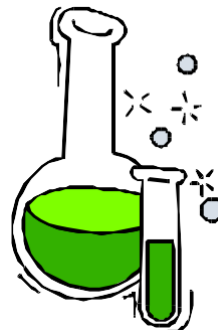
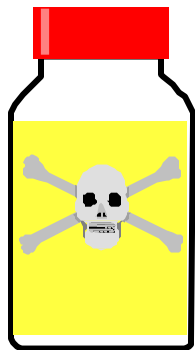
# Hazardous Chemicals in the Workplace?

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You as a public employee have the right, under the Wisconsin public employees' right-to-know law, to be informed about hazardous chemicals and substances in the workplace. \*

## EMPLOYEES MUST BE PROVIDED WITH:

- ◆ A list of all hazardous chemicals and information on toxic substances, pesticides, and infectious agents in the workplace.
- ◆ Access to Material Safety Data Sheets and container labels.
- ◆ Formal training in proper procedures for managing hazardous chemicals.
- ◆ A written chemical hazard communication program.



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For more information contact:  
Wis. Dept. of Safety and Professional Services  
Industry Services Division  
1400 E Washington Avenue  
Madison, WI 53703  
608-266-2112



\* State Statute 101.581(1)

# WisDOT's Contact List

## Leaks, Spills and Other Hazardous Materials

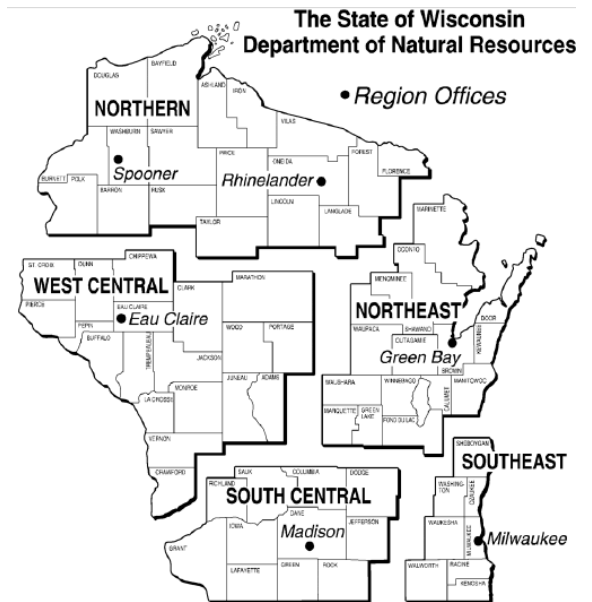
### Who do you call?

**Spills on the Right of Way** - caused by others

If you need assistance in stopping or containing the spill, use the Emergency Response (24-hour) hotline: 1-800-943-0003 (Note: this is a touch-tone only number)

To report a spill during work hours, contact the Department of Natural Resources (DNR) Emergency Spill Response Coordinator (7:45 AM - 4:30 PM)

Spill Response Coordinator	Region	Office
<b>24 Hour Hotline</b>		<b>800-943-0003</b>
Cody Heinze	Northeast	920-883-9383
Jeff Paddock	Northern	715-828-8544
Trevor Bannister	South Central	608-347-0058
Riley Neumann	Southeast	414-7507030
Jayson Schrank	West Central	715-410-8847



If you have internet access, refer to the WDNR Website for the most current list:

<https://dnr.wisconsin.gov/topic/Brownfields/Contact.html>

To report a spill at all other times, or if you cannot reach the DNR spill response coordinator, use the 24-hour Emergency Response Hotline (1-800-943-0003).

**Agricultural Product Spills**

To report an agricultural product spill, in addition to the DNR Emergency Spill Response Coordinator or the Emergency Response Hotline, contact the Department of Agriculture, Trade and Consumer Protection (DATCP) spill coordinator, Alan Hopfensperger at (608) 609-5213.

If there is no immediate threat to public health, public welfare, or the environment, reporting requirements are based on the quantity released, as follows:

- **Dry Fertilizer:** Report the discharge to the Spill Hotline if the amount is 250 lbs. or greater.
- **Liquid Fertilizer:** Report the discharge to the Spill Hotline if the amount is 25 gallons or greater.
- **Registered Agricultural Pesticides:** Report the discharge to the Spill Hotline if the amount, when diluted according to the label, would cover one acre or more of land if applied according to the label instructions.

For further guidance on agricultural chemical spills refer to

[https://datcp.wi.gov/Pages/Programs\\_Services/AgriculturalChemicalSpills.aspx](https://datcp.wi.gov/Pages/Programs_Services/AgriculturalChemicalSpills.aspx)

### **Abandoned Containers**

1. Contact the DNR Region Spill Coordinator in the area the containers were found (refer to DNR region map on Page 1):

<b>Spill Response Coordinator</b>	<b>Region</b>	<b>Office</b>
<b>24 Hour Hotline</b>		<b>800-943-0003</b>
Cody Heinze	Northeast	920-883-9383
Jeff Paddock	Northern	715-828-8544
Trevor Bannister	South Central	608-347-0058
Riley Neumann	Southeast	414-750-7030
Jayson Schrank	West Central	715-410-8841

2. Notify Risk, Safety and Facilities Management : Scott Mau (608) 266-5659 and BTS: Robert Pearson (608) 266-7980 or Shar Te Beest (608) 266-1476

### **Petroleum Spills by DOT Personnel** - on the R/W (over one gallon)

1. Contact the DNR Emergency Spill Response Coordinator (see list above).
2. Also contact the Bureau of Technical Services, Robert Pearson at 608-266-7980 or Shar TeBeest at 608-266-1476 to arrange for cleanup.

### **Petroleum Spills by County Personnel, Contractor or Consultant** (any quantity)

Contact DNR Emergency Spill Response Coordinator (see list above).

The county, contractor or consultant is responsible for cleanup of the spill.

### **Hazardous Waste Spills by DOT Personnel**

#### **Petroleum Spills at DOT Non-Highway Facilities**

1. Contact the DNR Emergency Spill Response Coordinator (see list above).
2. Contact Risk, Safety and Facilities Management - Scott Mau (608) 266-5659 and BTS - Robert Pearson (608) 266-7980 or Shar Te Beest (608) 266-1476 to arrange for cleanup.

### **Hazardous Waste Spills by County Personnel, Contractor or Consultant**

Contact the DNR Emergency Spill Response Coordinator (see list above).

The county, contractor or consultant is responsible for cleanup of the spill.

### **DOT Remediation of Petroleum Contaminated Sites**

Contact DTSD - Bureau of Technical Services (BTS) - Robert Pearson at 608-266-7980, or Shar Te Beest 608-266-1476.

### **Remediation of DOT Owned Facilities** (Sign Shops, Radio Towers, State Patrol Offices, Weigh Stations, etc.)

Contact DBM Risk, Safety and Facilities Management - Scott Mau (608) 266-5659 and BTS - Robert Pearson (608) 266-7980 or Shar Te Beest (608) 266-1476.

### **DOT Remediation of Hazardous Waste**

Contact BTS - Robert Pearson (608) 266-7980 or Shar Te Beest (608) 266-1476

### **Third Party Liability Claims**

If there is a claim or potential for a claim by a third party who is damaged by a release of a contaminant from a source that is under DOT's control or from a source which we own or control, contact DBM Risk, Safety and Facilities Management - Scott Mau (608) 266-5659.

For further information, or to receive an update of this contact list, contact the Bureau of Technical Services, Environmental Services Section

Shar TeBeest (608) 266-1476; [sharlene.tebeest@dot.wi.gov](mailto:sharlene.tebeest@dot.wi.gov)

## NER CONSTRUCTION ESS EMERGENCY CHECKLIST

ESS Contacts: Bob Pearson 608-266-7980; Shar Te Beest 608-266-1476, 608-692-4546 (cell)

Date: [Click to enter date.](#) Time: \_\_\_\_\_ Your Initials: \_\_\_\_\_

ESS person who took call: \_\_\_\_\_ Phone: \_\_\_\_\_

Consultant ESS contacted: \_\_\_\_\_

Who will be the consultant representative? \_\_\_\_\_

When will they be able to get on- site? \_\_\_\_\_

### INFORMATION TO REPORT

In describing the problem for ESS please include as much of this information as possible.

#### DESCRIPTION OF THE PROJECT:

Project ID: \_\_\_\_\_ REGION: NE COUNTY: Choose County

HIGHWAY NO./STREET NAME: \_\_\_\_\_

Stationing/Plan Sheet number: \_\_\_\_\_

LOCATION OF PROBLEM: \_\_\_\_\_

#### SITE CHARACTERISTICS

- Appearance, odor of soils in area:
- Appearance, odor of liquids in area:
- Tanks (UST's) or pipes present:
- Approximate size and dimension of UST:
- Location of UST or contamination relative to centerline and station:
- Obvious liquid or product in the tank:
- Are utilities marked? Yes/No
- Any previous land use knowledge that would be useful:
- Soil types, depth to groundwater:

#### STATUS OF CONSTRUCTION PROJECT

- Status of highway construction near site (type of job, are you just starting, or at the end of the job?)
- How soon does work in the impacted area need to be completed?
- Can work continue in an area away from contamination? Yes/No; for how long?
- Can the impacted area be avoided? Yes/No
- Could design in the contaminated area be changed? (Easier to tell once consultant has defined nature and extent of contamination). Yes/No

## NOTIFICATION OF AUTHORITIES and SITE SAFETY CHECKLIST

Has the Construction or demolition contractor:

1. Stopped work in the area? Yes/No
2. Secured the area? Yes/No
3. Contacted the local fire department? Yes/No
4. Contacted the area DNR representative? Yes/No
5. Located an area where contaminated soil could be stockpiled if necessary? Yes/No

**[See CMM 1.30.2 for further instructions]**

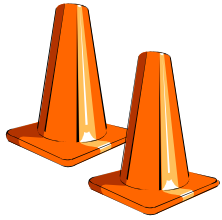
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**NER first point of contact for any emergency situation of hazardous waste or chemicals is:**

- **Mae Sommerfeld                      920-492-5705**

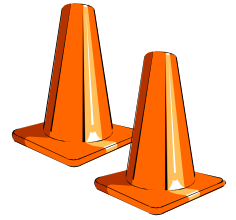
**Prior to contacting NER please record as much of the information as possible on the emergency check list. You should also contact your Project Manager and Supervisor as soon as feasible. If Mae is unavailable, call the secondary contact:**

- **Lisa Lumley                              920-360-6684 or 920-492-5659**



# Northeast Region

## TOP 10 SAFETY TIPS



1. **Watch out for traffic:** Don't ever forget where you are...particularly on jobs being build under traffic.
2. **Wear protective clothing and equipment:** Today's high visibility clothing lets you be seen and can give you the edge on the job. *Hard hats, vests, safety shoes, safety glasses, and sometimes earplugs may be appropriate...Use them!*
3. **Bridge safety is fundamental:** Be alert and be careful! There is always a lot of hanging from bridges. Ladder safety is crucial. Use your harness.
4. **Watch out for heavy equipment:** Stay as far away from heavy equipment as you can, and remember, all construction equipment can easily topple over. Don't be downhill!!
5. **Beware of trenches and tight spaces:** You may not get a second chance to practice trench safety. The walls can collapse or trap you. Make sure others know where you are, and that you know where they are. Be able to identify a confined space and do not enter if a permit is required to enter.
6. **Practice good job safety habits:** Identify and report unsafe conditions. Correct them if you can and warn others about them. Remember to report accidents. Everyone is responsible for safety. Do your part to prevent an accident from happening to someone else.
7. **Look up and live:** Live wires, cranes, booms and loads, tree branches, and scaffolding are a few things that may be overhead on your job. Be alert! Look up and live!
8. **Be sure of your footing:** Slips and falls can cause sprains, strains, breaks, fractures, and worse. Uneven footing on construction jobs is the rule. Think about your next step!
9. **Lifting things properly:** Carry a balanced load, pick it up properly, and don't let your load obstruct your vision.
10. **Always following safety rules and procedures:** Professional athletes know the importance of fundamentals. Retrain yourself regularly on the fundamental rules of safety procedures. Remember Lombardi's training camp opener, 'This gentlemen, is a football!'

***Safety is a team effort. Make sure all members of your construction staff follow these habits, especially the employees that are new to your construction project. Remember to report all accidents or injuries as soon as they occur.***



# *WisDOT EAP*



**Confidential**

**Convenient**

**Free**

Available 24/7 at 1.833.539.7285

online at <https://sowi.mylifeexpert.com> username: SOWI



Employee Assistance Program for State of Wisconsin Employees