



TOWN COUNCIL MEETING AGENDA

March 17, 2026, at 7:00 PM

250 River Circle - Alpine, WY 83128

Notice - The video and audio for this meeting are streamed live to the public via the internet and mobile devices with views that encompass all areas, participants, and audience members. Please silence all electronic devices during the meeting. Comments made on YouTube will not be answered. Please email clerk@alpinewy.gov with any questions or comments.

1. **CALL TO ORDER** - Mayor Green
2. **PLEDGE OF ALLEGIANCE** – Mayor Green
3. **ROLL CALL** – Monica Chenault
4. **ADOPT THE AGENDA**

APPROVAL OF CONSENT AGENDA

Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

5. **CONSENT AGENDA** – Mayor Green
 - a. Town Council Minutes: March 3, 2026, Town Council Meeting Minutes
 - b. Planning & Zoning Commission Minutes: February 10, 2026, Planning and Zoning Commission Meeting Minutes
 - c. Bills to Pay: 02/27/2026 through 03/17/2026
6. **REPORTS**
 - a. Mayor’s Report – Eric Green
 - b. Events Committee Report - Andrea Burchard
 - c. Engineering Report – Jorgensen Engineering (Submitted In Writing)
 - d. Planning & Zoning Report – Rachael Stewart
 - e. Economic Development Report – Jeremiah Larsen
 - f. Alpine Travel & Tourism Board Report – Jeremiah Larsen

g. Lincoln County Sheriff's Report (*Submitted In Writing*)

7. WORK SESSION ITEMS

- a. Discussion: Proposed Fire Safety Ordinances – Open Burning, Recreational Fires, and Fireworks
- b. Discussion: Draft Ordinance Establishing Administrative Fees and Cost Recovery for Town Services
- c. Discussion: Town of Alpine Safety Manual

8. ACTION ITEMS

- a. 3rd Reading of Ordinance No. 2026-001 – Creating the Position of Town Administrator and Amending Duties Within Title 2:

Seeking a motion to approve 3rd Reading of Ordinance No. 2026-001 – Creating the Position of Town Administrator and Amending Duties Within Title 2.

- b. 1st Reading of Ordinance No. 2026-002 - Public Notice Ordinance:

Seeking a motion to approve 1st Reading of Ordinance No. 2026-002 - Public Notice Ordinance.

- c. Resolution No. 2026-015 - Adopting a Sewer Line Preventative Maintenance Program

Seeking a motion to approve Resolution No. 2026-015 - Adopting a Sewer Line Preventative Maintenance Program.

- d. Consideration of Amending the Annual Dig Date:

Seeking a motion to approve the amendment to the Town of Alpine's annual seasonal dig restriction for 2026, allowing excavation within Town rights-of-way and other affected areas to resume on April 1, 2026, instead of the standard April 15 date, as recommended by the Public Works Director due to reduced snowpack and earlier ground thaw conditions.

9. PUBLIC COMMENT

Public comment is limited to a total of 20 minutes, with each speaker allowed up to 3 minutes. This is an opportunity to address the Council on any topic. The Council may listen but will not take action on items raised during this time. Speakers are expected to maintain decorum and be respectful. Written comments may be submitted by 12:00 PM (Noon) on the day of the meeting.

10. EXECUTIVE SESSION

- a. Seeking a motion to enter into Executive Session to discuss matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may become a party.

11. ADJOURNMENT



TOWN COUNCIL REGULAR MEETING MINUTES

March 3, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Mayor Green led the Pledge of Allegiance.

ROLL CALL

Clerk Chenault conducted roll call. Present were Mayor Green and Councilmembers Larsen, Wierda, Burchard, and Scaffide. A quorum was established. Town Attorney James Sanderson was also in attendance.

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmembers Larsen, Wierda, Burchard, and Scaffide. Motion carried.

APPROVAL OF CONSENT AGENDA: Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

CONSENT AGENDA

- (a) Town Council Minutes: February 17, 2026, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the February 17, 2026, Town Council Meeting Minutes, Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmembers Larsen, Wierda, Burchard, and Scaffide. Motion carried.
- (b) Bills to Pay: February 11, 2026, through February 26, 2026: Councilmember Larsen made a motion to approve Bills to Pay Report February 11, 2026, through February 26, 2026, Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmembers Larsen, Wierda, Burchard, and Scaffide. Motion carried.
- (c) Financial Report: Councilmember Larsen made a motion to approve the Financial Report. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmembers Larsen, Wierda, Burchard, and Scaffide. Motion carried.

REPORTS

Mayor’s Report:

Mayor Eric Green reported that he had little to report for the evening but acknowledged the presence of representatives from Star Valley Health and thanked them for attending the meeting. He explained that the discussion regarding the matter had been a long process, with a small working group meeting for approximately six months. Mayor Green noted that the effort involved significant work and participation from multiple municipalities. He stated that additional background information would be provided during the discussion later in the meeting and that he was looking forward to that discussion.

Clerk/Treasurer Report – Monica Chenault:

Clerk/Treasurer Monica Chenault reported that the office has been extremely busy over the past couple of weeks due to increased activity related to subdivisions, Planned Unit Development (PUD) requests, and annexation requests. Staff have been working diligently to determine the status and next steps associated with these items.

Chenault reported that the Request for Proposals (RFP) process for the Safe Streets for All grant has been completed and that candidates were interviewed by the selection committee. She noted that the process was a very positive experience for those involved. The selection of a consultant for the project is included on the evening’s agenda.

Chenault also reported that she has been working on drafting detailed job descriptions for the Town Administrator position in preparation for the second reading of the charter update. She added that preparation of the upcoming budget will be her primary focus moving forward.

Budget Work Session:

Mayor Green reported that the Town recently held its first budget work session focused on the operating budget. The next budget work session is scheduled for March 17 at approximately 6:00 p.m., though the public should watch for the official posted schedule. Mayor Green noted that Clerk/Treasurer Monica Chenault is now entering budget preparation mode and encouraged support for her efforts during the process.

Planning & Zoning Administrator Report – *submitted in writing*

Public Works Report – Craig Leseberg:

Public Works Director Craig reported that the sewer infrastructure camera inspection for the Alpine Meadows area has been completed. Through the inspection, staff identified five laterals with separations. Of those, only one lateral served an occupied dwelling. That issue was addressed and repaired the following day.

Craig further reported that fourteen offset joints were also identified during the inspection. These conditions are not considered emergencies. Staff will prepare a staff report with recommendations for next steps, which will be presented to the Town Council at the next meeting.

Craig confirmed that letters were sent to each property owner in the Alpine Meadows area notifying them of the inspection results. Property owners with laterals identified as having issues received separate letters detailing the specific situation affecting their property.

WORK SESSION ITEMS

Discussion: EMS Special District:

Mayor Eric Green introduced the discussion regarding the proposed EMS Special District and invited Dan Ordyna, Chief Executive Officer of Star Valley Health, to provide background on the topic and the recommendation developed through a regional working group.

Ordyna explained that Star Valley Health has operated as a hospital district since the 1970s and has provided healthcare services throughout Star Valley for decades. In 2008, Star Valley Health assumed responsibility for EMS services in Afton after Lincoln County and the Town of Afton indicated they could no longer continue funding EMS operations. At that time, EMS stations also operated in Thayne and Alpine.

Ordyna stated that when he became CEO in 2021, EMS services in the valley were experiencing declining response capabilities due to the erosion of the volunteer model and increasing response demands. In response, Star Valley Health worked with the municipalities of Alpine and Thayne to consolidate and strengthen EMS services. Over the past four years, Star Valley Health has invested significantly in staffing, training, equipment, and supplies. Ordyna reported that the current valley-wide EMS response time averages approximately 16 minutes from the time of the call to arrival on scene.

Ordyna noted that the current agreements between Star Valley Health and the municipalities are scheduled to expire in November 2026. He stated that Star Valley Health currently subsidizes EMS services by approximately \$1.5 million annually and that the hospital cannot continue indefinitely supporting that level of subsidy. To address long-term sustainability, a regional working group consisting of representatives from Star Valley Health, Lincoln County, and the municipalities of Alpine, Thayne, and Afton began meeting in September 2025 to evaluate potential solutions.

Ordyna explained that EMS is not designated as an essential service under Wyoming statute, unlike police and fire services. The working group reviewed several potential funding options, including sales tax, grants, and Rural Health Transformation funds, but determined that those options presented significant limitations. The group identified the creation of an EMS Special District as the most viable statutory option for long-term sustainability.

Ordyna reported that Lincoln County Commissioners will begin accepting written public comment regarding the formation of an EMS district on March 17, followed by a 60-day public comment period. The commissioners are expected to consider the formation of the district on May 19. If established, the district would be governed by an appointed board and could propose up to a four-mill levy for voter consideration.

Mayor Green clarified that the proposed EMS district would operate independently from Star Valley Health and would be governed by an appointed board consisting of representatives from Alpine, Thayne, Afton, Star Valley Ranch, and Lincoln County. He stated that the district board would oversee EMS operations and would have the authority to select the EMS service provider. Mayor Green noted that Star Valley Health would likely remain the provider due to its existing infrastructure but that the board would have the authority to select a different provider if necessary.

Mayor Green then opened the floor for questions from the Council.

Councilmember Shay Scaffide stated that she approaches the issue from a fiscally focused perspective and that references to a potential four-mill levy raise concerns about the impact on taxpayers. She expressed interest in discussing the matter further with the County Commissioners and emphasized the importance of responsible stewardship of public funds.

Councilmember Scaffide also asked about patient transport decisions, noting that some Alpine residents seek care in Jackson. Ordyna responded that patients are able to choose where they are transported unless they are unconscious or unable to communicate their preference.

Amy Wierda asked whether EMS services had historically been administered through the Fire Department. Mayor Green clarified that EMS and fire services were separate entities, although the Fire Department had previously provided support.

Councilmember Andrea Burchard stated that she did not have questions but noted that her husband is involved in Search and Rescue and that she understands the challenges associated with volunteer emergency services.

Councilmember Jeremiah Larsen commented that he previously served with Alpine Fire and EMS and had led Alpine EMS for approximately three years.

A member of the public asked whether Cokeville would be included in the proposed EMS district. Ordyna responded that Cokeville currently operates its own EMS district.

Mayor Green reiterated that written public comment will begin March 17 and continue for 60 days. Following the comment period, the County Commissioners are expected to determine whether to form the EMS district. If formed, Alpine would appoint a representative to the district board. Ordyna noted that July 15 is the deadline for determining ballot language if the funding question is placed before voters during the general election.

Discussion: Town of Alpine Safety Manual

Mayor Green introduced the discussion regarding the Town of Alpine Safety Manual and asked Public Works Director Craig to provide an overview.

Craig explained that the manual is an update to the Town’s existing safety manual, which had become outdated. The update also includes the implementation of employee safety training programs that have not previously been in place. He noted that establishing these programs will help improve workplace safety and may allow the Town to receive discounts through workers’ compensation.

Craig further explained that the revised manual removes individual employee names previously listed as responsible parties and instead assigns responsibilities to designated positions such as the Safety Officer.

Clerk-Treasurer Monica Chenault stated that the manual is being presented to the Council for review. Councilmembers were encouraged to review the document and direct any questions to Craig. Chenault explained that the intent is to bring the safety manual back to the Council at the next meeting in the form of a resolution for formal adoption.

Mayor Green stated that Councilmembers would review the document and prepare any questions for discussion at the next meeting. Hearing no questions from the Council, Mayor Green thanked Craig.

Discussion: Proposed Ordinance No. 2026-003 - Public Notice Ordinance

Clerk-Treasurer Monica Chenault explained that staff have been reviewing the Town’s public notice requirements across various municipal processes. She noted that many Town procedures, including subdivisions and annexations, require public notice.

Chenault reported that staff members Sarah and Gina worked together to review the existing requirements and develop a proposed ordinance intended to standardize the Town’s public notice procedures. The proposed ordinance applies the most restrictive notification standards across all applicable processes to ensure consistency.

Under the proposed approach, notification requirements such as the distance for mailed notices and the method of delivery would be consistent regardless of the type of application or process. Chenault explained that standardizing these procedures would simplify administrative procedures for staff and help reduce the likelihood of errors when issuing required public notices.

Mayor Green asked if the Council had any questions regarding the proposed Public Notice Ordinance. Hearing none, he moved to the next agenda item concerning tabled items.

TABLED ITEMS

Establishment of Top Three Retail Liquor License Applicants

Councilmember Larsen made a motion to remove the **Establishment of Top Three Retail Liquor License Applicants** item from the table. Councilmember Burchard seconded the motion.

Voting Yea: Mayor Green, Councilmembers Larsen, Wierda, Burchard, and Scaffide.
Motion carried.

Mayor Green stated that the Council had already received extensive public comment on the applications and indicated that additional information from applicants was not necessary. He proposed conducting a straw poll among Councilmembers to determine their preferences in order to potentially reach a final decision during the meeting.

Council Discussion

Councilmember Scaffide stated that she had previously reached out to Representative Byron regarding the possibility of obtaining additional liquor licenses through the legislature but noted that the deadline for the current legislative session had already passed. She added that discussions with state officials provided additional clarity regarding future licensing possibilities and expressed hope that the Town may be able to obtain additional licenses in the future.

Councilmember Wierda expressed appreciation for the two-week delay in the decision process, stating that it allowed time to carefully review the applications. She explained that her evaluation focused on which applicants could maximize use of the license, fulfill the licensing requirements, and provide a project that aligns with the community’s needs as reflected in public feedback and the Town’s master plan.

Councilmember Burchard thanked all applicants for their proposals and acknowledged the significant effort each applicant put into their plans. She stated that while the Council could not grant licenses to every applicant, the Town would benefit from the types of projects proposed.

Councilmember Larsen commented that the strong community turnout and support for several proposals demonstrated significant community interest but also made the decision difficult.

Mayor Green stated that in reviewing the applications he considered the ability of applicants to begin operations promptly, potential revenue impacts, and which proposal would create the greatest positive impact for the Town of Alpine.

Straw Poll

Councilmembers then participated in a straw poll to indicate their preferences.

- **Larsen:** First choice – AVR On; Second choice – Chevron
- **Burchard:** Alpine Standard
- **Wierda:** First choice – Dave and Becka Walters; Second choice – Chevron
- **Scaffide:** First choice – Chevron; Second choice – AVR On
- **Mayor Green:** Dave and Becka Walters

During discussion, Councilmembers referred to the applicant interchangeably as **Chevron** and **Alpine Standard**. The applicant is **Triple JL Companies, LLC, doing business as Alpine Standard and locally known as Chevron**.

Motion:

Councilmember Larsen made a motion to select one retail liquor license applicant to proceed with submission and processing of the retail liquor license application through the State of Wyoming and to select **Chevron** as the Town's chosen applicant, contingent upon the Town first completing the process of updating the liquor license ordinance regarding the value of the license. Councilmember Burchard seconded the motion.

Discussion followed regarding the language tying the license award to a future ordinance update.

Councilmember Larsen then **withdrew the motion**.

New Motion:

Councilmember Larsen made a motion to select one retail liquor license applicant to proceed with submission and processing of the retail liquor license application through the State of Wyoming, subject to all required approvals, and to select **Alpine Standard** as the Town's chosen applicant. Councilmember Scaffide seconded the motion.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Councilmember Scaffide. Motion carried.

Mayor Green then announced a five-minute recess.

Resolution No. 2026-010 - Authorizing Representation Of The Town Of Alpine At Meetings Of The Alpine Meadows Property Owners Association:

Councilmember Burchard made a motion to remove Resolution No. 2026-010, Authorizing Representation of the Town of Alpine at Meetings of the Alpine Meadows Property Owners Association from the table and approve it as amended. Councilmember Larsen seconded the motion.

Mayor Green clarified that this resolution establishes the framework for representation at Alpine Meadows Property Owners Association meetings, while a later agenda item will address the appointment of the representative.

Clerk-Treasurer Monica Chenault explained that the original resolution authorized the Mayor or his designee to serve as the Town's representative. The amended resolution instead provides that the Town Council will designate the representative, with the Mayor making the appointment subject to Council authorization. Chenault noted that moving forward this appointment will occur during the Town's annual appointments process.

Voting Yea: Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. **Voting Abstain:** Mayor Green. Motion carried.

ACTION ITEMS

Consideration of Consultant Selection — SS4A Transportation Safety Action Plan & Highway 89 Demonstration Project:

Mayor Green introduced the action item regarding the Safe Streets for All (SS4A) Transportation Safety Action Plan and Highway 89 Demonstration Project.

Mayor Green explained that the project has been in development for several years and represents an opportunity to improve safety along Highway 89 through the Town of Alpine. He noted that the Town received a **\$300,000 grant**, with **\$240,000 funded federally and \$60,000 required as a match**. The Town later secured additional grant funding to cover the match, resulting in **no direct cost to the Town of Alpine**.

Mayor Green stated that three consultants were interviewed in person and evaluated using a scoring system developed by staff.

Councilmembers confirmed they had reviewed the consultant evaluation materials.

Mayor Green explained that **Kimley-Horn received the highest overall score** through the evaluation process and had experience with transportation projects in Teton County.

Councilmember Larsen stated he reached the same conclusion and typically relies on staff recommendations when a thorough evaluation process has been completed.

Councilmember Burchard commented that the consultant interview process was thorough and involved multiple reviewers.

Councilmember Scaffide noted that the process appeared somewhat different than the Town's typical consultant selection procedures.

Motion:

Councilmember Larsen made a motion to select Kimley-Horn as the consultant for the SS4A Transportation Safety Action Plan and Highway 89 Demonstration Project and authorize Mayor Green to execute the agreement. Councilmember Burchard seconded the motion.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard. **Voting Abstain:** Councilmember Wierda, Councilmember Scaffide. Motion carried.

2nd Reading of Ordinance No. 2026-001 – Creating the Position of Town Administrator and Amending Duties Within Title 2:

Councilmember Larsen made a motion to approve the second reading of Ordinance No. 2026-001, Creating the Position of Town Administrator and Amending Duties Within Title 2. Councilmember Burchard seconded the motion.

It was noted that no changes had been made to the ordinance since the first reading.

Mayor Green stated that he had received feedback regarding whether specific education requirements should be included for the position. He indicated that those qualifications would be more appropriately addressed within the job description rather than the ordinance itself. Mayor Green explained that the Employee Committee will develop the job description for the position and present it to the Town Council for review.

Voting Yea: Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried.

Resolution No. 2026-011 – Authorization to Submit Grant Applications to Travel and Tourism:

Councilmember Burchard made a motion to approve Resolution No. 2026-011 – Authorization to Submit Grant Applications to Travel and Tourism. Councilmember Wierda seconded the motion.

Clerk/Treasurer Chenault explained that the resolution had been updated after the meeting packet was published and that Councilmembers were provided with a revised printed copy.

Councilmember Larsen recused himself from discussion and voting due to his position on the Travel and Tourism Board.

Amendment: Councilmember Scaffide made a motion to amend the resolution by increasing the Music in the Mountains request from \$20,000 to \$25,000. Councilmember Burchard seconded the motion. Councilmember Wierda clarified that the resolution only authorizes submission of the grant applications and does not guarantee that the projects will be funded.

Vote on Amendment:

Voting Yea: Councilmember Burchard, Councilmember Wierda, Councilmember Scaffide, Mayor Green. **Recused:** Councilmember Larsen. Motion carried.

Additional Amendment: Councilmember Burchard made a motion to amend the grant submission to include jersey barriers to provide a safe winter travel route across the bridge for winter recreation users in the amount of \$10,000. Councilmember Wierda seconded the motion.

Vote on Amendment:

Voting Yea: Councilmember Burchard, Councilmember Wierda, Councilmember Scaffide, Mayor Green. **Recused:** Councilmember Larsen. Motion carried.

Vote on Resolution as Amended:

Voting Yea: Councilmember Burchard, Councilmember Wierda, Councilmember Scaffide, Mayor Green. **Recused:** Councilmember Larsen. Motion carried.

Resolution No. 2026-012 - A Resolution Amending A Provision Of The Town Of Alpine Employee Policy And Procedure Manual:

Councilmember Burchard made a motion to approve Resolution No. 2026-012 – A Resolution Amending a Provision of the Town of Alpine Employee Policy and Procedure Manual. The motion was seconded by Councilmember Scaffide.

Clerk/Treasurer Monica Chenault explained that when the Employee Policy and Procedure Manual was previously updated, outdated language had inadvertently remained in the document allowing employees to cash out up to 160 hours. The policy had already been changed to allow a maximum cash-out of 80 hours. This resolution corrects the manual to reflect the updated policy.

Voting Yea: Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried.

Resolution No. 2026-013 - Supporting The Creation Of A Lincoln County Special Service District For Emergency Medical Services (EMS) In North Lincoln County

Councilmember Larsen made a motion to approve Resolution No. 2026-013, Supporting the Creation of a Lincoln County Special Service District for Emergency Medical Services (EMS) in North Lincoln County. Councilmember Burchard seconded the motion.

Mayor Green explained that the resolution was originally prepared by the Town of Afton and had been amended to reflect the Town of Alpine. Mayor Green read the “Whereas” clauses of the resolution and stated that the purpose of the resolution is to express the Town’s support for the creation of an EMS Special Service District.

Councilmember Scaffide stated that she had not realized these discussions had been occurring and asked whether the Town could receive updates on the process moving forward.

Mayor Green responded that Star Valley Health had been instrumental in outlining the challenges facing EMS services and presenting the proposal for a special service district. He stated that in his view this may be the most viable option to ensure continued delivery of emergency medical services in the future. Mayor Green noted that if the district is created, the Town of Alpine would appoint a representative to serve on the governing board.

Councilmember Scaffide expressed concerns about the potential budget implications and stated that beginning with a potential four-mill levy seemed aggressive.

Mayor Green stated that the Town will not have a finalized budget for the district at this time and encouraged Councilmembers and residents to attend upcoming meetings in Afton to learn more about the proposal.

Councilmember Scaffide added that she would like to hear additional feedback from residents of Alpine before fully supporting the proposal.

Councilmember Larsen stated that he had previously served in EMS leadership and believes that the volunteer model has proven difficult to sustain long-term, noting that a more stable system is needed for the future.

Voting Yea: Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Mayor Green. **Voting Abstain:** Councilmember Scaffide. Motion carried.

Resolution No. 2026-014 - Appointing The Mayor, Or The Mayor’s Designee, As The Authorized Representative To Attend Meetings Of The Alpine Meadows Property Owners’ Association On Behalf Of The Town Of Alpine For Calendar Year 2026

Councilmember Burchard made a motion to approve Resolution No. 2026-014 – Appointing the Mayor, or the Mayor’s Designee, as the Authorized Representative to Attend Meetings of the Alpine Meadows Property Owners’ Association on Behalf of the Town of Alpine for Calendar Year 2026. Councilmember Larsen seconded the motion.

Councilmember Larsen stated that he had reviewed the resolution and suggested that a Town employee could potentially attend the meetings instead to report back to the Council, noting that he viewed the role primarily as informational rather than a voting position.

Mayor Green responded that the representative does have voting authority at certain meetings and that the resolution allows the Mayor to designate an appropriate representative as needed.

Public comment was provided by members of the Alpine Meadows Property Owners’ Association indicating that votes are not typically taken during monthly meetings but do occur for specific matters such as board elections, and that votes are often conducted electronically.

Councilmember Scaffide stated that she supported the idea of having the Council involved if a vote were required.

Mayor Green noted that the resolution allows flexibility for the Mayor to designate a representative and that future appointments will occur through the Town’s annual appointments process.

Voting Yea: Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, Councilmember Wierda. **Voting Abstain:** Mayor Green. Motion carried.

Alpine Meadows Property Owners’ Association Ballot Direction

Following approval of the resolution, Clerk/Treasurer Chenault provided the Council with the Alpine Meadows Property Owners’ Association ballot and explained the items requiring a vote.

Councilmembers discussed the candidates and the proposal for improvements to the picnic pavilion.

Councilmember Scaffide made a motion directing the Town’s ballot vote for the Alpine Meadows Property Owners’ Association to support Adrian Brinza, Joe Shott, and Doug Simmons for the Board of Directors and to vote in favor of the proposal for improvements to the picnic pavilion. Councilmember Larsen seconded the motion.

Voting Yea: Councilmember Larsen, Councilmember Scaffide, Mayor Green. **Voting Abstain:** Councilmember Burchard, Councilmember Wierda. Motion carried.

PUBLIC COMMENT

Mayor Green opened the floor for public comment.

Dan Schou asked for clarification regarding the proposed EMS Special Service District and where the boundary line would be drawn, specifically asking whether it would extend from the Narrows to Alpine.

Town Attorney Jim Sanderson explained that the district would extend from the southern boundary of the area north to Alpine.

Schou also asked whether there had been discussion about coordinating the EMS district with Search and Rescue services.

Councilmember Burchard explained that Search and Rescue is funded through donations along with limited state funding.

Schou commented that EMS is an important service and that the cost of supporting it through a mill levy would likely be reasonable compared to the consequences of not having ambulance service available.

Councilmember Scaffide noted that some communities have discussed the possibility of maintaining rapid response units within their own towns. She added that this was the first time she had deeply reviewed the EMS proposal and that there is significant history behind the issue.

Mayor Green stated that the EMS discussions had highlighted the challenges that EMS providers face in maintaining service.

Pat McQuade commented on the proposed Town Administrator position. She stated that based on the information presented, she believes the Town is likely to move forward with hiring someone for the position. She expressed concern that the position could become the highest-ranking position within the Town office and stated that she would like to see clearer criteria established, including salary range, education requirements, and how the position would affect existing staff roles.

Mayor Green responded that the ordinance establishes the position but does not include detailed qualifications. He explained that the Employee Committee will develop a comprehensive job

description, which will include qualifications and responsibilities, and that salary considerations would be addressed through the Town’s budgeting process.

McQuade asked whether the creation of the Town Administrator position would eliminate any existing positions.

Mayor Green stated that he did not anticipate eliminating any current positions and explained that one of the goals of the position is to help manage responsibilities that currently fall to the Mayor, such as attending regional meetings and reporting back to the Town Council.

McQuade stated that she felt the proposal lacked sufficient detail regarding how the position would function.

Town Attorney Jim commented that including detailed qualifications directly in the ordinance could be limiting and that those types of requirements are typically addressed in the job description rather than municipal code.

Riley Horvoka, the Town of Alpine’s representative to the Alpine Education Foundation, addressed the Council and introduced herself. She stated that she wanted to attend the meeting to show her support and encouraged Councilmembers to contact her if they had any questions or concerns regarding the Alpine Education Foundation.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Scaffide seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

The meeting adjourned at 9:19 p.m.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on March 17th, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk



PLANNING & ZONING MEETING MINUTES

February 10, 2026 at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER:

Chairman Wilson called the meeting to order at 7.02 PM

2. ROLL CALL & ESTABLISH QUORUM:

Administrator Corson took roll call. Members Schou, Member Stewart, and Chairman Wilson are all present. A quorum was established.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

None

4. TABLED ITEMS:

None

5. UNFINISHED/ONGOING BUSINESS:

A.) Civil Plan Requirements for R-1 Zoning

The Commission discussed whether to require a civil set of plans for construction within the R-1 (Single-Family Residential) zoning district.

Chairman Wilson expressed concern about the additional cost such a requirement would impose on single-family homeowners. Other Commission members and the Administrator noted that requiring civil plans is considered an industry standard and provides protection not only to the homeowner but also to neighboring properties. Proper civil plans help address grading, drainage, utilities, and other site impacts that could otherwise result in downstream issues.

The Commission considered whether the requirement could be discretionary; however, concerns were raised that discretionary application could lead to complaints of unfairness and inconsistent treatment.

Public comment suggested that the requirement could be applied in specific subdivisions or geographically complex areas of Town where topography and drainage patterns make civil review more critical.

Consensus: The Commission reached consensus that civil plans should be required for all applicable R-1 construction projects. The Administrator will update the draft language accordingly for future approval.

B.) Demolition Affidavits

The Commission discussed demolition affidavit requirements.

Consensus:

- For demolition of structures over 300 square feet that are being removed in order to construct a new structure, a separate demolition affidavit and fee will not be required. Demolition will be addressed as part of the permit for the new structure.
- If demolition is not associated with a new construction permit, a separate permit will be required.
- Structures under 300 square feet will not require an affidavit unless the structure contains power, water, or sewer connections, which would trigger the need for a permit.

C.) Propane Tank Permits

A citizen commented that requiring a permit for propane tank installation may be unnecessary, as propane companies will not fill tanks that are improperly installed or located too close to structures.

The Commission discussed that the permit requirement exists for safety oversight. It was noted that propane tank installations currently fall under a Minor Construction Permit due to the lack of a separate permit category, resulting in a \$750.00 fee, which may be perceived as high.

No formal action was taken regarding modification of the permit category or fee at this time.

D.) Roof Permits and Affidavits

A citizen questioned the need for re-roof permits or affidavits, stating that homes should already be engineered to withstand roof loads for new materials.

Chairman Wilson explained that the requirement was added following a prior structural failure. Commission Member Schou noted that not all structures in Town were engineered to adequate snow loads, referencing certain older or imported homes that were engineered to lower standards (e.g., 50 pounds per square foot).

A citizen suggested adding a sunset clause requiring roof permits only for structures older than a certain date. Administrator Corson indicated that while the concept had merit, it would create additional administrative burden in verifying construction dates.

No consensus was reached to amend or remove the existing roof permit or affidavit requirements.

6. PLANNING/ZONING CORRESPONDENCE:

None

7. PLANNING AND ZONING DISCUSSION ITEMS:

A.) 60 US Hwy 89 – Three Rivers Motel: The proposed structure, originally characterized as a storage shed, is now intended to be occupied and used as a gathering space functioning as a “clubhouse,” with an element of fee-based services. This represents a change in use from an accessory storage structure to an occupied building. Under the International Building Code, occupied buildings are subject to building and life-safety requirements regardless of size. As such, at a minimum, a minor construction permit would be required, along with permitting and review consistent with an occupied structure-

Discussion included:

- The landowner expressed a desire to increase the structure to over 300 square feet and charge for services to recoup costs.
- Commission Member Schou noted that once the structure is open to the public, ADA compliance requirements would apply, including the potential need for restroom facilities.
- The landowner indicated he did not believe a bathroom was required and stated he would look into the matter further.
- Commission Member Schou further noted that once the structure is classified as commercial, a state electrical wiring permit would be required.

No formal action was taken.

B.) Adoption of International Construction Codes

The Commission discussed approaches for adopting and implementing the International Construction Codes (IRC, IBC, IMC, IPC, and IFGC).

Consensus: The LUDC will be drafted to adopt the most current versions of the International Codes as adopted by the State of Wyoming. Any Town-specific exceptions will be explicitly listed within the LUDC.

8. APPROVAL OF MINUTES:

- a. Approval of Minutes for Regular Meeting 01/13/2026

Member Schou motioned to approve the minutes for 01/13/2026, seconded by Member Stewart seconded. None opposed. Motion carries.

Voting Yea: Member Schou, Member Stewart & Chairman Wilson

Motion carries

9. TOWN COUNCIL ASSIGNMENT:

Melissa Wilson

10. ADJOURN MEETING: 8:30 PM

Motion made by Planning & Zoning Commission Member Schou to adjourn, seconded by Chairman Stewart.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries



3-10-26

Melisa Wilson, Chairman

Date



3/10/26

Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:



Gina Corson, Acting Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **

Report Criteria:

Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
03/26	03/02/2026	20706	1560	Lower Valley Energy	10-20100	372.55	M
03/26	03/02/2026	20707	1560	Lower Valley Energy	10-20100	20.34	M
03/26	03/02/2026	20708	1560	Lower Valley Energy	52-20100	18.00	M
03/26	03/02/2026	20709	1560	Lower Valley Energy	51-20100	1,465.16	M
03/26	03/02/2026	20710	1560	Lower Valley Energy	10-20100	149.78	M
03/26	03/02/2026	20711	1560	Lower Valley Energy	10-20100	31.81	M
03/26	03/02/2026	20712	1560	Lower Valley Energy	10-20100	27.72	M
03/26	03/02/2026	20713	1560	Lower Valley Energy	10-20100	39.15	M
03/26	03/02/2026	20714	1560	Lower Valley Energy	52-20100	7,219.35	M
03/26	03/02/2026	20715	1560	Lower Valley Energy	10-20100	26.04	M
03/26	03/02/2026	20716	1560	Lower Valley Energy	52-20100	118.36	M
03/26	03/02/2026	20717	1560	Lower Valley Energy	52-20100	112.33	M
03/26	03/02/2026	20718	1560	Lower Valley Energy	51-20100	23.64	M
03/26	03/02/2026	20719	1560	Lower Valley Energy	52-20100	18.07	M
03/26	03/02/2026	20720	1560	Lower Valley Energy	52-20100	44.71	M
03/26	03/02/2026	20721	1560	Lower Valley Energy	52-20100	230.65	M
03/26	03/02/2026	20722	1560	Lower Valley Energy	51-20100	110.61	M
03/26	03/02/2026	20723	1560	Lower Valley Energy	51-20100	20.53	M
03/26	03/02/2026	20724	1560	Lower Valley Energy	10-20100	79.40	M
03/26	03/02/2026	20725	1560	Lower Valley Energy	51-20100	59.49	M
03/26	03/02/2026	20726	1560	Lower Valley Energy	51-20100	442.56	M
03/26	03/02/2026	20727	1560	Lower Valley Energy	52-20100	28.25	M
03/26	03/02/2026	20728	1560	Lower Valley Energy	52-20100	43.93	M
03/26	03/02/2026	20729	1560	Lower Valley Energy	52-20100	53.01	M
03/26	03/02/2026	20730	1560	Lower Valley Energy	10-20100	18.00	M
03/26	03/02/2026	20731	1560	Lower Valley Energy	52-20100	3,520.97	M
03/26	03/02/2026	20732	1560	Lower Valley Energy	10-20100	18.65	M
03/26	03/10/2026	20736	3780	The Bancorp	10-20100	8,053.61	M
03/26	03/05/2026	20737	410	AT&T MOBILITY	52-20100	681.46	M
03/26	03/06/2026	20741	2880	Xpress Bill Pay	52-20100	641.34	M
03/26	03/04/2026	20742	3670	Teton Technology Partners, LLC	52-20100	3,050.00	M
03/26	03/17/2026	20771	450	Bank of Star Valley	52-20100	7,000.00	M
02/26	02/26/2026	20979	200	Alarmlogix, LLC	10-20100	35.00	
02/26	02/26/2026	20980	250	Alpine Ace Hardware	10-20100	943.20	
02/26	02/26/2026	20981	290	Alpine Excavation LLC	10-20100	375.00	
02/26	02/26/2026	20982	1360	Artisan Chef, LLC	10-20100	500.00	
02/26	02/26/2026	20983	470	Beau Taylor	10-20100	455.00	
02/26	02/26/2026	20984	570	Broulims-Alpine	10-20100	83.36	
02/26	02/26/2026	20985	4280	Commercial Tire, Inc.	10-20100	409.80	
02/26	02/26/2026	20986	910	Fall River Propane	52-20100	21.50	
02/26	02/26/2026	20987	2890	High Country Linen	52-20100	207.87	
02/26	02/26/2026	20988	1210	Huber Technology LLC	52-20100	1,180.00	
02/26	02/26/2026	20989	4200	JVA, Inc.	52-20100	19,428.00	
02/26	02/26/2026	20990	1810	Parkland USA Corporation	10-20100	624.03	
02/26	02/26/2026	20991	1780	RE Investment Company	10-20100	351.00	
02/26	02/26/2026	20992	2870	Sanderson Law Office	10-20100	3,774.50	
02/26	02/26/2026	20993	1910	Servant Electric PC	52-20100	16,640.04	
02/26	02/26/2026	20994	2390	USABlueBook	52-20100	439.61	
02/26	02/26/2026	20995	2480	Valley Wide Cooperative, Inc	10-20100	834.42	
02/26	02/26/2026	20996	2590	Western States Equipment	10-20100	863.58	
02/26	02/26/2026	20997	3950	Williams, Porter, Day & Neville, P.C.	10-20100	2,065.50	
03/26	03/17/2026	20999	3340	Ahren Schultheis	52-20100	1,000.00	
03/26	03/17/2026	21000	220	All Star Auto Parts - Napa	52-20100	19.94	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/26	03/17/2026	21001	250	Alpine Ace Hardware	10-20100	1,192.11
03/26	03/17/2026	21002	3850	Barber Shop Inc.	52-20100	1,029.59
03/26	03/17/2026	21003	480	Belinda Penny	10-20100	1,120.00
03/26	03/17/2026	21004	620	Caselle, LLC	52-20100	3,097.00
03/26	03/17/2026	21005	3920	Cushing Terrell	10-20100	24,000.00
03/26	03/17/2026	21006	870	Energy Laboratories Inc	52-20100	1,248.00
03/26	03/17/2026	21007	910	Fall River Propane	52-20100	19.13
03/26	03/12/2026	21008	1420	FedEx Freight, Inc.	52-20100	1,583.24
03/26	03/17/2026	21009	2890	High Country Linen	52-20100	214.95
03/26	03/17/2026	21010	1210	Huber Technology LLC	52-20100	12,869.86
03/26	03/17/2026	21011	1260	Imperial Pump Solutions, LLC	52-20100	411.30
03/26	03/17/2026	21012	1310	Jenkins Building Supply	52-20100	145.84
03/26	03/17/2026	21013	1340	Jorgensen Associates, Inc	52-20100	18,253.45
03/26	03/17/2026	21014	1510	Lincoln County Sheriff's Office	10-20100	706.50
03/26	03/17/2026	21015	1530	Lincoln County Water Quality Lab	51-20100	118.00
03/26	03/17/2026	21016	1680	Norco, Inc	10-20100	36.96
03/26	03/17/2026	21017	1700	One Call of Wyoming	52-20100	39.90
03/26	03/17/2026	21018	4090	Pacific Office Automation	10-20100	220.88
03/26	03/17/2026	21019	3940	PEAC Solutions	10-20100	282.98
03/26	03/17/2026	21020	2870	Sanderson Law Office	10-20100	1,050.00
03/26	03/17/2026	21021	1910	Servant Electric PC	10-20100	7,894.22
03/26	03/17/2026	21022	1370	Star Valley Sno-Skippers	10-20100	280.00
03/26	03/17/2026	21023	4170	Stelting & Gross LLC	52-20100	2,040.00
03/26	03/17/2026	21024	3990	Tara Bender	10-20100	31.89
03/26	03/17/2026	21025	320	The Cookout LLC	10-20100	1,000.00
03/26	03/17/2026	21026	1390	Twin D, Inc.	52-20100	38,826.68
03/26	03/17/2026	21027	2390	USABlueBook	52-20100	101.00
03/26	03/17/2026	21028	350	Utility Trailer Sales of Idaho Inc.	52-20100	130.40
03/26	03/17/2026	21029	2450	Valley Auto Supply	10-20100	726.60
03/26	03/17/2026	21030	2480	Valley Wide Cooperative, Inc	10-20100	1,358.05
03/26	03/17/2026	21031	3530	West Bank Sanitation	52-20100	5,621.87
03/26	03/17/2026	21032	2590	Western States Equipment	10-20100	4,011.33
03/26	03/17/2026	21033	4150	Yost	52-20100	390.95
Grand Totals:						214,043.50

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	23.11	68,939.63-	68,916.52-
10-42-315	8,791.40	.00	8,791.40
10-42-325	503.86	.00	503.86
10-42-335	2,503.83	.00	2,503.83
10-42-370	83.62	.00	83.62
10-42-410	159.80	.00	159.80
10-45-411	197.00	.00	197.00
10-50-331	1,206.75	.00	1,206.75
10-54-333	731.34	.00	731.34
10-54-351	5,284.71	.00	5,284.71
10-54-400	704.07	.00	704.07
10-54-455	834.07	.00	834.07
10-56-319	706.50	.00	706.50
10-56-410	213.50	.00	213.50
10-56-452	44.63	.00	44.63

GL Account	Debit	Credit	Proof
10-56-454	31.89	.00	31.89
10-58-330	3,652.95	.00	3,652.95
10-58-332	1,714.09	.00	1,714.09
10-58-334	1,717.00	.00	1,717.00
10-58-335	213.50	.00	213.50
10-58-410	1,487.33	.00	1,487.33
10-58-411	16.86	.00	16.86
10-58-450	259.96	.00	259.96
10-58-452	1,155.32	.00	1,155.32
10-58-454	1,876.66	.00	1,876.66
10-58-456	39.00	.00	39.00
10-65-332	375.00	.00	375.00
10-65-452	501.38	.00	501.38
10-65-454	25.00	.00	25.00
10-66-422	75.00	23.11-	51.89
10-66-426	280.00	.00	280.00
10-66-430	1,000.00	.00	1,000.00
10-66-432	500.00	.00	500.00
10-90-541	24,000.00	.00	24,000.00
10-95-640	8,053.61	.00	8,053.61
51-20100	.00	19,631.12-	19,631.12-
51-42-315	1,610.00	.00	1,610.00
51-42-335	1,402.83	.00	1,402.83
51-42-370	278.86	.00	278.86
51-42-410	210.32	.00	210.32
51-80-320	141.03	.00	141.03
51-80-332	3,676.08	.00	3,676.08
51-80-452	336.89	.00	336.89
51-80-453	1,967.21	.00	1,967.21
51-80-454	60.00	.00	60.00
51-90-545	9,947.90	.00	9,947.90
52-20100	2.71	125,498.57-	125,495.86-
52-42-315	632.50	.00	632.50
52-42-335	1,189.34	.00	1,189.34
52-42-370	278.86	.00	278.86
52-42-410	130.31	.00	130.31
52-82-315	115.00	.00	115.00
52-82-332	39,266.97	.00	39,266.97
52-82-454	969.59	.00	969.59
52-82-455	75.00	2.71-	72.29
52-82-500	150.34	.00	150.34
52-83-315	50.00	.00	50.00
52-83-320	757.00	.00	757.00
52-83-332	1,044.39	.00	1,044.39
52-83-410	53.90	.00	53.90
52-83-454	8,625.35	.00	8,625.35
52-84-110	1,000.00	.00	1,000.00
52-84-320	494.99	.00	494.99
52-84-332	29,998.83	.00	29,998.83
52-84-335	427.00	.00	427.00
52-84-454	7,398.06	.00	7,398.06
52-90-541	25,841.14	.00	25,841.14
52-95-640	7,000.00	.00	7,000.00
Grand Totals:	<u>214,095.14</u>	<u>214,095.14-</u>	<u>.00</u>

Meeting Date: _____

Mayor: _____

Treasurer: _____

Report Criteria:

Report type: Summary

Check.Type = {<->} "Adjustment"



Town of Alpine Monthly Engineer Report

March 17, 2026 Town Council Meeting

Summary of Work

WATER FUND:

1) Radio Read Water Meter Project:

- a. Targhee Village Vault is finishing-up the design process for DEQ and WYDOT permitting
- b. Invoicing is being worked on by Core and Main and reviewed by Jorgensen. Once invoices are completed Jorgensen will provide Town staff with final invoice recommendation for payment
- c. Meter Status:
 - i. Smaller meters- there are ~20 meters left to be installed by Public Works
 - ii. Larger meters- Flying Saddle, Grays River booster are installed and main well to be installed. Well-4 controller is being serviced to bring on-line to new Neptune 360 software system

2) Well Abandonment process with Public Works for the Flying Saddle wells

SEWER FUND:

1) Wastewater Pretreatment Plant Status:

- a. Performance Bond- Jorgensen is working with insurance surety and Town's legal representatives on a final payment
- b. Operation- JVA Consulting has recommended decommissioning the Cambrian MBR equipment skid and utilizing the plant's EQ and AT tanks only. Jorgensen is working with Town's legal representative and JVA consulting on demand letter

2) Alpine Meadows:

- a. Jorgensen worked with Town staff on submittal of a Wyoming Mineral Royalty Grant for repairs to the sewer system. Those repairs include;
 - i. (4) disconnected laterals on vacant lots
 - ii. (22) offset laterals
 - iii. (1) offset main
 - iv. (1) main gasket repair

3) Industrial Waste Permits and Compliance (JVA Consulting)

- a. Finalizing permit application forms
- b. Permit compliance and fines

PLANNING AND ZONING:

- 1) Turley Annexation preliminary discussions with developers is beginning

BUDGET:

- 1) Capital Improvement Project lists, estimates and meetings with Town staff

Town of Alpine

2/1/26 to 2/28/26

Citations	0 Citations 0 Warnings
CFS/Law Incidents	120
Special Patrol	35

Animal Problem	2	Abandoned Vehicle	3
Agency Assist	2	Auto Accident	8
Aircraft		Civil papers/execution	
Alarms	7	Citizen Dispute	
Assault	1	Civil Standby	1
Burglary		Custodial interference	
Citizen Assist		Domestic Violence	1
Alcohol problems		Child abuse	
Controlled Burn	3	Disturbance	1
Controlled Substance		Game & Fish	
Drugs		Harassing	
E911	10	Fire / Fireworks	3 /
Fraud	1	Field contact	
Information		Patient transport	
Property damage	1	Lost/Found Property	
Lost/Found Animal		Parking problem	
Livestock/lock out		Juvenile problem/school	1 /
Mental subject		Medical/Dead body	14 /
Littering		Missing person/Kidnap	
Noise		REDDI	1
Reckless driving	4	Motorist assist	1
Smoke Investigation		Prisoner transport	
Robbery		Security check / Test	/ 1
Sex offense/Stalking	1 /	Suspicious	1
Search/LE/PR	1 /	Vehicle theft /Repo	
Suicidal Subject		Threatening	2
Traffic stop	22	Weapon offence	
Traffic hazard	3	Trespassing	
Theft	1	Vandalism	
Traffic offense		Utility problem	
Transfer patient	18	Welfare Check	1
Vin Inspection	4	Warrant	
VIN Stamp		Utility problem	



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-XXX**

AN ORDINANCE REPEALING ORDINANCE NO. 2022-13 RELATING TO PYROTECHNIC DEVICES AND ESTABLISHING REGULATIONS PROHIBITING THE SALE, POSSESSION, AND USE OF FIREWORKS WITHIN THE INCORPORATED LIMITS OF THE TOWN OF ALPINE, WYOMING, EXCEPT AS AUTHORIZED THROUGH A SPECIAL EVENT PERMIT APPROVED BY THE TOWN COUNCIL

WHEREAS, the Town of Alpine, Wyoming is located within a forested and wildland-urban interface area where the risk of wildfire is significant; and

WHEREAS, the use of pyrotechnic devices can create a substantial risk of fire, property damage, and injury within the Town limits; and

WHEREAS, the Town Council finds it necessary to regulate the use of firework(s) within the Town of Alpine in order to protect the health, safety¹, and welfare of residents, visitors, and property.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING, IN REGULAR SESSION DULY ASSEMBLED:

SECTION 1. DEFINITIONS

- a) **“Firework(s)”** means any explosive device designed to create noise, sparks, smoke, or pyrotechnic effects.
- b) **“Person”** means any individual, partnership, firm, company, association, organization, or corporation.

SECTION 2. SALE, POSSESSION, AND USE OF FIREWORKS PROHIBITED

Except as otherwise provided in this ordinance, it shall be unlawful for any person to **sell, offer for sale, expose for sale, give away, possess for the purpose of use, use, discharge, or detonate any firework** within the incorporated limits of the Town of Alpine, Wyoming.

SECTION 4. SPECIAL EVENT PERMIT

Fireworks may only be used within the Town of Alpine when authorized through a Special Event Permit approved by the Town Council.

Any fireworks authorized under a Special Event Permit shall comply with all conditions, safety requirements, and restrictions established by the Town as part of the permit approval.

SECTION 5. ENFORCEMENT

This ordinance may be enforced by the Lincoln County Sheriff’s Office, Town Code Enforcement Officer, or other authorized officials.

SECTION 6. PENALTIES

Any person violating any provision of this ordinance shall be guilty of a misdemeanor and, upon conviction, shall be punishable by a fine **not to exceed seven hundred fifty dollars (\$750.00)** or as otherwise provided by law.

Each day a violation continues shall constitute a **separate offense**.

SECTION 7. REPEALER

Ordinance No. 2022-13, and any other ordinances or portions of ordinances in conflict with this ordinance, are hereby **repealed in their entirety**.

SECTION 8. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 9. EFFECTIVE DATE

This ordinance shall take effect upon **third and final reading, passage, and publication as required by law**.

Passed First Reading on the day of 2026.

VOTING RECORD:

<i>Ayes:</i>	<i>Mayor Green:</i>
<i>Nays:</i>	<i>Burchard:</i>
<i>Abstentions:</i>	<i>Larsen:</i>
<i>Absent:</i>	<i>Wierda:</i>
	<i>Scaffide:</i>

Passed Second Reading on the day of 2026.

VOTING RECORD:

<i>Ayes:</i>		<i>Mayor Green:</i>	
<i>Nays:</i>		<i>Burchard:</i>	
<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

Passed on Third and Final Reading day of 2026.

VOTING RECORD:

<i>Ayes:</i>		<i>Mayor Green:</i>	
<i>Nays:</i>		<i>Burchard:</i>	
<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2026-002 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer

DRAFT



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-XXX**

**AN ORDINANCE REPEALING ORDINANCE NO. 2020-0 AND ESTABLISHING
REGULATIONS GOVERNING OPEN BURNING, RECREATIONAL FIRES, AND OUTDOOR
FIRE USE WITHIN THE INCORPORATED LIMITS OF THE TOWN OF ALPINE, WYOMING**

WHEREAS, the Town of Alpine is located within a forested and wildland-urban interface area where outdoor burning presents a potential wildfire hazard; and

WHEREAS, the Town Council finds it necessary to regulate outdoor burning activities in order to protect the health, safety, and welfare of residents, property, and natural resources within the Town of Alpine.

SECTION 1. DEFINITIONS

- a) **“Open Burning”** means the burning of materials outdoors where the products of combustion are emitted directly into the air and are not directed through a chimney or stack.
- b) **“Recreational Fire”** means an outdoor fire burning natural wood or charcoal materials for pleasure, cooking, warmth, or ceremonial purposes with a fuel area not exceeding three (3) feet in diameter and two (2) feet in height.
- c) **“Portable Outdoor Fireplace”** means a portable outdoor solid-fuel-burning device constructed of steel, concrete, clay, or other noncombustible material designed to contain and control outdoor fire.
- d) **“Person”** means any individual, partnership, firm, company, association, organization, or corporation.
- e) **“Cooking Device”** means a charcoal grill, gas grill, smoker, pellet grill, or similar device designed and used for the preparation of food.

SECTION 2. OPEN BURNING PROHIBITED

- a) Open burning within the incorporated limits of the Town of Alpine is prohibited, except as otherwise provided in this ordinance.
- b) Prohibited burning includes but is not limited to:
 - i. Burning of yard debris or vegetation piles.
 - ii. Burning of garbage or household waste.
 - iii. Burn barrels.

- iv. Construction debris burning.

SECTION 3. COOKING DEVICES EXEMPT

The use of **cooking devices**, as defined in this ordinance, for the preparation of food shall not be considered open burning and is permitted within the Town of Alpine, provided such devices are operated in a safe manner and in accordance with manufacturer instructions.

SECTION 4. RECREATIONAL FIRES PERMITTED WITH CONDITIONS

Recreational fires are permitted provided that:

- a) The fire does not exceed **three (3) feet in diameter and two (2) feet in height.**
- b) The fire is **constantly attended.**
- c) The fire is located **at least twenty-five (25) feet from structures or combustible materials.**
- d) **Fire suppression equipment** is immediately available.
- e) Fires are **fully extinguished before being left unattended.**
- f) Fires are not maintained during **high winds or hazardous conditions.**

SECTION 5. PROHIBITED MATERIALS

No person shall burn the following materials within the Town of Alpine:

- a) Garbage or household waste
- b) Plastics, rubber, or synthetic materials
- c) Treated, painted, or stained wood
- d) Construction or demolition debris
- e) Asphalt, petroleum products, or chemicals
- f) Any material that produces **toxic or excessive smoke**

Only **clean, natural wood or charcoal** may be burned in recreational fires or portable outdoor fireplaces.

SECTION 6. PORTABLE OUTDOOR FIREPLACES

Portable outdoor fireplaces shall:

- a) Be used in accordance with manufacturer instructions
- b) Be located **at least fifteen (15) feet from structures or combustible materials**
- c) Be **constantly attended while in use.**

SECTION 7. NUISANCE SMOKE

Any outdoor fire that creates excessive smoke impacting neighboring properties may be ordered extinguished by Town officials or law enforcement.

SECTION 8. EMERGENCY FIRE RESTRICTIONS

The Mayor or Town Council may prohibit or restrict outdoor burning when conditions create a risk of wildfire.

The Town may also adopt fire restrictions issued by Lincoln County, the State of Wyoming, or federal land management agencies when deemed necessary for public safety.

SECTION 9. ENFORCEMENT

This ordinance may be enforced by the Lincoln County Sheriff’s Office, Town Code Enforcement Officer, or other authorized officials.

SECTION 10. AUTHORITY TO EXTINGUISH FIRE

Any outdoor fire that is determined by a law enforcement officer, fire official, or authorized Town representative to present a hazard to public safety, create a nuisance, or violate the provisions of this ordinance may be ordered extinguished immediately.

Failure to comply with such an order shall constitute a violation of this ordinance.

SECTION 11. PENALTIES

Any person violating this ordinance shall be subject to a fine not to exceed \$1,000 per violation.

Each day a violation continues shall constitute a separate offense.

SECTION 12. REPEALER

Ordinance No. 2020-01 and any other ordinances in conflict with this ordinance are hereby repealed.

SECTION 13. EFFECTIVE DATE

This ordinance shall take effect upon **third and final reading, passage, and publication as required by law.**

Passed First Reading on the day of 2026.

VOTING RECORD:

<i>Ayes:</i>	<i>Mayor Green:</i>
<i>Nays:</i>	<i>Burchard:</i>
<i>Abstentions:</i>	<i>Larsen:</i>
<i>Absent:</i>	<i>Wierda:</i>
	<i>Scaffide:</i>

Passed Second Reading on the day of 2026.

VOTING RECORD:

<i>Ayes:</i>	<i>Mayor Green:</i>
<i>Nays:</i>	<i>Burchard:</i>
<i>Abstentions:</i>	<i>Larsen:</i>
<i>Absent:</i>	<i>Wierda:</i>
	<i>Scaffide:</i>

Passed on Third and Final Reading day of 2026.

VOTING RECORD:

<i>Ayes:</i>	<i>Mayor Green:</i>
<i>Nays:</i>	<i>Burchard:</i>
<i>Abstentions:</i>	<i>Larsen:</i>
<i>Absent:</i>	<i>Wierda:</i>
	<i>Scaffide:</i>

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2026- shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-XXX**

**AN ORDINANCE ESTABLISHING FEES FOR ADMINISTRATIVE SERVICES,
PUBLIC RECORDS, CIVIC CENTER USE, RETURNED PAYMENTS, AND STAFF
REIMBURSEMENTS FOR THE TOWN OF ALPINE, WYOMING**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE,
WYOMING:**

SECTION 1. PURPOSE

This Ordinance authorizes the Town of Alpine to establish and collect fees for administrative services, public records requests, use of Town facilities, returned payments, and reimbursement of Town personnel time, equipment, and other resources in order to recover costs incurred by the Town in providing such services.

SECTION 2. DEFINITIONS

For purposes of this Ordinance, the following terms shall have the meanings set forth below:

- a) **“Actual Cost”** means the direct cost incurred by the Town in providing a requested service, including but not limited to employee time, materials, equipment use, outside professional services, and administrative overhead reasonably attributable to the request.
- b) **“Community Program”** means a recurring class, meeting, or organized activity open to the general public and intended primarily for educational, civic, cultural, recreational, or wellness purposes and not conducted for private profit or private invitation-only gatherings, as determined by the Town.
- c) **“Due Date”** means the date on which payment is required as stated on an invoice, bill, permit, agreement, or written notice issued by the Town.
- d) **“Administrative Fee Schedule”** means the official schedule of fees adopted and amended from time to time by resolution of the Town Council, known as the Town of Alpine Administrative Fee Schedule Resolution.
- e) **“Nonprofit Organization”** means an organization recognized by the Internal Revenue Service as tax-exempt under Section 501(c) of the Internal Revenue Code, or another organization whose income is dedicated to a public, charitable, educational, or civic purpose.
- f) **“Regular Business Hours”** means the official hours during which Town Hall is open to the public, as established by the Town and posted publicly.

- g) **“Resident”** means a person whose primary residence is located within the **incorporated boundaries of the Town of Alpine, Wyoming.**

SECTION 3. ADMINISTRATIVE FEE SCHEDULE AUTHORITY

The fees and reimbursement rates authorized by this Ordinance shall be established and may be amended from time to time by resolution of the Town Council through the Town of Alpine Administrative Fee Schedule Resolution.

The Administrative Fee Schedule Resolution shall have the full force and effect of law.

The Town Council retains the authority to amend the Administrative Fee Schedule Resolution without requiring amendment of this Ordinance.

SECTION 4. AUTHORIZED FEES AND CHARGES

ADMINISTRATIVE SERVICES

a) Copies

- i. **Copy Fees.** A fee may be charged for photocopies or printed copies of documents or public records.
- ii. **Standard Size Copies.** Standard copy fees shall apply to documents printed on standard paper sizes as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.
- iii. **Nonstandard Copy Charges.** Charges for copies produced in non-standard sizes, specialty formats, color printing, or large-format reproduction shall be determined by the Town based on Actual Cost or as established by the most recently adopted Administrative Fee Schedule Resolution.

b) Notary Services

- i. **Notary Fee Authority.** A fee may be charged for each notarization performed by Town staff.
- ii. **Fee Establishment.** Such fee, including any distinctions based on residency status or other classifications authorized by the Town, shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

PUBLIC RECORDS

a) **Public Records Access**

- i. **Compliance with State Law.** Access to public records maintained by the Town of Alpine shall be provided in accordance with the Wyoming Public Records Act.
- ii. **Inspection of Records.** Public records shall be available for inspection at Town Hall during Regular Business Hours at no charge, provided the records are readily available and do not require staff research, compilation, or redaction.

b) **Copies and Staff Time**

- i. **Copies of Records.** A fee shall be charged for copies, reproductions, or electronic transmission of public records.
- ii. **Staff Time.** Fees shall be charged for staff time required to locate, review, redact, compile, or prepare records when such work exceeds routine administrative effort.
- iii. **Fee Schedule.** Fees for copies, reproduction, electronic transmission, and staff time shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

c) **Extensive or Extraordinary Requests**

- i. **Advance Payment.** Requests requiring substantial staff time, specialized review, or extraordinary use of Town resources may require advance payment of estimated costs.
- ii. **Actual Costs.** Charges shall include Actual Costs incurred by the Town, including staff time, materials, outside professional review, and reproduction costs.
- iii. **Electronic Records.** When records are provided electronically, fees shall include the cost of electronic storage media, electronic transfer services, or staff time necessary to prepare the records.

PAYMENTS AND ACCOUNTS

a) **Returned Payments**

- i. **Fee Authority.** A fee shall be charged for each check, ACH, or other form of payment returned for insufficient funds, account closure, or other reason for non-payment.
- ii. **Returned Payment Fee Establishment.** The amount of such fee shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

b) **Accounts Receivable Charges**

- i. **Late Fee.** A late fee may be assessed on any invoice or amount owed to the Town that is not paid by the Due Date.
- ii. **Interest.** Interest may accrue on unpaid balances in accordance with Wyoming Statutes or as established by the Administrative Fee Schedule Resolution.
- iii. **Collection Remedies.** The Town may pursue lawful collection remedies including collection agency referral, liens where authorized, or legal action.
- iv. **Administrative Implementation.** Costs of collection, including court costs and reasonable attorney fees, may be assessed against the debtor where permitted by law.

CIVIC CENTER

a) **Civic Center Rental Fees**

- i. **Rental Fee Authority.** Fees shall be charged for the rental and use of the Alpine Civic Center, including but not limited to the Main Event Area, Conference Room, Kitchen, and Entire Facility.
- ii. **Fee Amount and Schedule.** Rental fees and associated charges shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

b) **Civic Center Rental Discounts**

- i. **Resident Discount.** Residents of the Alpine Fire District shall receive a discount on Civic Center rental rates as established by the most recently adopted Administrative Fee Schedule Resolution.
- ii. **Nonprofit Discount.** Qualified nonprofit organizations may receive discounted rates upon providing documentation of nonprofit status and proof of insurance listing the Town of Alpine as additional insured.
- iii. **Community Program Rate.** Community Programs shall be assessed a fee as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution. Community Program organizers must provide either:
 - A. a deposit as established by the most recently adopted Administrative Fee Schedule Resolution, or
 - B. a valid credit or debit card on file for incidentals.

Program organizers shall also sign a Town liability waiver prior to the use of the facility.

c) **Civic Center Deposits**

A deposit or valid credit card shall be required for facility rentals to cover damages, excessive cleaning, or policy violations. Deposit amounts shall be established by the Administrative Fee Schedule Resolution

d) **Tables and Chairs Rental**

- i. **Tables and Chairs Fee Authority.** Fees shall charged for the rental or use of Civic Center tables and chairs, whether used inside or outside of the facility.
- ii. **Fee Amount and Schedule.** Such fees shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

PUBLIC PARK AND GAZEBO USE

a) **Marge Grover Park Gazebo**

- i. **General Use.** The gazebo located at Marge Grover Park is a public facility available for general use by the public on a first-come, first-served basis and is not subject to reservation or rental.
- ii. **No Rental Fee.** Use of the gazebo and surrounding park area shall not require a rental fee.
- iii. **Public Access.** Use of Marge Grover Park or the gazebo shall not unreasonably restrict or prevent general public access to the park.
- iv. **Special Events.** Organized events, gatherings, or activities that may involve amplified sound, large attendance, temporary structures, food service, alcohol service, or other activities requiring Town oversight may require a **Special Event Permit** as determined by the Town.
- v. **Use of Adjacent Civic Center Grounds.** If an event associated with the use of Marge Grover Park extends onto the grounds of the Alpine Civic Center, including the lawn or outdoor areas surrounding the Civic Center facility, the event may be subject to Civic Center rental policies and applicable fees established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

STAFF REIMBURSEMENT

a) Mileage

- i. **Mileage Reimbursement Rate.** Reimbursement shall be charged at the current Internal Revenue Service reimbursement rate or as established by the most recently adopted Administrative Fee Schedule Resolution.

b) Administrative Staff Time

- i. **Administrative Staff Time Reimbursement.** Reimbursement ~~may~~ shall be charged for administrative staff time expended on services beyond routine duties.
- ii. **Rate Establishment.** The rate shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

c) Field Staff Work

- i. **Field Staff Work Reimbursement.** Reimbursement ~~may~~ shall be charged for work performed by Town public works or field staff on behalf of outside parties.
- ii. **Rate Establishment.** The rate shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

d) Public Works Equipment and Services

- i. **Equipment and Services Reimbursement.** Reimbursement ~~may~~ shall be charged for the use of Town equipment, vehicles, or specialized services.
- ii. **Cost Calculation.** Charges may be calculated at Actual Cost plus an administrative percentage as established by the most recently adopted Administrative Fee Schedule Resolution.

e) Postage and Shipping

- i. **Postage and Shipping Costs.** Actual postage or shipping costs may be charged for mailing or delivery of requested documents or items.

GENERAL PROVISIONS

- a) **Fee Schedule Authority.** Specific rates for each service authorized by this Ordinance shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution and may be amended from time to time as deemed necessary by the Town Council.

SECTION 5. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid, the remaining portions shall not be affected.

SECTION 6. EFFECTIVE DATE

This Ordinance shall take effect and be in force upon passage and publication as required by law.

Passed First Reading on the day of 2026.

VOTING RECORD:

<i>Ayes:</i>		<i>Mayor Green:</i>	
<i>Nays:</i>		<i>Burchard:</i>	
<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

Passed Second Reading on the day of 2026.

VOTING RECORD:

<i>Ayes:</i>		<i>Mayor Green:</i>	
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<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

Passed on Third and Final Reading day of 2026.

VOTING RECORD:

<i>Ayes:</i>		<i>Mayor Green:</i>	
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<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2026-00 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer

Town of Alpine

Accident Prevention & Safety Manual

Origination Date:	January 23, 2019	Revision Date:	February 10, 2026
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Town of Alpine Accident Prevention & Safety Manual

1. General Safety Program Administration

2. Employee Safety Handbook

- ◆ *Handbook = expectations, not procedures*

3. Disciplinary Action Program (STAND-ALONE AUTHORITY)

4. Accident Reporting & Investigation Program

5. OSHA / WYOSH Injury Illness Recordkeeping (29 CFR 1904)

7. Hazard Communication Program (29 CFR 1910.1200)

8. Personal Protective Equipment (PPE) Program (29 CFR 1910 Subpart I)

9. Bloodborne Pathogens Program (29 CFR 1910.1030)

10. Respiratory Protection Program (29 CFR 1910.134)

11. Confined Space Program – Integration Section

(Full Permit Program maintained separately)

12. Excavation & Trenching Safety Program (29 CFR 1926 Subpart P)

13. Lockout / Tagout Program (29 CFR 1910.147)

14. Electrical Safety & Ground-Fault Protection Program

15. Machinery & Machine Guarding Safety Program (29 CFR 1910 Subpart O)

16. Housekeeping Program

17. Material Storage Program

18. Fire Prevention Plan (29 CFR 1910.39)

19. Emergency Action Plan (29 CFR 1910.38)

20. First Aid Program (29 CFR 1910.151)

21. Substance Abuse Program

22. OSHA / WYOSH Inspection Management

Appendices

- A. Safety Hazard Citation Form
- B. Training Record Forms
- C. Accident Investigation Forms
- D. PPE Hazard Assessments
- E. Confined Space Permits
- F. Equipment Inspection Checklists

1. Town of Alpine Safety Policies and Procedures

This Accident Prevention & Safety Manual applies to all Town of Alpine employees, elected officials when performing operational duties, temporary employees, and volunteers performing work on behalf of the Town where exposure to workplace hazards may exist.

This manual is intended to meet the requirements of applicable federal Occupational Safety and Health Administration (OSHA) standards as adopted and enforced by Wyoming Occupational Safety and Health (WYOSH). Where specific operations require additional task-specific procedures or permits, those documents shall supplement—but not replace—this manual.

Nothing in this manual is intended to create a contractual obligation or guarantee of employment. Safety rules and procedures are conditions of employment and may be updated as regulations, operations, or hazards change.

Town of Alpine Safety Policy Statement

The Town of Alpine is committed to providing a workplace that is free from recognized hazards that may cause injury, illness, or death. Safety is a core value of the Town and is considered equally important with service delivery, quality of work, and fiscal responsibility.

The Town will comply with all applicable federal, state, and local safety and health regulations, including but not limited to:

- Occupational Safety and Health Administration (OSHA) standards as adopted by WYOSH
- Environmental Protection Agency (EPA) regulations
- Department of Transportation (DOT) regulations
- Applicable Wyoming statutes and administrative rules

All injuries, illnesses, and incidents are considered preventable through effective planning, training, supervision, and employee participation. Safety is the responsibility of every employee at every level.

Types of Written Safety Plans in Place

Because the Town cares about employee safety and strives to provide a safe workplace, multiple written safety plans are in place. These plans provide guidance and direction for the safety issues they address and are incorporated throughout this Accident Prevention & Safety Manual.

Employer Responsibilities

The Town of Alpine shall:

- Provide a workplace reasonably free from recognized hazards
- Establish, implement, and maintain an effective safety and health program
- Provide required safety training and documentation
- Ensure equipment, facilities, and property are maintained in a safe condition
- Investigate incidents and implement corrective actions

- Enforce safety rules consistently and fairly

Department supervisors and management are responsible for ensuring employees under their supervision understand and follow all applicable safety rules and procedures.

Employee Responsibilities

All Town employees are required to:

- Comply with all applicable safety rules, policies, and procedures
- Perform work in a safe manner and avoid unsafe acts
- Use required personal protective equipment (PPE)
- Report on unsafe conditions, hazards, near-misses, injuries, and illnesses immediately
- Participating in required safety training
- Maintain clean and orderly work areas

Failure to comply with safety requirements may result in disciplinary action.

Designated Safety Officer

The Public Works Director is designated as the Town of Alpine Safety Officer.

The Safety Officer has the authority and responsibility to administer and enforce the Town’s safety and health program, including:

- Program implementation and updates
- Incident investigation and reporting
- Safety inspections and audits
- Regulatory compliance monitoring
- Employee safety training coordination

The Safety Officer reports directly to Town Council regarding safety and health matters.

Training Policy

The Town of Alpine will provide safety training to employees as required by regulation and as necessary to perform assigned duties safely.

Training includes:

- New employee orientation
- Job-specific safety training
- Refresher and periodic training
- Training related to new equipment, materials, or procedures

All training shall be documented and retained in accordance with regulatory requirements.

Policy Statement

Employees need to know the Town's position on safety and health and what we expect of them. They need a clear understanding of the rules and the consequences of breaking those rules. This is true in all areas of work, but it is especially important for workers' safety and health. As part of the policy statement, and in the employee safety handbook, the Town has a written statement setting forth its disciplinary policy. Company managers and supervisors will always be on the lookout for safety violations and will conscientiously and vigorously enforce the Town's commitment to safety.

2. Employee Safety Handbook

General Health & Safety Policies

The Town of Alpine is committed to providing all employees with a safe and healthy workplace. Hazards may be identified during planning and design, routine workplace inspections, job hazard analyses, or through employee reports.

All recognized safety and health hazards shall be eliminated or controlled as promptly as feasible, with priority given based on the level of risk posed. Engineering controls and substitution of less hazardous processes or materials are the preferred methods of hazard abatement. Personal protective equipment (PPE) shall be used when other control measures are not feasible or as an additional protective measure.

Safety rules have been developed with input from supervisors and employees. These rules address behaviors and work practices that can lead to accidents and injuries. All employees are expected to become familiar with and follow applicable safety rules. Supervisors are responsible for enforcing safe work practices.

Most accidents are preventable when employees follow safety rules and use required protective equipment.

THINK SAFE — WORK SAFE — BE SAFE

Why Work Safely?

- Your safety protects the people who matter most—your family.
- A work-related injury can impact your ability to work, participate in daily activities, and enjoy life outside of work.
- Working safely protects you, your coworkers, and the community.

What Does Working Safely Mean?

- Wearing required personal protective equipment.
- Performing tasks correctly and avoiding unsafe shortcuts.
- Staying alert and focused on the task at hand.
- Asking your supervisor for instructions before performing unfamiliar tasks.

Your Safety Rights

Employees have the following rights under federal and state law:

- The right to a workplace is free from recognized hazards.
- The right to receive information about workplace hazards and how to protect yourself.
- The right to know about chemical hazards and access Safety Data Sheets (SDS).
- The right to question instructions that may place you or others in danger.
- The right to access your medical and exposure records.

- The right to report safety concerns without fear of retaliation.

Your Safety Responsibilities

Employees are responsible for:

- Reporting all work-related injuries, illnesses, and near misses immediately.
- Following safety rules and safe work practices.
- Reporting unsafe conditions or hazards.
- Helping coworkers recognize unsafe conditions or behaviors.
- Asking questions when safety requirements are unclear.

Employee Safety Rules

Not all safety rules can be listed in one document. Employees must follow all general and department-specific safety rules and ask their supervisor for guidance when assigned unfamiliar tasks.

Access to Employee Exposure & Medical Records

Employees or their designated representatives may request access to medical or exposure records. Access will be provided within a reasonable time, not to exceed fifteen (15) working days. Requests may be made through the **Safety Officer**.

General Safety Rules

- Read and follow posted safety notices and instructions.
- Obey all warning signs and operating procedures.
- Assist coworkers when necessary to perform work safely.
- Horseplay, pranks, or unsafe behavior are strictly prohibited.
- Clean up spills immediately or report them.
- Report unsafe conditions or damaged equipment immediately.
- Wear required PPE at all times.
- Use ladders or step stools—never furniture.
- Do not report to work under the influence of alcohol or illegal drugs.

Hazard Communication

- All hazardous chemicals must be properly labeled.
- Safety Data Sheets (SDS) are available through supervisors or the Safety Officer.
- Use required PPE when handling chemicals.

Lockout/Tagout

- Never operate equipment with a lock or tag.
- Never remove locks or tags.
- Only authorized employees may perform lockout/tagout.

Electrical Safety

- Only trained personnel may perform electrical work.
- Do not use damaged cords or equipment.
- Do not use electrical equipment in wet conditions.

Machine Safety & Guarding

- Never operate equipment without training.
- Never remove or bypass guards.
- Report missing or damaged guards immediately.

Lifting & Material Handling

- Assess weight before lifting.
- Use assistance or equipment when needed.
- Lift with legs, not back.
- Avoid twisting while carrying loads.

Fire Safety

- Attempt to extinguish only very small fires if trained.
- For larger fires: activate alarm and evacuate.
- Assemble designated areas and report missing personnel.

Fire Extinguisher Use (PASS)

- Pull the pin
- Aim at the base
- Squeeze the handle
- Sweep side to side

Horseplay

Horseplay, pranks, scuffling, or throwing objects is prohibited and may result in disciplinary action.

Personal Protective Equipment (PPE)

Supervisors will identify required PPE for each task. Employees must:

- Inspect PPE before use
- Replace damaged PPE
- Store PPE properly

Bloodborne Pathogens

Employees who have not received bloodborne pathogen training or been offered the Hepatitis B

vaccination **must not** handle blood or bodily fluids.

If exposure occurs:

- Notify your supervisor immediately.
- Seek medical evaluation as directed.

Housekeeping Expectations

- Keep work areas clean and orderly.
- Clean spills immediately.
- Report trip and slip hazards.

Injuries & Accidents

- All injuries, illnesses, near misses, and accidents must be reported immediately.
- First aid incidents must be documented.
- Incidents requiring medical treatment must be investigated and documented.
- Failure to report injuries promptly may affect workers' compensation eligibility.

Workers' Compensation Fraud

The Town supports employees with legitimate work-related injuries or illnesses. Suspected fraud will be referred to the Town's workers' compensation carrier and appropriate authorities.

Drug & Alcohol Policy

The Town prohibits the use, possession, or influence of illegal drugs or alcohol during work hours or on Town property.

Testing may be required:

- Upon reasonable suspicion
- After workplace accidents involving injury or damage
- As a condition of employment

Refusal to submit to testing may result in disciplinary action.

Return-to-Work Policy

- Employees returning to work with medical restrictions may be assigned modified duties consistent with medical limitations whenever possible.

Failure to follow safety rules or procedures may result in disciplinary action in accordance with the Town of Alpine Disciplinary Action Program.

TOWN OF ALPINE

Employee Name: _____

Date.: _____

Training Topics Covered in The Employee Safety Handbook:

- GENERAL HEALTH & SAFETY POLICIES
- THE IMPORTANCE OF WORKING SAFELY & WHAT IT INVOLVES
- YOUR SAFETY RIGHTS
- EMPLOYEE RESPONSIBILITIES
- EMPLOYEE SAFETY RULES
- EMPLOYEE ACCESS TO EXPOSURE & MEDICAL RECORDS
- BLOODBORNE PATHOGENS – GENERAL AWARENESS
- REPORTING OF INJURIES AND ACCIDENTS
- SEEKING MEDICAL TREATMENT FOR WORK RELATED INJURIES
- WORKERS’ COMPENSATION FRAUD
- HORSE PLAY
- DISCIPLINARY ACTION
- RETURN TO WORK POLICY
- DRUG & ALCOHOL TESTING POLICY
- OSHA’S HAZARD COMMUNICATION STANDARD
- PERSONAL PROTECTIVE EQUIPMENT (PPE): JOB REQUIREMENTS, CARE & LIMITATIONS OF PPE.
- EYE SAFETY
- LOCKOUT/TAGOUT: CONTROL OF HAZARDOUS ENERGY
- ELECTRICAL SAFETY
- FORKLIFT OPERATION
- MACHINE SAFETY & GUARDING
- LIFTING & MOVING MATERIAL HOUSE KEEPING
- FIRE PROCEDURES & USE OF FIRE EXTINGUISHERS

I have read and understand all of the information covered in the Employee Safety Handbook. The topics covered in the handbook are listed above. In addition, I have read and understand the Town’s Accident Prevention and Safety Plan.

Employee Signature: _____

Witness Signature: _____

Date: _____

3. Disciplinary Action Program

Purpose

The purpose of the Disciplinary Action Program is to ensure consistent enforcement of safety rules and safe work practices across all Town of Alpine operations. Compliance with safety policies and procedures is a condition of employment. This program establishes a clear, fair, and documented process for addressing violations of safety rules in order to prevent injuries, illnesses, property damage, and regulatory violations.

This program supports and applies to **all safety-related policies, procedures, and programs** contained within the Town of Alpine Safety & Health Manual.

Policy Statement

The Town of Alpine is committed to providing a safe and healthy workplace for all employees. Employees are expected to comply with all safety rules, procedures, training requirements, and lawful supervisory instructions related to workplace safety.

Failure to comply with safety requirements, whether through unsafe acts, unsafe conditions, or failure to follow established procedures, will result in disciplinary action. Discipline is intended to be corrective, not punitive, and is designed to prevent recurrence through accountability and retraining.

Scope and Applicability

This Disciplinary Action Program applies to:

- All Town of Alpine employees
- All departments, job classifications, and work locations
- All safety-related programs, including but not limited to:
 - Employee Safety Handbook
 - Hazard Communication
 - Bloodborne Pathogens
 - Respiratory Protection
 - Confined Space
 - Lockout/Tagout
 - Electrical Safety
 - Machinery & Machine Guarding
 - Material Storage & Handling
 - Fire Prevention
 - Emergency Action
 - First Aid
 - Substance Abuse
 - OSHA / WYOSH compliance requirements

Contractors and temporary workers are expected to follow equivalent safety rules while on Town property

and may be removed from the worksite for safety violations.

Responsibilities

Safety Officer

The Safety Officer is responsible for:

- Ensuring this program is implemented consistently
- Reviewing safety violations and disciplinary documentation
- Verifying retraining requirements are met
- Maintaining disciplinary records related to safety violations

Supervisors

Supervisors are responsible for:

- Enforcing safety rules consistently
- Correcting unsafe acts or conditions immediately
- Documenting safety violations and corrective actions
- Assigning retraining when required
- Preventing employees from returning to work when unsafe conditions exist

Employees

Employees are responsible for:

- Following all safety rules and procedures
- Using required personal protective equipment
- Reporting hazards, injuries, and unsafe conditions
- Participating in required training and retraining
- Complying with corrective actions related to safety violations

Types of Safety Violations

Safety violations may include, but are not limited to:

- Failure to wear required PPE
- Failure to report injuries, near-misses, or hazards
- Removing, bypassing, or disabling safety guards
- Operating equipment without authorization or training
- Failure to follow Lockout/Tagout procedures
- Unsafe operation of vehicles, machinery, or tools
- Horseplay or reckless behavior
- Substance abuse violations
- Failure to follow emergency procedures

- Repeated unsafe acts or disregard for safety rules

Progressive Disciplinary Actions

Disciplinary action will be based on the severity of the violation, the employee's work history, and the potential or actual risk created.

Disciplinary actions may include one or more of the following:

- **Verbal Warning**
 1. Documented by the supervisor
 2. Includes coaching and clarification of expectations
- **Written Warning**
 1. Formal documentation placed in the employee file
 2. Includes required retraining
- **Suspension**
 1. Temporary removal from duties
 2. May require retraining and demonstration of competency before return
- **Termination of Employment**
 1. For serious violations or repeated noncompliance

Nothing in this program limits the Town's authority to bypass progressive steps when a violation presents **immediate danger**, involves **willful misconduct**, or results in **serious injury, fatality, or major property damage**.

Immediate Disciplinary Action

Certain violations may result in immediate suspension or termination, including but not limited to:

- Willful disregard of safety procedures
- Operating equipment after being instructed not to
- Removing safety guards without authorization
- Lockout/Tagout violations
- Substance abuse violations
- Falsification or omission of accident or injury information
- Failure to report injuries or accidents

Retraining Requirements

Unsafe acts require **documented retraining** before the employee resumes affected job duties.

Retraining shall:

- Address the specific violation
- Reinforce applicable safety procedures
- Be documented by the supervisor or Safety Officer

- Be completed prior to return to full duty when required

Documentation and Recordkeeping

All disciplinary actions related to safety shall be documented and maintained by the Town.

Documentation may include:

- Supervisor notes
- Written warnings
- Retraining records
- Incident or accident investigation reports
- Safety Officer review and sign-off

These records may be reviewed during internal audits, OSHA/WYOSH inspections, or incident investigations.

Non-Retaliation

Employees will not be retaliated against for:

- Reporting injuries, near-misses, or hazards
- Participating in accident investigations
- Exercising their safety rights under OSHA/WYOSH

False reporting, however, may result in disciplinary action.

Program Evaluation

The Safety Officer will periodically review this program to ensure effectiveness, consistency, and compliance with applicable regulations. Updates may be made as necessary to improve enforcement and workplace safety.

4. Accident Reporting & Investigation

Purpose

The purpose of accident reporting and investigation is to identify causes of incidents and implement corrective actions to prevent recurrence. All incidents are considered preventable.

Employee Involvement and Training

This plan guides employee actions related to accident reporting and investigation. At the time of hire, the Safety Officer explains the purpose of the Accident Reporting and Investigation Plan and how employees may be affected by it.

Employees are instructed on:

- How and when to report work-related injuries or illnesses; and
- Their role in accident and incident reporting.

The Town does not discriminate against employees for reporting injuries, requesting records, or exercising rights under the Occupational Safety and Health Act.

Reporting Requirements

Employees shall immediately report:

- Work-related injuries or illnesses
- Near-miss incidents
- Property damage
- Unsafe conditions or hazards

Delays in reporting may hinder investigation and corrective action.

Investigation

All incidents shall be investigated promptly to determine:

- What occurred
- How it occurred
- Why it occurred
- Corrective actions needed

Investigations are conducted to improve safety, not assign blame.

Failure to comply with accident reporting and investigation requirements may result in disciplinary action

in accordance with the Town of Alpine Disciplinary Action Program.

Employee Information and Training

It is important that employees understand the system and have a reference to turn to if they have any questions. Therefore, in addition to issuing a written statement of the Town’s disciplinary policy, the Town has established a Disciplinary Action Program that clearly identifies unacceptable conduct, outlines examples of major and minor safety violations, and explains the corrective actions that may be taken for first, second, or repeated offenses. This program is intended to ensure consistent, fair, and documented enforcement of safety rules and safe work practices.

Supervisors and management are responsible for enforcing safety rules and disciplinary actions in a consistent and impartial manner. Disciplinary action is intended to be corrective rather than punitive and may include retraining, reassignment, suspension, or termination, depending on the severity of the violation and the employee’s work history.

Employee Involvement and Training

This plan is an internal document intended to guide employee actions and behaviors related to accident reporting and investigation. At the time of hire, the Safety Officer explains to employees the purpose of the Accident Reporting and Investigation Plan and how employees may be affected by it.

Employees are instructed on:

- How and when to report work-related injuries or illnesses; and
- Their role in accident and incident reporting.

The Town does not discriminate against employees for:

- Reporting a work-related fatality, injury, or illness;
- Filing a safety or health complaint;
- Requesting access to injury and illness records; or
- Exercising any rights afforded under the Occupational Safety and Health Act.

Documentation

Incident investigations shall be documented and retained in accordance with recordkeeping requirements.

Corrective Action

Hazards identified shall be corrected promptly through engineering controls, administrative changes, training, or procedural updates.

5. OSHA / WYOSH Injury & Illness Recording and Reporting

(UPDATED – 29 CFR 1904)

Purpose

This section establishes requirements for recording and reporting occupational injuries and illnesses in accordance with **OSHA 29 CFR 1904**, as adopted and enforced by **WYOSH**.

Recordkeeping

The Town of Alpine shall maintain required injury and illness records, including:

- OSHA Form 300 (Log of Work-Related Injuries and Illnesses)
- OSHA Form 300A (Summary of Work-Related Injuries and Illnesses)
- OSHA Form 301 (Injury and Illness Incident Report)

Records shall be maintained for **five (5) years** following the end of the calendar year they cover.

Annual Summary

(UPDATED – 29 CFR 1904)

At the end of each calendar year, the Safety Officer performs the following steps:

- Reviews the OSHA 300 Log of Work-Related Injuries and Illnesses to verify that entries are complete and accurate;
- Corrects any deficiencies identified in the entries;
- Prepares an Annual Summary of Work-Related Injuries and Illnesses (OSHA Form 300A);
- Ensures that the Safety Officer certifies that he or she reasonably believes, based on knowledge of the process by which the information was recorded, that the annual summary is correct and complete; and
- Posts the OSHA 300A Summary of Work-Related Injuries and Illnesses on the Main Office bulletin board from February 1 through April 30 of the year following the year covered by the records.

Employee Access to Report Forms

All employees, former employees, their personal representatives, and authorized employee representatives have the right to access required injury and illness records, subject to the following provisions:

- A copy of the OSHA 300 Log of Work-Related Injuries and Illnesses shall be provided by the end of the next business day following a request.

- The Town may omit employee names from the OSHA 300 Log in cases involving privacy concern cases, as permitted by 29 CFR 1904.
- A copy of the OSHA Form 301 Injury and Illness Incident Report shall be provided to an employee, former employee, or personal representative by the end of the next business day following a request.

A personal representative is:

- Any individual designated in writing by the employee or former employee; or
- The legal representative of a deceased or legally incapacitated employee or former employee.
- Authorized employee representatives (such as collective bargaining agents) shall be provided the “Tell Us About the Case” section of OSHA Form 301 within seven (7) calendar days. All other personally identifiable information shall be removed prior to release.
- The first copy of any requested record shall be provided at no cost. The Town may charge a reasonable fee for additional copies.

Employees also have access to the OSHA 300A Annual Summary, which is posted from February 1 through April 30.

The Town does not discriminate against employees who request access to records required by 29 CFR 1904 or who otherwise exercise rights afforded by the Occupational Safety and Health Act.

Record Retention

The Safety Officer shall retain the following records for five (5) years following the end of the calendar year to which they relate:

- OSHA 300 Log of Work-Related Injuries and Illnesses (including any privacy case list);
- OSHA 300A Annual Summary; and
- OSHA Form 301 Injury and Illness Incident Reports.

During the retention period, the OSHA 300 Log shall be updated to reflect:

- Newly discovered recordable injuries or illnesses; and
- Any changes in classification of previously recorded cases.

If the Town undergoes a change in ownership or legal status, responsibility for maintaining OSHA 29 CFR 1904 records shall be transferred to the successor entity, as required by regulation.

Reporting Fatalities and Hospitalizations

The Safety Officer shall report the following work-related incidents to OSHA/WYOSH:

- Work-related fatalities within eight (8) hours; and
- In-patient hospitalizations, amputations, or loss of an eye within twenty-four (24) hours.

Reports shall be made by telephone or electronically to OSHA/WYOSH using the OSHA toll-free

number:

1-800-321-OSHA (1-800-321-6742)

The following information shall be provided:

- Establishment name;
- Location of the incident;
- Time of the incident;
- Type of reportable event;
- Number of affected employees;
- Names of injured employees, if available;
- Contact person and phone number; and
- Brief description of the incident.

Motor vehicle accidents occurring on public roadways or incidents involving commercial or public transportation systems are not required to be reported to OSHA/WYOSH but must be recorded on injury and illness records if otherwise recordable.

Variations

If the Town seeks to maintain injury and illness records in a manner different from that prescribed by OSHA 29 CFR 1904, a variance petition may be submitted to the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, Washington, DC 20210.

Alternative recordkeeping systems may be approved if they collect equivalent information, comply with the Occupational Safety and Health Act, and do not interfere with enforcement or administration. Refer to 29 CFR 1904 for variance procedures.

Other Reporting Requirements

When an authorized government representative requests records required under 29 CFR 1904, the Safety Officer shall provide copies within four (4) business hours.

If the Town receives an OSHA injury and illness survey, the Safety Officer shall complete and submit the survey within thirty (30) calendar days, or by the date specified on the survey, whichever is later.

If the Town receives a Survey of Occupational Injuries and Illnesses from the Bureau of Labor Statistics (BLS), the Safety Officer shall complete and return the survey in accordance with the instructions provided.

Workers' Compensation Fraud

The Town is committed to supporting employees who sustain legitimate, work-related injuries or illnesses. Suspected Workers' Compensation fraud shall be referred to the Town's Workers' Compensation insurer and the appropriate state authorities for investigation.

Workers' Compensation fraud is a serious offense and may result in criminal prosecution. Employees are encouraged to report suspected fraud to their supervisor. Reports will be handled confidentially to the extent permitted by law.

Recordable Injuries and Illnesses

Work-related injuries and illnesses shall be recorded when they result in:

- Death
- Days away from work
- Restricted work or job transfer
- Medical treatment beyond first aid
- Loss of consciousness
- Diagnosis of a significant injury or illness

Reporting to WYOSH

The Town shall report the following to WYOSH:

- **Work-related fatalities within 8 hours**
- **In-patient hospitalizations, amputations, or loss of an eye within 24 hours**

Employee Access

Employees and their representatives may review injury and illness records in accordance with OSHA/WYOSH access requirements.

Retaliation Prohibited

Employees shall not be retaliated against for reporting injuries, illnesses, or safety concerns.

6. Safety Inspections, Audits & Accident Investigations

Purpose

Accident prevention and hazard control are the result of a well-designed and effectively implemented safety and health program. Regular inspections, audits, and accident investigations are essential tools for identifying unsafe conditions, evaluating program effectiveness, and preventing future incidents.

The Town of Alpine is committed to identifying hazards, correcting deficiencies, and investigating incidents to reduce the risk of injury, illness, or property damage.

Policy

The Town does **not maintain a formal safety committee**. Responsibility for safety inspections, audits, and accident investigations rests with the **Safety Officer** and designated supervisors or managers.

These activities are conducted to:

- Identify unsafe conditions and practices;
- Evaluate compliance with safety procedures and regulatory requirements; and
- Implement corrective actions to prevent recurrence.

Safety inspections, audits, and investigations are **preventive and corrective in nature** and are not intended to assign blame.

Safety Inspections & Audits

Safety inspections and audits are conducted to identify hazards before they result in accidents or injuries and to evaluate the effectiveness of safety program administration.

Types of Inspections

Supervisor and Management Walk-Through Inspections

Supervisors and managers conduct routine walk-through inspections of work areas and equipment to ensure conditions are safe prior to work activities. Identified hazards shall be corrected as soon as practicable.

Periodic Safety Inspections

The Safety Officer may conduct periodic inspections of job sites, facilities, and operations to identify hazards, assess compliance, and recommend corrective actions. Findings shall be documented as appropriate.

Equipment Inspections

Equipment inspections are conducted on a routine basis to ensure safety equipment and machinery are in proper working order and will function as intended.

Program Audits

Safety and health program audits may be conducted periodically to evaluate compliance with applicable regulations and Town safety programs. Program audit records shall be retained in accordance with recordkeeping requirements.

Records of inspections, audits, and corrective actions shall be maintained for the periods required by regulation or Town policy.

Accident Investigations

It is the policy of the Town that all work-related accidents, injuries, illnesses, and significant near-miss incidents are investigated in a timely and professional manner to determine contributing factors and identify corrective actions.

Accident investigations are conducted to:

- Determine what occurred and why;
- Identify contributing conditions or practices; and
- Develop corrective measures to prevent recurrence.

The **Safety Officer**, or a designated supervisor or manager, is responsible for conducting or overseeing accident investigations.

Investigations shall be initiated as soon as practicable following the incident and documented using the Town's Accident Investigation Report form. Corrective actions identified during investigations shall be implemented and tracked to completion.

Reporting to Town Council

Summary information regarding accidents, trends, and corrective actions may be provided to Town Council for informational purposes. Town Council does not conduct accident investigations or participate in investigative activities.

7. Hazard Communication Program

(Updated – 29 CFR 1910.1200, WYOSH)

Purpose

The purpose of this Hazard Communication Program is to ensure that employees are informed of the hazardous chemicals present in the workplace, understand the associated hazards, and know the protective measures required to work safely.

This program is intended to comply with the requirements of **OSHA 29 CFR 1910.1200**, as adopted and enforced by the **Wyoming Occupational Safety and Health Administration (WYOSH)**.

Scope and Applicability

This program applies to all Town of Alpine employees who may be exposed to hazardous chemicals during the course of their work, including but not limited to operations involving maintenance, public works, water and wastewater systems, parks, and facilities.

This program does not apply to:

- Hazardous waste operations covered by other regulatory programs;
- Consumer products used in the same manner and frequency as typical consumer use; or
- Articles that do not release hazardous chemicals under normal conditions of use.

Responsibilities

Safety Officer

The Safety Officer is responsible for:

- Implementing and maintaining the Hazard Communication Program;
- Ensuring hazardous chemical inventories are current;
- Ensuring Safety Data Sheets (SDS) are obtained and accessible;
- Coordinating employee training; and
- Monitoring compliance with applicable regulations.

Supervisors

Supervisors are responsible for:

- Ensuring chemicals in their areas are properly labeled;
- Informing employees of chemical hazards present in their work areas; and

- Ensuring employees follow safe work practices.

Employees

Employees are responsible for:

- Following safe handling procedures;
- Using required personal protective equipment (PPE);
- Reading container labels and SDSs; and
- Reporting missing labels, SDSs, or unsafe conditions.

Hazardous Chemical Inventory

The Town maintains a written inventory of hazardous chemicals present in the workplace. The inventory includes chemicals used, stored, or handled by employees.

The chemical inventory should be reviewed and updated as necessary when new chemicals are introduced or existing chemicals are removed.

Labels and Other Forms of Warning

All hazardous chemical containers shall be labeled in accordance with the Hazard Communication Standard. Labels shall include:

- Product identifier;
- Signal word;
- Hazard statement(s);
- Precautionary statement(s); and
- Pictogram(s), where required.

Portable containers intended for immediate use by the employee who transfers the chemical are not required to be labeled.

Employees shall not remove or deface labels on hazardous chemical containers.

Safety Data Sheets (SDS)

Safety Data Sheets are maintained for all hazardous chemicals and are readily accessible to employees during all work shifts.

SDSs may be maintained electronically or in hard copy form, provided employees have unrestricted access without barriers.

Employees are trained on how to read and interpret SDS information.

Employee Information and Training

Employees receive Hazard Communication training:

- At the time of initial assignment;
- When new hazardous chemicals are introduced; and
- When changes in hazards occur.

Training includes:

- An overview of the Hazard Communication Standard;
- Identification of hazardous chemicals in the workplace;
- Explanation of labels and pictograms;
- How to access and interpret SDSs; and
- Measures employees can take to protect themselves, including PPE and safe work practices.

Training shall be documented and retained in accordance with recordkeeping requirements.

Non-Routine Tasks

When employees are required to perform non-routine tasks involving hazardous chemicals, they should be informed of:

- The hazards associated with the task; and
- Protective measures required prior to performing the work.

Contractors and Outside Employers

Contractors performing work for the Town shall be informed of:

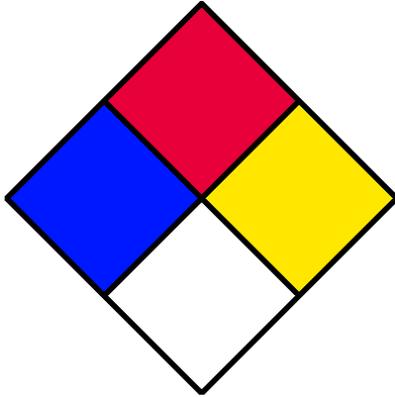
- Hazardous chemicals they may be exposed to; and
- Required precautionary measures.

Contractors are responsible for informing their employees of hazards associated with chemicals they bring onto Town property.

Program Availability

This Hazard Communication Program is available to employees, their representatives, and regulatory agencies upon request.

Uniform Labeling Systems



Chemical Name & No.

__ Health

__ Flammability

__ Reactivity

Personal Protection

Additional Information

For additional hazard information and instructions, consult the specific chemical Material Safety Data Sheet

FLAMMABLE		
<p>HEALTH</p> <p>4 Too dangerous to enter vapor or Liquid</p> <p>3 Extremely dangerous use full protective clothing</p> <p>2 Hazardous - Use breathing apparatus</p> <p>1 Slightly hazardous</p> <p>0 Like ordinary material</p>	<p>4 Extremely flammable</p> <p>3 Ignites at normal temperatures</p> <p>2 Ignites when moderately heated</p> <p>1 Must be preheated to burn</p> <p>0 Will not burn</p>	<p>REACTIVITY</p> <p>4 May detonate - Vacate area if materials are exposed to fire</p> <p>3 Strong shock or heat may detonate - Use monitors from behind explosive resistant barriers</p> <p>2 Violent chemical change possible - Use hose streams from distance</p> <p>1 Unstable if heated - Use normal precautions</p> <p>0 Normally stable</p>
3	4	3
W		

8. Personal Protective Equipment (PPE) Program

(Updated – OSHA 29 CFR 1910 Subpart I, WYOSH)

Purpose

The Town of Alpine provides required Personal Protective Equipment (PPE) to employees to protect against workplace hazards. This program establishes requirements for hazard assessment, PPE selection, training, use, care, and maintenance.

This program applies to PPE requirements **excluding hearing conservation, respiratory protection, and hazardous materials response**, which are addressed under separate programs.

Program Administration

The Safety Officer is responsible for administering and maintaining the PPE Program, including:

- Conducting hazard assessments
- Determining required PPE
- Coordinating training and certification
- Reviewing and updating the program

This written program is maintained by the Safety Officer and is available to employees upon request.

General Policy

Engineering and administrative controls shall be the primary means of hazard control. When such controls are not feasible or sufficient, PPE shall be provided, used, and maintained to reduce employee exposure to hazards.

PPE required by regulation shall be provided **at no cost to employees**.

Responsibilities

Safety Officer

- Conducts workplace hazard assessments
- Determines required PPE
- Coordinates PPE training and certification

Supervisors

- Ensure employees are trained on required PPE
- Enforce PPE use
- Monitor PPE condition and proper use

Employees

- Wear PPE as required
- Properly care for assigned PPE
- Report damaged, defective, or missing PPE

Hazard Assessment

The Town shall conduct workplace hazard assessments to identify potential hazards, including but not limited to:

- Impact and penetration hazards
- Chemical exposures
- Harmful dusts
- Heat and light radiation
- Electrical hazards

When hazards are identified, appropriate PPE shall be selected, fitted, and assigned.

PPE Selection and Fit

PPE shall be selected based on the type and severity of the hazard and shall meet or exceed applicable regulatory and consensus standards.

Proper fit is essential to PPE effectiveness and employee acceptance. Adjustable PPE shall be individually fitted where applicable.

Defective or Damaged PPE

Defective, damaged, or improperly functioning PPE shall **not** be used and shall be removed from service immediately. Replacement PPE shall be provided as necessary.

Training and Certification

Employees required to use PPE shall receive training covering:

- When PPE is required
- What PPE is required
- Proper donning, doffing, adjustment, and wear
- PPE limitations
- Care, maintenance, and disposal

Employees must demonstrate understanding of the training before performing work requiring PPE. Training certification shall be documented in accordance with OSHA requirements.

Eye and Face Protection

Approved eye and face protection shall be worn where there is a reasonable possibility of injury from:

- Flying particles
- Molten metal
- Chemical splashes
- Harmful dusts or vapors
- Injurious light radiation

Eye and face protection shall:

- Meet applicable ANSI standards
- Provide side protection where required
- Accommodate prescription lenses when necessary
- Be clearly marked to identify the manufacturer

Visitors, contractors, and others entering eye hazard areas shall also wear appropriate eye protection.

Head, Foot, and Hand Protection

(Updated – OSHA 29 CFR 1910 Subpart I, WYOSH)

Head Protection

Protective headgear is required to protect employees from impact, penetration, electrical, heat, and fire hazards.

Protective helmets should be worn when working in areas where head injury hazards exist, including construction and maintenance activities.

Protective helmets shall meet **ANSI Z89.1** requirements and be selected based on hazard exposure:

- Type I or Type II (impact protection)
- Class G (General – low voltage)
- Class E (Electrical – high voltage)
- Class C (Conductive – not permitted where electrical hazards exist)

Bump caps may be used only for minor scalp protection and should not replace protective helmets where impact or falling-object hazards exist.

Foot Protection

Protective footwear shall be worn when employees are exposed to hazards such as:

- Falling or rolling objects
- Puncture hazards
- Electrical hazards

- Compression hazards

Footwear shall meet applicable **ASTM standards** and be selected based on task and hazard exposure, including impact resistance, puncture resistance, metatarsal protection, and electrical hazard ratings.

Hand Protection

Hand protection is required when employees are exposed to hazards including:

- Chemical exposure or skin absorption
- Cuts, lacerations, abrasions, or punctures
- Thermal burns or temperature extremes

No single glove protects against all hazards. Gloves shall be selected based on the specific task and exposure.

Glove Restrictions

- Gloves shall **not** be worn around moving machinery where entanglement hazards exist
- Lockout/tagout procedures shall be followed prior to servicing or repair

Chemical Use

Before working with chemicals, employees shall:

- Review labels and Safety Data Sheets (SDS)
- Select gloves compatible with the chemical
- Consider permeation and exposure duration

Contaminated gloves shall be removed, cleaned if appropriate, or disposed of according to manufacturer guidance.

Program Review

The Safety Officer shall periodically review the PPE Program to ensure effectiveness and compliance with OSHA and WYOSH requirements. Updates shall be made as necessary.

9. Bloodborne Pathogens Program

Policy Statement

It is the policy of the Town to provide a safe and healthful workplace for all employees. This Bloodborne Pathogens Program establishes procedures to protect employees from occupational exposure to blood and other potentially infectious materials (OPIM) that may occur during first aid, emergency response, and cleanup activities.

This program is intended to comply with **29 CFR 1910.1030 – Bloodborne Pathogens**.

Scope

This program applies to employees who, during emergency response or assigned duties, may reasonably anticipate contact with blood or other potentially infectious materials. This includes:

- Employees providing first aid or emergency assistance in response to workplace injuries
- Janitorial or custodial personnel responsible for cleanup of accident scenes or contaminated areas

This program applies only to occupational exposure that may occur as a result of workplace incidents.

Responsible Persons

The following groups share responsibility for effective implementation of the Bloodborne Pathogens Program:

- Safety Officer
- Department Supervisors and Foremen
- Employees

Safety Officer Responsibilities

The Safety Officer is responsible for the overall administration and effectiveness of the Bloodborne Pathogens Program. Duties include, but are not limited to:

- Implementing and maintaining the Exposure Control Plan for all applicable work areas
- Coordinating with management and employees to develop and enforce bloodborne pathogen policies and procedures
- Reviewing and updating the Exposure Control Plan as required
- Maintaining applicable reference materials
- Acting as the facility liaison during OSHA inspections
- Conducting periodic audits to ensure program effectiveness
- Maintaining records of employees requiring training
- Developing and coordinating required education and training programs

Department Supervisors and Foremen Responsibilities

Department Supervisors and Foremen are responsible for implementing exposure control measures within their respective areas. They work directly with the Safety Officer and employees to ensure:

- Safe work practices are followed
- Required protective equipment is available and used
- Exposure incidents are reported promptly

Employee Responsibilities

Employees play a critical role in the success of the Bloodborne Pathogens Program. Employees are responsible for:

- Knowing which tasks may result in occupational exposure
- Attending required Bloodborne Pathogens training
- Following established work practice and engineering controls
- Using required personal protective equipment
- Practicing good personal hygiene

Availability of the Exposure Control Plan

The Town's Exposure Control Plan is available to all employees for review during normal working hours. Employees are informed of its availability during training sessions. Copies of the plan are maintained in the Safety Officer's office.

Plan Review and Update

The Exposure Control Plan shall be reviewed and updated:

- At least annually
- Whenever changes in tasks, procedures, or job classifications affect occupational exposure
- Whenever new positions or work processes introduce potential exposure risks
- When new engineering or work practice controls are implemented

Exposure Determination

An exposure determination has been conducted to identify job classifications in which employees may reasonably anticipate occupational exposure to blood or OPIM. This determination is made **without regard to the use of personal protective equipment**.

The following job classifications may have occupational exposure:

- **Janitorial Personnel**
Tasks include cleaning restrooms, first aid stations, or accident scenes.
- **Foremen (First Aid Trained Only)**
Tasks include responding to work-related injuries.
- **Designated First Aid Personnel**

Tasks include providing first aid or emergency care for injured employees.

The Safety Officer, in coordination with Supervisors, will review and update this list as job duties or procedures change.

Methods of Compliance

To minimize or eliminate exposure to bloodborne pathogens, the Town implements the following controls:

- Universal Precautions
- Engineering Controls
- Work Practice Controls
- Personal Protective Equipment (PPE)
- Housekeeping Procedures

Universal Precautions

Universal Precautions are observed at all times. All blood and OPIM are treated as infectious regardless of the perceived status of the source individual.

- Gloves must be worn when contact with blood, OPIM, mucous membranes, or non-intact skin is anticipated.
- Eye and face protection (goggles or face shields) must be worn when splashes or sprays are reasonably anticipated.
- Hands and skin surfaces must be washed immediately after contact with blood or OPIM and after glove removal.
- Contaminated sharps (razors, blades, broken glass) must be disposed of in puncture-resistant, leak-proof, labeled containers.
- CPR barrier devices must be used whenever feasible.
- Contaminated clothing must be removed as soon as possible.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where exposure may occur.

Engineering Controls

Engineering controls are used to reduce employee exposure and include:

- Sharps disposal containers
- Biohazard-labeled waste containers and bags
- Accessible handwashing facilities located in restrooms and designated first aid areas

Personal Protective Equipment

PPE requirements are governed by the Town’s Personal Protective Equipment (PPE) Program

Housekeeping and Decontamination

Maintaining a clean and sanitary workplace is essential. The following procedures apply:

- Surfaces contaminated with blood or OPIM must be cleaned as soon as possible
- Visible contamination is removed using disposable materials
- Surfaces are disinfected using a **10:1 water-to-bleach solution**
- Contaminated cleanup materials are placed in red biohazard-labeled bags
- Regulated waste (bandages, feminine hygiene products, etc.) is disposed of according to applicable regulations

The Safety Officer is responsible for establishing and monitoring decontamination schedules to ensure effectiveness.

Hepatitis B Vaccination, Post-Exposure Evaluation, and Follow-Up

Hepatitis B Vaccination Program

To reduce the risk of Hepatitis B virus (HBV) infection, the Town provides a Hepatitis B vaccination program to employees who have been identified as having occupational exposure to blood or other potentially infectious materials (OPIM).

The Hepatitis B vaccination series is made available **at no cost to the employee** and is offered:

- Within **10 working days of initial job assignment** involving occupational exposure; or
- As soon as possible following an exposure incident, if the employee is not previously vaccinated.

Vaccinations are administered under the supervision of a **licensed physician or other licensed healthcare professional**.

Employees who decline the Hepatitis B vaccination must sign a written declination statement using the language required by **29 CFR 1910.1030, Appendix A**. Employees who initially decline the vaccine but later choose to receive it may request the vaccination at any time, and it will be provided within ten (10) working days at no cost.

The Safety Officer is responsible for coordinating vaccination scheduling and maintaining employee consent and declination records (see Appendices A and B).

Post-Exposure Evaluation and Follow-Up

An exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM resulting from the performance of an employee's duties.

When an exposure incident occurs, the Town immediately focuses on:

1. Investigating the circumstances surrounding the exposure incident; and

2. Ensuring the exposed employee receives prompt medical evaluation and follow-up care.

Exposure Incident Investigation

The Safety Officer investigates all exposure incidents as soon as practicable, and no later than **24 hours** following notification. The investigation includes documentation of:

- Date, time, and location of the incident
- Description of how exposure occurred
- Identification of the material involved
- Identification of the source individual, if known
- Personal protective equipment in use at the time of exposure
- Immediate actions taken following the incident

This information is documented using the **Exposure Incident Investigation Form** (Appendix C), or an equivalent form containing the same information.

Medical Evaluation and Follow-Up Procedures

Following an exposure incident, the Town ensures the following steps are completed (see Appendix D):

- The exposed employee receives documentation of:
 - The routes of exposure
 - The circumstances under which the exposure occurred
- When feasible and permitted by law, the source of an individual's blood is tested for **HBV and HIV** infectivity. Results are made available to the exposed employee, and the employee is informed of applicable laws regarding disclosure.
- The exposed employee's blood is collected and tested for HBV and HIV serological status as soon as possible after exposure, following employee consent.
- A confidential medical evaluation is conducted by a licensed healthcare professional to determine:
 - Need for post-exposure prophylaxis
 - Recommended medical treatment
 - Counseling and follow-up testing, if required

All medical evaluations and follow-up care are provided at no cost to the employee and conducted in accordance with current medical guidelines.

Confidentiality

All medical information related to exposure incidents is treated as confidential. The Town protects employee privacy and discloses medical information only as required by law or with the employee's written consent.

Information Provided to the Healthcare Professional

The Town provides the evaluating healthcare professional with the following information:

- A copy of **29 CFR 1910.1030 – Bloodborne Pathogens**

- A description of the employees' duties as they relate to the exposure incident
- Documentation of the exposure incident, including the Incident Investigation Form
- Relevant employee medical records
- Any additional information required to complete the evaluation

Healthcare Professional's Written Opinion

Within **15 days** of completion of the medical evaluation, the healthcare professional provides a written opinion to the Town. The written opinion is limited to:

- Whether the Hepatitis B vaccine is indicated and whether the employee has received the vaccine
- Confirmation that the employee has been informed of the evaluation results
- Confirmation that the employee has been informed of any medical conditions requiring further evaluation or treatment

No confidential medical information or test results are included in the written opinion.

The Town provides a copy of the written opinion to the exposed employee.

Medical Records

The Town maintains confidential medical records for employees with occupational exposure in accordance with **29 CFR 1910.1020**. Records include:

- Employee name and identification number
- Hepatitis B vaccination status
- Results of medical evaluations, testing, and follow-up procedures
- Copies of healthcare professional written opinions
- Documentation provided to healthcare professionals

Medical records are maintained for the duration of employment plus **30 years** and are not disclosed without written employee consent, except as required by law.

Training Requirements

Employees with occupational exposure receive Bloodborne Pathogens training:

- At the time of initial assignment
- At least annually thereafter
- Whenever job duties or exposure risks change

Training includes, at a minimum:

- Access to **29 CFR 1910.1030** and the Town's Exposure Control Plan
- Epidemiology, symptoms, and transmission of bloodborne diseases (HBV, HIV)
- Identification of exposure-related tasks
- Use and limitations of engineering controls, work practices, and PPE

- Proper selection, use, removal, and disposal of PPE
- Information on the Hepatitis B vaccine and vaccination program
- Procedures to follow after an exposure incident
- Explanation of biohazard labels, signs, and color-coded containers
- Opportunity for employees to ask questions

Training Methods

Training is conducted through instructor-led sessions with employee participation and instructional materials. Time is provided for discussion and questions.

Recordkeeping

Training records are maintained and include:

- Dates of training sessions
- Summary of training content
- Name and qualifications of instructors
- Names and job titles of attendees

Training records are maintained by the Safety Officer and made available to employees, their representatives, and OSHA upon request.

Labels and Signs

The Town uses biohazard labels and red color-coded containers to warn employees of potential exposure hazards. The Safety Officer oversees labeling compliance.

Items requiring labeling include:

- Regulated waste containers
- Sharps disposal containers
- Containers used to store or transport blood or OPIM
- Laundry containers holding contaminated items
- Contaminated equipment or equipment components

Respiratory Protection Integration -

- Respirator use inside confined spaces shall comply with the **Respiratory Protection Program**.
- IDLH conditions require:
 - Supplied-air respirators or SCBA
 - Trained attendants and rescue capability
- Medical clearance and fit testing requirements apply to confined space respirator use.

Excavation & Confined Space Overlap

When excavations meet confined space criteria:

- Both **Excavation & Trenching Safety** and **Permit-Required Confined Space** requirements apply.
- Protective systems, access/egress, and atmospheric testing shall be coordinated by the Competent Person and Entry Supervisor.

Rescue & Emergency Response

- Rescue procedures shall be documented on the confined space permit.
- Non-entry rescue shall be used whenever feasible.
- Emergency response procedures in this manual apply to confined space incidents.

Training

Employees involved in confined space entry shall receive:

- Confined space training
- Hazard recognition training
- Emergency and rescue procedures
- Respiratory protection training where applicable

Training shall be documented and reviewed annually.

Enforcement

Failure to follow confined space procedures or permit requirements may result in disciplinary action.

10. Respiratory Protection Program

(FINAL – 29 CFR 1910.134, WYOSH-compliant)

Purpose

The purpose of this Respiratory Protection Program is to protect Town of Alpine employees from exposure to airborne contaminants that may cause illness or injury and to ensure compliance with **OSHA 29 CFR 1910.134**, as adopted and enforced by **Wyoming Occupational Safety and Health (WYOSH)**.

Respiratory protection shall be used when engineering and administrative controls are not feasible or do not adequately reduce exposure.

Scope

This program applies to all Town of Alpine employees who may be required to wear respiratory protection during routine operations or emergency conditions, including but not limited to:

- Water and wastewater treatment operations
- Confined space entry
- Excavation and trenching
- Chemical handling
- Maintenance and repair activities
- Emergency response

Program Administration

The **Public Works Director**, acting as the Town Safety Officer, is designated as the **Respiratory Protection Program Administrator**.

The Program Administrator is responsible for:

- Implementing and maintaining this program
- Conducting or coordinating hazard evaluations
- Selecting appropriate respirators
- Ensuring medical evaluations and fit testing
- Providing training
- Maintaining required records
- Reviewing the program annually

Supervisors ensure employees comply with program requirements.

Employees are responsible for proper use and care of assigned respirators.

Hazard Evaluation

A hazard evaluation shall be conducted to identify:

- Airborne contaminants present
- Exposure levels
- Oxygen-deficient atmospheres
- IDLH (Immediately Dangerous to Life or Health) conditions

Hazard evaluations shall be updated when conditions, tasks, or materials change.

Respirator Selection

Respirators should be selected based on:

- Type and concentration of contaminants
- Applicable OSHA exposure limits
- Assigned Protection Factors (APFs)
- Work conditions and task duration

Only **NIOSH-approved respirators** shall be used.

Medical Evaluation

Employees required to wear respirators shall receive a medical evaluation prior to use to determine their ability to safely wear a respirator.

- Medical evaluations shall be provided at no cost to the employee
- Evaluations shall be conducted by a licensed healthcare professional
- Follow-up evaluations shall be provided as required

Fit Testing

Employees using tight-fitting respirators shall receive fit testing:

- Prior to initial use
- Annually thereafter
- Whenever a different respirator is used
- When facial changes occur that could affect fit

Fit testing shall be documented.

Respirator Use

Employees shall:

- Use respirators in accordance with training
- Perform user seal checks each time a respirator is donned
- Leave the area if respirator malfunction occurs
- Not alter or modify respirators

Respirators shall not be worn in atmospheres exceeding their approved limitations.

Maintenance and Care

Respirators shall be:

- Cleaned and disinfected after use
- Inspected before each use
- Stored to prevent damage, contamination, or deformation
- Repaired only by trained personnel using manufacturer-approved parts

IDLH Atmospheres

In IDLH conditions:

- Atmosphere-supplying respirators (SAR or SCBA) shall be used
- At least one additional trained employee shall be present
- Emergency rescue procedures shall be in place

Training

Employees required to use respirators shall receive training on:

- Respiratory hazards
- Proper use and limitations of respirators
- Donning, doffing, and seal checks
- Maintenance and storage
- Emergency procedures

Training shall be conducted prior to use and at least annually thereafter and documented.

Program Evaluation

The Respiratory Protection Program should be evaluated periodically to ensure effectiveness and compliance. Deficiencies shall be corrected promptly.

Recordkeeping

The Town shall maintain:

- Medical evaluation records
- Fit testing records
- Training records
- Hazard evaluation documentation

Records shall be retained in accordance with OSHA and WYOSH requirements.

Enforcement

Failure to comply with this program may result in disciplinary action.

11. Confined Space Program – Alignment & Integration Section

(FINAL – 29 CFR 1910.146, WYOSH-compliant)

Note: This section intentionally **does not duplicate** the Town’s full Permit-Required Confined Space Program. It **integrates and cross-references** confined space requirements across this manual to eliminate gaps and conflicts.

Purpose

This section ensures that confined space hazards and controls are consistently addressed throughout Town of Alpine operations and aligned with excavation, atmospheric testing, respiratory protection, emergency response, and training requirements.

Scope

This section applies to all Town of Alpine employees and contractors involved in or supporting confined space entry, including but not limited to:

- Lift stations
- Vaults
- Tanks
- Manholes
- Wet wells
- Pits
- Any space meeting the definition of a permit-required confined space

Program Authority

The **Permit-Required Confined Space Program** governs all confined space entry activities. This manual section serves to align related programs and ensure consistent implementation.

Atmospheric Testing Coordination

- Atmospheric testing requirements in **Excavation & Trenching Safety and Respiratory Protection** apply equally to confined space entry.
- Testing shall be conducted:
 - Before entry
 - Continuously or periodically during entry
 - After any condition change
- Oxygen-deficient atmospheres (<19.5%), flammable gases, and toxic vapors shall be addressed in accordance with the confined space permit.

Excavation & Trenching Overlap

When an excavation meets the definition of a confined space:

- **Both** the Excavation & Trenching Safety Program **and** the Permit-Required Confined Space Program apply.
- Protective systems, access/egress, atmospheric testing, and hazard controls shall be coordinated by:
 - The designated **Competent Person**; and
 - The **Entry Supervisor**
- Conflicting requirements shall be resolved using the **more protective standard**.

Respiratory Protection Integration

- Respirator use inside confined spaces shall comply with the **Respiratory Protection Program**.
- IDLH (Immediately Dangerous to Life or Health) conditions require:
 - Supplied-air respirators or SCBA
 - Trained attendants
 - Rescue capability on standby
- Medical clearance and fit testing requirements apply to all respirator use in confined spaces.

Rescue and Emergency Response

- Rescue procedures shall be documented on the confined space entry permit.
- **Non-entry rescue** shall be used whenever feasible.
- Emergency response procedures contained in this manual apply to confined space incidents unless superseded by permit-specific requirements.

Training Requirements

Employees involved in confined space entry shall receive training covering:

- Confined space hazard recognition
- Permit procedures
- Atmospheric monitoring
- Emergency and rescue procedures
- Respiratory protection requirements, where applicable

Training shall be documented and reviewed at least annually.

Enforcement

Failure to follow confined space procedures, permit requirements, or associated safety programs may result in disciplinary action in accordance with the Town's Disciplinary Action Program.

Program Availability

The full **Permit-Required Confined Space Program** is maintained separately and is available to employees, their representatives, and regulatory agencies upon request.

12. Excavation & Trenching Safety Program

Purpose

The purpose of this section is to establish minimum safety requirements for excavation and trenching activities performed by Town of Alpine employees to prevent cave-ins, struck-by incidents, falls, hazardous atmospheres, and other excavation-related hazards.

This program complies with **OSHA 29 CFR 1926 Subpart P**, as adopted and enforced by **Wyoming Occupational Safety and Health (WYOSH)**.

Scope

This program applies to all Town of Alpine employees and contractors performing or working near excavations, trenches, or earth-disturbing activities, including but not limited to:

- Utility installation and repair
- Sewer and water line work
- Roadway, drainage, and infrastructure projects
- Emergency repairs

Definitions

- **Excavation:** Any man-made cut, cavity, trench, or depression formed by earth removal.
- **Trench:** A narrow excavation where the depth is greater than the width and the width does not exceed 15 feet.
- **Competent Person:** An individual designated by the Town who is capable of identifying existing and predictable excavation hazards and has the authority to take prompt corrective measures, including stopping work.

Competent Person Designation

The Town of Alpine shall designate a **Competent Person** for each excavation project.

The Competent Person must:

- Have training and experience in soil analysis and protective systems
- Be knowledgeable in WYOSH excavation standards
- Conduct and document required inspections
- Have authority to stop work immediately if unsafe conditions exist

Pre-Excavation Requirements

Before excavation begins:

- All surface encumbrances that could create hazards shall be removed or supported.
- Underground utilities shall be located prior to digging.

- **Wyoming One Call: 1-800-849-2476**
- Exact utility locations shall be determined as excavation progresses.
- Adjacent structures, sidewalks, pavements, and roadways shall be evaluated for stability and supported as necessary.

Access and Egress

- A stairway, ladder, ramp, or other safe means of egress shall be provided in excavations **4 feet or deeper**.
- Employees shall not travel more than **25 feet laterally** to reach a means of egress.

Protective Systems

Employees shall be protected from cave-ins unless:

- The excavation is entirely in stable rock, or
- The excavation is less than **5 feet deep**, and the Competent Person determines no cave-in hazard exists.

Acceptable protective systems include:

- Sloping and benching
- Shoring systems
- Shield systems (trench boxes)

Protective systems should be selected and installed according to:

- OSHA/WYOSH standards
- Manufacturer's tabulated data
- Engineer-approved designs when required

Employees shall **never** be inside a trench box or shield while it is being installed, removed, or moved vertically.

Spoil Piles and Equipment

- Excavated material, equipment, and spoil piles shall be kept at least **2 feet** from the edge of the excavation.
- Employees are prohibited from working beneath suspended loads.

Atmospheric Hazards

- Excavations **greater than 4 feet deep** shall be tested for:
 - Oxygen deficiency (<19.5%)
 - Flammable gases
 - Toxic atmospheres
- Testing shall be conducted before entry and as conditions change.

- Emergency rescue equipment shall be readily available when hazardous atmospheres may exist.

Water Accumulation

Employees shall not work in excavations where water is present or accumulating unless adequate protective measures are in place, such as:

- Pumps
- Special support systems
- Safety harnesses and lifelines

Inspections

- Excavations, adjacent areas, and protective systems shall be inspected:
 - Daily before the start of work
 - As conditions change
 - After rainstorms or hazard-increasing events
- If a hazardous condition is identified, employees shall be removed immediately until corrective actions are taken.

Traffic and Public Protection

- Employees exposed to vehicular traffic should wear high-visibility garments.
- Walkways or bridges shall be provided where employees or equipment cross excavations.
- Guard rails should be installed when walkways are **6 feet or higher**.

Prohibited Activities

- Employees shall not work underloads handled by lifting or digging equipment.
- Employees shall not work on excavation faces above others unless falling material hazards are controlled.

Training

All employees involved in excavation activities shall receive training on:

- Excavation hazards
- Protective systems
- Emergency procedures
- Competent Person authority

Training shall be documented.

Enforcement

Failure to comply with excavation safety requirements may result in disciplinary action up to and

including termination.

13. Lockout / Tagout Program (Control of Hazardous Energy)

(Updated – OSHA 29 CFR 1910.147, WYOSH)

Purpose

The purpose of this Lockout/Tagout (LOTO) Program is to prevent injury to employees by controlling hazardous energy during servicing, maintenance, repair, or inspection of machines and equipment.

This program is intended to comply with **OSHA 29 CFR 1910.147**, as adopted and enforced by **Wyoming Occupational Safety and Health (WYOSH)**.

Scope and Applicability

This program applies to all Town of Alpine employees who perform servicing or maintenance activities where the unexpected energization, startup, or release of stored energy could cause injury.

This program applies to energy sources including, but not limited to:

- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Thermal
- Chemical
- Gravitational

This program does **not** apply to:

- Normal production operations where servicing is not required; or
- Cord-and-plug connected equipment where unplugging completely controls the hazard and the plug remains under the exclusive control of the employee performing the work.

Responsibilities

Safety Officer

The Safety Officer is responsible for:

- Implementing and maintaining the Lockout/Tagout Program;
- Ensuring required procedures are developed when necessary;
- Coordinating training; and
- Conducting periodic inspections of energy control procedures.

Supervisors

Supervisors are responsible for:

- Ensuring employees follow energy control procedures;
- Ensuring lockout/tagout devices are available and used properly; and
- Assisting with investigations involving hazardous energy incidents.

Employees

Employees are responsible for:

- Following lockout/tagout procedures;
- Using only authorized lockout/tagout devices;
- Not attempting to remove or bypass lockout/tagout devices; and
- Reporting unsafe conditions or failures of energy control.

Authorized and Affected Employees

- **Authorized employees** are those who perform lockout/tagout and servicing or maintenance.
- **Affected employees** are those whose job requires them to operate or use equipment on which servicing or maintenance is being performed.

Energy Control Procedures

Where required, written energy control procedures shall be developed for machines or equipment with multiple energy sources or complex shutdown requirements.

Energy control procedures include:

1. Preparation for shutdown;
2. Equipment shutdown;
3. Isolation of energy sources;
4. Application of lockout/tagout devices;
5. Release or restraint of stored energy;
6. Verification of isolation; and
7. Safe removal of lockout/tagout devices.

Lockout/Tagout Devices

Lockout/tagout devices shall:

- Be durable;
- Be standardized where feasible;
- Identify the employee applying the device; and
- Be used exclusively for energy control.

Tags alone shall not be used unless lockout is not feasible and equivalent protection is provided.

Group Lockout / Tagout

When servicing is performed by more than one employee, a group lockout procedure shall be used to ensure equivalent protection. Each authorized employee shall apply their own lockout device or personal lock to a group lockout device.

Shift or Personnel Changes

Specific procedures shall be utilized during shift or personnel changes to ensure continuity of lockout/tagout protection and orderly transfer of energy control responsibility.

Training and Communication

Training shall be provided to:

- Authorized employees on energy control procedures;
- Affected employees on the purpose and use of lockout/tagout; and
- Other employees whose work may be affected.

Retraining shall be provided when:

- Job assignments change;
- Equipment or processes change; or
- Inspections indicate deficiencies.

Training shall be documented and retained in accordance with recordkeeping requirements.

Periodic Inspections

The Safety Officer shall ensure that periodic inspections of energy control procedures are conducted at least annually to ensure effectiveness and compliance.

Inspections shall:

- Be conducted by an authorized employee other than the one using the procedure;
- Include a review of employee responsibilities; and
- Be documented.

Outside Contractors

When outside contractors perform servicing or maintenance activities involving hazardous energy:

- The Town shall inform contractors of its lockout/tagout procedures; and
- Contractors should inform the Town of their energy control procedures.

Program Review and Availability

This Lockout/Tagout Program shall be reviewed periodically and updated as necessary. The program is available to employees, their representatives, and regulatory agencies upon request.

14. Electrical Safety & Ground-Fault Protection Program

(Updated – OSHA 29 CFR 1910 Subpart S & 29 CFR 1926.404, WYOSH)

Purpose

The purpose of this Electrical Safety and Ground-Fault Protection Program is to protect employees from electrical hazards such as electric shock, burns, arc flash, and electrocution.

This program establishes requirements for the safe use of electrical equipment, tools, and installations and complies with applicable **OSHA electrical standards as adopted and enforced by WYOSH.**

Scope and Applicability

This program applies to all Town of Alpine employees who work with or around electrical equipment, power tools, extension cords, temporary wiring, or electrical installations.

This program applies to:

- Permanent electrical installations
- Temporary wiring and power sources
- Portable electrical tools and equipment
- Outdoor and wet-location electrical use
- Ground-fault protection systems

This program does **not** authorize employees to perform electrical work beyond their training or qualifications.

Responsibilities

Safety Officer

The Safety Officer is responsible for:

- Implementing and maintaining the Electrical Safety Program;
- Ensuring inspections and corrective actions are conducted;
- Coordinating training; and
- Monitoring compliance with applicable electrical safety standards.

Supervisors

Supervisors are responsible for:

- Ensuring electrical equipment is used safely;
- Removing damaged or unsafe electrical equipment from service; and
- Ensuring employees follow safe electrical work practices.

Employees

Employees are responsible for:

- Using electrical equipment in a safe manner;
- Inspecting electrical tools, cords, and equipment prior to use;
- Using required ground-fault protection;
- Reporting damaged equipment or unsafe conditions; and
- Not modifying electrical equipment or bypassing safety features.

General Electrical Safety Requirements

- Only qualified people may perform electrical repairs or modifications.
- Electrical panels, disconnects, and breaker boxes shall remain accessible and unobstructed.
- Electrical cords shall not be used as permanent wiring.
- Damaged cords, plugs, or tools shall be removed from service immediately.
- Electrical equipment shall be used in accordance with manufacturer instructions.
- Employees shall not work on energized electrical systems unless de-energization is infeasible and appropriate safeguards are in place.

Portable Electrical Tools and Extension Cords

- Portable electrical tools shall be grounded or double-insulated.
- Extension cords shall be rated for the intended use and environment.
- Extension cords shall not be repaired with tape or splices.
- Cords shall be protected from damage and shall not be run through doors, windows, or across traffic areas unless protected.

Ground-Fault Circuit Interrupter (GFCI) Protection

Ground-fault protection should be used where employees may be exposed to electrical hazards, including:

- Outdoor work locations;
- Wet or damp locations;
- Construction, maintenance, or repair activities; and
- Temporary power installations.

GFCI Requirements

- All 120-volt, single-phase, 15- and 20-amp receptacles used for temporary power shall be protected by GFCIs.
- GFCIs may be provided through:
 - GFCI-protected receptacles;
 - GFCI circuit breakers; or
 - Portable GFCI devices.

Inspection and Testing

- GFCI devices shall be tested prior to use or in accordance with manufacturer instructions.
- Defective GFCI devices shall be removed from service until repaired or replaced.

Temporary Wiring

Temporary wiring shall:

- Be approved for the intended use;
- Be protected from physical damage;
- Be removed immediately upon completion of the project or when no longer needed; and
- Comply with applicable OSHA and National Electrical Code (NEC) requirements.

Lockout/Tagout and Electrical Energy Control

Electrical energy sources shall be controlled in accordance with the Town’s **Lockout/Tagout (Control of Hazardous Energy) Program** when servicing or maintaining electrical equipment.

Training

Employees who work with or around electrical equipment shall receive training on:

- Recognition of electrical hazards;
- Safe use of electrical tools and equipment;
- GFCI protection requirements; and
- Reporting unsafe electrical conditions.

Training shall be provided at the time of assignment and as conditions or equipment change.

Inspections and Corrective Action

Electrical equipment, tools, and installations shall be inspected periodically. Identified hazards shall be corrected promptly. Equipment that cannot be safely repaired shall be removed from service.

Program Availability

This Electrical Safety and Ground-Fault Protection Program is available to employees, their representatives, and regulatory agencies upon request.

Training for Non-Qualified Employees

Training for Non-Qualified Employees is general electrical safety precautions to provide an awareness and understanding of electrical hazards.

Electrical Safety Rules for Non-Qualified Workers

1. Do not conduct any repairs to electrical equipment
2. Report on all electrical deficiencies to your supervisor

3. Do not operate equipment if you suspect an electrical problem
4. Water and electricity do not mix.
5. Even low voltages can kill or injure you
6. Do not use cords or plugs if the ground prong is missing
7. Do not overload electrical receptacles

Training for Qualified Employees

Training for Qualified Employees includes specific equipment procedures and requirements for:

Electrical Safety, 29 CFR 1910.331 to 1910.339

Standard Operating Procedure

Working on or Near Exposed Energized Circuits

In the rare situation when energized equipment (or working in near proximity to energized equipment) cannot be de-energized, the following work practices must be used to provide protection:

- Caution: Unqualified Employees are prohibited from working on or near exposed energized circuits.
- Obtain permission from Manager to work on or near energized electrical circuits
- Lockout and Tagout all circuits possible
- Treat all circuits as energized.
- Remove all conductive clothing and jewelry (rings, watches, wrist/neck chains, metal buttons, metal writing instruments, etc.).
- Use proper personal protective equipment, shields and/or barriers to provide effective electrical insulation from energized circuits. This may include electrically rated insulated gloves, aprons, rubber soled shoes, insulated shields, insulated tools, etc.
- Provide adequate lighting. Do not enter areas with exposed energized parts unless illumination (lighting) is provided so that Employee may work safely. Do not reach around obstructions of view or lighting (blindly) into areas where exposed energized parts are located.
- Employees entering a Confined Space with exposed energized parts must use protective barriers, shields, or equipment or insulated materials rated at or above the present voltage to avoid contact.

- Doors or other hinged panels shall be constructed and secured to prevent them from swinging into an Employee and causing contact with exposed energized parts.
- Housekeeping in areas of exposed energized parts may not be completed in areas with close contact unless adequate safeguards (insulation equipment or barriers) are present. Conductive cleaning material (Steel Wool, Silicon Carbide, etc.) or liquids may not be used unless procedures (Lock and Tag Out, etc.) are in place and followed.
- Station is a safety observer outside work area. The sole function of this person is to quickly deenergize all sources of power or pull workers free from electrical work area with a non-conductive safety rope if contact is made with an energized electrical circuit.

Standard Operating Procedures

Electrical work practices and equipment-specific procedures are addressed through training, manufacturer instructions, and task-specific guidance. Where written procedures are required by regulation, they are maintained separately and referenced within this manual.

15. Machinery & Machine Guarding Safety Program

(OSHA 29 CFR 1910 Subpart O – WYOSH)

Purpose

The purpose of this Machinery and Machine Guarding Safety Program is to protect Town employees from injuries associated with moving machinery parts, points of operation, in-running nip points, rotating components, and mechanical power transmission hazards.

This program establishes minimum requirements for the **safe operation, guarding, inspection, maintenance, and training** associated with machinery and complies with applicable OSHA standards adopted and enforced by WYOSH, including **29 CFR 1910 Subpart O**.

Scope and Applicability

This program applies to **all Town of Alpine employees** who operate, service, maintain, inspect, or work near machinery or mechanical equipment, including but not limited to:

- Public Works equipment
- Water and wastewater equipment
- Parks and facilities maintenance equipment
- Shop machinery and tools

Covered hazards include:

- Points of operation
- In-running nip points
- Rotating parts
- Flying chips or sparks
- Mechanical power transmission components

Nothing in this program authorizes an employee to operate machinery for which they have not been trained or approved.

Responsibilities

Safety Officer

The Safety Officer is responsible for:

- Implementing and maintaining this program;
- Ensuring machine guarding requirements are met;
- Coordinating inspections and corrective actions;
- Ensuring employee training is completed and documented; and

- Monitoring compliance with OSHA/WYOSH standards.

Supervisors

Supervisors are responsible for:

- Ensuring machinery is operated safely;
- Verifying guards are in place and functional;
- Removing unsafe machinery from service;
- Ensuring Lockout/Tagout procedures are followed during servicing; and
- Ensuring employees comply with safe work practices.

Employees

Employees are responsible for:

- Operating machinery only if trained and authorized;
- Using required guards and safety devices;
- Never removing, bypassing, or defeating machine guards;
- Following Lockout/Tagout procedures when required;
- Reporting missing guards, damaged equipment, or unsafe conditions immediately.

Machinery & Equipment Safety – Administrative Duties and Safe Work Practices

(Updated – Aligned with OSHA 29 CFR 1910 Subpart O, WYOSH)

Administrative Duties

The Safety Officer is responsible for developing, implementing, and maintaining the Town's Machinery and Equipment Safety and Guarding Program and has authority to make decisions necessary to ensure its effectiveness.

The Safety Officer is qualified by training and experience commensurate with the complexity of the machinery and equipment operated by the Town and is responsible for oversight of evaluations, inspections, and training related to machine safety.

This written program is maintained by the Safety Officer and is available to employees upon request. Employees are encouraged to report hazards or suggest improvements to the Safety Officer to support continuous improvement of machine safety practices.

Policy

All mechanical motion is potentially hazardous. Employees working in areas where machinery or equipment is operated may be exposed to hazards such as rotating components, cutting or shearing blades, in-running nip points, reciprocating parts, belts and pulleys, gears, and uncontrolled movement of failing parts.

Employees must remain alert to these hazards and follow all required safety practices and guarding requirements.

Training Requirements

Employees shall be trained to:

1. Safely operate each machine they are required to use;
2. Recognize potential accident-producing situations; and
3. Take appropriate action when hazards are identified.

Only employees who have received required training, or who are undergoing supervised on-the-job training, are permitted to operate machinery.

General Machinery Safety Requirements

- Machinery should be guarded to protect employees from exposure to moving parts and mechanical hazards.
- Guards remain in place during operation.
- Guards shall only be removed for servicing or maintenance when equipment is locked out.
- Machinery shall be operated according to manufacturer instructions.
- Loose clothing, jewelry, gloves (where prohibited), or unsecured hair that could become entangled is prohibited during machine operation.
- Only authorized employees may operate machinery.

Machine Guarding Requirements

Machine guarding shall be provided wherever employees may be exposed to hazards. Acceptable guarding methods include:

- Fixed guards
- Interlocked guards
- Adjustable guards
- Self-adjusting guards

All guards shall:

- Prevent contact with hazardous moving parts;
- Be securely fastened and durable;
- Not create additional hazards;
- Allow safe operation and maintenance.

Guarded Areas

Machine guarding should protect employees from exposure to:

- **Point-of-operation hazards** (blades, cutters, rotating tools)

- **Power transmission hazards** (belts, chains, gears, shafts, pulleys)
- **Top, bottom, and rear exposures**
- **Unusual operations**, where jigs or fixtures provide equivalent protection

Guards removed for servicing or adjustment **must be replaced immediately** before the equipment is returned to service.

Mechanical Power Transmission Apparatus

All belts, pulleys, chains, gears, shafts, couplings, and other transmission components shall be guarded in accordance with **29 CFR 1910.219**.

- Fan blades less than **7 feet** above floor or work level shall be guarded with openings no larger than **½ inch**.
- Revolving drums, barrels, or containers shall be enclosed or guarded.
- Fixed-location machinery shall be anchored to prevent movement or “walking.”

Lockout/Tagout Integration

Whenever guards are removed or machinery is serviced, maintained, or adjusted, energy sources shall be controlled in accordance with the Town’s **Lockout/Tagout (Control of Hazardous Energy) Program**.

No servicing or maintenance shall occur without proper energy isolation.

Inspections and Maintenance

- Machinery and guards shall be inspected at intervals appropriate to the equipment and work environment.
- Defective or damaged machinery or guards shall be removed from service immediately.
- Repairs shall only be performed by authorized personnel.
- Inspection records shall be maintained using the approved **Machinery & Machine Guarding Safety Inspection Checklist**.

New Equipment and Modifications

Machine guarding requirements shall be reviewed:

- During installation of new equipment;
- During modification or relocation of machinery; and
- Before equipment is placed into service.

Supervisors shall ensure guarding and safety requirements are met prior to operation.

Training

Employees who operate or work near machinery shall receive training on:

- Machine hazards;
- Guarding requirements;
- Safe operating procedures;
- Lockout/Tagout awareness;
- Reporting unsafe conditions.

Training shall occur:

- Prior to initial assignment;
- When new equipment is introduced; and
- When hazards or procedures change.

Contractors and Outside Personnel

Contractors performing work involving machinery on Town property shall:

- Comply with applicable machine guarding requirements; and
- Follow their own safety programs.

The Town will coordinate safety responsibilities as needed.

Disciplinary Action

Compliance with this program is the conditions of employment. Failure to follow machinery safety or guarding requirements may result in disciplinary action, up to and including termination, in accordance with Town policy.

Program Evaluation

The Safety Officer shall periodically evaluate the effectiveness of this program, including:

- Review of incidents and near-misses;
- Workplace inspections; and
- Employee feedback.

Updates should be made as necessary to improve safety.

Program Availability

This program is available to employees, their representatives, and regulatory agencies upon request.

Appendices (Maintained Separately)

- Machinery & Machine Guarding Safety Inspection Checklist
- Machine-Specific SOPs (where applicable)

16. Housekeeping & Material Storage

(Updated – OSHA / WYOSH Compliance)

Housekeeping Program

Purpose

Good housekeeping is essential to maintaining a safe and efficient workplace. Clean, orderly work areas reduce hazards such as slips, trips, falls, fires, and equipment damage while improving productivity and employee morale.

This section establishes standardized housekeeping expectations for all Town of Alpine facilities, worksites, and grounds in accordance with applicable OSHA/WYOSH requirements.

Program Administration

The Safety Officer is responsible for administering and maintaining the Housekeeping Program. Supervisors are responsible for enforcing housekeeping requirements within their assigned areas. This written program is maintained by the Safety Officer and is available to employees upon request.

General Policy

Housekeeping is a shared responsibility. All employees shall maintain clean, orderly, and hazard-free areas throughout the workday. Housekeeping is a continuous process and is not limited to end-of-shift cleanup.

Routine Walk-Around Assessments

Supervisors and/or the Safety Officer shall periodically conduct walk-around assessments to identify housekeeping deficiencies, including:

- Spills or leaks
- Obstructed aisles or exits
- Trip or fire hazards

Employees are encouraged to report housekeeping hazards or recommend improvements.

Responsibilities

Safety Officer

- Oversees the housekeeping program
- Monitors trends and corrective actions
- Updates the program as needed

Supervisors

- Enforce housekeeping standards
- Initiate corrective actions
- Ensure work areas remain safe

Employees

- Maintain cleanliness in assigned areas
- Promptly report unsafe conditions
- Clean up after completing tasks when safe to do so

Failure to comply may result in disciplinary action in accordance with Town policy.

Smoking Policy

Smoking is prohibited inside Town buildings and within fifty (50) feet of material storage areas. Smoking is permitted only in designated outdoor areas. Smoking materials shall be disposed of in approved receptacles.

Office and Administrative Areas

- Aisles, exits, and fire protection equipment shall remain clear (minimum three-foot clearance)
- Supplies shall be stored in designated locations
- Spills shall be cleaned immediately
- Waste receptacles shall be properly lined
- File drawers shall remain closed when unattended
- Office equipment and space heaters shall be turned off and unplugged at the end of the day

Work Areas

- Aisles, exits, fire extinguishers, and eyewash stations shall remain unobstructed
- Spills and leaks shall be cleaned immediately and reported if repairs are required
- Refuse shall be placed in designated containers
- Floors and walking surfaces shall be kept free of excessive debris

Break Areas and Restrooms

- Employees shall clean up after themselves
- Hazardous or flammable materials are prohibited
- Personal food shall not be stored overnight unless refrigeration is provided
- Waste shall be disposed of properly

Maintenance and Storage Areas

- Aisles, exits, and fire equipment shall remain unobstructed
- Materials shall be stored neatly and securely
- Spills shall be cleaned immediately

- Waste materials shall be disposed of properly

Grounds and Outdoor Areas

- Walkways, entrances, and docks shall remain clear
- Snow and ice shall be removed prior to operations
- Materials shall be stored only in designated areas
- Landscaping shall not create trip hazards or obstruct access

The Maintenance Department is responsible for grounds upkeep.

Housekeeping Program Review

The Safety Officer shall periodically review housekeeping practices and update this program as necessary.

Note: Detailed requirements for flammable materials, compressed gas cylinders, and material storage configurations are addressed in the *Material Storage* section below.

17. Material Storage Program

(Updated – OSHA / WYOSH Compliance)

Purpose

Proper material storage prevents fires, maintains clear exits and aisles, and reduces the risk of injuries. This section establishes requirements for the safe storage of general materials, flammable substances, and compressed gas cylinders.

General Material Storage Requirements

1. Materials shall not be stored within 18 inches of sprinkler heads or ceilings
2. A minimum three-foot clearance shall be maintained around exits and doors
3. Aisles shall remain clear and appropriately marked
4. Materials and equipment shall not be stored in aisles or exits
5. Platforms, shelves, and racks shall not be overloaded and shall have load limits posted

Flammable and Combustible Material Storage

1. Flammable liquids shall be stored in approved flammable storage cabinets or approved outdoor locations
2. Safety containers with flame arresters shall be used when required
3. Open containers are prohibited except during active use
4. Storage areas shall be ventilated and free from ignition sources
5. Flammable materials shall not be stored in electrical rooms

Compressed Gas Cylinder Safety

Receiving

- Inspect cylinders for damage and labeling
- Verify hydrostatic test dates
- Ensure SDS availability

Storage

- Cylinders shall be stored upright and secured
- Caps shall be in place when not in use
- Incompatible gases shall be stored separately
- Cylinders shall be protected from heat, impact, and damage

Movement

- Cylinders shall be transported using approved carts
- Caps shall remain in place during transport

Use

- Inspect regulators and hoses before use
- Secure cylinders during use
- Close valves when not in use

Responsibilities

Safety Officer

- Oversees compliance and program implementation

Supervisors

- Enforce storage requirements and correct deficiencies

Employees

- Follow storage procedures and report unsafe conditions

Material Storage Program Review

Material storage practices shall be periodically reviewed by the Safety Officer to ensure continued effectiveness and compliance.

18. Fire Prevention Plan (FPP)

(Updated – OSHA 29 CFR 1910.39, WYOSH)

Purpose

The purpose of the Fire Prevention Plan (FPP) is to prevent the occurrence of fires by identifying fire hazards, controlling ignition sources, and managing combustible materials. This plan works in conjunction with the Town’s Emergency Action Plan (EAP) and other safety programs.

Fire prevention measures reduce the risk of fires by eliminating or controlling fuel sources, ignition sources, and unsafe work practices.

Scope and Coordination

This Fire Prevention Plan addresses:

- Major workplace fire hazards and their handling and storage;
- Potential ignition sources and control procedures;
- Fire protection equipment provided for incipient-stage fires;
- Responsibilities for maintaining fire prevention systems and controls.

Emergency evacuation procedures, alarm systems, employee accountability, rescue, and medical response are addressed in the **Emergency Action Plan**.

Program Administration

The Safety Officer is responsible for administering and maintaining the Fire Prevention Plan, coordinating compliance with applicable fire codes, and reviewing the plan as necessary.

This written plan is maintained by the Safety Officer and is available to employees, their representatives, and regulatory officials upon request.

Responsibilities

Safety Officer

The Safety Officer shall:

1. Develop and maintain the Fire Prevention Plan for normal and after-hours operations;
2. Coordinate fire prevention efforts with local fire authorities when appropriate;
3. Ensure fire prevention measures are integrated with other safety programs;
4. Ensure employees receive training on fire hazards and prevention practices;
5. Ensure fire protection equipment is maintained and inspected as required.

Supervisors

Supervisors shall:

- Enforce fire prevention and housekeeping requirements;
- Ensure flammable materials are properly stored;
- Correct fire hazards promptly.

Employees

Employees shall:

- Follow fire prevention procedures;
- Report fire hazards immediately;
- Use flammable materials only as authorized and instructed.

Workplace Fire Hazards

The Town shall control hazardous accumulations of combustible materials to prevent rapid fire spread, smoke generation, or explosions.

Examples of workplace fire hazards include:

- Improper storage of flammable or combustible materials;
- Accumulation of wastepaper, rags, or debris;
- Oil-soaked or solvent-soaked materials;
- Heat-producing equipment without proper safeguards.

Employees shall be informed of fire hazards in their work areas and trained in prevention measures applicable to their duties.

Control of Fuel Sources

Flammable and combustible materials shall be:

- Stored in approved containers and cabinets;
- Kept away from ignition sources;
- Managed in quantities consistent with operational needs.

Waste materials capable of spontaneous combustion or rapid ignition shall be disposed of promptly in approved containers.

Control of Ignition Sources

Potential ignition sources shall be controlled, including:

- Open flames;
- Hot work activities;
- Sparks from tools or equipment;

- Electrical equipment and wiring.

Heat-producing equipment should be maintained in accordance with manufacturer recommendations. Safety devices such as temperature limit switches, flame failure controls, and similar systems should be inspected and maintained to ensure proper operation.

General housekeeping requirements are addressed in the Housekeeping Program.

Maintenance of Fire Protection Equipment

(Updated – OSHA 29 CFR 1910.39 & 1910.157, WYOSH)

Purpose

Fire protection equipment must be properly maintained to ensure it functions as intended during an emergency. This section establishes responsibilities for inspection, maintenance, and monitoring of fire protection equipment installed to prevent or control fires.

Responsibilities

The Safety Officer is responsible for ensuring fire protection equipment is inspected, maintained, and serviced in accordance with applicable standards and manufacturer recommendations.

Fire Protection Equipment Maintenance

1. Fire extinguishers shall be:
 - Visually inspected **monthly**;
 - Maintained in operable condition at all times; and
 - Subject to periodic servicing and hydrostatic testing in accordance with **NFPA and manufacturer requirements**.
2. Fire extinguishers shall be:
 - Readily accessible;
 - Clearly visible and properly mounted; and
 - Fully charged and unobstructed.
3. Defective or discharged fire extinguishers should be removed from service immediately and repaired or replaced.
4. Records of inspections and maintenance shall be maintained by the Safety Officer or designee.

Housekeeping for Fire Prevention

The Town shall control accumulations of flammable and combustible waste materials to reduce fire risk.

The following fire-prevention housekeeping practices shall be maintained:

1. Aisles, exits, fire extinguishers, and emergency equipment shall remain unobstructed with a minimum **three (3) foot clearance**.
2. Storage areas shall be kept orderly, and materials stored properly upon receipt.

3. Process leaks shall be reported promptly for repair and cleanup.
4. Combustible waste shall be removed regularly. Oily rags shall be stored in approved containers, and flammable materials shall be stored in approved fire cabinets when not in use.
5. At the end of the business day, office equipment and space heaters shall be turned off and unplugged as appropriate to reduce fire risk.

Training

Employees shall receive training on:

- Fire hazards present in their work areas;
- Fire prevention practices;
- Proper handling and storage of flammable and combustible materials; and
- The purpose and location of fire protection equipment.

Employees are **not required** to fight fires. Use of fire extinguishers is voluntary and limited to incipient-stage fires only.

Emergency evacuation procedures, alarm systems, drills, headcounts, and return-to-work authorization are addressed in the **Emergency Action Plan (EAP)**.

Fire Extinguisher Awareness

Employees who may choose to use fire extinguishers shall receive basic instruction covering:

- Types of fires;
- Appropriate extinguisher selection;
- Limitations of extinguishers; and
- When evacuation is required instead of attempting fire control.

No employee shall be required or expected to use fire extinguishers without appropriate training.

Disciplinary Action

Failure to comply with fire prevention and housekeeping requirements may result in disciplinary action in accordance with Town policy.

Program Review

The Safety Officer shall periodically review fire prevention practices, equipment maintenance records, and training effectiveness to ensure continued compliance and effectiveness.

Fire Extinguishers and Fire Classification Awareness

Fire extinguishers are provided for use on incipient-stage fires only. Employees are **not required** to fight fires and shall evacuate in accordance with the Emergency Action Plan if conditions are unsafe.

Employees shall receive basic instruction on fire classifications and extinguisher types:

- **Class A** – Ordinary combustibles (wood, paper, cloth)
 - Extinguishers: Water or ABC dry chemical
- **Class B** – Flammable liquids, gases, greases
 - Extinguishers: Foam, CO₂, or ABC dry chemical
- **Class C** – Energized electrical equipment
 - Extinguishers: CO₂ or ABC dry chemical
- **Class D** – Combustible metals
 - Extinguishers: Specialized agents; fire department response required

Fire extinguishers should be clearly labeled, inspected, and maintained in accordance with applicable standards.

Training

Employees shall be trained on:

- Fire hazards specific to their work areas;
- Safe handling and storage of flammable materials;
- Proper response to fire emergencies;
- Location and purpose of fire extinguishers.

Program Review

The Safety Officer shall periodically review the Fire Prevention Plan to ensure effectiveness and compliance with regulatory requirements. Updates shall be made as necessary.

19. Emergency Action Plan (EAP)

(Updated – OSHA 29 CFR 1910.38, WYOSH)

Purpose

The Town of Alpine Emergency Action Plan (EAP) is designed to protect employees during emergencies that may reasonably be expected to occur at Town facilities or worksites, including after-hours operations.

This plan establishes procedures for reporting emergencies, employee evacuation, and coordination with emergency responders to ensure employee safety.

Scope

This Emergency Action Plan addresses emergencies including, but not limited to:

- Fires
- Severe weather events (tornadoes, winter storms)
- Hazardous material releases or spills
- Utility failures
- Bomb threats or civil disturbances
- Medical emergencies

Emergency response activities such as firefighting, spill containment, or rescue operations are **not** required of employees and are addressed by emergency responders.

Program Administration

The Safety Officer (or designee) is responsible for administering and maintaining the Emergency Action Plan. Responsibilities include:

- Maintaining the written plan;
- Ensuring emergency procedures are communicated to employees;
- Coordinating with local emergency responders when appropriate; and
- Reviewing and updating the plan as needed.

This plan is maintained by the Safety Officer and is available to employees upon request.

Emergency Reporting Procedures

Employees shall immediately report emergencies by:

- Activating the nearest alarm system, where available; and/or
- Call **911** or local emergency services.

Emergency contact numbers shall be posted in conspicuous locations at Town facilities and worksites.

Employee Alarm Systems

The Town maintains employee alarm systems in accordance with **29 CFR 1910.165**. Alarm systems are designed to:

- Alert employees to emergencies;
- Be distinctive and recognizable; and
- Be audible or visible as necessary to ensure employee awareness.

Specific alarms may be designated for certain emergencies, such as tornado warnings.

Evacuation Procedures

When evacuation is required:

- Employees shall exit the facility immediately using the nearest safe exit;
- Elevators shall not be used during evacuation unless directed by emergency responders;
- Employees shall proceed to designated assembly areas as identified for their location.

Evacuation routes and assembly areas shall be communicated to employees and posted where applicable.

Accounting for Employees

After evacuation, supervisors shall account for employees using attendance rosters or other reasonable means and report missing employees to emergency responders.

Employees Requiring Assistance

Procedures should be established to assist employees with disabilities or those requiring additional assistance during evacuations. Supervisors shall ensure these procedures are communicated and practiced as appropriate.

Critical Operations

Employees assigned to shut down critical operations before evacuation shall do so **only if it can be performed safely** and without delaying evacuation.

Training and Drills

Employees shall receive training on:

- Emergency reporting procedures;
- Alarm recognition;
- Evacuation routes and assembly areas;
- Their roles during emergencies.

Training shall be provided:

- Upon initial assignment; and
- When the plan is updated or procedures change.

Periodic drills may be conducted to evaluate plan effectiveness.

Plan Review and Maintenance

The Safety Officer shall review the Emergency Action Plan periodically and update it as necessary to reflect changes in facilities, operations, or regulations.

Availability

The Emergency Action Plan shall be kept in the workplace and made available to employees, their representatives, and regulatory officials upon request.

20. First Aid Program

Purpose

The Town is committed to protecting employees from occupational injuries and illnesses. While prevention remains the primary goal, the Town is prepared to respond promptly and appropriately when injuries or illnesses occur.

This written First Aid Program establishes procedures to ensure immediate and effective first aid response and compliance with **29 CFR 1910.151 – Medical Services and First Aid**.

Administrative Duties

The Safety Officer is designated as the First Aid Program Administrator and is responsible for establishing, implementing, and maintaining this written First Aid Program. The Safety Officer has full authority to make decisions necessary to ensure the effectiveness of the program.

A copy of this written program is maintained in the Safety Officer's office and is available for employee review upon request.

Employees are encouraged to provide suggestions for improvement. The Town is committed to continuous improvement and maintaining a safe and responsive workplace.

Town Policy

In the absence of an infirmary, clinic, or hospital in close proximity to the workplace, the Town ensures that:

- Adequately trained personnel are available to render first aid, and
- Properly stocked first aid supplies are readily accessible at all work locations.

First aid kits are provided for the treatment of minor injuries such as cuts, burns, headaches, nausea, and similar non-emergency conditions. All employees must know the location of first aid kits and notify their supervisor when a kit is used.

Employees who sustain work-related injuries or illnesses requiring professional medical treatment must notify their supervisor **before** seeking treatment whenever possible. Failure to notify supervision may affect the benefit of eligibility for Workers' Compensation benefits.

The Safety Officer is responsible for inspecting first aid kits prior to deployment and **at least weekly** thereafter to ensure supplies are complete and serviceable.

In all cases requiring emergency medical treatment, emergency services shall be contacted immediately.

Minor First Aid Treatment

First aid kits are located in the main office building and in each Town vehicle.

If an employee sustains a minor injury requiring first aid:

- Notify the supervisor.
- Administer appropriate first aid.
- Document kit usage on the Accident Investigation Report.
- Understand that first aid kits are **not** a substitute for professional medical care when needed.
- Provide required information for accident documentation.

Non-Emergency Medical Treatment

For non-emergency, work-related injuries requiring professional medical care:

- Notify the supervisor immediately.
- Obtain authorization from management prior to treatment.
- Proceed to the designated medical facility.
- Transportation assistance will be provided if necessary.
- Complete all required accident investigation documentation.

Portable eyewash stations shall be used immediately if hazardous substances contact the eyes or body. Supervisors must be notified whenever an eyewash station is used.

Emergency Medical Treatment

If an employee sustains a serious or life-threatening injury:

- Call for help immediately.
- Contact emergency medical services using posted emergency numbers.
- Do not move the injured employee unless necessary to prevent further harm.
- Provide all relevant details for accident investigation documentation.

Where emergency medical facilities are not within **3–4 minutes** of the workplace, the Town ensures trained First Aid and CPR responders are available.

First Aid Supplies and Equipment

The Safety Officer ensures first aid supplies meet the specific hazards and operational needs of the workplace. First aid kits include, at a minimum:

- Bandages, compresses, and gauze pads
- Antiseptic swabs
- Burn treatments
- Adhesive tape
- Disposable gloves
- Eye dressings and eyewash solution
- Instant cold packs
- Antibiotic ointment

- Ammonia inhalation (where appropriate)

All first aid supplies are stored in weather-resistant containers with individually sealed items.

Kits are inspected before job deployment and **at least weekly** thereafter. Expended or expired items are replaced promptly.

Program Evaluation

The First Aid Program is evaluated annually by the Safety Officer to ensure effectiveness and regulatory compliance. Program updates are made as necessary based on incidents, inspections, or changes in operations.

21. Substance Abuse Program

Purpose

The Town is committed to maintaining a safe, healthy, and productive workplace. Substance abuse can adversely affect employee safety, job performance, morale, and the Town's ability to serve the public effectively.

This Substance Abuse Program is intended to:

- Promote a safe and healthy work environment
- Reduce accidents, injuries, absenteeism, and property damage
- Protect the public, Town employees, and Town property
- Support compliance with applicable laws and regulations

This program also encourages employees to seek assistance for substance abuse issues before those issues impact workplace safety or job performance.

Program Administration

The **Human Resource Director** serves as the Substance Abuse Program Administrator and is responsible for developing, implementing, and maintaining this written program. The Program Administrator has the authority to make necessary decisions to ensure effective administration and compliance.

The Human Resource Director is qualified by training and experience to oversee this program and conduct periodic evaluations of its effectiveness.

Town Policy

The Town is committed to a **drug- and alcohol-free workplace** due to concerns regarding:

- Workplace safety
- Employee health and well-being
- Productivity and performance
- Public trust and liability
- Regulatory compliance

Prohibited Conduct

The possession, use, sale, distribution, or manufacture of illegal drugs is strictly prohibited during working hours or on Town property.

Employees shall not report to work or remain at work while under the influence of alcohol, illegal drugs, or misused prescription medications that impair their ability to perform job duties safely and effectively.

The lawful use of prescribed medications is permitted when taken in accordance with a physician's instructions, provided the medication does not impair the employee's ability to safely perform job

responsibilities. Employees are responsible for notifying their supervisor if prescribed medication may affect job performance or safety.

Violations of this policy may result in disciplinary action **up to and including termination of employment**, in accordance with Town policy and applicable law.

Each employee will be provided a copy of this Substance Abuse Policy.

Employee Responsibility and Assistance

Employees are encouraged to seek help if they believe they may have a substance abuse problem. Seeking assistance voluntarily will not, by itself, subject an employee to disciplinary action.

Employees who are concerned about a coworker's behavior are encouraged to express concern and recommend that the individual seek professional help. Substance abuse can affect not only the individual involved, but coworkers, families, and the Town as a whole.

Drug and Alcohol Testing

The Town reserves the right to conduct drug and alcohol testing under the following circumstances, in accordance with applicable laws and regulations:

- Pre-employment testing
- Following a work-related injury requiring medical treatment
- Following an accident involving property damage
- Reasonable suspicion based on observable behavior or performance indicators

A confirmed positive test result may result in disciplinary action **up to and including termination of employment**.

Detailed testing procedures, including collection, confidentiality, and employee rights, are addressed in the Drug and Alcohol Testing section of this program.

Town-Sponsored Activities

The use of alcohol or illegal drugs is prohibited during **Town-sponsored activities**, including events held on or off Town property.

Supervisor Responsibilities and Training

Supervisors play a critical role in enforcing this program. Their responsibilities include:

1. Observing and documenting job performance and workplace behavior
2. Addressing performance issues in a professional, objective manner
3. Referring employees to appropriate assistance resources when needed
4. Initiating testing or disciplinary procedures when warranted

Supervisors are **not responsible for diagnosing substance abuse**, but are trained to recognize potential warning signs, including:

- Physical indicators (e.g., coordination problems, frequent illness)
- Mood changes
- Increased absenteeism
- Aggressive or erratic behavior
- Increased accident rates
- Deterioration in workplace relationships

Supervisor training includes:

- Overview of the Substance Abuse Policy
- Recognition of signs and symptoms of substance abuse
- Proper documentation practices
- Drug and alcohol testing procedures
- Available treatment and assistance resources

Supervisor training is provided by the Human Resources Department, with assistance from the Safety Officer as needed.

Employee Education and Awareness

All employees participate in substance abuse education and awareness training upon hire and periodically thereafter.

Training topics include:

- Dangers of drug and alcohol abuse
- Town substance abuse policy
- Available counseling and assistance resources
- Disciplinary consequences of policy violations
- Effects of substance abuse on safety, productivity, and health
- Drug and alcohol testing procedures
- Recognition of substance abuse warning signs
- Impact of substance abuse on families and the community

Training is conducted through classroom instruction, discussion, and educational materials.

Recordkeeping

The Human Resources Department maintains all records related to substance abuse training, testing, and policy enforcement in a confidential manner, consistent with applicable privacy laws.

Conviction Notification

Employees must notify the Town if they are convicted of violating a criminal drug statute occurring in the workplace. When required by law or contract, the Town will notify the appropriate contracting or funding

agency within **ten (10) days** of receiving notice of such a conviction.

Employee Sanctions

Employees convicted of violating criminal drug statutes or who violate this policy may be subject to disciplinary action or may be required to satisfactorily participate in a substance abuse assistance or rehabilitation program, as determined by the Town and consistent with applicable law.

22. OSHA / WYOSH Inspection Management

Purpose

This section establishes procedures for managing OSHA/WYOSH inspections to ensure that inspections are handled professionally, efficiently, and in compliance with applicable laws and regulations. These procedures are intended to protect the Town's rights while demonstrating good-faith cooperation with regulatory authorities.

Opening Conference

At the beginning of an OSHA/WYOSH inspection, the inspector will conduct an opening conference with Town representatives.

During the opening conference:

1. **Inspector Introduction and Purpose**
 - The inspector shall explain the purpose and reason for the inspection (e.g., employee complaint, referral, fatality, catastrophe, programmed inspection).
2. **Employee Complaint Inspections**
 - When an inspection is conducted due to an employee complaint, the Town has the right to:
 - Receive a copy of the complaint (with identifying information redacted);
 - Be informed of the subject matter and scope of the complaint.
 - The Town does **not** have the right to know the identity of the employee complaining.
3. **Scope of Inspection**
 - The Town's representative shall clearly determine the scope of the inspection and request identification of the OSHA/WYOSH standards that will apply.
 - The inspector should explain why specific areas or operations will be examined.
4. **Compliance Programs**
 - The inspector shall be informed if the Town participates in any OSHA/WYOSH compliance assistance or cooperative programs.

Walkaround Inspection

During the walkaround portion of the inspection:

1. A designated Town representative shall accompany the inspector at all times.
2. The Town should respond to questions truthfully but should not volunteer information beyond what is requested.
3. The inspector may select a non-management employee to accompany the inspection, as permitted by regulation.
4. Employee interviews shall be limited to a reasonable number and conducted in a manner that does not unnecessarily disrupt operations.
5. If the inspection appears to expand beyond the scope discussed during the opening conference, the Town representative shall respectfully question and document the change.
6. If the inspector takes photographs, videos, or samples, the Town representative should take duplicate photographs or notes for documentation purposes.

7. If a condition is identified that can be corrected immediately, the Town should correct it promptly to demonstrate good-faith compliance.
8. If the inspector becomes hostile, abusive, or exceeds the agreed scope of inspection, the Town may consult legal counsel regarding whether to request that the inspection be paused pending further discussion with the Area Director.
9. All interactions shall remain professional, cooperative, and non-confrontational.

Examination of Records

The inspector may request to review certain records, including but not limited to:

- Injury and illness records, including fatalities and hospitalizations
- OSHA Forms 300, 300A, and 301 and required postings
- OSHA Health & Safety Poster
- Employee training records
- Hazard Communication Program documentation
- Safety Data Sheets (SDSs)

Only records required by law shall be provided.

Closing Conference

At the conclusion of the inspection, the inspector will conduct a closing conference.

During the closing conference:

1. The inspector shall explain any apparent violations or deficiencies observed during the inspection.
2. The Town shall ask clarifying questions regarding:
 - Identified hazards;
 - Expected corrective actions (abatement);
 - Abatement timelines.
3. Inspectors typically do not disclose proposed penalties during the closing conference.
4. The inspector shall explain the Town's rights to contest citations, penalties, and abatement requirements.
5. The inspector shall provide or reference OSHA Publication 3000, which outlines employer rights and responsibilities following an inspection.

Post-Inspection Actions

Following the inspection:

1. The inspector submits a report to the Area Director, who determines whether citations and penalties will be issued.
2. The Town reviews any citations received and determines whether to:
 - Accept the citation and comply with abatement requirements; or
 - Exercise its right to contest the citation, penalties, or abatement period.
3. The Town shall correct identified deficiencies as required to prevent repeat violations and reduce

potential penalties.

Appendices

APPENDIX A — Disciplinary & Enforcement Forms

A-1. Safety Hazard Citation Form

(Administrative enforcement tool)

- Used by supervisors or the Safety Officer
- Documents unsafe acts or conditions
- Supports corrective action and retraining
- Placed in employee file as applicable

NOTE:

Disciplinary actions resulting from citations are governed exclusively by the **Disciplinary Action Program**.

SAFETY HAZARD CITATION FORM

Town of Alpine
Safety & Health Program

1. General Information

- **Date of Observation:** _____
- **Time:** _____
- **Location / Facility / Department:**

- **Observed By (Name & Title):**

- **Employee(s) Involved (if applicable):**

2. Hazard Description

- **Type of Hazard (check all that apply):**

- Physical
- Electrical
- Chemical
- Biological
- Ergonomic
- Confined Space
- Excavation/Trenching
- Vehicle/Equipment
- Housekeeping
- Other: _____

- **Detailed Description of Hazard:**

(Describe the unsafe condition or practice observed, including equipment involved, conditions present, and potential exposure.)

3. Risk Assessment

- **Potential Severity:**

- Low Moderate High Imminent Danger

- **Likelihood of Injury or Incident:**

- Unlikely Possible Likely Certain

- **Immediate Action Required?**

- Yes No

If yes, describe actions taken:

4. Corrective Action Required

- **Required Corrective Action(s):**

(List specific actions required to eliminate or control the hazard.)

- **Responsible Person / Position:**

- **Target Completion Date:** _____

5. Temporary Controls (if applicable)

- **Interim Measures Implemented:**

- Area Barricaded
- Equipment Locked Out / Tagged Out
- PPE Issued
- Work Stopped
- Warning Signage Posted
- Other: _____

Details:

6. Follow-Up & Verification

- **Corrective Action Completed On:** _____
- **Verified By (Name & Title):** _____

- **Verification Notes:**

- Hazard Corrected
- Hazard Reduced
- Further Action Required

7. Acknowledgment

I acknowledge that I have been informed of the hazard identified above and understand the required corrective actions.

- **Employee Signature (if applicable):** _____
- **Date:** _____
- **Safety Officer / Supervisor Signature:** _____
- **Date:** _____

8. Recordkeeping

- **Citation Number:** _____
- **Filed In:**
 - Safety Officer Log
 - Department Safety File
 - Corrective Action Tracking System

Important Notice

This Safety Hazard Citation Form is issued for the purpose of identifying and correcting unsafe conditions or practices. It is **preventive and corrective in nature**, not disciplinary, and is intended to support compliance with applicable safety and health regulations.

APPENDIX B — Accident & Incident Reporting Forms

B-1. Employee Injury / Illness Report Form

(Initial employee report)

B-2. Supervisor Accident Investigation Report

(Root cause, corrective action, retraining)

B-3. Witness Statement Form

B-4. Near-Miss / Hazard Observation Report (Optional but Recommended)

Used in conjunction with:

- Accident Reporting & Investigation Program
- OSHA / WYOSH Injury & Illness Recordkeeping (29 CFR 1904)

TOWN OF ALPINE

Employee Report of Accident, Injury or Illness

Instructions: Please Print. Fill in all blanks. If a blank does not pertain to your accident, injury or illness write "N/A" in that blank. When completed, return this form to your supervisor.

Name: _____

Sex ___ Age _____

Address _____ Phone Number _____

Marital Status Single Married Separated Divorced Widowed
#of Dependents _____

Employment Start Date	Time in Present Job
Job Title	Supervisor's Name
Department	Date & Time of Accident
Location of Accident	Task being Performed
Name of Witness	Name of Witness
Describe how the accident happened	
What caused the Accident	
What could have prevented this accident	
Date & Time you first sought medical attention	
Name of Hospital or Doctor	
Were you using required safety equipment?	
Do you have a job at another company?	

The information I have provided either in my own writing or verbally for the purpose of this form is true and correct. I understand that providing false or misleading information or omission of information on this report or any other form relating to this claim of injury/accident may result in termination of my employment.

Signature of Employee: _____ Date: _____

Signature of Witness: _____

TOWN OF ALPINE

Supervisor Accident Investigations Report

Supervisor's Name: _____

Basic Rules for Accident Investigation

- Find the cause to prevent future accidents - Use an unbiased approach during investigation
- Interview witnesses & injured employees at the scene - conducting a walkthrough of the accident
- Conduct interviews in private - Interview one witness at a time.
- Get signed statements from all involved.
- Take photos or make a sketch of the accident scene.
- What hazards are present - what unsafe acts contributed to accident
- Ensure hazardous conditions are corrected immediately.

Date & Time		Location	
Tasks performed		Witnesses	
Resulted in	__ Injury __ Fatality __ Property Damage	Property Damage	
Injured		Injured	
Describe Accident Facts & Events			
Supervisor's Incident Cause Analysis <i>Check ALL that apply to this accident</i>			
Unsafe Acts		Unsafe Conditions	
Improper work technique		Poor Workstation design	
Safety rule violation		Unsafe Operation Method	
Improper PPE or PPE not used		Improper Maintenance	
Operating without authority		Lack of direct supervision	
Failure to warn or secure		Insufficient Training	
Operating at improper speeds		Lack of experience	
By-passing safety devices		Insufficient knowledge of job	
Protective equipment not in use		Slippery conditions	
Improper loading or placement		Excessive noise	
Improper lifting		Inadequate guarding of hazards	
Servicing machinery in motion		Defective tools/equipment	
Horseplay		Poor housekeeping	

Drug or alcohol use		Insufficient lighting	
Unsafe Acts require a written warning and re-training <u>before</u> the Employee resumes work			
Date		Date	
Re-Training Assigned		Unsafe Condition Guarded	
Re-Training Completed		Unsafe Condition Corrected	
Supervisor Signature		Supervisor Signature	

Incident Report Review

Supervisor _____ Date _____

Safety Officer _____ Date _____

Plant Manager _____ Date _____

Management Comments:

\

WITNESS STATEMENT FORM

Town of Alpine – Safety & Health Program

1. Incident Information

- **Date of Incident / Observation:** _____
- **Time:** _____
- **Location / Facility:** _____
- **Type of Event (check one):**
 - Injury
 - Near Miss
 - Property Damage
 - Safety Hazard
 - Unsafe Act
 - Other: _____

2. Witness Information

- **Witness Name:** _____
 - **Job Title / Department (if applicable):** _____
-

- **Phone Number:** _____
- **Email:** _____
- **Relationship to Incident (check one):**
 - Direct Witness
 - Arrived Immediately After
 - Heard or Observed Relevant Conditions
 - Other: _____

3. Witness Statement

Please describe **only what you personally observed**.
Do not include opinions, assumptions, or conclusions.

(Attach additional pages if necessary.)

4. Additional Observations

- **Weather / Environmental Conditions (if relevant):**

- **Equipment, Tools, or Materials Observed:**

- **Any Immediate Actions Taken:**

5. Diagrams / Sketches (Optional)

Use the space below to draw or describe the scene, equipment layout, or positions of individuals.

6. Witness Certification

I certify that this statement is true and accurate to the best of my knowledge and reflects only what I personally observed.

- **Witness Signature:** _____
- **Date:** _____

7. Receipt & Review

- **Received By (Name & Title):**

- **Date Received:** _____
- **Associated Report(s):**
 - Incident Report
 - Safety Hazard Citation
 - Near Miss Report
 - Corrective Action Record

Reference Number(s): _____

Important Notice

This witness statement is collected for safety review and regulatory compliance purposes. It is intended to support fact-finding and hazard correction and does not assign fault or disciplinary action.

NEAR MISS HAZARD OBSERVATION REPORT

Town of Alpine – Safety & Health Program

1. General Information

- **Date of Observation:** _____
- **Time:** _____
- **Location / Facility / Department:**

- **Reported By (Name & Title):**
 Employee Supervisor Safety Officer Other: _____
 Name: _____
- **Was anyone injured?**
 No (Near Miss) Yes → Complete Incident/Injury Report

2. Near Miss Description

Please describe **what almost happened**, including the sequence of events and the hazard involved.
 (Do not assign blame or include opinions.)

3. Hazard Type

(Check all that apply)

- Slip / Trip / Fall
- Electrical
- Vehicle / Mobile Equipment
- Machinery / Tools
- Confined Space
- Excavation / Trenching
- Chemical / Hazardous Materials
- Biological

- Ergonomic
- Housekeeping
- Weather / Environmental
- Other: _____

4. Potential Outcome (If the Near Miss Had Become an Incident)

- **Most Likely Injury or Damage:**
 - Minor Injury
 - Serious Injury
 - Fatality
 - Property Damage
 - Environmental Impact
- **Potential Severity:**
 - Low Moderate High Catastrophic

5. Immediate Actions Taken (If Any)

- Hazard Removed
- Area Secured / Barricaded
- Equipment Shut Down
- PPE Issued or Used
- Work Stopped
- Warning Given
- None

Details:

6. Recommended Corrective Actions

(Engineering, administrative, training, or PPE controls)

- **Responsible Person / Position:**

- **Target Completion Date:** _____

7. Follow-Up & Review

- **Reviewed By (Name & Title):**

- **Review Date:** _____

- Corrective Action Implemented
- Further Action Required
- Referred to Safety Committee / Safety Officer

8. Employee Acknowledgment (Optional)

Reporting near misses is encouraged and will not result in discipline.

- **Employee Signature (optional):** _____
- **Date:** _____

9. Recordkeeping

- **Report Number:** _____
- **Filed In:**
 - Near Miss Log
 - Department Safety File
 - Corrective Action Tracking System

Important Notice

This Near Miss Hazard Observation Report is intended to identify unsafe conditions or practices **before an injury or incident occurs**. It is preventive in nature and supports continuous improvement of workplace safety. Reporting near misses is encouraged and does not assign fault or disciplinary action.

TOWN OF ALPINE

Exposure Incident Investigation Form

Date of Incident: _____ Time of Incident: _____

Location: _____

Potentially Infectious Materials Involved:

Type: _____ Source: _____

Circumstances: Work being performed, etc. _____

How Incident Was Caused: {Accident, equipment malfunction, etc.}

Personal Protective Equipment Used: _____

Actions Taken: Decontamination, clean-up, reporting, etc.

Recommendations For Avoiding Repetition: _____

TOWN OF ALPINE

Post-Exposure Evaluation and Follow-up Checklist

The following steps must be taken, and information transmitted to healthcare professionals, in the event of an employee's exposure to Bloodborne Pathogen.

<u>Activity</u>	<u>Completion Date</u>
1. Employee furnished with documentation regarding exposure incident:	_____
2. Source individual identified: _____ _____ (Source individual)	
3. Source individual's blood collected and results given to exposed employee: _____ Consent from source has not been obtained.	_____
4. Exposed employee's blood collected and tested:	_____
5. Appointment arranged for employee with healthcare professional: _____ _____ (Healthcare Professional Name)	
Documentation forwarded to healthcare professionals:	
_____ Bloodborne Pathogens Standard.	
_____ Description of exposed employees' duties.	
_____ Description of exposure incident, including exposure routes.	
_____ Results of source individual's blood testing.	
_____ Employee's medical records.	

Machinery & Machine Guarding Safety Inspection Checklist

(OSHA 29 CFR 1910 Subpart O – WYOSH)

Section 1 – Equipment Identification

- Department / Location: _____
- Machine / Equipment Name: _____
- Manufacturer / Model: _____
- Serial or Asset ID: _____
- Supervisor Responsible: _____
- Inspection Date: _____
- Inspector Name & Title: _____

Section 2 – Machine Guarding Requirements

(29 CFR 1910.212, 1910.219)

Item	Yes	No	N/A
Point-of-operation guarding present and effective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power transmission components guarded (belts, chains, gears, shafts, pulleys)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards securely fastened and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards do not create additional hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards prevent accidental contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No guards removed, bypassed, or defeated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fan blades <7 ft guarded (≤½-inch openings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revolving drums/barrels guarded where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed-location machinery properly anchored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – Operational Safety

Item	Yes	No	N/A
Operator trained and authorized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machine operated by manufacturer instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency stop controls functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Yes	No	N/A
Proper PPE used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No unsafe modifications present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work practices prevent reach-in or pinch hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lighting and visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4 – Maintenance & Lockout/Tagout

(29 CFR 1910.147)

Item	Yes	No	N/A
Lockout/Tagout used for servicing/maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy sources identified and controlled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards reinstalled after maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment tested before return to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 5 – New Equipment / Modifications

Item	Yes	No	N/A
Guarding reviewed before startup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment modifications reviewed for safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained in new or modified equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 6 – Deficiencies & Corrective Actions

Deficiency Identified Immediate Action Taken Corrective Action Required Date Corrected

Section 7 – Certification

I certify that this inspection was conducted and that unsafe conditions were corrected or removed from service.

- Inspector Signature: _____
- Date: _____
- Supervisor Acknowledgment: _____
- Date: _____

APPENDIX C — OSHA Recordkeeping Forms & References

C-1. OSHA Form 300 — Log of Work-Related Injuries & Illnesses

C-2. OSHA Form 300A — Annual Summary

C-3. OSHA Form 301 — Injury & Illness Incident Report

Administrative Use Only

Maintained by the Safety Officer in accordance with 29 CFR 1904.

OSHA FORM 300**Town of Alpine**

Log of Work-Related Injuries and Illnesses

Year: _____

Case No.	
Employee Name	
Job Title	
Date of Injury Onset	
Location of Event	
Description of Injury or Death	
Days Away	
Job Transfer Restriction	
Other Recordable	
Days away from Work	
Days Job Transfer/Restriction	

Injury / Illness Classification (check one per case):

- Injury
 Skin Disorder
 Respiratory Condition
 Poisoning
 Hearing Loss
 Other Illness

Case No.	
Employee Name	
Job Title	
Date of Injury Onset	
Location of Event	
Description of Injury or Death	
Days Away	
Job Transfer Restriction	
Other Recordable	
Days away from Work	
Days Job Transfer/Restriction	

Injury / Illness Classification (check one per case):

- Injury
- Skin Disorder
- Respiratory Condition
- Poisoning
- Hearing Loss
- Other Illness

Instructions

- Record **each OSHA-recordable case** within **7 calendar days**
- One line per case
- Maintain for **5 years**
- Update if case status changes

OSHA FORM 300A

Summary of Work-Related Injuries and Illnesses	
Town of Alpine	
Year Covered:	
Injury and Illness Summary	
Total Number of Cases	
Total Deaths	
Total Cases with Days Away from Work	
Total Cases with Job Transfer or Restriction	
Total Other Recordable Cases	
Total Number of Days	
Days Away from Work	
Days of Job Transfer or Restriction	
Injury and Illness Types	
Injuries	
Skin Disorders	
Respiratory Conditions	
Poisoning	
Hearing Loss	
Other Illnesses	

Annual Certification

I certify that I have examined this document and believe that the entries are true, accurate, and complete.

Certifying Official Name & Title:

Signature: _____ **Date:** _____

Posting Requirement

- Must be posted February 1 – April 30
- Post where employee notices are normally displayed
- Do not post OSHA 300

OSHA FORM 301

Injury and Illness Incident Report

(One completed for each OSHA 300 entry)

1. Employee Information

Name: _____

Home Address: _____

Date of Birth: _____

Job Title: _____

2. Healthcare Information

Was employee treated in an emergency room? Yes No

Was employee hospitalized overnight? Yes No

Name of healthcare provider/facility: _____

3. Incident Information

Date of Incident: _____

Time Incident Occurred: _____

Location of Incident:

Describe what the employee was doing just before the incident:

Describe what happened:

Describe the injury or illness:

Object or substance that directly harmed employee:

4. Case Completion

Prepared By: _____

Title: _____

Date Prepared: _____

APPENDIX D — Training & Certification Records

D-1. Safety Training Attendance Record

D-2. PPE Training Certification

D-3. Respiratory Protection Training & Fit Test Record

D-4. Confined Space Training Record

D-5. Excavation & Trenching Training Record

D-6. Lockout / Tagout Authorized Employee Training Record

D-7. First Aid / CPR Training Record

Training records are retained in accordance with regulatory requirements and Town policy.

D-1. SAFETY TRAINING ATTENDANCE RECORD

Town of Alpine – Safety & Health Program

Training Topic: _____

Training Date: _____

Training Location: _____

Instructor Name & Title: _____

Description of Training Content Covered: _____

Employee Name (Print)	Job Title	Department	Signature	Date

Materials Distributed (check all that apply):

Handouts SOP Policy Update PPE Guidance Video Other: _____

Instructor Signature: _____ Date: _____

D-2. PPE TRAINING CERTIFICATION

(29 CFR 1910.132)

Employee Name: _____

Job Title / Department: _____

This certifies that the employee listed above has received training covering:

- When PPE is necessary
- What PPE is required
- How to properly don, doff, adjust, and wear PPE
- Limitations of PPE
- Proper care, maintenance, useful life, and disposal

PPE Types Covered:

- Hard Hat Eye Protection Hearing Protection
- Gloves High-Visibility Fall Protection
- Respiratory Other: _____

Training Date: _____

Trainer Name & Title: _____

Employee Signature: _____ Date: _____

Trainer Signature: _____ Date: _____

D-3. RESPIRATORY PROTECTION TRAINING & FIT TEST RECORD

(29 CFR 1910.134)

Employee Name: _____

Department: _____

Respirator Type: _____

Model / Size: _____

Medical Evaluation Completed?

- Yes Date: _____
- No (Not Authorized for Use)

Training Covered:

- Respirator limitations
- Proper use in emergency situations
- Inspection and seal check procedures
- Cleaning and storage
- Cartridge change schedule

Fit Test Information

- Qualitative Fit Test
- Quantitative Fit Test

Fit Test Date: _____

Result: Pass Fail

Test Conducted By: _____

Employee Signature: _____ Date: _____

Program Administrator Signature: _____ Date: _____

D-4. CONFINED SPACE TRAINING RECORD

(29 CFR 1910.146)

Employee Name: _____

Department: _____

Training Type:

- Entrant
- Attendant
- Entry Supervisor

Training Date: _____

Topics Covered:

- Hazard recognition
- Permit procedures
- Atmospheric testing
- Ventilation procedures
- Communication methods
- Rescue procedures
- Lockout / isolation methods
- PPE requirements

Trainer Name & Title: _____

Employee Signature: _____ Date: _____

Trainer Signature: _____ Date: _____

D-5. EXCAVATION & TRENCHING TRAINING RECORD

(29 CFR 1926 Subpart P – applicable to municipal excavation work)

Employee Name: _____

Department: _____

Is employee designated as a **Competent Person**?

Yes No

Training Date: _____

Topics Covered:

- Soil classification
- Protective systems (sloping, benching, shoring, shielding)
- Spoil pile placement
- Utility locating procedures
- Access/egress requirements
- Daily inspection requirements
- Hazard recognition

Trainer Name & Title: _____

Employee Signature: _____ Date: _____

Trainer Signature: _____ Date: _____

D-6. LOCKOUT / TAGOUT AUTHORIZED EMPLOYEE TRAINING RECORD

(29 CFR 1910.147)

Employee Name: _____

Department: _____

Employee Classification:

- Authorized Employee
- Affected Employee
- Other Employee

Training Date: _____

Topics Covered:

- Energy source identification
- Isolation procedures
- Lock and tag application
- Release from lockout
- Group lockout procedures
- Verification of zero energy

Equipment Covered (if applicable):

Trainer Name & Title: _____

Employee Signature: _____ Date: _____

Trainer Signature: _____ Date: _____

D-7. FIRST AID / CPR TRAINING RECORD

Employee Name: _____

Department: _____

Training Provider: _____

Certification Type:

- First Aid
- CPR
- AED
- Bloodborne Pathogen Awareness

Certification Date: _____

Expiration Date: _____

Certification Number (if applicable): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

APPENDIX E — Hazard Assessments & Checklists

E-1. PPE Hazard Assessment Certification

(OSHA 1910.132(d))

E-2. Job Hazard Analysis (JHA) Form

E-3. Housekeeping Inspection Checklist

E-4. Machinery & Machine Guarding Inspection Checklist

E-5. Electrical Safety / GFCI Inspection Checklist

E-6. Fire Extinguisher Monthly Inspection Log

E-1. PPE HAZARD ASSESSMENT CERTIFICATION

(OSHA 29 CFR 1910.132(d))

Town of Alpine – Safety & Health Program

This certifies that a workplace hazard assessment has been performed to determine the need for personal protective equipment (PPE).

Department / Work Area Assessed: _____

Location(s): _____

Assessment Date: _____

Job Tasks Evaluated:

- Water/Wastewater Operations
- Street & Snow Removal
- Equipment Maintenance
- Park Maintenance
- Shop Work
- Confined Space Entry
- Excavation
- Other: _____

Hazard Identification (Check all that apply)

- Impact (falling/flying objects)
- Penetration
- Compression
- Chemical Exposure
- Harmful Dust
- Light Radiation (welding, cutting)
- Noise
- Electrical Hazards
- Biological Hazards
- Slip/Trip/Fall
- Other: _____

PPE Required

- Hard Hat
- Safety Glasses / Face Shield
- Hearing Protection
- Cut-Resistant Gloves
- Chemical Gloves
- High-Visibility Apparel
- Steel-Toe Boots
- Respiratory Protection
- Fall Protection
- Other: _____

Certification Statement

I certify that the above hazard assessment was conducted in accordance with OSHA 1910.132(d) and that appropriate PPE has been identified.

Assessor Name & Title: _____

Signature: _____ **Date:** _____

E-2. JOB HAZARD ANALYSIS (JHA) FORM

Job/Task Title: _____

Department: _____

Date: _____

Completed By: _____

Step of Job	Potential Hazard	Severity (L/M/H)	Control Measures (Engineering, Admin, PPE)

Required PPE for Task: _____

Special Procedures Required:

- Lockout/Tagout
- Confined Space Permit
- Excavation Permit
- Traffic Control Plan
- Hot Work Permit
- Other: _____

Supervisor Signature: _____ Date: _____

E-3. HOUSEKEEPING INSPECTION CHECKLIST

Facility / Area: _____

Inspection Date: _____

Inspector: _____

Item	Yes	No	N/A	Comments / Corrective Action
Floors clean and dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walkways unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency exits clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Materials properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste containers emptied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spill kits accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Corrective Action Required? Yes No

Responsible Party: _____

Completion Date: _____

E-4. MACHINERY & MACHINE GUARDING INSPECTION CHECKLIST

(29 CFR 1910 Subpart O)

Equipment Inspected: _____

Location: _____

Inspection Date: _____

Inspector: _____

Inspection Item	Yes	No	N/A	Comments
Guards securely in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No exposed rotating parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency stop functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Belts/pulleys enclosed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lockout devices available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operator trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Deficiencies Identified: _____

Corrective Action: _____

E-5. ELECTRICAL SAFETY / GFCI INSPECTION CHECKLIST

(29 CFR 1910 Subpart S)

Location / Panel / Equipment: _____

Inspection Date: _____

Inspector: _____

Inspection Item	Yes	No	N/A	Comments
GFCI outlets tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test date labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Panels properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No open knockouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cords not run through doors/windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No daisy-chaining power strips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

GFCI Test Results: Pass Fail

Corrective Action Required: _____

E-6. FIRE EXTINGUISHER MONTHLY INSPECTION LOG

(OSHA 1910.157)

Facility / Location: _____

Extinguisher ID Number: _____

Type (ABC, CO2, etc.): _____

Month	Pressure Gauge OK	Pin & Seal Intact	No Damage	Accessible	Inspector Initials
Jan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Feb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Apr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jul	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aug	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Annual Service Tag Current? Yes No

If No, Corrective Action: _____

APPENDIX F — Permit & Authorization Forms

F-1. Permit-Required Confined Space Entry Permit

(Full confined space program maintained separately)

F-2. Excavation / Trenching Daily Inspection Log

F-3. Hot Work Permit (if applicable)

F-4. Lockout / Tagout Procedure Template

(Machine-specific when required)

F-1. PERMIT-REQUIRED CONFINED SPACE ENTRY PERMIT

(Full Confined Space Program maintained separately – 29 CFR 1910.146)

Town of Alpine – Safety & Health Program

1. General Information

Permit Number: _____

Location of Space: _____

Description of Space: _____

Purpose of Entry: _____

Date of Entry: _____

Permit Valid From: _____ **to:** _____

2. Personnel

Entry Supervisor: _____

Authorized Entrants:

1. _____

2. _____

Attendant(s): _____

Rescue Service: _____

Rescue Contact Number: _____

3. Hazard Identification

- Oxygen Deficiency/Enrichment
- Flammable Gas/Vapor
- Toxic Gas (H₂S, CO, etc.)
- Engulfment
- Mechanical Hazards
- Electrical Hazards
- Water / Flow Hazard

Other: _____

4. Atmospheric Testing (Record in Order)

Time	O ₂ %	LEL %	CO ppm	H ₂ S ppm	Tester Initials
------	------------------	-------	--------	----------------------	-----------------

Acceptable Entry Conditions:

O₂: 19.5%–23.5%

LEL: <10%

CO: <35 ppm (or site-specific)

H₂S: <10 ppm (or site-specific)

5. Isolation & Control Measures

- Lockout / Tagout Completed
- Lines Blanked / Capped
- Mechanical Disconnect
- Ventilation in Place
- Barriers / Barricades
- Traffic Control
- Other: _____

6. Required Equipment

- Gas Monitor (Calibrated)
- Ventilation Blower
- Retrieval System (Tripod / Winch)
- Harness
- Communication Equipment
- PPE: _____

7. Entry Supervisor Certification

I certify that all required precautions have been taken and entry conditions are acceptable.

Entry Supervisor Signature: _____ Date: _____

Permit Cancellation Time: _____

Reason for Cancellation: _____

F-2. EXCAVATION / TRENCHING DAILY INSPECTION LOG

(29 CFR 1926 Subpart P)

Project Location: _____

Date: _____

Competent Person: _____

Excavation Details

- **Depth:** _____
- **Soil Type:** A B C
- **Protective System:** Sloping Benching Shoring Shield

Daily Inspection Checklist

Item	Yes	No	N/A	Comments
Utilities located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spoil pile ≥2 ft from edge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access/egress within 25 ft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No standing water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective system installed correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No signs of cave-in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic control in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Weather Conditions: _____

Corrective Action Taken (if any): _____

Competent Person Signature: _____ **Date:** _____

F-3. HOT WORK PERMIT

(Welding, Cutting, Grinding – 29 CFR 1910.252)

Location of Work: _____

Description of Work: _____

Date: _____

Permit Valid From: _____ **to:** _____

Fire Prevention Checklist

- Combustibles removed (35 ft radius)
- Fire watch assigned
- Fire extinguisher available
- Sprinklers operational
- Area protected from sparks
- Floor openings covered
- Confined space evaluated

Fire Watch Name: _____

Fire Watch Required Until: _____

Authorization

Supervisor Authorizing Work: _____

Signature: _____ Date: _____

Permit Closed By: _____ Date: _____

F-4. LOCKOUT / TAGOUT PROCEDURE TEMPLATE

(29 CFR 1910.147)

Equipment Name / ID: _____

Location: _____

Prepared By: _____

Date: _____

1. Energy Sources Identified

- Electrical
- Hydraulic
- Pneumatic
- Mechanical
- Thermal
- Gravity
- Other: _____

2. Shutdown Procedure

1. Notify affected employees
2. Shut down equipment using normal procedures
3. Isolate energy sources (describe below):

3. Lockout / Tagout Steps

- Apply lock(s) at: _____
- Apply tag(s) stating: "DO NOT OPERATE"
- Release stored energy (bleed, block, discharge, etc.)

4. Verification of Isolation

Method of Verification: _____

Verified By: _____ Date: _____

5. Release from Lockout

- Inspect work area
- Remove tools
- Ensure employees are clear
- Remove locks/tags
- Notify affected employees

Authorized Employee Signature: _____

APPENDIX G — Medical & Exposure Records

G-1. Bloodborne Pathogen Exposure Incident Investigation Form

G-2. Hepatitis B Vaccination Consent / Declination Form

(29 CFR 1910.1030 Appendix A language)

Confidential medical records

Maintained in accordance with 29 CFR 1910.1020.

G-1. BLOODBORNE PATHOGEN EXPOSURE INCIDENT INVESTIGATION FORM

(29 CFR 1910.1030)

Town of Alpine – Exposure Control Program

CONFIDENTIAL MEDICAL RECORD

This form contains protected employee medical information and shall be maintained in accordance with 29 CFR 1910.1020. Access is limited.

1. Employee Information

Employee Name: _____

Job Title / Department: _____

Employee ID (if applicable): _____

Date of Birth: _____

2. Exposure Incident Information

Date of Exposure: _____

Time of Exposure: _____

Location of Incident: _____

Type of Exposure (check all that apply):

- Needlestick / Sharps Injury
- Splash to Eyes / Nose / Mouth
- Contact with Broken Skin
- Bite
- Other: _____

Body Fluid(s) Involved:

- Blood
- Saliva
- Vomit
- Other Potentially Infectious Material (OPIM): _____

3. Description of Incident

Describe the task being performed and how the exposure occurred.
(Attach additional pages if necessary.)

4. PPE & Controls in Use at Time of Exposure

- **PPE Worn (check all that apply):**
 - Gloves
 - Eye Protection
 - Face Shield
 - Gown / Protective Clothing
 - Mask / Respirator
 - None
- **Engineering / Work Practice Controls in Place:**

5. Source Individual Information (If known)

- **Source Individual Identified?** Yes No
- **Known or Suspected Infectious Status (if known):**
 - HBV HCV HIV Unknown

(Note: Testing and disclosure handled per medical provider and law.)

6. Immediate Actions Taken

- Area washed/flushed
- Incident reported immediately
- Medical evaluation offered
- post-exposure prophylaxis discussed
- Sharps container secured (if applicable)

Details:

7. Medical Follow-Up

Healthcare Provider / Facility: _____

Date Employee Sent for Evaluation: _____

Employee Accepted Medical Evaluation? Yes No

8. Investigation & Corrective Action

Investigation Conducted By: _____

Date: _____

Root Cause(s) Identified:

- **Corrective Actions Implemented or Required:**

9. Signatures

Employee Signature: _____ **Date:** _____

Supervisor / Safety Officer Signature: _____ **Date:** _____

G-2. HEPATITIS B VACCINATION

CONSENT / DECLINATION FORM

(29 CFR 1910.1030 Appendix A)

Town of Alpine – Exposure Control Program

CONFIDENTIAL MEDICAL RECORD

Maintained in accordance with 29 CFR 1910.1020.

Employee Information

Employee Name: _____

Job Title / Department: _____

- Date: _____

Hepatitis B Vaccination Status

(Check one)

CONSENT TO VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself.

I understand that the vaccination consists of a series of injections and that medical evaluation may be required.

Employee Signature: _____ Date: _____

DECLINATION OF VACCINATION

(OSHA-required language – Appendix A)

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature: _____ **Date:** _____

Employer / Program Administrator

Reviewed By: _____

Title: _____

Signature: _____ **Date:** _____

Recordkeeping Notice

- This form is a **confidential medical record**
- Maintained for **duration of employment + 30 years**
- Stored **separately from personnel and safety files**
- Access limited per **29 CFR 1910.1020**

APPENDIX H — Emergency Planning & Response Aids

H-1. Emergency Action Diagrams (Site-Specific)

- Exit routes
- Assembly areas
- Shelter locations

H-2. Emergency Contact List

Diagrams are posted at facilities and updated administratively as needed.

H-1. EMERGENCY ACTION DIAGRAMS

(Site-Specific – Posted at Facilities)

NOTE: Emergency Action Diagrams are maintained **on-site** and are not stored as controlled documents within the Safety Manual. Diagrams are reviewed and updated administratively as needed to reflect facility changes.

Required Elements on All Posted Diagrams

Each facility-specific diagram shall clearly identify:

Exit Routes

- Primary exit routes (clearly marked)
- Secondary/emergency exit routes
- Directional arrows showing travel paths
- Door locations and egress points

Assembly Areas

- Designated outdoor assembly/muster points
- Safe distance from structures, traffic, and hazards
- Clearly labeled “Assembly Area”
- Multiple areas identified if needed by facility size

Shelter Locations (if applicable)

- Severe weather shelter areas
- Interior refuge locations
- Utility-specific shelter points (e.g., control rooms)
- Clearly labeled and accessible

Diagram Posting Requirements

- Posted at main entrances
- Posted in common areas / break rooms
- Posted near time clocks (if applicable)
- Posted in high-risk work areas
- Visible and unobstructed

Administrative Tracking (Optional Record)

Facility Name: _____

Diagram Last Updated: _____

Updated By: _____

- No changes required
- Diagram updated due to layout change
- Diagram updated due to operational change

H-2. EMERGENCY CONTACT LIST

(Posted & Administrative Record)

Emergency contact lists shall be **posted at each facility** and reviewed periodically to ensure accuracy.

EMERGENCY CONTACT LIST

Town of Alpine

Emergency Services

- **Emergency (Fire / Police / EMS):** 911
- **County Dispatch (Non-Emergency):** _____

Town of Alpine Contacts

Public Works Director: _____ Phone: _____

Water / Wastewater On-Call: _____ Phone: _____

Safety Officer: _____ Phone: _____

Town Administrator / Clerk: _____ Phone: _____

Mayor (if applicable): _____ Phone: _____

Utilities & Critical Services

Electric Utility: _____ Phone: _____

Gas Utility: _____ Phone: _____

Water System Emergency: _____ Phone: _____

IT / Communications: _____ Phone: _____

Environmental / Regulatory (As Needed)

Wyoming DEQ (Spill / Incident): _____ Phone: _____

Poison Control: 1-800-222-1222

Contact List Review

Facility / Department: _____

Reviewed On: _____

Reviewed By: _____

- No updates required
- Contact information updated

Recordkeeping & Control Notes

- Emergency Action Diagrams are **visual aids**, not safety records
- Contact lists are reviewed **administratively** and updated as needed
- Posted materials must remain **current, legible, and accessible**
- Diagrams and contact lists support — but do not replace — the Emergency Action Plan

APPENDIX I — Contractor & External Coordination

I-1. Contractor Safety Acknowledgment Form

I-2. Hazard Communication Exchange Form

(Town ↔ Contractor chemical hazards)

I-1. CONTRACTOR SAFETY ACKNOWLEDGMENT FORM

Town of Alpine – Safety & Health Program

This form documents that contractors performing work for or on behalf of the Town of Alpine have been informed of applicable safety requirements.

1. Contractor Information

Contractor Company Name: _____

On-Site Supervisor / Foreman: _____

Phone Number: _____

Email: _____

Project / Work Description: _____

Work Location(s): _____

Dates of Work: _____

2. Safety Program Acknowledgment

The contractor acknowledges that they have been informed of the Town of Alpine’s applicable safety requirements and site-specific hazards.

- Contractor has reviewed applicable Town safety rules and procedures
- Contractor has its own written safety program
- Contractor agrees to comply with all applicable OSHA/WYOSH regulations
- Contractor agrees to ensure employees are properly trained and supervised

3. Site-Specific Hazards (Check all that apply)

- Traffic / Public Exposure
- Heavy Equipment
- Utilities (Water, Sewer, Electrical, Gas)
- Confined Spaces
- Excavation / Trenching
- Lockout / Tagout
- Hot Work
- Hazardous Materials

- Weather / Environmental
- Other: _____

4. Contractor Responsibilities

The contractor agrees to:

- Provide required PPE and training to their employees
- Follow Town permit requirements (confined space, hot work, excavation, etc.)
- Immediately report incidents, injuries, near misses, or hazards
- Correct unsafe conditions within their control
- Coordinate work activities with Town staff

5. Emergency & Incident Reporting

Emergency: 911

Town Point of Contact: _____ Phone: _____

Incident Reporting Method: _____

6. Acknowledgment

I certify that I understand and agree to comply with the Town of Alpine’s safety requirements while performing work on Town property or projects.

Contractor Representative Name: _____

Title: _____

Signature: _____ Date: _____

Town Representative Name: _____

Title: _____

Signature: _____

I-2. HAZARD COMMUNICATION EXCHANGE FORM

Town ↔ Contractor Chemical Hazard Exchange (29 CFR 1910.1200)

This form documents the exchange of chemical hazard information between the Town of Alpine and contractors working on Town property.

1. Project & Contractor Information

Project Name / Location: _____

Contractor Company Name: _____

Date of Exchange: _____

2. Chemicals Brought On-Site by Contractor

List all hazardous chemicals the contractor will bring onto Town property.

Chemical Name	Intended Use	Quantity	SDS Provided (Y/N)
---------------	--------------	----------	--------------------

- Safety Data Sheets attached
- No hazardous chemicals brought on-site

3. Chemicals Present On-Site (Town Disclosure)

The Town of Alpine informs the contractor of the following hazardous chemicals present at or near the work area:

Chemical Name	Location	Hazard Type
---------------	----------	-------------

Chemical Name

Location

Hazard Type

- SDSs available upon request
- SDS access location provided to contractor

4. Hazard Communication Methods

- Labeling system explained
- SDS access method explained
- Required PPE communicated
- Emergency procedures reviewed
- Spill response procedures reviewed

5. Coordination & Controls

Special Precautions Required:

Responsible Town Contact: _____ **Phone:** _____

6. Certification of Exchange

By signing below, both parties certify that chemical hazard information has been exchanged in accordance with OSHA 29 CFR 1910.1200.

Contractor Representative: _____

Signature: _____ Date: _____

Town Representative: _____

Signature: _____ Date: _____

Recordkeeping Notes

- Maintain with project/contract files
- Not a medical record
- Supports Hazard Communication Program compliance
- Produce upon OSHA/WYOSH request

APPENDIX J — Regulatory References (Non-Mandatory)

- OSHA / WYOSH standards list applicable to Town operations
- NFPA references used for fire protection equipment
- ANSI standards referenced for PPE and machinery guarding

Provided for reference only — regulatory authority remains with OSHA/WYOSH.

APPENDIX J — REGULATORY & CONSENSUS STANDARD REFERENCES

Town of Alpine – Safety & Health Program

This appendix provides a reference list of commonly applicable OSHA/WYOSH, NFPA, and ANSI standards that may apply to Town operations.

This appendix is provided for reference only and does not create new policy or requirements. Regulatory authority remains with OSHA and WYOSH.

J-1. OSHA / WYOSH STANDARDS APPLICABLE TO TOWN OPERATIONS

The following OSHA standards (as adopted and enforced by WYOSH) are commonly applicable to municipal operations including public works, utilities, parks, streets, buildings, and administrative facilities.

General Industry — 29 CFR Part 1910

- **1910 Subpart A** – General
- **1910 Subpart C** – General Safety and Health Provisions
- **1910 Subpart D** – Walking-Working Surfaces
- **1910 Subpart E** – Exit Routes and Emergency Planning
- **1910 Subpart F** – Fire Protection
- **1910 Subpart G** – Occupational Health & Environmental Control
- **1910 Subpart H** – Hazardous Materials
- **1910 Subpart I** – Personal Protective Equipment
- **1910 Subpart J** – General Environmental Controls
- **1910 Subpart K** – Medical and First Aid
- **1910 Subpart L** – Fire Protection
- **1910 Subpart M** – Compressed Gas and Air Equipment
- **1910 Subpart O** – Machinery and Machine Guarding
- **1910 Subpart S** – Electrical
- **1910 Subpart T** – Commercial Diving (if applicable)
- **1910 Subpart Z** – Toxic and Hazardous Substances

Key Program-Specific Standards

- **1910.1200** – Hazard Communication
- **1910.132–138** – Personal Protective Equipment
- **1910.134** – Respiratory Protection
- **1910.146** – Permit-Required Confined Spaces
- **1910.147** – Control of Hazardous Energy (Lockout/Tagout)
- **1910.157** – Portable Fire Extinguishers

1910.1030 – Bloodborne Pathogens

Construction-Related Activities (As Applicable)

Certain Town activities (excavation, trenching, street work) may fall under:

- **29 CFR Part 1926 Subpart P** – Excavations
- **29 CFR Part 1926 Subpart K** – Electrical
- **29 CFR Part 1926 Subpart L** – Scaffolds

J-2. NFPA REFERENCES USED FOR FIRE PROTECTION EQUIPMENT

The Town references applicable **NFPA consensus standards** for guidance related to fire protection equipment, installation, inspection, and maintenance.

- **NFPA 10** – Standard for Portable Fire Extinguishers
- **NFPA 13** – Installation of Sprinkler Systems (if applicable)
- **NFPA 25** – Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- **NFPA 70** – National Electrical Code (NEC)
- **NFPA 72** – National Fire Alarm and Signaling Code
- **NFPA 850** – Recommended Practice for Fire Protection for Electric Generating Plants and Substations (if applicable)

NFPA standards are referenced as **best-practice guidance** and do not supersede OSHA/WYOSH requirements.

J-3. ANSI STANDARDS REFERENCED FOR PPE & MACHINERY GUARDING

The following **ANSI consensus standards** are referenced as applicable for PPE selection, use, and equipment guarding.

Personal Protective Equipment

- **ANSI Z87.1** – Eye and Face Protection
- **ANSI Z89.1** – Industrial Head Protection
- **ANSI Z535 Series** – Safety Signs and Colors
- **ANSI Z41 / ASTM F2413** – Protective Footwear
- **ANSI S3.19 / S12.6** – Hearing Protection (Noise Reduction Ratings)

Machinery & Equipment Safety

- **ANSI B11 Series** – Machine Tool Safety
- **ANSI A92 Series** – Aerial Lifts (if applicable)
- **ANSI A10 Series** – Construction and Demolition Safety

ANSI standards are referenced to support equipment selection and safe work practices and **do not replace OSHA/WYOSH enforcement authority.**

J-4. Reference-Only Disclaimer

This appendix is provided **for informational and reference purposes only.**

It does not create new safety requirements, expand regulatory obligations, or replace applicable federal or state regulations.

Final authority for compliance, interpretation, and enforcement remains with **OSHA and WYOSH.**



STAFF REPORT

TO: Mayor and Town Council

FROM: Craig Leseberg

DATE: February 17, 2026

RE: Update of Accident Prevention & Safety Manual

RECOMMENDATION

Staff recommends that the Town Council adopt the updated Accident Prevention & Safety Manual by resolution, thereby formally establishing a comprehensive and operational workplace safety and health program and authorizing implementation of the program as written.

BACKGROUND

The Town of Alpine has long been subject to Occupational Safety and Health Administration (OSHA) and Wyoming Occupational Safety and Health (WYOSH) requirements applicable to public-sector employers. While the Town has historically addressed safety needs and complied with many requirements in practice, its prior Accident Prevention & Safety Manual did not fully establish or document an operational safety program consistent with current regulatory standards.

Over time, regulatory expectations have expanded to require specific written programs, documented training, hazard assessments, and equipment evaluations beyond general safety policies. In several areas, these requirements were addressed informally, combined into general policies, or not fully documented in a manner consistent with current OSHA/WYOSH expectations.

The updated Accident Prevention & Safety Manual was developed to address these gaps by:

- Establishing a formal, operational safety program, rather than a general safety reference document;
- Clearly documenting required safety programs, procedures, and responsibilities;
- Aligning written policies with current OSHA/WYOSH standards and enforcement practices; and

- Providing a clear framework for implementation, training, documentation, and ongoing compliance.

This update reflects the Town's obligation to comply with applicable safety regulations and its commitment to strengthening employee safety through a structured and defensible program.

NEED FOR ADOPTION

Although the Town was required to comply with safety regulations prior to this update, formal adoption of the updated manual is necessary to ensure the Town has a clearly authorized, enforceable, and consistently applied safety program.

Adoption by resolution:

- Establishes the manual as official Town policy;
- Provides clear authority for program administration and enforcement; and
- Supports consistent implementation across all departments.

KEY OPERATIONAL CHANGES

The updated manual clarifies that safety compliance requires active program implementation, not solely written policies. Key operational elements include:

- **Job-Specific Hazard Evaluations**
Each applicable position and task must be evaluated to identify workplace hazards.
- **Personal Protective Equipment (PPE) Hazard Assessments**
PPE assessments must be conducted, documented, and updated as conditions or job duties change.
- **Safety Equipment Identification and Use**
Required safety equipment must be identified based on hazard evaluations and made available to employees.
- **Documented Training Requirements**
Employees must receive job- and task-specific safety training, with documentation retained.
- **Formal Accident Reporting and Investigation Procedures**
Incidents, near-misses, and hazards must be reported, investigated, and documented.

- **Ongoing Inspections and Program Oversight**

Regular inspections, audits, and corrective actions are required components of the program.

These elements represent implementation requirements, not optional guidance.

IMPLEMENTATION TIMELINE AND RESPONSIBILITIES

Implementation of the Accident Prevention & Safety Manual will occur in phases to allow for orderly rollout, employee training, and identification of required equipment and resources. Adoption of the manual by resolution authorizes staff to proceed with the following timeline.

Phase 1 – Program Establishment (0–30 Days Following Adoption)

Responsible Party: Safety Officer (Public Works Director)

- Finalize and publish the adopted Accident Prevention & Safety Manual.
- Establish the manual as the Town’s governing safety document.
- Replace outdated safety reference materials with the adopted manual.
- Begin review of existing safety training materials, including the outdated safety PowerPoint, to identify gaps and required updates.
- Communicate program adoption and expectations to department supervisors and managers.

Phase 2 – Training Materials and Supervisor Orientation (30–60 Days)

Responsible Party: Safety Officer, with Department Supervisors

- Update and replace the existing safety PowerPoint presentation to align with the adopted manual, current OSHA/WYOSH standards, and Town operations.
- Develop or revise training materials for:
 - New employee safety orientation;
 - Supervisor safety responsibilities; and
 - Program-specific requirements (e.g., PPE, reporting, investigations).
- Conduct supervisor and management orientation covering:
 - Enforcement responsibilities;
 - Reporting and investigation procedures; and
 - Documentation requirements.

Phase 3 – Job Hazard and PPE Evaluations (60–120 Days)

Responsible Party: Safety Officer, with Department Supervisors

- Conduct job hazard analyses for applicable positions and tasks.
- Complete PPE hazard assessments to determine required safety equipment.
- Document findings and identify equipment, training, and procedural needs.
- Begin prioritizing safety equipment purchases based on identified hazards.

Phase 4 – Employee Training and Equipment Implementation (Ongoing After 90 Days)

Responsible Party: Safety Officer and Department Supervisors

- Deliver required employee safety training, including:
 - General safety orientation;
 - Job-specific and task-specific training; and
 - Refresher training as needed.
- Procure and distribute required safety equipment in accordance with Town purchasing policies.
- Ensure training and equipment use are documented and enforced.

Phase 5 – Program Oversight and Continuous Improvement (Ongoing)

Responsible Party: Safety Officer

- Conduct periodic inspections and audits.
- Track corrective actions and training completion.
- Update training materials and procedures as operations, equipment, or regulations change.
- Provide summary-level information to Town Council as appropriate.

FISCAL IMPACT

Adoption of the updated Accident Prevention & Safety Manual will result in fiscal impacts associated with program implementation.

Implementation requires systematic hazard evaluations, PPE assessments, and documented safety controls, which may necessitate:

- Purchase of personal protective equipment (PPE);
- Acquisition or upgrading of safety equipment and devices;
- Training costs; and
- Ongoing inspection, maintenance, and replacement expenses.

The specific costs are not yet known and will depend on the results of job hazard and PPE evaluations conducted during implementation. Staff anticipates that costs will be incremental and phased, rather than immediate or one-time.

Staff will return to Council, as appropriate, with budget requests or purchasing recommendations resulting from required safety evaluations.

CONCLUSION

Adoption of the updated Accident Prevention & Safety Manual formalizes a comprehensive and operational safety program, addresses previously undocumented regulatory requirements, and establishes a clear framework for phased implementation, oversight, and compliance. Staff recommends adoption by resolution and implementation as outlined above.



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-001**

**AN ORDINANCE AMENDING TITLE 2 CHAPTER 5 SECTIONS 501 A, ADDING
THERETO AS AN APPOINTIVE OFFICER OF THE TOWN OF ALPINE, WYOMING
THE POSITION OF TOWN ADMINISTRATOR, AND AMENDING SECTION 2-506 TO
DESCRIBE THE DUTIES OF THE TOWN ADMINISTRATOR, AND RENUMBERING
THE CURRENT SECTION 2-506 TO 2-507**

WHEREAS, the Governing Body of the Town of Alpine, Wyoming, pursuant to Article 13, Section 1 of the Constitution of the State of Wyoming, and the allocation of executive and legislative authority set forth in Wyoming Statutes §§ 15-1-108 and 15-1-103, respectively, has the authority to establish and provide for appointive officers and employees necessary for the administration of Town affairs; and

WHEREAS, the Governing Body intends by these Amendments to the Ordinance to create the position of Town Administrator as an appointive administrative officer to assist in the coordination and administration of Town operations, while preserving the statutory powers and duties of the Mayor, the Town Council, and all other municipal officers established by Wyoming law.

NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 501 A is hereby amended to read as follows:

2-501. Appointive Officers — Generally.

(a) The town treasurer, town clerk, town attorney, town engineer, chief of police, municipal court justice, town administrator, and any and all other town officers or employees authorized by the council shall be hired or appointed by the mayor with the advice and consent of a majority of the entire council. Any officer or employee suspended or discharged by the mayor shall have the right to appeal his suspension or discharge to the council, for consideration. The decision of the mayor may be reversed by a majority vote of the entire council.

AND NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 506 shall be amended as follows:

2-506. Town Administrator — Qualifications and Duties.

The Town Administrator shall be an appointive administrative officer of the Town and shall serve at the direction of the Mayor and Town Council.

(a) Qualifications.

(i) The Town Administrator shall be selected on the basis of executive and administrative training, experience, and education, and such other qualifications as may be specified by the governing body from time to time. The Town Administrator shall be appointed by a majority vote of the governing body and shall serve as an at-will employee of the Town,

serving at the pleasure of the governing body. The Town Administrator may be removed from the position at any time by a majority vote of the governing body.

(ii) At the time of appointment, the Town Administrator need not be a resident of the Town or the State; however, within a reasonable time as set by the Council following appointment, the Town Administrator shall, at a minimum, relocate to the State of Wyoming and reside within the Star Valley area of Lincoln County. Permanent residence within the Town of Alpine is preferred during the Town Administrator’s employment.

(b) Duties.

(i) Assist the Mayor and Town Council in the administration and coordination of Town operations and the implementation of policies, ordinances, and resolutions adopted by the Town Council;

(ii) Coordinate the activities of Town departments and personnel, subject to the authority of the Mayor and applicable ordinances and policies of the Town;

(iii) Assist in the preparation, administration, and monitoring of the Town budget, capital planning, and financial operations, in coordination with the Mayor, Town Council, and Town Treasurer;

(iv) Oversee and coordinate administrative functions of the Town, including contracts, grants, projects, and intergovernmental relations, as assigned by the Mayor or Town Council;

(v) Attend meetings of the Town Council and provide administrative reports and recommendations as requested;

(vi) Perform such other administrative and operational duties as may be assigned by the Mayor or Town Council, consistent with Wyoming law and Town ordinances.

(vii) Supervise the enforcement of all laws, ordinances, rules, regulations, policies, and procedures of the town adopted by the governing body.

(viii) Participate in the hiring of all department heads; exercise administrative authority in the hiring and removal of subordinate department employees upon consultation with the department heads having primary responsibility for the operation of such departments. The administrator shall notify the governing body of dismissals, terminations, and demotions in a timely fashion. The administrator shall notify the governing body of newly hired employees, transfers, promotions, and resignations in a timely fashion.

(ix) To issue such administrative regulations and outline general administrative procedures applicable to areas and departments assigned to his or her supervision, in the form of rules which are not in conflict with the laws of the state of Wyoming or other town ordinances.

(x) Recommend to the governing body for adoption such measures as he or she may deem necessary or proper for the health, safety, and welfare of the community and for the efficient and proper operation of the town.

(xi) Coordinate with the town treasurer to keep the governing body fully informed as to the financial condition of the town.

(xii) Subject to the requirements of statutes and ordinances, and in accordance with rules and regulations now or hereafter promulgated by the governing body, to purchase materials and authorize expenditures of funds on behalf of the town in coordination with the town clerk and town treasurer.

(xiii) Nothing in this section shall be construed to transfer, modify, or impair the statutory powers or duties of the Mayor, the Town Council, the Town Clerk, the Town Treasurer, or any other municipal officer established by Wyoming law.

(c) Relationship Of Governing Body To Town Administrator.

The governing body shall deal with that portion of the administrative service of the town for which the town administrator is responsible for through the town administrator. Directives issued by the governing body concerning policies or operations of the town council affecting the area of responsibility of the town administrator in the administration of any of these departments shall be made so as to direct the town administrator to accomplish the necessary orders. The mayor shall ensure the proper administration of such directives by the town administrator.

(d) Employment; Salary.

The governing body shall employ the town administrator and fix his or her salary. The town administrator shall receive no other or additional salary for the performance of any duties required of him or her as town administrator. The town administrator is an employee and serves at the pleasure of the governing body. The salary may be changed from time-to-time, and the town administrator may be discharged, and employment terminated at any time by a majority vote of the governing body.

(e) Notice Of Resignation; Interim Administrator.

The town administrator shall give at least 30 days' notice in writing to the governing body before resigning the position. The mayor, with the consent of the governing body, may immediately proceed to appoint another individual as town administrator. If there is any delay in securing a new or interim administrator, the mayor shall act as administrator for up to 180 days, at no additional compensation, and shall be vested with authority and charged with the duties and responsibilities of the town administrator until a new town administrator is appointed.

AND NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that the existing **Section 2-506**, entitled "**Duties of Other Officers**", is hereby

renumbered as **Section 2-507**, and shall remain in full force and effect without substantive amendment.

Severability.

If any provision of this ordinance is held invalid or unenforceable, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

Passed First Reading on the 17th day of February 2026.

VOTING RECORD:

<i>Ayes:</i>	4	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	1	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Abstain

Passed Second Reading on the 3rd day of March 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed on Third and Final Reading 17th day of March 2026.

VOTING RECORD:

<i>Ayes:</i>		<i>Mayor Green:</i>	
<i>Nays:</i>		<i>Burchard:</i>	
<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2026-001 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer



STAFF REPORT

TO: Mayor and Town Council

FROM: Sarah Greenwald, Assistant Clerk

DATE: March 17, 2026

RE: Ordinance No. 2026-001 – Town Administrator - Changes from 2nd Reading to 3rd Reading

Background:

Ordinance No. 2026-001 proposes to amend Title 2, Chapter 5 of the Alpine Municipal Code to establish the position of **Town Administrator** as an appointive officer of the Town and to outline the duties and administrative structure associated with that position.

The ordinance received **Second Reading on March 3, 2026**. Prior to **Third Reading**, revisions were made to clarify the qualifications, duties, administrative authority, and employment provisions related to the Town Administrator position.

These revisions expand the ordinance to provide additional detail regarding the role of the Town Administrator and the administrative relationship between the governing body, Mayor, and Town staff.

Discussion:

Several substantive revisions were made to the ordinance between Second Reading and Third Reading.

1. Section Title and Organization:

The Second Reading version included a section titled “**Town Administrator — Duties.**”

The Third Reading version expands and restructures this section to “**Town Administrator — Qualifications and Duties,**” adding multiple subsections addressing qualifications, duties, governance relationships, and employment provisions.

2. Administrator Qualifications:

A new subsection establishes qualifications and appointment provisions for the Town Administrator, including:

- Selection based on executive and administrative training, education, and experience.
- Appointment by a majority vote of the governing body.

- Designation of the position as an **at-will employee serving at the pleasure of the governing body.**
- Authority for the governing body to remove the administrator by majority vote.
- A residency expectation requiring the administrator to relocate to Wyoming and reside within the **Star Valley area of Lincoln County within a reasonable time following appointment**, with residence in Alpine preferred.

3. Expanded Administrative Duties:

The Second Reading ordinance listed six general duties of the Town Administrator.

The Third Reading expands this section to include additional administrative responsibilities, such as:

- Supervising enforcement of town ordinances, policies, and procedures
- Participating in hiring department heads and assisting with personnel administration
- Notifying the governing body of staffing changes
- Issuing administrative procedures and regulations consistent with town ordinances and state law
- Recommending policy measures to the governing body
- Coordinating financial reporting with the Town Treasurer
- Coordinating purchasing and expenditures with the Clerk and Treasurer.

These additions further define the operational and administrative role of the Town Administrator.

4. Relationship Between Governing Body and Administrator:

A new subsection clarifies that the governing body shall address administrative operations through the Town Administrator when those matters fall within the administrator's area of responsibility. The section also clarifies that the Mayor is responsible for ensuring the proper administration of directives issued by the governing body.

5. Employment and Salary:

Additional language was added establishing that the governing body shall employ the Town Administrator and set the salary for the position. The administrator serves as an employee of the

Town and may be discharged or have salary adjustments made by majority vote of the governing body.

6. Resignation and Interim Appointment:

The Third Reading also introduces procedures for resignation and temporary vacancy, including:

- A requirement that the Town Administrator provide **30 days written notice prior to resignation**
- Authorization for the Mayor, with consent of the governing body, to appoint a replacement
- Authorization for the Mayor to serve as interim administrator for up to **180 days without additional compensation** if a replacement has not yet been appointed.

Fiscal Impact:

The ordinance itself does not establish a salary amount; however, adoption authorizes the governing body to employ a Town Administrator and establish compensation for the position through future action.



TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-001

**AN ORDINANCE AMENDING TITLE 2 CHAPTER 5 SECTIONS 501 A, ADDING
THERE TO AS AN APPOINTIVE OFFICER OF THE TOWN OF ALPINE, WYOMING
THE POSITION OF TOWN ADMINISTRATOR, AND AMENDING SECTION 2-506 TO
DESCRIBE THE DUTIES OF THE TOWN ADMINISTRATOR, AND RENUMBERING
THE CURRENT SECTION 2-506 TO 2-507**

WHEREAS, the Governing Body of the Town of Alpine, Wyoming, pursuant to Article 13, Section 1 of the Constitution of the State of Wyoming, and the allocation of executive and legislative authority set forth in Wyoming Statutes §§ 15-1-108 and 15-1-103, respectively, has the authority to establish and provide for appointive officers and employees necessary for the administration of Town affairs; and

WHEREAS, the Governing Body intends by these Amendments to the Ordinance to create the position of Town Administrator as an appointive administrative officer to assist in the coordination and administration of Town operations, while preserving the statutory powers and duties of the Mayor, the Town Council, and all other municipal officers established by Wyoming law.

NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 501 A is hereby amended to read as follows:

2-501. Appointive Officers — Generally.

A. The town treasurer, town clerk, town attorney, town engineer, chief of police, municipal court justice, **town administrator**, and any and all other town officers or employees authorized by the council shall be hired or appointed by the mayor with the advice and consent of a majority of the entire council. Any officer or employee suspended or discharged by the mayor shall have the right to appeal his suspension or discharge to the council, for consideration. The decision of the mayor may be reversed by a majority vote of the entire council.

AND NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 506 shall be amended as follows:

2-506. Town Administrator — Qualifications and Duties.

The Town Administrator shall be an appointive administrative officer of the Town and shall serve at the direction of the Mayor and Town Council. ~~The Town Administrator's duties shall include the following:~~

(a) Qualifications.

(i) **The Town Administrator shall be selected on the basis of executive and administrative training, experience, and education, and such other qualifications as may be specified by the governing body from time to time. The Town Administrator shall be appointed**

by a majority vote of the governing body and shall serve as an at-will employee of the Town, serving at the pleasure of the governing body. The Town Administrator may be removed from the position at any time by a majority vote of the governing body.

(ii) At the time of appointment, the Town Administrator need not be a resident of the Town or the State; however, within a reasonable time as set by the Council following appointment, the Town Administrator shall, at a minimum, relocate to the State of Wyoming and reside within the Star Valley area of Lincoln County. Permanent residence within the Town of Alpine is preferred during the Town Administrator’s employment

(b) Duties.

~~A.~~ (i) Assist the Mayor and Town Council in the administration and coordination of Town operations and the implementation of policies, ordinances, and resolutions adopted by the Town Council;

~~B.~~ (ii) Coordinate the activities of Town departments and personnel, subject to the authority of the Mayor and applicable ordinances and policies of the Town;

~~C.~~ (iii) Assist in the preparation, administration, and monitoring of the Town budget, capital planning, and financial operations, in coordination with the Mayor, Town Council, and Town Treasurer;

~~D.~~ (iv) Oversee and coordinate administrative functions of the Town, including contracts, grants, projects, and intergovernmental relations, as assigned by the Mayor or Town Council;

~~E.~~ (v) Attend meetings of the Town Council and provide administrative reports and recommendations as requested;

~~F.~~ (vi) Perform such other administrative and operational duties as may be assigned by the Mayor or Town Council, consistent with Wyoming law and Town ordinances.

~~G.~~ Nothing in this section shall be construed to transfer, modify, or impair the statutory powers or duties of the Mayor, the Town Council, the Town Clerk, the Town Treasurer, or any other municipal officer established by Wyoming law.

(vii) Supervise the enforcement of all laws, ordinances, rules, regulations, policies, and procedures of the town adopted by the governing body.

(viii) Participate in the hiring of all department heads; exercise administrative authority in the hiring and removal of subordinate department employees upon consultation with the department heads having primary responsibility for the operation of such departments. The administrator shall notify the governing body of dismissals, terminations, and demotions in a timely fashion. The administrator shall notify the governing body of newly hired employees, transfers, promotions, and resignations in a timely fashion.

(ix) To issue such administrative regulations and outline general administrative procedures applicable to areas and departments assigned to his or her supervision, in the form of rules which are not in conflict with the laws of the state of Wyoming or other town ordinances.

(x) Recommend to the governing body for adoption such measures as he or she may deem necessary or proper for the health, safety, and welfare of the community and for the efficient and proper operation of the town.

(xi) Coordinate with the town treasurer to keep the governing body fully informed as to the financial condition of the town.

(xii) Subject to the requirements of statutes and ordinances, and in accordance with rules and regulations now or hereafter promulgated by the governing body, to purchase materials and authorize expenditures of funds on behalf of the town in coordination with the town clerk and town treasurer.

(xiii) Nothing in this section shall be construed to transfer, modify, or impair the statutory powers or duties of the Mayor, the Town Council, the Town Clerk, the Town Treasurer, or any other municipal officer established by Wyoming law.

(c) Relationship Of Governing Body To Town Administrator.

The governing body shall deal with that portion of the administrative service of the town for which the town administrator is responsible for through the town administrator. Directives issued by the governing body concerning policies or operations of the town council affecting the area of responsibility of the town administrator in the administration of any of these departments shall be made so as to direct the town administrator to accomplish the necessary orders. The mayor shall ensure the proper administration of such directives by the town administrator.

(d) Employment; Salary.

The governing body shall employ the town administrator and fix his or her salary. The town administrator shall receive no other or additional salary for the performance of any duties required of him or her as town administrator. The town administrator is an employee and serves at the pleasure of the governing body. The salary may be changed from time-to-time, and the town administrator may be discharged, and employment terminated at any time by a majority vote of the governing body

(e) Notice Of Resignation; Interim Administrator.

The town administrator shall give at least 30 days' notice in writing to the governing body before resigning the position. The mayor, with the consent of the governing body, may immediately proceed to appoint another individual as town administrator. If there is any delay in securing a new or interim administrator, the mayor shall act as administrator for up to 180 days, at no additional compensation, and shall be vested with authority and charged with the duties and responsibilities of the town administrator until a new town administrator is appointed.

AND NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that the existing Section 2-506, entitled “Duties of Other Officers”, is hereby renumbered as Section 2-507, and shall remain in full force and effect without substantive amendment.

Severability.

If any provision of this ordinance is held invalid or unenforceable, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

Passed First Reading on the 17th day of February 2026.

VOTING RECORD:

<i>Ayes:</i>	4	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	1	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Abstain

Passed Second Reading on the 3rd day of March 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed on Third and Final Reading 17th day of March 2026.

VOTING RECORD:

<i>Ayes:</i>	
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<i>Nays:</i>		<i>Mayor Green:</i>	
<i>Abstentions:</i>		<i>Burchard:</i>	
<i>Absent:</i>		<i>Larsen:</i>	
		<i>Wierda:</i>	
		<i>Scaffide:</i>	

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2026-001 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer

2nd Reading



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-001**

**AN ORDINANCE AMENDING TITLE 2 CHAPTER 5 SECTIONS 501 A, ADDING
THERETO AS AN APPOINTIVE OFFICER OF THE TOWN OF ALPINE, WYOMING
THE POSITION OF TOWN ADMINISTRATOR, AND AMENDING SECTION 2-506 TO
DESCRIBE THE DUTIES OF THE TOWN ADMINISTRATOR, AND RENUMBERING
THE CURRENT SECTION 2-506 TO 2-507**

WHEREAS, the Governing Body of the Town of Alpine, Wyoming, pursuant to Article 13, Section 1 of the Constitution of the State of Wyoming, and the allocation of executive and legislative authority set forth in Wyoming Statutes §§ 15-1-108 and 15-1-103, respectively, has the authority to establish and provide for appointive officers and employees necessary for the administration of Town affairs; and

WHEREAS, the Governing Body intends by these Amendments to the Ordinance to create the position of Town Administrator as an appointive administrative officer to assist in the coordination and administration of Town operations, while preserving the statutory powers and duties of the Mayor, the Town Council, and all other municipal officers established by Wyoming law.

NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 501 A is hereby amended to read as follows:

2-501. Appointive Officers — Generally.

A. The town treasurer, town clerk, town attorney, town engineer, chief of police, municipal court justice, **town administrator**, and any and all other town officers or employees authorized by the council shall be hired or appointed by the mayor with the advice and consent of a majority of the entire council. Any officer or employee suspended or discharged by the mayor shall have the right to appeal his suspension or discharge to the council, for consideration. The decision of the mayor may be reversed by a majority vote of the entire council.

AND NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 506 shall be amended as follows:

2-506. Town Administrator — Duties.

The Town Administrator shall be an appointive administrative officer of the Town and shall serve at the direction of the Mayor and Town Council. The Town Administrator's duties shall include the following:

A. Assist the Mayor and Town Council in the administration and coordination of Town operations and the implementation of policies, ordinances, and resolutions adopted by the Town Council;

B. Coordinate the activities of Town departments and personnel, subject to the authority of the Mayor and applicable ordinances and policies of the Town;

C. Assist in the preparation, administration, and monitoring of the Town budget, capital planning, and financial operations, in coordination with the Mayor, Town Council, and Town Treasurer;

D. Oversee and coordinate administrative functions of the Town, including contracts, grants, projects, and intergovernmental relations, as assigned by the Mayor or Town Council;

E. Attend meetings of the Town Council and provide administrative reports and recommendations as requested;

F. Perform such other administrative and operational duties as may be assigned by the Mayor or Town Council, consistent with Wyoming law and Town ordinances.

G. Nothing in this section shall be construed to transfer, modify, or impair the statutory powers or duties of the Mayor, the Town Council, the Town Clerk, the Town Treasurer, or any other municipal officer established by Wyoming law.

AND NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that the existing **Section 2-506**, entitled “**Duties of Other Officers**”, is hereby renumbered as **Section 2-507**, and shall remain in full force and effect without substantive amendment.

Severability.

If any provision of this ordinance is held invalid or unenforceable, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

Passed First Reading on the 17th day of February 2026.

VOTING RECORD:

<i>Ayes:</i>	4	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	1	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Abstain

Passed Second Reading on the 3rd day of March 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed on Third and Final Reading 17th day of March 2026.

VOTING RECORD:

<i>Ayes:</i>		<i>Mayor Green:</i>	
<i>Nays:</i>		<i>Burchard:</i>	
<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

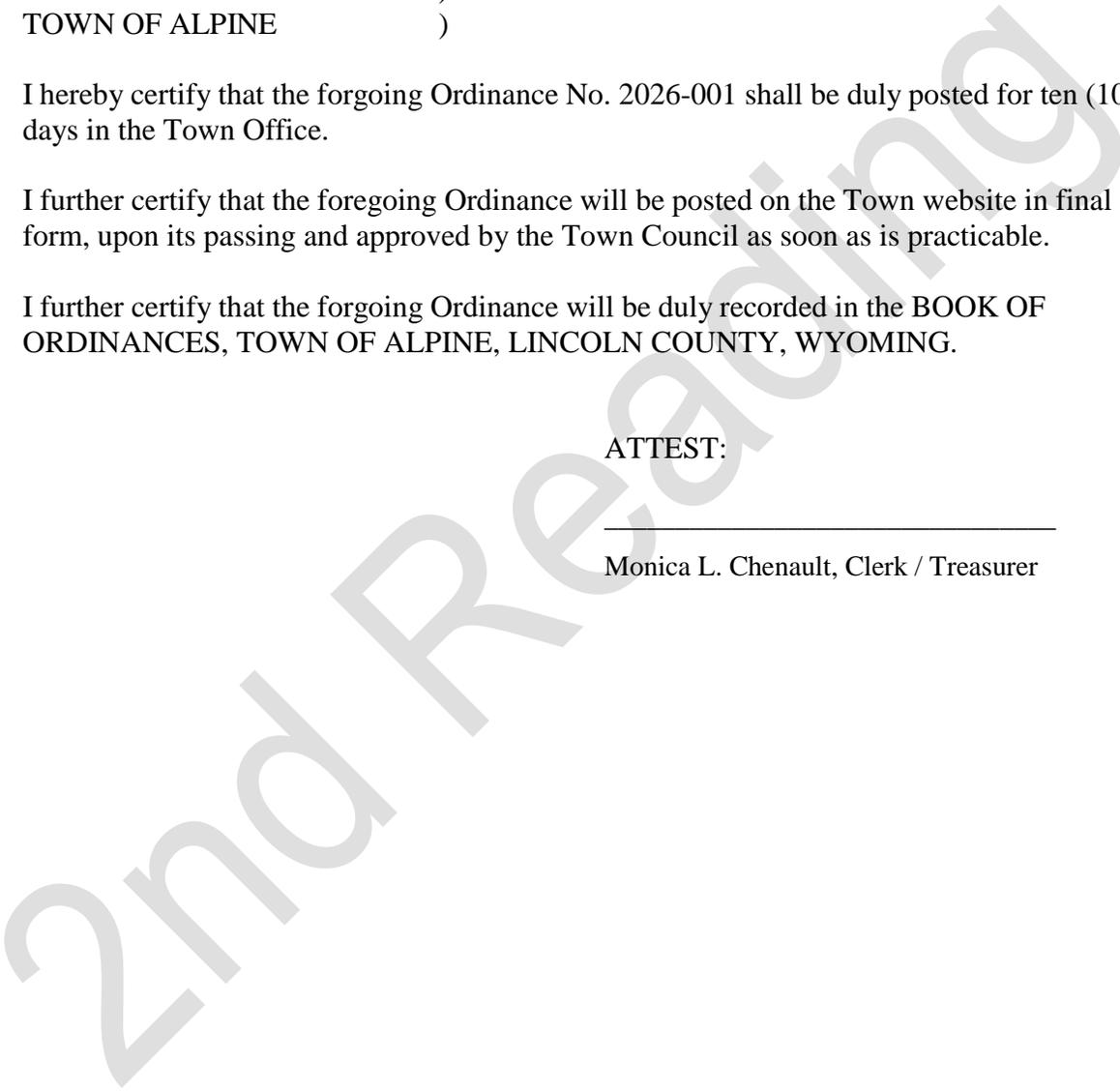
I hereby certify that the forgoing Ordinance No. 2026-001 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer





ORDINANCE NO. 2026-002

AN ORDINANCE ESTABLISHING UNIFORM PUBLIC NOTICE REQUIREMENTS FOR CERTAIN LAND USE ACTIONS WITHIN THE INCORPORATED BOUNDARIES OF THE TOWN OF ALPINE

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING:

SECTION 1: PURPOSE AND INTENT

The purpose of this Ordinance is to establish uniform, enhanced public notice requirements for specified land use actions, in order to ensure transparency, meaningful public participation, and procedural due process.

SECTION 2: APPLICABILITY

- a) The notice requirements of this Ordinance shall apply to the following land use actions:
- i. Simple Subdivision;
 - ii. Minor Subdivision;
 - iii. Major Subdivision;
 - iv. Annexation;
 - v. Planned Unit Developments (PUDs);
 - vi. Special Use Permit (SUPs);
 - vii. Land use plan map amendments and zone changes;
 - viii. Variance;
 - ix. Overlay district adoption or amendment; and
 - x. Any other discretionary land use approval requiring a public hearing before the Planning and Zoning Commission or Town Council, as determined by the Zoning Administrator or Town Clerk.

SECTION 3: REQUIRED PUBLIC NOTICE

3.1 Posted Notice (On-Site Signage)

- a) **Official Notice Sign.** The Planning & Zoning Administrator shall provide an official public notice sign.

- b) **Posting Responsibility.** The landowner(s) and/or applicant(s) shall be responsible for posting the notice sign on the subject property.
- c) **Physical Posting of Notice.** The applicant shall physically post the notice provided by the Town on the subject property. The notice must be placed in a location visible from the property line or adjacent public right-of-way and must remain posted for the full required notice period. The Town shall supply the official notice for posting, and the applicant is responsible for ensuring it is properly displayed and maintained on the property during the notice period.
- d) **Timing.** All required mailed notices shall be deposited with the United States Postal Service and postmarked no fewer than thirty (30) calendar days prior to the scheduled public hearing date.
- e) **Costs and Verification.** The landowner(s)/applicant(s) shall be responsible for all costs associated with producing and posting the notice and shall submit an **Affidavit of Public Notice** to the Town as verification of compliance.

3.2 Mailed Notice to Property Owners

- a) **Official Written Notice.** The Town of Alpine shall provide an official written notice to the owner(s)/applicant(s).
- b) **Mailing Responsibility.** The owner(s)/applicant(s) shall mail the notice to **all owners of property within five hundred (500) feet** of the property or properties under consideration.
- c) **Timing.** All required mailed notices shall be deposited with the United States Postal Service and postmarked no fewer than thirty (30) calendar days prior to the scheduled public hearing date.
- d) **Ownership Records.** Ownership shall be determined using the most current Lincoln County Assessor records available at the time of mailing.
- e) **Costs and Verification.** The applicant shall:
 - i. Pay all costs associated with the required mailed notices; and
 - ii. Submit a signed affidavit to the Town affirming that the applicant has complied with all applicable notice requirements.

3.3 Annexations — Certified Mail Notice Requirement

In addition to the notice requirements contained in this Ordinance, annexations shall comply with all applicable notice requirements established by Wyoming Statutes Title 15, Chapter 1, Article 4, and the Town of Alpine Uniform Annexation Process Ordinance, as amended.

Without limiting the foregoing, annexation proceedings require that a summary of the proposed annexation report and notice of the public hearing be sent by certified mail, not fewer than twenty (20) business days prior to the hearing, to all landowners within the territory proposed for annexation and to all affected public utilities as required by W.S. §§ 15-1-402 and 15-1-405 and applicable Town ordinance.

3.4 Published Legal Notice (Newspaper Advertising)

- a) **Public Hearing Requirement.** The following applications shall require at least one (1) public hearing before the Alpine Planning and Zoning Commission, to be held at a public facility within the Town of Alpine:
 - i. Minor Subdivision
 - ii. Major Subdivision
 - iii. Annexation
 - iv. Planned Unit Development (PUD)
 - v. Special Use Permit (SUP)
 - vi. Land use plan map amendments and zone changes
 - vii. Overlay district adoption or amendment
- b) **Notice to the Public.** Town residents and the general public shall be provided notice at least thirty (30) calendar days prior to the scheduled public hearing.
- c) **Publication.** Public notice shall be advertised in **one (1) newspaper of general circulation throughout Lincoln County**, in compliance with Wyoming Statutes §§ 18-3-518 and 18-3-519.
- d) **Costs and Verification.** The applicant shall be responsible for placing and paying for the advertisement. The applicant shall submit an **Affidavit of Published Public Notice** to the Town as verification.
- e) **Public Record.** Public comments received during the hearing shall be documented and retained for subsequent reference in the land use decision-making process.

3.5 Additional Hearings

- a) The following applications require a Town Council public hearing, and the Council may conduct additional public hearings prior to final action:

- i. Minor Subdivision
 - ii. Major Subdivision
 - iii. Annexation
 - iv. Overlay district adoption or amendment
- b) Variances shall require a public hearing before the Alpine Board of Adjustment.

SECTION 4: RECORD OF NOTICE

- a) The Town shall maintain a complete record demonstrating compliance with this Ordinance, including:
- i. Proof of newspaper publication;
 - ii. Mailing lists and affidavits;
 - iii. Affidavit of posted notice; and
 - iv. Hearing records and public comments.

SECTION 5: EFFECT OF NOTICE ERRORS

Failure to provide mailed notice to an individual property owner due to clerical error, postal error, or outdated ownership records shall not invalidate the proceeding, provided the Town has substantially complied with this Ordinance and all required published notices were properly completed.

SECTION 6: RELATIONSHIP TO OTHER LAWS

The notice requirements set forth in this Ordinance shall supersede and control over any conflicting notice provisions contained in any other ordinance, resolution, regulation, or provision of the Town of Alpine Land Use and Development Code. In the event of a conflict between this Ordinance and any other Town of Alpine law, the provisions of this Ordinance shall govern.

SECTION 7: SEVERABILITY

If any provision of this Ordinance is held invalid, such invalidity shall not affect the remaining provisions.

SECTION 8: EFFECTIVE DATE

This Ordinance shall take effect upon adoption and publication as required by law.

Passed First Reading on the 17th day of March 2026.

VOTING RECORD:

<i>Ayes:</i>	Mayor Green:
<i>Nays:</i>	Burchard:
<i>Abstentions:</i>	Larsen:
<i>Absent:</i>	Wierda:
	Scaffide:

Passed Second Reading on the 21st day of April 2026.

VOTING RECORD:

<i>Ayes:</i>	Mayor Green:
<i>Nays:</i>	Burchard:
<i>Abstentions:</i>	Larsen:
<i>Absent:</i>	Wierda:
	Scaffide:

Passed on Third and Final Reading 5th day of May 2026.

VOTING RECORD:

<i>Ayes:</i>	Mayor Green:
<i>Nays:</i>	Burchard:
<i>Abstentions:</i>	Larsen:
<i>Absent:</i>	Wierda:
	Scaffide:

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2026-002 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer

1st Reading



**TOWN OF ALPINE, WYOMING
RESOLUTION 2026-015
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING,
ACKNOWLEDGING THE TOWN'S RESPONSIBILITY TO MAINTAIN MUNICIPAL
WASTEWATER INFRASTRUCTURE AND ADOPTING A SEWER LINE PREVENTATIVE
MAINTENANCE POLICY**

WHEREAS, the Town of Alpine owns and operates a municipal wastewater collection system that serves residents, businesses, and visitors within the community; and

WHEREAS, the Town Council recognizes that the proper maintenance of sewer infrastructure is essential to protecting public health, safeguarding the environment, and ensuring the reliable operation of the Town's wastewater system; and

WHEREAS, proactive infrastructure maintenance is widely recognized as a best practice in municipal utility management and supports responsible stewardship of public assets; and

WHEREAS, the Town has developed a **Sewer Line Preventative Maintenance Policy** to provide a structured framework for the ongoing maintenance, inspection, and management of the Town's sewer system; and

WHEREAS, the Town Council finds that adopting a preventative maintenance policy will support long-term infrastructure reliability, improve system performance, and assist in responsible planning and management of the Town's wastewater assets.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING, THAT:

1. **Recognition of Responsibility.** The Town Council hereby acknowledges the Town of Alpine's responsibility to maintain and manage the municipal wastewater collection system in a manner that protects public health, preserves infrastructure, and ensures reliable service to the community.
2. **Adoption of Sewer Line Preventative Maintenance Policy.** The Town Council hereby adopts the **Town of Alpine Sewer Line Preventative Maintenance Policy**, attached hereto and incorporated by reference.
3. **Administrative Implementation.** The attached policy shall establish the operational procedures, maintenance planning, and program guidelines for maintaining the Town's sewer infrastructure.
4. **Administration of Policy.** The policy shall be administered by the Town of Alpine Public Works Department under the direction of the Public Works Director.

5. **Maintenance Policy Manual.** Upon adoption, the Sewer Line Preventative Maintenance Policy shall be placed within the Town of Alpine’s maintenance policy manual and maintained as part of the Town’s administrative infrastructure management policies.

6. **Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED by the Town Council of the Town of Alpine, Wyoming, this 17th day of March 2026.

VOTING RECORD:

<i>Ayes:</i>	<i>Mayor Green:</i>
<i>Nays:</i>	<i>Burchard:</i>
<i>Abstentions:</i>	<i>Larsen:</i>
<i>Absent:</i>	<i>Wierda:</i>
	<i>Scaffide:</i>

Signed:

Eric Green, Mayor of Alpine

ATTEST:

Monica Chenault, Clerk/Treasurer

Town of Alpine

Sewer Line Preventative Maintenance Program

Purpose

The purpose of this program is to establish a proactive sewer line maintenance schedule in order to maintain proper sewer system function, reduce the likelihood of blockages or backups, and identify potential structural issues within the collection system before they become emergencies.

This preventative approach allows the Town of Alpine to monitor pipe condition, maintain proper flow, and plan for repairs in a responsible and cost-effective manner.

Background

Municipal sewer collection systems require routine maintenance and inspection in order to operate effectively and protect public health, the environment, and community infrastructure. Over time, sewer lines can accumulate debris, grease, sediment, and other materials that restrict flow and increase the risk of blockages or backups. In addition, aging infrastructure may experience structural changes such as joint separation, minor deformation, root intrusion, or infiltration of groundwater.

Without regular inspection and cleaning, these conditions can gradually worsen and may eventually lead to sewer overflows, service disruptions, or costly emergency repairs. Preventative maintenance programs are widely recognized as the best practice for wastewater collection system management and are commonly implemented by municipalities to maintain system reliability.

Routine sewer line maintenance typically includes mechanical or hydro-jet cleaning to remove buildup and restore full pipe capacity, along with periodic Closed-Circuit Television (CCTV) inspections to evaluate the internal condition of the pipes. CCTV inspections allow utility operators to visually identify developing structural issues, monitor pipe condition over time, and plan maintenance or repairs before problems escalate.

Establishing a structured sewer line maintenance program provides several benefits, including improved system performance, extended infrastructure lifespan, reduced emergency repair costs, and better documentation of system condition for long-term planning and regulatory compliance. By implementing a regular cycle of cleaning and inspection, municipalities can proactively manage their wastewater infrastructure and ensure reliable service for the community.

- Debris accumulation
- Pipe deformation
- Flow restriction or stagnation

Implementing a scheduled program will allow Public Works staff to monitor conditions and address minor concerns before they escalate into larger infrastructure failures.

Maintenance Schedule

The Town will implement a rotating sewer line maintenance schedule designed to ensure that all areas of the wastewater collection system receive routine cleaning and inspection on a consistent basis. Rather than performing maintenance across the entire system in a single year, the Town will divide the sewer system into designated service areas and rotate maintenance activities through those areas over time.

Under this program, each service area will receive both hydro-jet cleaning and Closed-Circuit Television (CCTV) inspection every four (4) years. By rotating through different areas of town annually, Public Works staff can maintain the entire system on a predictable cycle while spreading the workload and associated costs across multiple years.

The maintenance rotation will operate as follows:

Year	Maintenance Area	Activities
Year 1	Area A	Jet sewer mains and perform CCTV inspection
Year 2	Area B	Jet sewer mains and perform CCTV inspection
Year 3	Area C	Jet sewer mains and perform CCTV inspection
Year 4	Area D	Jet sewer mains and perform CCTV inspection
Year 5	Return to Area A	Begin cycle again

This rotating schedule allows the Town to:

- Maintain a four-year inspection and cleaning cycle for all sewer mains
- Identify developing issues early through routine inspection
- Maintain system flow capacity through scheduled cleaning
- Manage staff workload and budget planning in a consistent and efficient manner

Public Works will maintain records of all cleaning and inspection activities, including video documentation and condition reports from CCTV inspections. Any structural concerns identified during inspections will be evaluated and scheduled for repair based on severity and operational priority.

The rotation schedule may be adjusted as needed to address emergency repairs, priority maintenance areas, or operational needs identified by the Public Works Department.

Inspection Documentation

All CCTV inspections will include:

- Digital video recording of the sewer main
- Written inspection logs
- Identification of any structural defects
- Identification of infiltration, offsets, or pipe deformities
- Documentation of maintenance or repair recommendations

Inspection records will be retained by the Town of Alpine Public Works Department for future comparison and infrastructure planning.

Corrective Maintenance

If inspections identify issues such as:

- Offset joints
- Pipe deformation
- Root intrusion
- Cracks or structural defects
- Infiltration or inflow

Public Works staff will evaluate the severity and determine appropriate corrective action. This may include:

- Targeted cleaning
- Spot repairs
- Joint sealing
- Point repairs or pipe replacement
- Notification of affected property owners when applicable

Issues that present an immediate risk to system operation will be prioritized for repair.

Program Benefits

This preventative maintenance program will:

- Reduce the likelihood of sewer backups
- Extend the life of sewer infrastructure
- Provide documented system condition history
- Allow for better long-term capital planning
- Reduce emergency repair costs
- Support regulatory compliance and system management

Program Administration

This program will be administered by the **Town of Alpine Public Works Department** under the direction of the **Public Works Director**.

Maintenance scheduling may be adjusted based on:

- Observed system conditions
- Emergency repairs
- Budget considerations
- Operational priorities



STAFF REPORT

TO: Mayor and Town Council

FROM: Craig Leseberg, Public Works Director

DATE: March 17, 2026

RE: Recommendation to Amend Annual Dig Date

Background:

The Town of Alpine traditionally observes an annual dig restriction through the winter months, with the restriction **ending on April 15**, at which time excavation within town rights-of-way and other affected areas is permitted to resume.

Discussion:

Due to **lower-than-average snowpack this winter**, ground conditions are expected to thaw earlier than in a typical year. Public Works Director **Craig Leseberg** has evaluated current conditions and believes excavation activities can safely begin sooner than the standard date.

Adjusting the dig date would allow contractors, utility work, and construction projects to begin earlier, helping maintain project timelines and improve efficiency for the upcoming construction season

Recommendation:

Public Works Director **Craig Leseberg** recommends modifying the annual dig date so that the seasonal dig restriction **ends April 1 instead of April 15** for this year due to the reduced snowpack and earlier ground thaw conditions.