

MANITOWOC MARINA SAFETY & EMERGENCIES Procedures Manual

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EMERGENCY TELEPHONE NUMBERS Section 1

*When calling in an Emergency, clearly state **what** the emergency is and **where**.*

All Safety & Security Emergencies	911
Fire Department	686-6540
Manitowoc Police Department	686-6500
Manitowoc County Sheriff's Department	683-4200
Wisconsin State Highway Patrol	414-929-3700
Medical Rescue/Ambulance	911
Aurora Medical Center Emergency Room	794-5000
Poison Information	800-815-8855
Two Rivers Coast Guard Station	793-1304
National Response Center	800-424-8802
WI DNR Marine Warden	920-755-4986
Safety-Kleen Environmental Services	920-766-4266
Federal Bureau of Investigation (FBI)	414-432-3868
Marina's Attorney (Andy Steimle)	686-4906
Marina's Insurance Agent (Rick Rockwood)	715-395-6079

Key Manitowoc Marina Staff After Hours

Marina General Manager (Jack Culley)	901-6511
Service Dept. Supervisor (Gary D'Aoust)	901-0896
Office/Store Manager (Kelly Tonini)	973-5117

EMERGENCIES at Manitowoc Marina

Section 2

Emergencies Will Happen In Our Marina.
ALL Emergencies Are Serious.
Small Emergencies Don't Stay Small If Not Rapidly Handled.

To help anticipate and be prepared, this chapter covers the major emergencies. While some types of emergencies and accidents happen each year (such as cuts, people falling down, small oil spills), others may not happen more than once in thirty years (e.g., tornadoes) if ever.

There are hundreds of types of emergencies that all Manitowoc Marina Employees need to watch out for, and to understand what to do when something does happen.

The following emergency situations might not necessarily happen in every geographical location, but have occurred somewhere in a Marina:

- Equipment operational failure, crane crash, boat dropped from fork lift
- Collisions between cars, boats, trucks
- Boating accidents, person overboard, drowning, hypothermia
- Sunk or sinking boat
- Fueling boat explosion and fire at the fuel dock
- Oil and gasoline spills
- Fire in boat storage building, repair shop, Marina office, store, anywhere
- Chemical injury to workers
- Medical emergency, e.g., heart attack, poisoning, concussion, finger loss
- Boat theft, fight among customers on dock, hold ups, drug sales, dog bite
- Ice damage to docks
- High wind damage, tornadoes, hurricanes
- Floods, extra high tides, seiches and storm surge
- Earthquake
- Lightning damage
- Nuclear accident evacuation
- Bomb threats, terrorist attack

By being prepared for the worst of most situations, Manitowoc Marina Employees will be able to try and handle the situation better, and safer, than if with no planning or preparation at all.

SAFETY STATEMENT OF PURPOSE

Section 3

Manitowoc Marina has a commitment to quality facilities, customer satisfaction and productive use of our resources. By far, the safety of our people is our primary concern. The creation and maintenance of a safe work environment must be regarded as equal to all other business considerations.

The prevention of personal injuries through the safe performance of our jobs and the provision of a safe work environment is good business. It is the direct responsibility of each supervisor to manage for accident prevention by safeguarding operating hazards and training Employees to perform their jobs safely.

Working safely is the first criteria of performance for every Employee. Your safety and the safety of others is your responsibility as an Employee of Manitowoc Marina.

It is the responsibility of each full time Employee to have training in basic First Aid and CPR.

Any Employee who is not a good swimmer must inform the General Manager and never go out on a boat, dock or work near the bulkhead without permission of the Manager, and must wear a PFD at all times when working near the water. Non-swimmers are urged to take swimming classes.

Manitowoc Marina will regularly conduct fire drills and other safety training of all staff.

MEDICAL EMERGENCIES

Section 4

It is the policy of Manitowoc Marina to render emergency first aid to all Employees, Boat Owners and Guests, when and as is possible and reasonable for non-medically trained personnel.

The primary objectives are to stabilize the victim and reduce the risk of further harm until rescue or medical help arrives.

Employee Training

All full time Employees of Manitowoc Marina are expected to have taken both First Aid and CPR courses from any approved agency, such as the Red Cross, local hospital, Fire Department, school, community college, Scout program, etc. The Marina requires that each Employee present to management training certification at the time of employment or within 6 months of starting work. It is also recommended that each Employee renew their First Aid training every 3 years and a record of such training will be made in the employee's file.

First Aid Kits

1. First aid kits are located throughout the Marina. Identify their location and remember where to find them in an emergency.
2. The kits are marked with a highly visible sign in each location.
3. The first aid kits are of the basic type to handle large cuts and minor emergencies.

Medical Emergency Contacts

When anyone is injured or gets sick in our Marina, Employees must do the following...

1. Notify the Marina General Manager or Service Dept. Supervisor.
2. Call medical authorities for help or advice:

Use Emergency Phone Numbers listed on page 1 of this Chapter.

3. Give whatever First Aid is reasonable to help stabilize and comfort the person.
4. Wait for medical help;

Do not move the victim if unconscious or seriously hurt.

5. If a recently arrived foreign national becomes sick, alert medical authorities of their place of origin, in case there might be a contagious disease outbreak there.

PERSON OVERBOARD

Section 5

1. Be aware of distress calls from anyone falling overboard.
2. Know location and procedure for life ring use.
3. Employees are required to wear life vests when working over the side of any structure or floats.
4. In all overboard cases involving cold water or prolonged exposure, assume victim has hypothermia (heat loss from body) and handle gently and keep from losing further body heat. Medical treatment is advised.
5. In drowning cases, assume that the victim is severely hypothermic and alive. After removing the victim from the water, immediately begin CPR first aid, and continue until Rescue or Medical personnel arrive and take over. Remember, no one should be given up as dead because they look and feel dead.

FIRE PREVENTION & CONTROL

Section 6

EMERGENCY CONTINGENCY PLAN

This plan is for information only and does not indicate a requirement for employment.

The purpose of this plan is to assure a prompt, effective response to any marine emergency which relates to safety of life, property and environmental protection.

The primary consideration is for personal and public safety. In case of fire or explosion; involved persons should be removed to safety and in the process, should not endanger your own safety. In case of an accident, do not move the person unless the person is in continued danger. If a person is in the water, you should throw any flotation devices or anything that floats. Do not go into the water without some type of flotation that could support yourself and the person you are trying to help. Professional help should be called immediately.

The secondary consideration is for protection of property. In case of fire or explosion, all surrounding movable property as boats, cars, trailers should be removed from the area.

"NEVER CUT OR RELEASE A BURNING BOAT FROM THE DOCK" as it could float into other boats or property, plus it is easier to fight a fire at the dock than on the water. A burning or dangerous boat may be towed to an isolated area for the fighting of the fire. In case of an accident all property should be undisturbed until all professional department investigations are complete.

The third consideration is for environmental protection. With any fire, explosion, sinking or accident there is usually a chance of some environmental pollution. Debris, oil, and fuel will drift free of the boat which should be removed from the water when possible. The boat should be removed from the water when possible. Oil booms and absorbent rags are stored in the gas dock hut.

This plan will attempt to prepare you, the Employees, for all possibilities that may arise in our Marina. The following check lists should be posted near phones, VHF radios, emergency equipment. This should also be kept for your personal reference.

HOW TO USE A FIRE EXTINGUISHER

The name plate includes operating instructions. Study your unit. Portable extinguishers operate by squeezing the handle lever. Each time the lever opens the valve, the stored pressure will force out some of the extinguishing agent. If the lever is not released the entire contents will be discharged in as short a time as 10 seconds.

Should fire occur, grasp the extinguisher firmly and pull out locking pin. Hold the extinguisher upright, unclip the hose or swivel the horn so the nozzle is pointed toward base of the flames.

Remain low, out of the smoke and heat, and approach the fire no closer than 10 feet. Squeeze and release the lever while sweeping the agent across the base of the fire (not at flames or smoke) in a side-to-side motion.

After the initial assault, move progressively closer to the fire to enable the discharge stream or cloud to reach the furthest burning section. Keep your back toward any strong air current or wind. If the discharge stream scatters the burning material you are too close. Move back until the scattering action ceases.

Survey the area surrounding the fire as you approach the flame. Be careful to stay as far as possible from the fire's fuel source. After the fire is out, continue to check the area for several minutes for "Flashback" or small recurrences of flame. Check the rubble. Where there is smoke there can be fire again. Be sure it's out.

Clean up the area immediately after you are sure the fire is out. Fire loss can be minimized by the proper operation of the extinguisher, but dry chemical agents may corrode property salvaged from the fire, if not cleaned up soon after extinguishment. Shut off power if you suspect the fire was of electrical origin.

CAUTION: Do not discharge any extinguisher at a person's face. Keep away from children. Avoid inhaling dry chemical powders. Although not poisonous, temporarily irritation and vomiting could be caused. If this occurs, call a physician immediately. Dry chemical compounds are shown on the nameplates. Carbon Dioxide (CO₂) "snow" can inflict cold burns if it touches bare skin.

FIRE EMERGENCY RESPONSE PLANNING

Section 7

The following order of procedures is based on a boat fire being discovered by one person, but the procedures can be accomplished simultaneously by many people.

If you witness, or are notified of an emergency, the following procedures are:

1. Shut OFF the emergency fuel pump switches and pier electrical breakers.
2. Remove any persons away from the fire and out of the water.
(Yell into the boat, and account for all persons.)
3. DIAL "911" for the local Fire Department and give the following information:
 - a. *"This is (your name) at Manitowoc Marina (fuel dock, dock office, etc.) on Lake Michigan at 682-5117"*
 - b. *"We have a (approximate length and color) boat on fire at the (give location, i.e. fuel dock, pier & slip number, travel lift well, boat ramp, etc.)"*
 - c. Inform them whether there are any injuries or possible severity of the injuries.
 - d. Describe the class of fire (wood, electrical, propane gas, or gasoline).
 - e. Describe any hazardous conditions near the fire.
 - f. Describe what, if any, fire-fighting efforts are in process.
4. Call the U.S. Coast Guard at 793-1304 or on the VHF Radio on channel 16 and repeat the same information that you just gave to Fire-Rescue.
5. Call your supervisor to inform them of the incident:

Jack Culley	683-9142 or 901-6511
Gary D'Aoust	682-2985 or 901-0896
6. Remove all boats and movable items away from the fire area, only if safely possible.
7. Secure the burning boat to the dock, if possible. This will permit the fire to be fought from the land and sea. (If available use grapnel hook and chain to secure to dock.)
WARNING: Burning boats often explode when flames reach fuel tanks, so stand clear.
8. If you feel qualified, use the fire extinguisher or the CO2 extinguisher on the fire. There is a large Fire Extinguisher on every pier, every 50 feet or so. (See "How To Use Your Fire Extinguisher")

If you notice a fire, do the following:

1. Contact the Fire Department (call immediately 911).
2. Make sure everyone is away from the fire and the surrounding area.
3. Contact the General Manager or Service Supervisor (if time allows)
4. Stand by to direct the Fire Department once they are on site and lead them to the incident. Have someone standby the gates to control the boaters and public as requested by the Fire Department.
5. If the fire is small and you are absolutely positive that no explosive materials are involved (gas and propane) you can try to use a fire extinguisher to put out the fire.

If the fire is on the docks, do the following (after sounding the fire alarm):

1. Secure gasoline and diesel valves.
2. Secure the water valves to the other piers that will not be involved with the fire fighting operations to prevent loss of pressure from boaters using the water supply and to prevent any unnecessary damage to water lines or boats when the water supply system is energized by the Fire Department at a high water pressure.

Remember, For a Fire to Burn It Needs These 3 Things:

Fuel + Heat + Oxygen

If You Remove Any One, the Fire Will Die.

If an electrical fire breaks out, do the following:

1. Secure electrical power at the main panel.
2. Use only a "C" Rated Fire Extinguisher for electrical fires to prevent shock.
3. If you are afraid or nervous to fight a fire, don't fight it, just remember to:
 - a. Call the Fire Department.
 - b. Make sure everyone is far away from the dock as possible.
 - c. Call the General Manager or Service Supervisor.
 - d. Just direct the Fire Department to the fire.
 - e. Do not jeopardize yourself.

Suggested Priorities For Fire Protection

A. Human life & Injury

Once everyone's safe, boat owner, guests, public, Marina staff - then try to protect property.

B. Neighboring Boats

If reasonably safe to staff, try to prevent fire spread to other boats and prevent further damage.

C. Boat and/or Building on Fire

Only if it can be done safely, try to extinguish and/or contain the fire.

D. Marina Docks & Building Structures

If reasonably safe, try to protect docks, buildings, and equipment from fire spread and damage.

E. Environment

Most fires can cause environmental pollution, some of which can be controlled, such as oil spills. When the fire is safely out, staff should do all possible to protect the environment.

Fire Emergency Response Plan

A. SOUND ALARM - This is the first step in your tactical procedure plan for all areas of the Marina. It is a process that announces and places into action your Emergency Response Plan.

B. LIFE SAFETY - This is the second step in your tactical procedure plan. The safety of your customers, and the public is at the top of your priority list.

C. Other Actions To Take - These are not placed in any particular order of importance. When they are scheduled into the plan will depend on your tactics and the specific area of the Marina that you are trying to protect.

It should be understood that several of these steps may be going on simultaneously, including:

1. Shut off fuel.
2. Shut off power to the effected area
3. Assign member to meet incoming Fire Department
4. Meet and direct fire trucks to the scene
6. Contact United States Coast Guard and advise them of the emergency
7. Contact the Marina Manager or Service Supervisor
8. Remove all boats and equipment away from the fire area
9. Secure burning boat to the dock
10. Crowd control, including managing parking lot; police role
11. Activate evacuation plan and evacuation route
12. Public information announcements, if any are necessary, are to be handled only by the General Manager.
13. Oil spill containment and clean up
14. Bring additional fire extinguishers and equipment to the scene

After The Fire Is Out

- A. Notify marina's insurance company of the fire, and extent of damage. If possible, give them a call during the fire as they will often quickly come down helping to document the loss.
- B. Photograph and video tape all damage, from multiple angles, during and immediately after the fire.
- C. Pump water out of burned hull(s) and or remove damaged boats from water.
- D. Prevent boat(s) from sinking if possible. Hook up auxiliary bilge pumps as necessary.
- E. Protect against environmental damage from fuel or oil leakage. Use containment booms and absorption pads as necessary.
- F. Secure all damaged boat(s), docks and other structures for insurance investigation.
- G. Protect property against theft and looting.
- H. Prepare damage repair/replacement estimates for insurance claims.
- I. Gather written statements from your personal regarding the fire.
- J. State Fire Marshall will usually visit each fire scene to formally investigate the fire cause. Be prepared to cooperate fully. Never argue or cause them problems.

GENERAL MARINA & EQUIPMENT SAFETY

Section 8

Safety Guidelines & Procedures:

"WHEN IN DOUBT - GET HELP" - "SAFETY IS OUR BUSINESS"

ALL ACCIDENTS NO MATTER HOW MINOR ARE TO BE REPORTED IMMEDIATELY
TO THE SUPERVISOR

General Marina Safety

1. Only approved safety shoes shall be worn while on the job (non - skid rubber sole - good quality boat shoes)
2. Safety goggles will be worn while using power tools and servicing batteries.
3. Safety belts are to be used when working in high places where feasible - consult with your supervisor.
4. Paints, fuels, cleaners, etc., are to be used according to instructions and partially used containers of these liquids are to be stored in explosion proof containers or cabinets.
5. Docks are to be kept clear of equipment and debris. Hoses and lines are to be kept coiled and out of walkways.
6. All customers are not to climb on structures under fixed piers.
7. No swimming is allowed in the Marina.
8. Encourage boat owners to file a float plan prior to their trip.
9. No sailing is allowed within the Marina, due to lack of control and ability to operate vessels under rules of the road while under sail.
10. A monthly safety audit will be given to the Marina. This is to help all Employees recognize safety problem areas and to make your working environment as safe as possible.
11. A biweekly safety audit will be held and all Employees scheduled must attend and input is expected.
12. Be aware of customer injuries and know basic first aid and emergency phone number 683-4521 or **911**.
13. Use extreme caution when ice has formed on the docks.
14. Seat belts will be used whenever a Marina vehicle is being used. This is by all passengers, not just the driver.

All Employees should know Marina regulations and contract provisions and enforcement policies. Enforcing these guidelines will occasionally bring Employees in conflict with customers. Know the rules and enforce them tactfully and with confidence. Refer any difficulties to your supervisor. The safety of the Marina facility requires that all Employees can be reached in emergencies (i.e. storms, etc.).

Equipment Safety

Manitowoc Marina Equipment Safety Rule #1:

All equipment not meeting all requirements of the daily inspection ARE NOT to be used until the necessary repairs are made.

WARNING: Violations of this Rule #1 are grounds for immediate dismissal.

1. Travelift

- a. Give daily inspection prior to operation.
- b. No riding on the travelift.
- c. While the travelift is in motion, the operator will be guided by an assistant who is directing for the front of the machine.
- d. Only qualified Employees are to operate the travelift.

2. Harbor Boat, Launch and/or Work Boats

- a. Personal flotation vest (PFD) are to be immediately available or worn anytime the boat is underway.
- b. Boats are not to be operated without required U.S. Coast Guard approved equipment aboard.
- c. No Employee will operate the boat without knowledge of proper use of all equipment aboard.
- d. Boats will be operated according to the Nautical Rules of the Road, State and Harbor regulations.
- e. Boat operator will be personally responsible for fines levied for improper boat operation and/or operating without required safety equipment.
- f. Refuel all boats after use - reduce condensation.
- g. No Employee will attempt an offshore search and rescue.

3. VHF Radio Monitoring Procedures

- a. Base Station: Scan Channel, 09, 16 and Channel 68 during Marina operating hours.
- b. Harbor Boat: Monitor channel 09 when away from the Marina.
- c. Test radios at the beginning of each days use.
- d. Log base station use as required by F.C.C.
 - Log daily operating hours.
 - Log all emergency transmissions.
- e. Respond to "Mayday" or "Pan-Pan" transmissions by:
 - Listen - Do not transmit.
 - Notify U.S. Coast Guard by telephone.
 - Answer if there has been no response from USCG or a station closer to caller.
- f. Respond to emergency radio indicator beacon (EPIRB) by notifying U.S. Coast Guard by telephone.

MARINA SECURITY

Section 9

Security Procedures For Marina Employees

1. The floating docks are OFF LIMITS to all persons except boat owners and their guest. If anyone is not associated with a vessel, then ask them to please leave the area or return to a designated area. If the person resists the request to leave the floating docks, do not argue with them, but immediately call your supervisor or the Police.
2. The Marina grounds, docks, rack area, shop area are to be patrolled before opening.
3. If any boat owner has a reported theft aboard their vessel or report of persons boarding their vessel without permission in their absence, call your supervisor or security immediately and they will complete a written report while the owner is present. Take action immediately! Notify the General Manager at once and provide him with a copy of the incident report. The Service Supervisor should be notified if the General Manager is not immediately available.
4. All personnel are required to know the Marina Safety Procedures and Marina Regulations. Be prepared to enforce regulations in a diplomatic manner.

**Listed below are some areas to monitor during the
normal business hours of operation**

Boats In-the-Water

1. Observe and report, call owner directly for these situations:
 - a. Boats sitting unusually low in the water or listing.
 - b. Radios, lights, etc., left on or running.
 - c. Lines untied or boat loose from moorings.
 - d. Loose rigging, sails, canvas, etc.
2. Only boat owners and guests should be on the docks.
3. Fishing allowed only in designated areas.
4. Visitors should not dock in rented spaces.
5. No boat owner should use an open fire for cooking on the docks or in a boat. If observed have the fires extinguished immediately.
6. No swimming from docks or piers, or from boats within the harbor.

Floating Docks

1. Observe ramps for broken hinges, boards or railings.
2. Observe floats on piers for unusual listing.
3. Observe locations of fire extinguishers and life rings. Notify Marina personnel of missing or damaged items.
4. Notify Marina personnel of loose cleats, damaged hose racks, power centers and rub railings.
5. Dock lines, hoses, power cords should be coiled to prevent tripping hazards.
6. Turn off water spigots. If water lines are broken or leaking, shut off water supply and notify Marina personnel.
7. During bad weather, observe floating dock joints and report unusual or excessive working.

Fixed Piers

1. Observe and report:
 - a. Loose planking
 - b. Railing
 - c. Broken electrical fixtures
 - d. Spigots left on or broken water lines at the fish cleaning station.
 - e. Unusual or excessive working of pier or sea during bad weather.
2. No one is to climb on braces of pier or sea wall.

Mechanics & Storage Sheds

1. Check to see that doors are locked.
2. Check to see that storage cabinet is locked.

Fuel Dock

1. Check for fuel leaks at hose reels, dispensers or connections, both visually and odors.
2. If dispensers are "humming" pumps have been left on, turn off at electrical panel.
3. See that fuel hoses are coiled, not presenting themselves as a tripping hazard.
4. All doors and windows are secured and locked.

Marina Lights

1. Observe all Marina lights and leave list of ones burnt out.
2. Be especially alert to the red and green lights at the channel entrance going out.

Electrical Guidelines

1. Prior to plugging in any shore power cord into power centers, you must turn the breaker to the "off" position. After shore power cord is connected to the vessel and power center, turn breaker "on". Be aware of unsafe "pigtailed" or "splitters" used by boaters.
2. Ground fault adaptors are to be used and tested when using power tools on docks and in wet areas.
3. Know where the main electrical panels are located and the correct breaker locations to turn off power in problem areas.

Administration, Service & Storage Buildings

1. Check all entrance doors and secure them.
2. All lights should be off.
3. Make sure you have your radio on in case someone is trying to reach you.
4. Make sure all windows are secured and locked.
5. Check bathrooms, if unclean conditions exist - clean them. If the rooms are out of order, secure the proper portion of the facility until repaired.
6. Areas around buildings are in neat and orderly appearance.
7. Ice storage bins are locked.

Marina Vehicles

1. All keys are removed and doors are locked.
2. Make sure people are not entering or playing around the vehicle.

FUELING BOATS

Section 10

Boat Fueling Procedure

1. Before Fueling

- a. Secure boat firmly to dock.
- b. Shut off all electricity, open flames & heat sources.
- c. Check bilges for fuel vapors; shut off vent blowers.
- d. Locate fuel tank vent on hull and place catch bottle over it.
- e. Allow only one person to remain on the boat during fueling -- the one doing the pumping.
- f. Ask customer 2-3 times if they want diesel or gasoline - it is surprising how many boaters get confused and use the wrong fuel, a costly mistake.
- g. Hand the customer the fuel hose nozzle for fueling the boat; watch to make sure that they use the correct fuel deck fitting (not the fishing rod holder or water tank).

2. During Fueling

- a. "No Smoking" rule is to be observed & enforced at all times.
Do not hesitate to tell customers to extinguish all smoking materials.
- b. Maintain nozzle contact with fill pipe to eliminate static electricity sparks.
- c. Wipe up or contain spills immediately. (See oil spill procedures)
- d. Avoid overfilling - to keep fuel from expanding out air vent in hot weather.

3. After Fueling, But Before Starting Boat Engine

- a. Inspect bilges for leakage or fuel odors.
- b. Turn on boat bilge blowers for several minutes before starting engine.
Ventilate until odors are gone.
- c. "No Smoking" rule is to be observed & enforced at all times.
- d. Retract fuel hose & hang nozzle on hook after use.
- e. Identify fuel shut off valves for emergencies.
- f. Water hose to be kept coiled when not in use in fuel areas to prevent tripping.

FUEL & OIL SPILLS

Section 11

1. Contact General Manager or Service Supervisor immediately when a spill is discovered. **WARNING:** There is a large fine if even minor spills aren't reported.
2. Use oil absorbent pads and pillows, **NEVER USE DETERGENTS** to contain and remove a spill.
3. Locate cause of spill and secure against spread.
4. Gas spillage - Rope area off, get fire extinguisher and proceed with clean-up.

If a gasoline or diesel line breaks to the fuel pier, or in case of a **massive sheen** of oil, gasoline or diesel showing on the surface of the water, do the following:

1. Secure all valves to the fuel lines and tanks.
2. Secure all electricity.
3. Contact the Marina Office.
4. Contact the National Response Center.
4. Contact the Fire Department.
5. Contact the United States Coast Guard.
6. Contact the Wisconsin Department of Natural Resources.

If the spill is large:

1. Make sure everyone is off the docks.
2. Do not allow boats to enter the area.
3. Do not allow boats to start up.
4. **NO SMOKING DURING ANY SPILL** and anywhere where fuel can be smelled.
5. Stand by to direct the Fire Department and assist as needed.

If gasoline is spilled, break out fire hose to wash away from docks and boats. If diesel or oil is spilled, do not wash away. A containment boom should be set up. Oil and diesel will not dissipate the way gasoline will.

In case of a small gasoline or diesel spill from overfilling a fuel tank on a boat happens, spray water on dock, boat and on the water to help gasoline evaporate or diesel to dissipate.

WARNING: Do not spray soap or other disbursement on the spill. This is environmentally illegal and any Employee doing this will be held liable for their actions and can be dismissed from employment.

Sinking or Sunken Boat

Sunken boats commonly result in oil pollution when fuel bubbles up from the submerged fuel tank (often through the air vent).

1. Know location and proper use of emergency pumps.
2. If boat is sunk, place oil spill containment boom around the boat since fuel will usually bubble up to the surface resulting in an oil spill.
3. Inform boat owner of proper procedure to remove boat.

OIL SPILL EMERGENCY PHONE NUMBERS

For Gas, Diesel, Oil or Other Spills:

All Safety & Security Emergencies	911
After Hours, General Manager (Jack Culley)	683-9142
After Hours, Service Supervisor (Gary D'Aoust)	682-2985
After Hours, Store Manager (Kelly Tonini)	682-2425
Manitowoc Fire Department	686-6540
Manitowoc Police Department	686-6500
Two Rivers Coast Guard Station	793-1304
National Response Center	800-424-8802
WI DNR Marine Warden	920-755-4986
Safety-Kleen Environmental Services	920-766-4266

When calling one of the above agencies, provide the following information:

1. Type of product spilled: Gas, Diesel, Oil or Unknown
2. Source of Spill - Boater, Marina Fuel Lines, or Other
3. Quantity spilled ____ quarts - ____ gallons
4. Wind direction and strength
5. What actions are presently being taken by Marina staff to prevent spill from spreading out.
6. Is the spill within a confined area or not?

All spills must be logged in on Incident Report Sheet:

1. Type of product spilled
2. Quantity
3. Source of spill, if known
4. Location of spill
5. Wind direction
6. What actions were taken.

HAZARD COMMUNICATION STANDARD PROGRAM

Section 12

"Employee's Right-To-Know Law" **Hazard Communication Standard Written Program**

General

The purpose of this instruction is to ensure that the Manitowoc Marina is in compliance with the OSHA Hazard Communication Standard (HCS), 29 CFR 1910.1200.

Manitowoc Marina Safety Coordinator: Jack Culley, General Manager

The Safety Coordinator has the overall responsibility for coordination of our Hazard Communication program.

In general, each Employee in the facility will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

List of Hazardous Chemicals

The Safety Coordinator or designee will maintain a list of all hazardous chemicals used by the facility, and update the list as necessary. The hazardous chemicals list will be updated upon receipt of hazardous chemicals at the facility. The master list of hazardous chemicals for the facility is maintained at:

The office of the Marina Safety Coordinator, Jack Culley, General Manager

Material Safety Data Sheets

The Safety Coordinator or designee will maintain a Material Safety Data Sheet (MSDS) library on every substance on the list of hazardous chemicals used by the facility. The MSDS will consist of a fully completed OSHA Form 174 or equivalent. The department manager or supervisor will ensure that each work department maintains an MSDS for hazardous chemicals used in that department. MSDS's will be readily available to all Employees.

The Service Department Supervisors are responsible for acquiring and updating MSDS's. The Safety Coordinator will review each MSDS for accuracy and completeness. All new procurements for the facility must be cleared by the Safety Coordinator. Whenever possible, the least hazardous substance will be procured. MSDS's that meet the requirements of the HCS must be received at the facility prior to the first shipment of a potentially hazardous chemical purchased from a vendor.

Labels & Other Forms of Warning

The Department Managers or their designees are responsible for ensuring that all hazardous chemicals in the facility are properly labeled. Labels should list at least the identity of the chemical substance and appropriate hazard warnings. The Department Managers will refer to the corresponding MSDS to verify label information. Immediate-use containers, small containers into which materials are drained for use on that shift by the Employees drawing the material, do not require labeling.

Existing labels on any containers of hazardous chemicals shall not be removed or defaced unless that container is immediately marked with the appropriate required information.

Managers will check on a monthly basis to ensure that all containers in the facility are labeled and that the labels are up to date.

Training

Each Employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals. Additional training will be provided for Employees when a new hazard is introduced into their work areas. Hazardous chemical training is conducted by the Safety Coordinator, Personnel Coordinator, and Department Managers or their designee.

The training will emphasize these elements:

1. A summary of the Standard and this written program.
2. Hazardous chemical properties including methods that can be used to detect the presence or release of hazardous chemicals.
3. Physical and health hazards associated with potential exposure to workplace chemicals.
4. Procedures to protect against hazards, e.g., personal protective equipment, work practices and emergency procedures.
5. Hazardous chemical spill and leak procedures.
6. Location of MSDS's, how to understand their content, and how Employees may obtain and use appropriate hazard information.

The Safety Coordinator will maintain and monitor records of Employee training and determine staff training needs.

Contractor's Employees

Any person engaging an outside contractor will advise the contractor of any chemical hazards which may be encountered in the normal course of their work on the premises. The contractor will be required to submit MSDS's or other appropriate notification of any chemical hazards their work may present to Manitowoc Marina Employees before such substances are brought on site.

Non-Routine Tasks

Supervisors contemplating a non-routine task, or assignment of an Employee to a new or non-routine job, will ensure that Employees are informed of chemical hazards associated with the performance of these tasks and of appropriate protective measures. This may be accomplished by a meeting of the Department Manager or supervisor with affected Employees to discuss any new chemical hazards and MSDS's before such work is begun.