



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.