

**2013 Risk Assessment  
Full Assessment Report  
Menasha**

Score/Level				2010	2013	2013
1	2	3	4	Rating Level	Rating Level	

## Section 1 - Risk Assessment

### Category A - Management Direction

Item A1	Loss Prevention Program Objectives and Action Plan (Short-term)	0	10	25	35	1	1	0
Item A2	Designated Safety Coordinator or Risk Manager	0	10	25	35	4	2	10
Item A3	Participation by Department Heads, City Attorney, and Key Elected and Appointed Officials	0	10	20	30	4	4	30
Item A4	Risk Management and Safety Program Communications and Support Materials	0	4	10	15	4	4	15
Item A5	Written Risk Management/Safety Policy Statement	0	2	6	10	4	2	2
								125
								57

### Category B - Loss Control Methods

Item B1	City or Village Safety Work Rules	0	5	15	25	4	3	15
Item B2	Safety Committee Organization(s)	0	5	15	25	4	3	15
Item B3	Facility Self-Inspection Program	0	5	15	20	4	2	5
Item B4	Employee Involvement and Feedback	0	5	10	15	4	3	10
Item B5	Employee Safety Awareness and Recognition Program	0	5	10	15	4	3	10
Item B6	Employee First Aid/CPR/AED Program	0	5	10	15	4	3	10
Item B7	Facility Security	0	5	7	10	2	2	5
Item B8	Employee Health and Wellness Program	0	5	15	25	2	3	15
								150
								85

### Category C - Risk Management Practices

Item C1	Service Contract Administration and Risk Transfer Techniques	5	20	30	35	1	2	20
Item C2	Construction Contract Risk Management Practices	0	5	10	15	2	2	5
Item C3	Sidewalk Inspection and Maintenance Program	0	5	15	30	3	2	5
Item C4	Transportation to Municipal Programs or Services	0	5	15	20	4	1	0
Item C5	Sewer Maintenance Program	0	5	15	20	4	2	5
Item C6	Special Event Liability Controls	2	5	10	20	3	3	10
Item C7	Outside Users of Municipal Facilities and Parks (Non-Special Event)	0	5	10	15	4	2	5
Item C8	Public Officials Liability Prevention	0	10	12	15	3	3	12
Item C9	Certificate of Insurance	0	10	20	30	1	2	10
Item C10	Media Relations Policy	0	5	10	15	2	2	5
Item C11	Emergency Management Plan	0	3	10	20	3	3	10
Item C12	Traffic Sign Management Program	0	5	15	25	4	1	0
Item C13	Use of Volunteers	0	5	15	20	1	2	5
Item C14	Permitting and Licensing Process (Building, Housing, Streets, etc)	0	5	15	25	2	2	5
Item C15	Inspection Process (Buildings)	0	10	30	45	N/A	1	0
								350
								97

### Category E - Employment Practices Liability Management

Item E1	Personnel Function Performance Standards	0	5	20	30	2	2	5
Item E2-A	Aids-Privacy Policy	0	2	3	5	1	1	0
Item E2-B	At-Will Employment Policy	0	2	3	5	2	4	5
Item E2-C1	Code of Conduct (Behavior at Work, Gambling, Insubordination) Policy	0	2	3	5	3	4	5
Item E2-C2	Code of Ethics (Conflict of Interest, Gifts & Gratuities, Political Activities) Policy	0	2	3	5	2	2	2
Item E2-D	Open Records Policy	0	2	3	5	3	3	3
Item E2-E	Consolidated Omnibus Budget Reconciliation Act (COBRA) Policy	0	2	3	5	3	3	3
Item E2-F	Discipline Policy	0	2	3	5	3	4	5
Item E2-G	Drug-Free Workplace & Drug/Alcohol Testing Policy	0	2	3	5	3	4	5
Item E2-H	Electronic Communications Policy	0	3	5	7	3	4	7
Item E2-I	Employee Records and Retention Policy	0	3	5	7	3	3	5

Item E2-J	Leave of Absence Policy	0	2	3	5	3	3	3	
Item E2-K	Personal Use of City Equipment Policy	0	2	3	5	4	3	3	
Item E2-L	Polygraph Testing Policy	0	2	3	5	1	1	0	
Item E2-M	Privacy in Locker Rooms Policy	0	2	3	5	1	3	3	
Item E2-N	Separation of Employment Policy	0	3	5	7	1	3	5	
Item E2-O	Travel Policy	0	2	3	5	4	3	3	
Item E2-P	Violence in the Workplace Policy	0	3	5	7	3	3	5	
Item E2-Q	References/Background Checks Policy	0	2	3	5	2	1	0	
Item E3	Legal Review and Support Services Policy	0	5	10	15	4	1	0	
Item E4	Anti-Discrimination and Anti-Harassment Measures/Policy	0	15	25	45	4	4	45	
Item E5	ADA Title I	0	10	15	25	1	2	10	
Item E6	ADA Title II	0	10	15	25	1	1	0	
Item E7	Recruitment and Selection	0	15	20	30	4	2	15	
Item E8	Employee Assistance Program (EAP)	0	5	10	15	4	4	15	
Item E9	I-9 Compliance Policy	0	5	10	20	1	1	0	
Item E10	Family Medical Leave Act (FMLA) Policy	0	3	5	7	4	4	7	
Item E11	Fair Labor Standard Act (FLSA) Policy	0	3	5	7	4	2	3	
								317	162

### Category F - Safety and Health Regulatory Compliance

Item F1	Preparedness for Department of Safety and Professional Services (DSPS) Health/Safety Inspection	0	3	8	15	3	2	3	
Item F2	Job Site Protection and Traffic Control Measures (MUTCD)	0	2	5	10	3	2	2	
Item F3	Excavation	0	2	5	10	3	3	5	
Item F4	Confined Space Entry	0	2	7	10	4	2	2	
Item F5	Hazard Communication	0	2	7	10	4	4	10	
Item F6	Respiratory Protection	0	2	7	10	4	2	2	
Item F7	Hearing Conservation	0	2	7	10	4	3	7	
Item F8	Bloodborne Pathogens	0	2	7	10	4	3	7	
Item F9	Lockout/Tagout	0	2	7	10	4	3	7	
Item F10	Powered Industrial Trucks (Forklifts)	0	2	7	10	3	1	0	
Item F11	Fire Protection	0	2	7	10	4	3	7	
Item F12	Personal Protective Equipment (PPE)	0	5	7	10	4	3	7	
Item F13	Emergency Action Plan	0	2	7	10	4	3	7	
Item F14	Ergonomics	0	2	7	10	2	2	2	
Item F15	Fall Protection	0	2	7	10	N/A	3	7	
Item F16	Chemical Hygiene Plan (Laboratory Safety)	0	2	7	10	N/A	N/A	N/A	
Item F17	Lead	0	2	7	10	2	2	2	
Item F18	Asbestos	0	2	7	10	4	3	7	
Item F19	Tuberculosis	0	2	7	10	4	1	0	
Item F20	Flammable Liquids	0	2	7	10	4	2	2	
Item F21	Ladder Safety (New item)	0	5	8	10	N/A	1	0	
								205	86

### Category G - Utilization of CVMIC Resources

Item G1	Participation in Summer and Annual Meetings	0	0	7	10	2	4	10	
Item G2	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A	
Item G3	Attendance at CVMIC Provided Regional Training Programs (3 year Average)	0	10	15	20	4	1	0	
Item G4	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A	
Item G5	Supervisory Training and Development	0	5	20	30	3	3	20	
Item G6	Recordkeeping on Employee Training	0	5	10	15	4	3	10	
Item G7	EPL (Employment Practices Liability) Training through CVMIC (3 year average)	0	7	18	25	3	3	18	
								100	58

### Category H - Claims and Accident reporting, Investigation, Monitoring and Follow Up

Item H1	Internal Claims Management Techniques (General Liability)	0	10	20	25	4	3	20
Item H2	Citizen Liability Complaint Reporting and Tracking System	0	10	20	25	2	2	10
Item H3	Employee Accident Investigation Reporting Procedures (Workers Compensation)	0	15	25	40	4	3	25

Item H4	Reporting of On-the-Job Accidents, Injuries, and Illnesses	0	10	20	30	3	2	10
Item H5	Modified Duty/Return To Work Program	0	5	15	25	2	2	5
Item H6	Employee Injury Case Management	0	5	10	15	2	3	10

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## Section 2 - Fire and EMS Assessment

### Category A - Management Direction

Item A1	Fire Chief, Ambulance or EMS Director Support	0	7	15	20	2	3	15
Item A2	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item A3	Department Commitment to Loss Control	0	5	10	15	1	1	0

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### Category B - Liability/Risk Management Processes

Item B1	Vehicle Use for Special Occasions (Weddings, Parades, etc.) Guest Passengers and Ride-a-Long	0	10	15	20	3	3	15
Item B2	Media Relations Policy	0	5	10	12	1	2	5
Item B3	Open Records	0	7	10	12	2	1	0
Item B4	Civil Liability Awareness and Legal Update Training	0	5	10	15	1	1	0
Item B5-A	Specialized Responses - High Level/Rope Rescue	0	5	15	20	3	3	15
Item B5-B	Specialized Responses <input type="checkbox"/> Ice/Water Rescue	0	5	15	20	3	4	20
Item B5-C	Specialized Responses <input type="checkbox"/> Swift Water Rescue	0	5	15	20	1	2	5
Item B5-D	Specialized Responses <input type="checkbox"/> 1st Responder	0	5	15	20	3	4	20
Item B5-E	Specialized Responses <input type="checkbox"/> Dive Rescue	0	5	15	20	N/A	4	20
Item B5-F	Specialized Responses <input type="checkbox"/> Confined Space Rescue Plan	0	5	15	20	3	3	15
Item B5-G	Specialized Responses - Hazmat	0	5	15	20	N/A	2	5
Item B5-H	Specialized Responses - Technical Rope Rescue	0	5	15	20	3	3	15
Item B6	MABAS Mutual Aid Agreements	0	5	10	20	2	3	10
Item B7	Alcohol Use Policy	0	5	15	25	4	4	25
Item B8	Exposure Control: Access to Medical Records (Compliance with 1910.1020) - Both Fire and EMS	0	10	20	30	N/A	4	30

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### Category C - Safety and Health Programs

Item C1	Designated Safety Officer	0	10	30	40	4	4	40
Item C2	Safety Committee	0	10	25	30	3	3	25
Item C3	Personal Protective Equipment (PPE) (Fire/Rescue) <input type="checkbox"/> Turn Out Gear (NFPA 1971), Helmet (NFPA 1971), Hoods (NFPA 1971), Personal Alert Device (NFPA 1982), Gloves (NFPA 1971), Footwear (NFPA 1971), Hearing Protection (29 CFR 1910.95), Face Piece (ANSI Z87.1), Eye Protection (ANSI Z87.1)	0	7	10	13	4	4	13
Item C4	Respiratory Protection	0	10	15	30	4	4	30
Item C5	Bloodborne Pathogens	0	10	15	30	4	4	30
Item C6	Physical Fitness Program	0	15	25	30	2	2	15
Item C7	Confined Space	0	10	15	25	2	3	15
Item C8	Hazmat	0	10	15	25	1	1	0
Item C9	Emergency Traffic Control (ETC) and Scene Management	0	10	15	30	2	3	15

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### Category D - EMS/Ambulance Services

Item D1	Access to Patient Records (Compliance with 146.50(12))	0	10	20	30	1	1	0
Item D2	Patient releases	0	10	20	30	N/A	N/A	N/A
Item D3	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item D4	Run reports and Documentation	0	10	20	30	1	3	20
Item D5	Bi-Annual review of Operational Plan under DHS 110	0	10	25	40	2	3	25
Item D6	Ambulance Inspections	0	5	10	15	N/A	N/A	N/A
Item D7	Patient Restraints	0	5	15	20	N/A	N/A	N/A
Item D8	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item D9	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item D10	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A

Item D11	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item D12	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item D13-1	Personal Protective Equipment (PPE) (Fire/Rescue) <input type="checkbox"/> Hepa Respirator, cpr mask, patient care gloves, mask, goggles, face shield, gowns	0	7	10	13	3	3	10
Item D13-2	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item D13-3	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item D13-4	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item D13-5	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item D13-6	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item D13-7	Item Has Been REMOVED	0	0	0	0	0	N/A	N/A
Item D14-1	EMS/Ambulance Preventative Maintenance <input type="checkbox"/> Cardiac Monitors	0	2	6	12	N/A	N/A	N/A
Item D14-2	EMS/Ambulance Preventative Maintenance <input type="checkbox"/> Suction Units	0	2	6	12	2	2	2
Item D14-3	EMS/Ambulance Preventative Maintenance <input type="checkbox"/> Blood Pressure	0	2	6	12	2	2	2
Item D14-4	EMS/Ambulance Preventative Maintenance <input type="checkbox"/> Stretchers	0	2	6	12	N/A	N/A	N/A
Item D14-5	EMS/Ambulance Preventative Maintenance <input type="checkbox"/> Glucose Monitors	0	2	6	12	N/A	N/A	N/A
Item D15	Specialized Responses <input type="checkbox"/> 1st Responder	0	5	15	20	N/A	4	20

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### Category E - Policy and Procedure Development

Item E1	Standard Operating Guidelines Manual	0	10	25	30	2	2	10
Item E2	Guideline Development Process	2	15	20	25	2	2	15
Item E3	Guideline Dissemination	7	15	20	25	2	2	15
Item E4	Guideline Review and Revision	0	10	20	25	1	1	0

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### Category F - SPS 314/330

Item F1	Apparatus Inspections	0	10	20	30	4	4	30
Item F2	Pumps on Apparatus	0	10	20	30	4	4	30
Item F3	Aerial Device Testing (NOTE: Does not apply to EMS/Ambulance operations and Fire departments without aerial equipment)	0	10	20	30	4	4	30
Item F4	Fire Equipment Operator Certification	0	10	15	20	4	4	20
Item F5	New Firefighter Qualifications (NOTE: Does not apply to EMS/Ambulance Operations)	0	5	12	30	3	4	30
Item F6	Fire Officer Appointments	0	5	12	20	4	4	20
Item F7	Fire Prevention/Inspections (NOTE: This item does not apply to a standalone EMS/Ambulance operation)	0	10	15	25	4	4	25

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### Category G - Training and Education

Item G1	Coordination and Planning of the Training Function	0	15	20	30	4	4	30
Item G2	Recordkeeping	0	10	20	30	4	4	30
Item G3	Training Needs Analysis	0	5	15	30	2	4	30
Item G4	Training	0	10	15	30	4	1	0
Item G5	Live Fire Training <input type="checkbox"/> NFP 1403	0	10	20	30	3	3	20
Item G6	Incident Management System (NOTE: Applies to FIRE and EMS operations)	0	10	20	30	3	3	20

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### Category H - Facility Design and Maintenance

Item H1	Facility Safety Inspections	0	5	10	15	3	3	10
Item H2-1	Equipment Inspections <input type="checkbox"/> Vehicle Mounted Fire Extinguishers	0	0	0	15	4	4	15
Item H2-2	Equipment Inspections <input type="checkbox"/> Fire Hoses	0	0	0	15	4	4	15
Item H2-3	Equipment Inspections <input type="checkbox"/> Ground Ladders	0	0	0	15	4	4	15
Item H2-4	Equipment Inspections <input type="checkbox"/> Personal Alert Safety Systems and SCBAs	0	0	0	15	4	4	15
Item H2-5	Equipment Inspections <input type="checkbox"/> Life Safety Ropes	0	0	0	15	4	4	15
Item H3	Apparatus Floor Ventilation (Applies to both Air Handling and Vehicle Exhaust)	0	5	10	20	4	3	10

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## Section 3 - DPW/Utilities Assessment

## Category A - DPW

Item 1	Solid Waste Management	0	2	8	20	4	4	20	
Item 2	Spill Prevention and Response Plan	0	5	15	30	4	3	15	
Item 3	Roadway Painting (Line Striping, Cross Walks, Parking Lots, etc)	0	7	15	30	4	4	30	
Item 4	Traffic Signals and Street Lights	0	7	15	30	4	4	30	
Item 5	Roadway Hazards Response (i.e. Potholes, Tree down, Manhole Covers Missing, etc.)	0	7	15	30	1	3	15	
Item 6	Snow Plowing	0	5	15	30	4	4	30	
Item 7	Digger's Hotline (Requesting a Locate)	0	5	15	30	4	2	5	
Item 8	Municipal Locate Response	0	5	20	30	1	1	0	
								230	145

## Section 4 - Law Enforcement Assessment

### Category A - Liability Management Processes

Item A1	Accident Investigation Procedures for Automobile Accidents	0	4	9	15	4	4	15	
Item A2	Accident Investigation Procedures for Workers' Compensation Injuries	0	4	9	15	3	3	9	
Item A3	Citizen Complaints and Internal Affairs Investigation	0	5	20	35	4	4	35	
Item A4	Media Relations Policy	0	5	17	25	3	4	25	
Item A5	Open Records Policy	0	6	14	20	3	3	14	
Item A6	Civil Liability Awareness and Legal Update Training	0	5	16	25	4	4	25	
Item A7	Emergency Response Team (SWAT)	0	10	20	30	3	3	20	
Item A8-1	Specialized Units - Motorcycles	0	5	15	20	N/A	N/A	N/A	
Item A8-2	Specialized Units - Bikes	0	5	15	20	N/A	N/A	N/A	
Item A8-3	Specialized Units - Snowmobiles	0	5	15	20	N/A	N/A	N/A	
Item A8-4	Specialized Units - Horses	0	5	15	20	N/A	N/A	N/A	
Item A8-5	Specialized Units - ATVs	0	5	15	20	1	1	0	
Item A8-6	Specialized Units <input type="checkbox"/> Boats (Watercraft)	0	5	15	20	N/A	N/A	N/A	
Item A8-7	Specialized Units <input type="checkbox"/> Canine Unit	0	5	15	20	4	4	20	
								205	163

### Category B - Risk Management Practices

Item B1	Mutual Aid Agreements	0	10	20	30	2	2	10	
Item B2	Managing MEG Units	0	10	20	30	3	3	20	
								60	30

### Category C - Safety and Health Programs

Item C1	Bloodborne Pathogens Policy	0	5	15	30	4	4	30	
Item C2	Body Armor Policy	0	8	20	40	3	3	20	
Item C3	Physical Fitness/Wellness Program	0	5	10	40	2	2	5	
Item C4	Emergency Traffic Control (ETC) and Scene Management	0	10	15	30	1	3	15	
								140	70

### Category D - Employment Practices Liability Management

Item D1	Employee Mental Health Assistance	0	15	25	30	3	3	25	
								30	25

### Category E - Policy and Procedure Development

Item E1	Standard Operating Procedure Manual	0	18	35	50	4	4	50	
Item E2	Policy Development	5	15	25	30	3	3	25	
Item E3	Policy Dissemination	5	10	20	35	3	4	35	
Item E4	Policy Review and Revision	0	10	25	35	3	3	25	
								150	135

### Category F - Critical Task Issues

Item F1	Vehicle Pursuits	0	35	55	70	3	3	55
Item F2	Use of Force	0	35	60	90	3	2	35
Item F3	Communications Policy	0	9	18	25	3	3	18
Item F4	Emergency Vehicle Operation	0	0	50	65	3	4	65

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### Category G - Training and Education

Item G1	Coordination and Planning of Training Function and Training Needs Analysis	0	15	35	50	3	3	35
Item G2	Recordkeeping	0	15	35	50	3	3	35
Item G3	Training	0	10	35	50	4	4	50
Item G4	Contextual Training (Decision Making/Situational Training)	0	5	25	50	3	3	25
Item G5	Managerial and Supervisor Training	0	15	35	50	4	3	35

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### Category H - Facility Design and Maintenance

Item H1	Lockup Facility	0	10	25	50	3	3	25
Item H2	Custody Practices	0	10	30	40	3	3	30
Item H3	Indoor Firearms Range Facility and Range Maintenance/Cleaning	0	10	25	30	N/A	2	10

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## Section 5 - Park and Recreation Assessment

### Category A - Park and Recreation

Item 1A	Park Inspections and Maintenance: General Park Grounds	0	3	5	7	4	4	7
Item 1B	Park Inspections and Maintenance: Picnic/Park Pavilions and Amenities	0	2	3	5	4	4	5
Item 1C	Park Inspections and Maintenance: Parking Lots and Sidewalks/Pathways in parks	0	2	3	5	4	4	5
Item 1D	Park Inspections and Maintenance: Athletic Facilities (Baseball, Softball, Soccer, etc.)	0	3	5	7	4	4	7
Item 1E	Park Inspections and Maintenance: Trails (Bikes, Hiking, etc.)	0	2	3	5	4	4	5
Item 1F	Park Inspections and Maintenance: Skate Parks	0	2	3	5	4	4	5
Item 1G	Park Inspections and Maintenance: BMX Tracks	0	2	3	5	N/A	N/A	N/A
Item 1H	Park Inspections and Maintenance: Piers, Docks, Boat Launches, Bridges, and Waterfront Facilities	0	3	5	7	4	4	7
Item 1I	Park Inspections and Maintenance: Arenas, Stadiums	0	3	5	7	4	1	0
Item 1J	Park Inspections and Maintenance: Sledding Hills	0	3	5	7	4	4	7
Item 1K	Park Inspections and Maintenance: Ski Facilities	0	3	5	7	N/A	N/A	N/A
Item 1L	Park Inspections and Maintenance: Ice Rinks	0	3	5	7	4	4	7
Item 1M	Park Inspections and Maintenance: Golf Courses	0	3	5	7	N/A	N/A	N/A
Item 1N	Park Inspections and Maintenance: Bleachers	0	3	5	7	4	4	7
Item 1O	Park Inspections and Maintenance: Community Centers	0	3	5	7	N/A	4	7
Item 1P	Park Inspections and Maintenance: Archery Ranges	0	3	5	7	N/A	N/A	N/A
Item 2	Playgrounds	0	5	15	20	3	3	15
Item 3	Forestry	0	10	15	20	4	4	20
Item 4	Signs in Park and Recreation Facilities	0	5	10	15	4	4	15
Item 5	Use of Non-Owned Facilities and Equipment	0	5	10	15	3	3	10
Item 6	Aquatics	5	15	25	30	4	4	30
Item 7	Contractual Risk Transfer for Park and Recreation Activities (Special Events)	0	5	10	15	4	4	15
Item 8	Chemical/Pesticide Control	0	10	15	20	2	2	10
Item 9	Concession Stands	0	5	10	15	4	4	15
Item 10	Tools and Equipment (Excluding Heavy Equipment)	0	10	20	25	4	4	25
Item 11	Public Beaches (Unattended)	0	5	15	20	4	4	20

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## Section 6 - Fleet Safety Assessment

### Category A - Fleet Safety

Item 1	Fleet Safety Program Policy and Policy Statement	0	10	15	30	2	1	0
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Item 2	Driver Qualifications and Selection	0	5	20	30	4	1	0
Item 3	Driver Improvement Education and Training	0	5	10	20	4	1	0
Item 4	Accident Reporting and Investigations	0	8	15	25	4	1	0
Item 5	Accident Data Analysis	0	3	5	10	3	2	3
Item 6	Vehicle and Equipment Inspections	0	5	10	20	4	1	0
Item 7	Vehicle and Equipment Preventative Maintenance and Repair	0	5	10	20	4	1	0
Item 8	Driver Recognition Programs	0	2	5	10	2	2	2
Item 9	Distracted (Inattentive) Driving	0	2	5	15	3	1	0
Item 10	Seatbelt Policy	0	0	5	15	4	1	0
Item 11	Personal Vehicle Use For Municipal Business <input type="checkbox"/> Mileage Reimbursement Policy	0	3	5	15	4	2	3
Item 12	Hours of Service Policy	0	0	5	15	1	1	0
Item 13	Vehicle Safety Equipment	0	3	5	15	4	1	0

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