

**CWD Public Assistance  
Program Opportunities  
2007 Winter Response Program**

**Alberta**

## **CWD Public Assistance Program Opportunities**

Sustainable Resource Development, Fish and Wildlife Division will be conducting response programs as part of the ongoing efforts to control chronic wasting disease (CWD) in wildlife management units (WMUs) 150, 151 and 234 during March 2007. There will be opportunities for the public to assist F&W staff in various activities and the Fish and Wildlife Division sincerely appreciates the assistance of the public in this important wildlife management program.

There are two different types of public opportunities: A - volunteers and B – non-volunteers. The following material outlines first the volunteer opportunities, and then the non-volunteer opportunities. Volunteer involvement must be restricted to activities with low risks to personal safety in order to ensure SRD Occupational Health and Safety (OH&S) and Risk Management obligations and requirements are fulfilled.

### **A: VOLUNTEER OPPORTUNITIES**

Public opportunities to assist Fish and Wildlife staff as volunteers are being offered in the areas of:

1. **Landowner contacts** – assist officer staff in seeking permission to collect deer on private lands.
2. **Bait maintenance** – assist officer, biological and wage staff in establishing and maintaining hay baits at sites where deer are congregated deer.
3. **Deer carcass transport** – assist officer, biological and wage staff in the transportation of deer carcasses from the field to processing facilities.
4. **Security** – assisting officer staff in securing areas where collection activities are ongoing.

### **All volunteers will be required to:**

1. Submit a signed volunteer application form.
2. Possess a valid Class 5 Alberta driver's licence, and provide a current driver's abstract.
3. Have a cell phone for emergency use.
4. Have a First Aid Kit if working independently.
5. Agree that no financial remuneration will be received by the volunteer.
6. Agree to and sign a Volunteer Agreement.
7. Understand that the Volunteer is covered under the Government's Comprehensive General Liability, Accidental Death & Dismemberment, and Weekly Indemnity coverages subject to the terms and conditions of each coverage at the time of the loss. Such coverage will only respond while the Volunteer is performing his or her authorized duties. Such coverage will be in excess to any other coverage available to the Volunteer under any other policy or coverage. Any member of a volunteer organization will not be provided any coverage or protection from the RMI coverages. As they belong to a volunteer organization we expect that organization to provide insurance for its members.
8. Read the CWD OH&S Safety Plan and be briefed by a Fish and Wildlife staff person on that plan.
9. Be briefed by a Fish and Wildlife staff person on the 2007 CWD Operational Plan.
10. Commit to a minimum of two consecutive days of work.
11. Have appropriate winter clothing and personal protective equipment.
12. Not operate any government motor vehicle unless specifically authorized by the Deputy Minister or equivalent.
13. In such case as it is deemed necessary for a volunteer to operate a government vehicle, the volunteer must be authorized by the Deputy Minister or equivalent and meet the following criteria:
  - a. A valid Alberta Class 5 Drivers Licence.
  - b. A minimum 3 years driving experience.
  - c. No more than six demerit points.
  - d. No criminal code convictions.
14. Be in good physical condition.

### **Volunteer opportunity job descriptions and details are as follows:**

## **Landowner Contact Assistant**

**Report to:** Fish and Wildlife Public Co-ordinator designate.

**Role:** Assist staff in seeking permission from local landowners for Fish and Wildlife to collect deer on private lands.

**Qualifications:** Member of local CWD Border North or Border South Public Advisory Committees.

The volunteer will:

1. Assist the designated Fish and Wildlife staff person in discussions with landowners in obtaining permission to collect deer on private and leased lands. The discussions will detail the significance of CWD and the importance of collecting deer to remove infected animals and/or test deer for the disease.
2. Understand that the Volunteer is covered under the Government's Comprehensive General Liability, Accidental Death & Dismemberment, and Weekly Indemnity coverages subject to the terms and conditions of each coverage at the time of the loss. Such coverage will only respond while the Volunteer is performing his or her authorized duties. Such coverage will be in excess to any other coverage available to the Volunteer under any other policy or coverage.
3. Not operate any government motor vehicle or ATV.
4. Not receive financial remuneration.
5. Read the CWD OH&S Safety Plan and be briefed by a Fish and Wildlife staff person on that plan.
6. Be briefed by a Fish and Wildlife staff person on the 2007 CWD Operational Plan.

## **CWD Baiting Assistant**

### **Report to:**

Fish and Wildlife Public Co-ordinator or designate.

### **Role:**

Assist Fish and Wildlife staff providing bait at selected sites where deer are congregated.

### **Qualifications:**

1. Good physical condition with the capability to lift square hay bales up to 45 Kg each and bags of grain up to 20 Kg each.
2. Have appropriate winter clothing and gloves.
3. Commit to a minimum of two consecutive days of work. Possible shift times 08:00 to 17:00.
4. Will not operate a government vehicle unless specifically authorized by the Deputy Minister or equivalent and meet the following criteria :
  - a. A valid Alberta Class 5 Drivers Licence.
  - b. A minimum 3 years driving experience.
  - c. No more than six demerit points.
  - d. No criminal code convictions.

The volunteer will:

1. Assist the designated Fish and Wildlife staff person in loading/unloading bait at selected bait sites.
2. Observe all OH&S specifications and requirements as outlined in the 2007 CWD Operational Plan.
3. Understand that the Volunteer is covered under the Government's Comprehensive General Liability, Accidental Death & Dismemberment, and Weekly Indemnity coverages subject to the terms and conditions of each coverage at the time of the loss. Such coverage will only respond while the Volunteer is performing his or her authorized duties. Such coverage will be in excess to any other coverage available to the Volunteer under any other policy or coverage.
4. Not operate any government motor vehicle unless specifically authorized by the Deputy Minister or equivalent, point 4. above.
5. Not operate any government ATV.
6. Not receive financial remuneration.

## **CWD Transport Assistant**

### **Report to:**

Fish and Wildlife Public Co-ordinator or designate.

### **Role:**

Assist Fish and Wildlife staff in transportation of deer carcasses from the field to processing facilities.

### **Qualifications:**

1. Good physical condition with the capability to lift/load/unload deer carcasses into a truck.
2. Have appropriate winter clothing and gloves.
3. Commit to a minimum of two consecutive days of work. Possible shift times 08:00 to 20:00.
4. Will not operate a government vehicle unless specifically authorized by the Deputy Minister or his equivalent and meet the following criteria:
  - a. A valid Alberta Class 5 Drivers Licence.
  - b. A minimum 3 years driving experience.
  - c. No more than six demerit points.
  - d. No criminal code convictions.

The volunteer will:

1. Assist the designated Fish and Wildlife staff person in loading/unloading deer carcasses.
2. Observe all OH&S specifications and requirements as outlined in the 2007 CWD Operational Plan.
3. Understand that the Volunteer is covered under the Government's Comprehensive General Liability, Accidental Death & Dismemberment, and Weekly Indemnity coverages subject to the terms and conditions of each coverage at the time of the loss. Such coverage will only respond while the Volunteer is performing his or her authorized duties. Such coverage will be in excess to any other coverage available to the Volunteer under any other policy or coverage.
4. Not operate any government motor vehicle unless specifically authorized by the Deputy Minister or equivalent, point 4. above.
5. Not operate any government ATV.
6. Not receive financial remuneration.

## **CWD Security Assistant**

### **Report to:**

Fish and Wildlife Public Co-ordinator or designate.

### **Role:**

Assist Fish and Wildlife staff in securing areas where collection activities are ongoing.

### **Qualifications:**

1. Be in good physical condition.
2. Have appropriate winter clothing and gloves.
3. Commit to a minimum of two consecutive days of work. Possible shift time 07:00 to 19:00.
4. Will not operate a government vehicle unless specifically authorized by the Deputy Minister or equivalent and meet the following criteria:
  - a. A valid Alberta Class 5 Drivers Licence.
  - b. A minimum 3 years driving experience.
  - c. No more than six demerit points.
  - d. No criminal code convictions.

The volunteer will:

1. Assist the designated Fish and Wildlife staff person in securing and monitoring traffic into/out of a secure area.
2. Observe all OH&S specifications and requirements as outlined in the 2007 CWD Operational Plan.
3. Understand that the Volunteer is covered under the Government's Comprehensive General Liability, Accidental Death & Dismemberment, and Weekly Indemnity coverages subject to the terms and conditions of each coverage at the time of the loss. Such coverage will only respond while the Volunteer is performing his or her authorized duties. Such coverage will be in excess to any other coverage available to the Volunteer under any other policy or coverage.
4. Not operate any government motor vehicle unless specifically authorized by the Deputy Minister or equivalent, point 4. above.
5. Not operate any government ATV.
6. Not receive financial remuneration.

**CWD Volunteer Request Application (fax to 780 422-9557)**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Drivers Licence Number:** \_\_\_\_\_

**Any Medical Conditions:** \_\_\_\_\_

**Position Requested:**

	<b>X</b>	<b>Dates Available</b>
Landowner Contacts		
Bait Assistant		
Transport Assistant		
Security Assistant		

**Signature:** \_\_\_\_\_

Office Use Only

Drivers Licence Abstract	
Safety Briefing	
Operational Plan Briefing	
Location Worked	
Dates Worked	
Debrief Completed	

## **B: CWD PUBLIC OPPORTUNITY (NON VOLUNTEER)**

Local landowners within the CWD risk areas are offered the opportunity to be issued a damage control licence in the context of potential environmental damage associated with potential spread of CWD. Removal of deer will be authorized under collection licences issued to landowners with damage control licences. With permission of the landowner, eligible persons can collect deer under the authority of the collection licences. All deer will be collected on the private land controlled by the consenting landowner only. The entire deer, including meat and if applicable, antlers must be delivered to a processing facility. The collector will complete a harvest record indicating the tag number, species, sex, date and time of kill, and legal description of where the animal was killed.

**All deer and harvest records are the property of the Alberta Government.**

Please note that anyone collecting deer is doing so under the authority of a collection licence and is not considered to be a volunteer to the Ministry.

**CWD Deer Collection Application (fax to 780 422-9557)**

**Deer Collection**

For individuals (not considered volunteers) wishing to collect deer under the authority of Damage Control Licence:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**WIN #:** \_\_\_\_\_

**Any Medical Conditions:** \_\_\_\_\_

I give Alberta Sustainable Resource Development, Fish and Wildlife Division, permission to access my personal information in possession of the department to determine suitability as a volunteer on the 2007 CWD program.

I am an Alberta resident eligible for a recreational licence in Alberta (required for collection under DCL only) \_\_\_\_\_

**Signature:** \_\_\_\_\_

Office Use Only

Safety Briefing	
Operational Plan Briefing	
Location Worked	
Dates Worked	
Debrief Completed	

# Safety Plan



## **Project Information:**

Project Name: **CWD BORDER CONTROL PROGRAM – 2007**

Location: **WMUs 150, 151 AND 234**

Start Date: March 1, 2007

End Date: March 31, 2007

Worksite Contact Name: Lyle Fullerton (780) 625-8044

## **Describe the project including features of the work, worksite or environment that create additional or peculiar hazards in this project.**

As part of the 2007 response Plan to CWD in Alberta, Volunteers will be providing assistance to Fish and Wildlife Staff. Deer densities in specific areas identified within the 2007 CWD Operational Plan will be reduced in an effort to decrease the likelihood of disease transmission within those areas. Volunteers will be assisting with tasks to facilitate this program.

## **# of Volunteers:**

This will vary anywhere from two to 20, depending on which component of the program is being delivered. (e.g. landowner permission, bait site maintenance, security, deer carcass transport).

## **# of Vehicles/pieces of Mobile Equipment:**

This will vary depending on the # of volunteers. Unless authorized by the Deputy Minister volunteers will not operate government vehicles. No volunteers will operate government ATVs.

## **Description of Vehicles/Mobile Equipment**

Government trucks are four wheel drive  $\frac{1}{2}$  ton or  $\frac{3}{4}$  ton, and either pickup, extended cab or crew cab, depending on availability.

## **Fundamental Elements of this Safety Plan**

### **1. Communications**

- a. All volunteers must be equipped with a personal cell phone for emergency purposes.
- b. Volunteers must check in with the Volunteer Coordinator each morning and at the end of the day. Volunteers leaving the work site must report to the Volunteer Coordinator.
- c. Volunteers will be supplied with a list of contact numbers and emergency response numbers, STARS protocol and 911.

### **2. General Safe Work Practices**

- Volunteers will work with a minimum of 2 persons per team, or with a Staff person.
- All personal safety gear must be worn during the work assignment at all times (ie. appropriate winter gear, gloves).
- **Caution** – river breaks, coulee areas and river ice must be treated with a great deal of caution to mitigate potentially dangerous areas.
- Volunteers must have access to a First Aid kit.
- Volunteers shall immediately report all injuries to the Volunteer Coordinator.
- No work shall be conducted on private or lease land without written permission being obtained from the owner or lessee. No volunteer will conduct work on private or lease land where Fish and Wildlife has not obtained written permission from the owner of lessee.
- Volunteers shall operate as per the direction they received at their safety/orientation briefing.

## Hazards and Controls

**Activity** Loading Animals

**Hazards** **Control/Prevention Measures**

Danger of slipping due to snow, ice, frost, rain, loose dirt	Be aware of the environmental conditions and the hazards they can create. Ensure proper loading procedures are followed and use assistance where necessary. Ensure appropriate footwear is worn.
Winch cable break, body appendage or clothing caught in winch. Cut from winch cable.	Follow proper winch operation (training) and ensure proper positioning of winch and operator/personnel. Wear gloves and use remote winch control
Slip, fall off truck box ramp	Ensure ramp is securely affixed to truck/trailer. Ensure proper foothold when climbing on truck/trailer. Minimize ice or mud buildup on ramp.
Improper lifting or handling techniques	Ensure proper lifting techniques are used. Where necessary use winch, ramp and additional personnel.

**Activity** Vehicle Operations & Activities – Automobile Travel

**Hazards** **Control/Prevention Measures**

Exposure to elements	Advise coordinator of departure & expected arrival at destination. Observe current weather conditions and be aware of forecasted weather. Wear appropriate clothing (dress for the weather). Always carry cell phone. Check in with coordinator upon arrival at destination.
Fatigue/Muscle Strain	Take periodic breaks, adjust work schedule. Drink water.
Injury due to accident	Every driver of a government vehicle must have current Defensive Driver training (within 5 yrs). Complete vehicle inspection daily prior to operation. Use vehicle's seat belt. Carry first aid/emergency kit. Operate vehicle within safety margins. Always carry cell phone for communications.

**Activity** Entering Private and Lease Land

***Hazards***

***Control/Prevention Measures***

Violent encounters with unfriendly animals (dogs, cows)	Ensure contact has been made with property owners and permission to enter granted prior to entry.
Violent encounters with unfriendly people (weapons, verbal abuse).	Ensure contact has been made with property owners and permission to enter granted prior to entry Ensure any gates that have to be opened to enter are closed immediately.
Slips, trips and falls on same level due to uneven terrain and/or debris.	Wear safety boots with good grip soles and heels. Plan routes safely.
Falls from above unguarded excavations (wells, troughs, basements, mine shafts).	Ensure contact has been made with property owners prior to entry, have them advise of any special dangers to watch out for.
Contact with electrical fencing.	Wear proper footwear and gloves.

**Activity** Fuelling Vehicles & Equipment

***Hazards***

***Control/Prevention Measures***

Fire, Explosion.	Turn off engine and cell phone before entering fuelling station or area. No smoking within 30 meters of refuelling area. Always use a CSA approved fuel can or authorized gas pump. Vent fuel can before pouring. Make sure the pump nozzle does not come in contact with other metal object. Fill equipment in well-ventilated area. If using mixed gas, make sure to follow mfg. recommended mixture.
Environmental concerns re: fuel spills	Do not over fill. Wipe off any spills. Dispose of rag into oil rag container. Have Spill Kit available at refuelling site to assist with cleanup. Do not refuel within 30 meters of any water body.

**Activity** Park on Highway

**Hazards**

**Control/Prevention Measures**

Vehicle hit from behind by inattentive driver	Double check engineering controls daily. Signal lights, 4-way flashers, braking system, tires in good shape Only stop when and where conditions are safe. Signal intention to turn and stop. Slow down. Turn into right shoulder lane and stop vehicle. Engage hazard lights. Signal intention to return to travel lane and proceed when safe. Seat belts to be worn at all times. Headrest to be adjusted as per vehicle owner's manual.
Ice, snow, mud causes sliding into ditch or obstacle.	Tires in good condition. Choose safe location to park. Pull to right shoulder lane and stop, using proper driving techniques. To return to traffic flow, signal intentions and proceed when safe. Seat belt to be worn at all times.
Sun glare, reduced visibility (rain, snow)	Keep windows and mirrors clean at all times to reduce glare. Only stop where conditions are safe using proper driving techniques listed above. Seat belt to be worn at all times.
Operator struck by oncoming traffic	Operator double check rear view and side mirror before exiting. Exit only when oncoming traffic clears. Return to vehicle only when oncoming traffic clears. Seat belt to be disconnected only when oncoming traffic has cleared.

**Activity** Towing Trailers

**Hazards**

**Control/Prevention Measures**

Improperly inflated tires; tires in poor condition could cause blowouts	Check tire condition and air pressure Ensure tires do not have excessive wear.
Tow vehicle not rated for trailer weight	Refer to specifications relative to GVWR rating plate on trailer and tow vehicle.
Trailer coupler comes off ball hitch	Ensure coupler size matches ball size. Use lock pin on coupler. Use safety chains.

Lights on trailer not functioning	Check wiring harness plug secured in socket, power to socket.
Trailer brakes (if present) not functioning	Check wiring harness plug secured in socket. Depress brake pedal on tow vehicle and ensure trailer brakes are applied.
Trailer heavy on tow vehicle hitch. Trailer sways from side to side.	Use an equalizer hitch with torsion bars when weight of trailer requires it. Be familiar with towing requirements specific to tow vehicle and trailer.
Weight of trailer makes slowing and stopping of tow vehicle difficult.	If the GVWR of the trailer requires that it be equipped with brakes, the tow vehicle must have a brake controller to activate the trailer brakes. Be familiar with the operation of the tow vehicle's electric brake controller.
Cargo on trailer or trailer itself interferes with operator's ability to effectively use tow vehicle's mirrors.	Use trailer mirrors that can be attached to tow vehicle mirrors. When backing up have another person watch for any obstructions.

**Activity** Winching

**Hazards**

**Control/Prevention Measures**

Vehicle movement from steep slopes, slippery conditions	Park level and as straight as possible to object. Park as far away as practical
Vehicle could roll over personnel Dropping blocks on feet	Apply emergency brake and block wheels Wear steel toed boots
Falls from slippery conditions, tripping hazards, hand injuries	Use caution. Wear heavy leather gloves
Cable rigging breaking and striking personnel. Getting caught in the winch	Inspect wire rope, clamps, rigging and control lead for damage. Stand clear of winch and wire cable. Use the switch intermittently to avoid shock loads. Never exceed the rated capacity for winching. Use double line with a snatch block
Hand injuries from frayed cable or getting hands caught in the fairlead	Wear heavy gloves. Do not let the wire rope slide through your hands. Start as far from the vehicle as the remote control allows, activate switch walk in several feet of rope and release switch when your hand is at least four feet from the fairlead.

**Activity** Working Outside

**Hazards**

**Control/Prevention Measures**

Vehicle/off-road equipment failure	Appropriate training recommended. (safe/winter driving course) Wear winter/summer clothing as appropriate. Have cell phone handy.
Vehicle/off-road equipment accident and/or physical injury	Take appropriate training (quad course/4X4 driving course) Wear a helmet/shield when driving a quad. Have cell phone with you at all times.
Frost bite/frozen extremities	Take appropriate training (cold weather training and first aid training). Wear appropriate clothing. Have cell phone handy.

## **Emergency Response**

**Serious Emergencies requiring STARS, see attached information bulletin regarding STARS.**

Nature of emergency:

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**List names of emergency responders, qualifications/training (Emergency, Standard, Advanced First Aid, EMT - A, EMT-P, Nurse, Search and Rescue, Confined Space, H2S) telephone number/radio frequency. or other method communication.**

Responder

Qualifications

Contact #

ALL government employees working on the CWD Border Program must have a minimum of Standard First Aid/CPR training.

Explain the emergency response procedure for the worksite (include communication, rescue, evacuation, first aid, transportation, notifications required:

For "First Aid" incidents (eg. minor cuts or scratches), administer appropriate first aid immediately, report it to the Volunteer Coordinator.

For "Medical Aid" incidents (eg. injuries that must be attended to by trained medical staff such as EMTs, Nurses or Doctors), assess the situation and if necessary, call 911 direct. Remain in contact with the 911 Operator. If the injury is such that someone from the worksite can transport the injured person to a hospital or medical clinic, report the incident immediately to the Volunteer Coordinator and arrange transport of the injured person to the nearest medical facility.

**For "Fatality" incidents, immediately contact the RCMP.**

**Contacts;** Ambulance, Hospital, Police, or Fire: 911

**Fish and Wildlife Division,**

Public/Volunteer Coordinator, Lyle Fullerton , 780 625-8044