

Agenda

Yankton County Commission

6:00 PM, Tuesday, August 4th, 2026
Commission Chamber
Yankton County Government Center

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Meeting chaired by: John Marquardt, Chairman

Call to order: 6:00 PM

PLEDGE OF ALLEGIANCE

02 Roll Call: _____ Don Kettering _____ Wanda Howey Fox _____ Ryan Heine
_____ Dan Klimisch _____ John Marquardt

AGENDA ITEMS

No.	Time	Item Description	Presenter
03	6:00 PM	Abstain Financial Conflict of Interest (SDCL 6-1-17) Non-Financial Interest-Must State Reason for Abstaining	Commissioner Marquardt
04	6:05 PM	Approval of Agenda Public comment is a time for persons to address this body on any subject. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Each person has up to three minutes to speak. There shall be no personal attacks against the members of this body, county staff, individual, or organizations. The Chair has the authority to enforce this policy. Failure to adhere to these rules may result in forfeiture of the remaining speaking time.	Public Comment
05	6:10 PM	Approve Yankton County HazMat Plan/Safety Manual Surplus Boat	Emergency Management
06	6:15 PM	Extension Office/4-H Update	Madison Melcher
07	6:20 PM	Approve One Half of One Percent Sales Tax	Commission

08	6:25 PM	Revoke Swan Lake Wind CUP	Commission
Drainage Board			
09	6:30 PM	1 st Reading Ordinance 26-ZN-03	Commission
		Ditch Board	
10	6:35 PM	Approve Clay Creek Bid	Commission
		Regular Session	
11	6:40 PM	Approve Safety Committee By-Laws	Commission
12	6:45 PM	2027 Budget Discussion	Commission
13	6:50 PM	July 7, 2026 Minutes July 21, 2026 Minutes	Commission
14	6:55 PM	July 2026 Payroll	Commission
15	7:00 PM	Claims June 2026 Auditor Treasurer Report/Pooled Cash Report	Auditor
16	7:05 PM	Public Comment	
17	7:10 PM	Commissioner Updates	
18	7:15 PM	Executive Session Poor Relief Issues Pursuant to SDCL 1-25-2 & 28-13 and 28-13-1.3 and contractual matters Items for Next Meeting	State's Attorney

Yankton County Safety Manual



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Applicability:

This program applies to all personnel and resources employed by Yankton County, as well as any paid volunteers.

Introduction

Yankton County's most valuable assets are the employees whose efforts have enabled us to achieve the level of success we enjoy today.

The safety and wellbeing of every employee is the most important element in protecting that asset. Consequently, Yankton County is committed to equipping employees to perform their assigned tasks safely.

The safety program cannot be successful without the active participation of all employees. As a valued employee, you should know your responsibilities so that if you see coworkers performing unsafe acts, you can remind them that safety is a top priority.

Employees are expected to follow all safety and health rules. Failure to follow the important rules in this manual could result in injury to yourself or others or damage to property. Disciplinary action could be taken for not following current practices, up to and including termination of employment.

***When you arrive for work every day,
make sure safety is a top priority.***

Safety Policy Statement

Mission

Yankton County and its employees will integrate occupational safety and health practices into all activities and related operations planning and decision making to achieve superior health and safety performance. Simply stated: Safe operation is our only standard!

Policy

Yankton County will manage its operations in accordance with our occupational, safety, and health principles and beliefs, in a manner that helps to control risks and protect the environment.

Principles & Beliefs

The management philosophy of Yankton County is to produce superior service for our citizens in the safest and most efficient ways possible. Employees will be innovative and efficient in offering services that return economic value, while simultaneously protecting all workers of hazards. Only through this management philosophy can we serve its citizens.

These occupational, safety, and health principles and beliefs are intended to guide the actions of Yankton County and its employees while they integrate this occupational, health and safety philosophy into their day-to-day activities.

Occupational, safety and health must come first, no matter how urgent the job. A healthy and safe work environment for all employees is essential for the success of our operations, as well as for our families and communities. On-the-job safety is just as important as at-home safety, and vice versa. All incidents are preventable through the application of proper training, planning, knowledge, and resources to identify and control safety risks.

Personal Commitment

Only employees with the highest commitment to health and safety, environmental protection, and compliance will work for Yankton County. All employees must take personal responsibility to work safely and show concern for the health and safety of their co-workers, contractors, citizens, and community.

Superior Performance

To ensure superior performance, Yankton County will provide the necessary resources for effective occupational, safety, and health management. We will be recognized by our employees and citizens as an organization with superior occupational, safety, and health performance. We will continuously improve our performance through the application of our safety management

systems. We will set and review occupational, safety, and health objectives and targets and strive to meet them.

100 Percent Compliance

All employees are responsible for complying with all rules, policies, and procedures as a condition of employment. We will regularly audit our assets and operating practices. We will remedy any shortcomings found and promptly correct any deficiencies. Failure to comply with the processes and procedures may lead to disciplinary action.

Incident prevention

Each employee must create a culture of accident and injury elimination by assisting in the recognition and mitigation of workplace hazards. We must effectively learn and create knowledge through investigating injuries, illnesses, and near misses.

Elimination of Wasteful and Dangerous Practices

Facilities will be designed, constructed, operated, and maintained to eliminate wasteful and dangerous practices.

Open Communication

Yankton County will proactively work to develop and advance effective approaches to protect people and the environment. We will listen to our employees, citizens, and neighbors to continuously improve our operations, products, and safety performance.

Signed

_____,
Signed by
John Marquardt
Yankton County Commission Chairman

General Safety Rules

The following general safety rules have been developed to provide a safe and healthy working environment for all employees. These apply to all work activities.

1. Report to work well-rested and physically fit to be able to give full attention to your job.
2. Persons with physical or mental impairment should not perform tasks where their impairment has the potential to endanger themselves or others.
3. No employee may work while under the influence of alcohol, illegal drugs, or prescription drugs not prescribed to them. No employee may work if the effects of prescription or non-prescription drugs or other substances endangers their health or safety or that of any other person.
4. Persons working alone must check-in throughout their shift with a supervisor to ensure that their wellbeing is maintained.
5. Inappropriate behavior, such as horseplay, fighting, and practical jokes, are extremely dangerous and will not be tolerated.
6. Any unsafe conditions which are encountered shall be corrected or reported to your supervisor or Safety Coordinator.
7. Do not operate any machinery or equipment if it is known to be in an unsafe condition.
8. Machinery and equipment, including vehicles, are only to be operated by qualified persons, and then only when they are adequately trained in the use of the equipment and authorized to operate it.
9. Unsafe acts shall be reported to your supervisor or the Safety Coordinator.
10. Personal protective equipment (PPE) must be worn when performing specific duties that require its use to ensure worker safety. Persons refusing to wear PPE may be subject to disciplinary action. Selection of the correct PPE may require assistance. Contact your supervisor or Safety Coordinator for guidance.
11. Employees must inform supervisors when they have significant allergies that might be encountered while at work (e.g., bee stings). This information is to be passed on to the Safety Coordinator. The person with a severe allergy should carry and be familiar with how to use an ANA Kit or Epi-pen.
12. Avoid manual lifting of materials, articles, or objects which are too heavy. Whenever possible, use mechanical lifting devices to move heavy objects.
13. Smoking is prohibited within the premises and within Yankton County vehicles at all times. Smoking is only permitted outside buildings. Everyone must observe any “No Smoking” signs.
14. Avoid parking, even temporarily, in designated fire lanes.

15. Employees are responsible for reporting to their supervisor or Safety Coordinator whenever they become sick or injured at work. All injuries, no matter how minor, must be reported immediately.
16. Employees must keep their work area clean and orderly. Poor housekeeping habits can be a serious safety hazard. Do not leave materials in aisles, walkways, stairways, roads, or other points of egress.
17. Any damaged equipment or missing machine guards must be reported to your supervisor.
18. All warning signs, signals, and alarms shall be obeyed.
19. Employees shall not use unfamiliar tools or equipment without proper instruction and permission from their immediate supervisor. Always use the correct tool for the job; do not improvise.
20. Loose or ragged clothing, dangling neckwear, and bracelets shall not be worn around moving parts of machinery or electrically energized equipment.
21. Firefighting equipment shall be maintained per the manufacturer's instructions.
22. Whenever mobile equipment or vehicles are equipped with seatbelts, the operator and passengers shall use the belts whenever the equipment is moving.
23. Flammable liquids are to be handled and stored only in approved safety containers. Proper lids and caps must always be used on storage containers. Cloth, paper, and other "makeshift" lids and caps are prohibited. Use bonding cables while filling containers holding flammable liquids.
24. Never dispense gasoline into a fuel tank while the engine is running.
25. Do not dispose of any hazardous materials or flammable liquids by pouring them down a sewer or drain. Guidance in proper disposal of hazardous materials is available from the department supervisor, department head, or Safety Coordinator.
26. Compressed gas cylinders should be stored in an upright position and chained or otherwise secured. Where not connected to a service line or manifold system, the protective caps for these cylinders shall be in place.
27. Flash-back arrestors or reverse gas flow check valves must be in place on all oxy-acetylene fuel cutting equipment.
28. Compressed air shall not be used for cleaning clothing or a person's body.
29. Do not attempt to repair defective wiring or other electrical equipment. Report defective electrical equipment to your supervisor. Electrical equipment should only be repaired or serviced by a qualified electrician.
30. Faulty or makeshift ladders must not be used.
31. When lifting, employees should have a secure footing, bend their knees, keep their back straight, take a firm hold of the object being lifted, and slowly straighten their legs. If the employee must turn with a load, they must turn their feet and the whole body. DO NOT

twist the back. Avoid reaching while lifting or putting the object down. If the object is too heavy, get assistance.

32. If something looks unsafe, it probably is. IF YOU ARE IN DOUBT ... ASK!

Program Overview

Yankton County will implement a safety program using a 6-pronged approach. Each section of the program is necessary to ensure an effective and efficient safety program is established.

To be effective, the safety program must have buy-in at every level of employee. From the Commissioners down to the newest seasonal employee, everyone must take an active role in the safety of the employees. The entire program will be overseen by the designated Safety Coordinator and will be implemented by department heads, supervisors, and individual employees.

1. **Safety training.** Safety training is a necessity not only for new hires but also for current employees to be refreshed and kept up to date on industry standards. We will accomplish monthly safety training that covers general industry safety topics. Each department is encouraged to conduct department-specific training weekly. Safety training will be tracked by the Safety Coordinator.
2. **Safety inspections.** Safety inspectors will be assigned to each department. The inspectors will be trained in identifying and abating hazards. Hazards will be noted and maintained by the Safety Coordinator in a master hazard log. Each department will be responsible for correcting hazards within their department and facilities.
3. **Safety committee.** A strong safety committee is pivotal to the success of any safety program. The safety committee will be comprised of multiple employees at all levels of the organization. The safety committee will review accidents/incidents, review the master hazard log, and innovate on strategies to make us safer.
4. **Risk mitigation.** Risk mitigation is where safety comes to life. Each department within Yankton County is different and has different tasks to complete. The departments' leadership will be responsible for implementing Standard Operating Procedures (SOPs) and job hazard assessments to ensure the safety of their staff.
5. **Accident/incident reporting.** Accident/incident reporting must be done accurately and timely. Reporting is a way to collect data and to track trends. These trends can be used to prevent future accidents by identifying ways to mitigate risk.
6. **Safety awards.** Yankton County believes in rewarding safe behavior. Rewarding safe behavior results in a strong safety culture and accountability amongst all staff. The Safety Coordinator will establish and manage an effective awards program that promotes safe behavior and awards those that have gone above and beyond in the name of safety.

Chapter 1: Safety Training

1. Safety training is a critical part of any safety program. Safety training must be relevant and interesting to keep employees engaged and thinking critically. The objective of safety meetings and briefings is to increase the employee's awareness of the hazards associated with all operations.

Safety training will be conducted monthly and will be required for all employees. The meetings will be informal and may include:

- (a) Discussion of new or changed procedures or policies.
- (b) Discussion of problems or potential problem areas.
- (c) Classes or videos of maintenance, safety, and occupational health-related nature.
- (d) General industry safety topics.

We will utilize safety training resources such as in-house experts, private companies, or the South Dakota Municipal League to conduct relevant and interesting training.

The following classes or similar topics will be presented on an annual basis.

Accident and Injury Prevention	Ergonomics	Industrial Hygiene
Blood borne Pathogens	Excavation, Trenching, and Shoring	Lifting and Your Back
Common Injuries/Slips, Trips, and Falls	Exits-Emergency Action Plan	Lockout/Tagout
Compressed Gas Safety	Eye and Face Protection	Office Safety
Confined Spaces	Fall Protection	PPE
Traffic Control	Portable Fire Extinguishers	Working Around Power lines
Electrical Hazards	Global Harmonization System	Respiratory Protection
Basics of Electricity	Hazardous Waste	Hearing Conservation

2. New Employee Safety Training: New employees will attend new employee safety training. A safety training regimen relevant to the new employee's position will be completed before the employee is released to work in the field. A list of required classes will be available with the Safety Coordinator. Training will be accomplished using interactive online classes, videos, and PowerPoint presentations.
3. Department Training: In addition to new employee training and monthly training, each department is encouraged to conduct monthly safety training that is specific to their duties. Example could be snow removal operations for the custodial staff. This training should be documented with a roster and turned into the Safety Coordinator for tracking and filing.

Chapter 2: Safety Inspections

1. For Yankton County to take a proactive stance on safety, inspections will take place annually. Inspectors who have completed the 30-hour OSHA training program will inspect all facilities and identify potential safety hazards. The results will be recorded and passed on to the Safety Coordinator or designee and will then be recorded on the master hazard log, which will track safety hazards and corrections. Safety hazards that can be found and corrected will aid in preventing workplace injuries to all employees.
2. Yankton County may utilize services OSHA provides through its consultation inspections, which are voluntary inspections that OSHA offers to agencies wanting to improve safety within their organizations.
3. The Safety Coordinator or designee can coordinate noise hazard surveys at facilities. Noise hazard surveys will give an indication of decibel levels in and around buildings, as well as during various tasks and operations. This information can then be used to post placards in areas where hearing protection is required.
4. Vehicle inspections: Before operating a vehicle for the first time each day, the driver must walk around and inspect the vehicle for damage, inoperable lights, loose hardware, under-inflated tires, or any other condition which may create an unsafe situation. Also, the driver shall check for an unexpired first aid kit. It is the driver's responsibility to see that a vehicle is in safe operating condition. Employees will conduct the inspection per the appropriate approved checklist. Completed checklists will be turned in to the employee's immediate supervisor and will be maintained on file for a minimum of 1 year. For further information refer to the motor vehicle use policy located in appendix J.

Chapter 3: Safety Committee

1. Yankton County Safety Committee is the focal point of the accident prevention and safety effort. The safety committee will consist of the following individuals: Safety Coordinator, Attorney, department representatives, and any other individuals who aid in promoting a safety culture. The safety committee will be chaired by an employee of the committee, and meeting minutes will be documented. All members of the safety committee are encouraged to make their participation a priority.
2. The primary purpose of the safety committee is to promote a culture of safety within Yankton County. The committee meetings allow for the exchange of ideas and the development of policies and procedures necessary to counter, correct, and control hazards. The safety committee will discuss the following items: accident/incident log, master hazard log, unsafe trends, safety policies, and safety awards. The committee will act as an open forum to discuss new and innovative ideas that pertain to the safety culture.

The safety committee will meet quarterly for the following purposes:

- a. **Information collection:** To identify hazards through the exchange of ideas, discussions, and reports of existing deficiencies.
- b. **Analysis:** To identify systemic hazard causes. Committee minutes will track systemic problems through to their resolution. Those systemic problems that cannot be resolved at the committee will be forwarded to the leadership.
- c. **Countermeasures:** The committee will formulate safety policies and procedures. Meetings will be used to identify, analyze, and control systemic problems. Identified countermeasures must eliminate or control the identified systemic problem.
- d. **Implementation:** The committee will serve as the primary forum for leadership and will be the driving force that executes the safety culture.
- e. **Control:** The committee will identify or develop specific measurable standards to monitor the effectiveness of each identified countermeasure. All internal and external sources will be periodically reviewed to monitor overall safety program effectiveness.

Meeting Schedule: The Safety Coordinator will notify the committee members of meeting dates and times by publishing a hard copy agenda of topics to be discussed. Committee members will receive a notification via email.

Hard copies will be provided at the meeting. Anyone wishing to have an issue placed on the agenda should notify the Safety Coordinator as far in advance of scheduled meetings as possible. An open-door policy exists allowing any interested persons to attend committee meetings.

Attendance: All committee members must attend if available. An open invitation to the safety committee is afforded to the County Commissioners if they desire to attend.

Members: Committee members are to act as a point of contact within their department for safety. Each member will take immediate, appropriate action to correct or eliminate all known unsafe acts or procedures observed or reported to them. The intent of committee membership is to ensure all departments are represented.

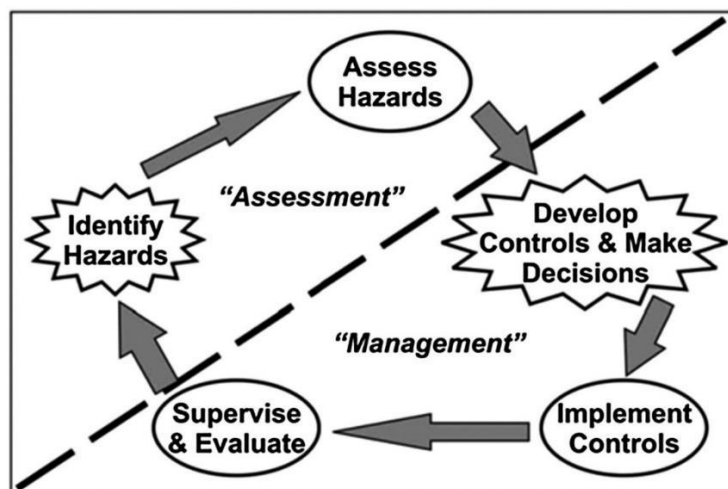
3. In addition to the Safety Committee, an employee safety forum will meet quarterly. This forum is intended for entry-level employees. Department Heads and above will not be allowed to attend. The purpose of this forum is to allow open, honest, anonymous information to flow from the field to the safety committee. The information that comes from the forum will be documented and an employee liaison from the forum will serve on the safety committee and present the forum's findings to the committee.

Chapter 4: Safety Program Monitoring and Risk Mitigation

1. **Safety and Accident Prevention Program Monitoring:** Yankton County Safety Coordinator will monitor the success of the safety program by periodically reviewing program elements with department heads and safety inspectors. The Safety Coordinator will monitor and analyze the results of external and internal inspections and surveys to determine the effectiveness of programs. Deficient items noted during scheduled inspections, informal observations, or reports by individuals will be recorded in the master hazard log pending corrective action. Frequent review of open hazard log items serves to promote timely corrective actions and keeps leadership informed. The Safety Coordinator will ensure that individuals employed by Yankton County receive the necessary safety and job-related training to successfully implement the safety program.
2. **Safety Management Requirements:** The safety program is based on a 5-step Risk Management Process and uses “Safety By Choice, Not by Chance” as the current safety philosophy of accident prevention.
3. **Risk Mitigation Process:** The safety program will utilize the 5-step risk mitigation (RM) process to ensure the safety of its employees.

The 5 steps are cyclical and are as follows:

- Identify hazards
- Assess the hazards
- Develop controls and make decisions
- Implement the controls
- Supervise and evaluate



It is imperative that each employee learn this 5-step process to mitigate risk in the field. This 5-step approach, when utilized correctly, can significantly mitigate risk in the workplace, resulting in fewer accidents and better overall safety culture.

The principles of RM are:

- Integrate RM into all phases of tasks and operations.
- Make risk decisions at the appropriate level.
- Accept no unnecessary risk.
- Apply RM cyclically and continuously.

RM is the County's process for helping departments and individuals make informed decisions to reduce or offset risk. Using this process increases operational effectiveness and the probability of task accomplishment. It is a systematic way of identifying hazards, assessing them, and managing the associated risks. RM outlines a disciplined approach to express a risk level in terms readily understood at all levels.

Except in time-constrained situations, planners deliberately complete the process. Departments develop data and use charts, codes, and numbers to analyze probability and standardize the analysis of risk. They use this standardization to manage risk in a logical and controlled manner over time. However, the 5-step process is compatible with intuitive and experience-based decision making.

4. **Job Hazard Analysis:** An integral part of the risk mitigation process is job hazard analysis (JHAs). JHAs are a tool that employees can use to identify and assess hazards, implement controls, and utilize proper PPE. JHAs will be created by department leadership and will be available to every department employee. JHAs shall be covered before doing any task assigned by the supervisor. Leadership will use the standard JHA form provided to them by the Safety Coordinator. JHAs should be stored both digitally as well as in hard copy format, which should be placed in a binder that is accessible to all employees at all times. JHAs are meant to be a living document and should change as new hazards are identified and analyzed. Any questions regarding JHAs shall be directed to the employee who created the JHA, department leadership, or Safety Coordinator.

Chapter 5: Accident and Incident Reporting

Accident and incident reporting is an important tool to track trends and prevent future accidents. Employees must understand that failure to report an accident or incident could lead to more catastrophic accidents in the future. Accident/incident report forms, as well as the first report of injury forms, are available from Department Heads or the Safety Coordinator. In the event of an incident, the employee must contact their immediate supervisor to initiate the reporting process. Accident/incident forms will be turned in to the Department Heads and the first report of injury reports will also be turned in to Department Heads. Both reports will be forwarded to the Safety Coordinator for tracking purposes.

- 1. Accident/Incident Reporting:** Accident/incident reporting, no matter how small an incident, is critical in tracking incident trends. **ALL ACCIDENTS/INCIDENTS, NO MATTER HOW MINOR NEED TO BE REPORTED USING THE ACCIDENT/INCIDENT REPORT FORM.** Also, an estimated cost of damage and photos of the incident need to be included. All information will then be submitted to the office. If private property is damaged, a police report must be included in the information submitted to the office. If an employee finds property that has been damaged by a private citizen, dispatch must be called, and a report filed.

If trends can be established, mitigation factors can be put in place to prevent future accidents. Employees must fill out the accident/incident report as thoroughly as possible for the Safety Coordinator to understand the scenario. Equally important is providing information on the report as to how the accident/incident could have been prevented. A recent study completed by the National Highway and Transportation Safety Administration shows that 94% of all car accidents are caused by human error, which means most accidents are preventable. Accident/incident reports will be forwarded on to the Safety Coordinator and placed in a master tracking log to track trends in personnel, departments, equipment, and specific operations.

- 2. Near Miss Reporting:** Equally important as accident/incident reporting is near-miss reporting. Thousands of near misses occur each year and go unreported. Even though an injury or incident did not occur, it does not mean that one could not occur in the future. Examples are slipping on ice from a broken gutter or a missing guard on a piece of equipment. A “good catch form” is available from Department Heads and the Safety Coordinator to record near misses. If an employee has a near miss or sees a potential safety hazard, notify the supervisor, complete the good catch form and return to the Safety Coordinator. The Safety Coordinator to get the near miss or hazard placed on the master hazard log. A quarterly drawing for safety points or other rewards will take place for those who have completed good catch forms.

3. Injury Reporting and Procedures: Follow the below procedures for injury reporting.

Minor First Aid Treatment

First aid kits are kept in all departments and vehicles. First aid kits will be inspected as part of departmental inspections. If you sustain an injury or are involved in an accident requiring minor first aid, treatment follow this procedure:

1. Administer first aid treatment to the injury or wound.
2. If a first aid kit is used, indicate usage on the accident investigation report.
3. Access to a first aid kit is not intended to be a substitute for medical attention.
4. Inform your supervisor so the injury can be evaluated and a decision made if further treatment may be necessary.
5. The supervisor will provide details for the completion of the accident report form.

Non-Emergency Medical Treatment

If you sustain an injury requiring treatment other than first aid:

1. Inform your supervisor.
2. Proceed to a clinic or medical facility to receive treatment. If possible, have a co-worker or supervisor drive you.
3. Provide details for the completion of the First Report of Injury form.

Emergency Medical Treatment

If you sustain a severe injury or you are witnesses to an injury requiring emergency treatment:

1. Call 911 and seek assistance from a co-worker or anyone available in the area. Notify those around you that an emergency exists and solicit help.
2. If you are injured, do not drive; call for help.
3. If you are providing transportation assistance, do not let the injured person drive.
4. If leaving the site to seek treatment, let those around you know that treatment is being sought, and where that treatment is being done.
5. Notify the department head, who will assure department procedures are being followed.
6. Provide details for the completion of the accident investigation report.

4. **Report of Unsafe Working Conditions:** Employees identifying an unsafe working condition will make every attempt to correct the condition immediately. If the condition cannot be corrected, the employee shall contact their immediate supervisor. A good catch form will be filled out and turned into the Safety Coordinator. Forms will be available in most department areas or by contacting the Safety Coordinator.

Chapter 6: Safety Awards and Disciplinary Action

1. **Safety Awards:** Rewarding employees for safe behavior encourages the safety culture within an organization. The end goal of a safety incentives program is to reduce accidents, incidents, and injuries and thus keep workers' compensation costs in check. Supervisors wishing to submit an individual or department for a safety award will do so through the department head or Safety Coordinator.
 - a. The individual award program will be a behavior-based program that rewards workers for behaviors such as reporting unsafe working conditions or near misses. This system will be based on "leading indicators," which are related to inputs, not incident rates or results. Examples may include reporting safety violations, making safety suggestions, taking steps to remedy unsafe situations, and volunteering for safety committees.

Safety Award Program

Purpose

The purpose of the Safety Program is to increase safety awareness -- the ultimate goal being zero injuries. This goal can only be achieved with every employee working safely on a day-to-day basis. This program rewards employees for doing so and helps keep "safety awareness" at the front of our employees' minds.

Earning Safety Points

Training Awards: For every month that an employee attends the monthly safety training, that employee will have their name in a drawing.

Any employee that has a disqualifying incident will have their name removed from the drawing.

Disqualifying Events

The following events will constitute a disqualification for being awarded safety bucks.

- An injury during work hours that results in medical treatment greater than first aid.
- Property damage that exceeds an amount at the discretion of the supervisor, department head, and/or safety coordinator.
- Any formally documented violation of safety policies or procedures.
- Any unreported injury or incident that becomes known after the fact.

Rules and Regulations

- An employee must be employed more than 50% of the qualifying eligible period and be an active employee on the last day of the qualifying period to be eligible for

the drawing.

- Criteria and rules are subject to change upon recommendation from the safety committee and upon management approval.
- Yankton County intends for the incentive program to be an ongoing program with the goal of minimizing preventable accidents and injuries; however, management reserves the right to amend, alter or terminate this incentive program.

2. **Disciplinary Action:** Failure to follow safety policies and procedures may result in disciplinary action. Disciplinary action will follow the disciplinary process as outlined in the Personnel Policy Manual.

Active Threat

Overview

Workplace violence has emerged as an important safety and health issue in the workplace. Although a specific workplace violence rule has not been adopted, we recognize the impact workplace violence can have on our employees.

The Sheriff's Office is responsible for periodically reviewing this plan, updating it as necessary, and implementing any changes where appropriate.

A copy of this plan shall be kept in an accessible location in all departments and be available for review by all employees. Also, this plan shall be kept in the safety coordinators office.

***This plan is a general plan that applies to all departments. Each department shall create its own anti-violence/security program based on each department's facilities and needs.**

1. PURPOSE

This policy is issued to provide guidance in the event Yankton County staff are confronted with an active threat incident in or around the workplace. This policy is not specific to any one location but provides general concepts that are amplified in each facility's Emergency Action Plan (EAP).

2. POLICY STATEMENT

Active threat situations often end before law enforcement arrives. Therefore, individuals must be prepared to react to an active threat situation. This document guides employees and volunteers working within or in the area of a facility.

Note: This guidance is intended to provide an overview of how to respond to an active threat situation. **Employees should refer to the Emergency Action Plan for their specific work location and additional information.**

3. PROCEDURES

The following procedures will be followed at all locations during and after an active threat incident.

A. Employee Actions

All employees should consult the EAP specific to their work location for information on responding to an active threat incident. However, the following general principles will apply to all employees and volunteers.

1. “Run” (Evacuate)

- a. If there is an accessible escape path, attempt to evacuate per the EAP procedures, or any clear exit.
- b. Evacuation should occur whether or not others agree to follow.
- c. Leave your belongings behind.
- d. If possible, help others escape, but do not wait for others to leave.
- e. If possible, prevent individuals from entering an area where the active threat may be.
- f. Follow instructions from law enforcement officers.
- g. Keep your hands visible at all times.
- h. Do not attempt to move wounded people.
- i. Call 9-1-1 when it is safe to do so.
- j. Assist individuals that have Access and Functional Needs (AFN)
- k. Lead visitors to safety

2. “Hide”

- a. If evacuation is not possible, find a place to hide where the active threat is less likely to find you such as an office with a closed and locked door.
- b. Your hiding place should (1) be out of the active threats view, (2) provide protection if shots are fired in your direction, and (3) not trap you or restrict your options for movement.
- c. Lock the door and blockade it with heavy furniture to prevent an active threat from entering your work area.
- d. If an active threat is nearby (1) lock the door, (2) silence your cell phone or other electronic devices (DO NOT merely switch to vibrate), (3) turn off any source of noise, (4) hide behind large items (cabinets, desk furniture), and (5) remain quiet.
- e. Identify ad-hoc weapons if needed.

3. “Fight” (Take action against the active threat)

As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the active threat by (1) acting as aggressively as possible against him or her, (2) throwing items and improvising weapons, (3) yelling, and (4) committing to your actions because your life may depend on it.

5. Contact Law Enforcement

- a. If you can run or hide, take the following steps:
 - 1. Keep calm
 - 2. Contact law enforcement if it is safe to do so.
 - 3. Dial 9-1-1.
 - 4. If you cannot speak, leave the phone line open to allow the dispatcher to listen to the incident.
 - 5. Do not assume someone else has called.
- b. If you can communicate with law enforcement, report the following information:
 - 1. Threat location, number of suspects, and direction of travel if known.
 - 2. Whether or not the shooting was/is occurring.
 - 3. If known, the threat(s) name and location.
 - 4. Threat's description (race, gender, clothing, physical features).
 - 5. Type of weapons (handgun, shotgun, long gun), backpacks or duffle bags, separate explosions from gunfire, IEDs, etc.
 - 6. The building name and room number of your location.
 - 7. The number of people at your specific location.
 - 8. Casualties including the number of persons injured and types of injuries.

B. Law Enforcement Arrival

Law enforcement's priority is to stop the active threat. The first officers to arrive at the scene will not attend injured persons. Rescue teams of additional officers and emergency medical personnel will follow and attend to the injured.

1. How to React When Law Enforcement Arrives:

- a. Follow officers' instructions.
- b. Put down any items in your hands (i.e., bags, jackets, cell phones, improvised weapons).
- c. Immediately raise hands and spread fingers.
- d. Keep your hands visible at all times.
- e. Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- f. Avoid pointing, screaming, or yelling.
- g. Do not stop to ask officers for help or directions when evacuating. Instead proceed in the direction from which officers are entering the premises, or as directed.

2. Interacting with Law Enforcement after an active threat Incident:

When the active shooter incident concludes, law enforcement will treat the entire workplace as a crime scene and may require employees to remain in the area until all witnesses have been identified and questioned.

C. Management Preparedness Actions

1. Emergency Action Plan (EAP)

Department Heads will familiarize themselves with their work location EAP before an emergency and make the EAP available to their employees and others assigned to the location. Additional activities at each work location will be:

- a. Develop and conduct training and exercises in coordination with the Sheriff's Office and the Safety Coordinator specific to each work location.
- b. Update the EAP annually and as needed post-incident.

2. Post-Incident

- a. Account for all individuals.
- b. Notify family members of the injured or deceased.
- c. Activate the reunification program for families and loved ones of those injured or deceased.
- d. Assess mental health needs and contact resources to assist as needed.
- e. Assess personnel gaps in critical areas and restore operations as soon as feasible.
- f. Conduct re-training as required.
- g. Activate media relations through the Emergency Operations Center.
- h. If available, allow the Public Information Officer to address the media

Control of Hazardous Energy (Lockout/Tagout)

Overview

The Lockout/Tagout (LOTO) program establishes practices and procedures for the control of hazardous energy. All equipment with the potential for unexpected start-up during routine adjustment or maintenance is subject to the requirements of this program.

Implementation of this procedure shall ensure that all energy sources are completely isolated and locked out before the servicing of equipment. All potential sources of hazardous energy shall be identified before working on the subject equipment.

Definitions

Authorized employee: A person who locks out or tags out machines or equipment to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered by this program.

Capable of being locked out: An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

Energized: Connected to an energy source or containing residual or stored energy.

Energy isolating device: A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: (1) A manually operated electrical circuit breaker; (2) A disconnect switch; (3) A manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, no pole can be operated independently; (4) A line valve; (5) A block; or (6) Any similar device used to block or isolate energy.

Push buttons, selector switches, and other control circuit type devices are not energy isolating devices.

Energy source: Any source for electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Live-Dead-Live rule: A test for zero energy state where the operator tries to start the

equipment, then shuts it down, then tries to start it again.

Lockout: The placement of a lockout device on an energy-isolating device per an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device: A device that utilizes a positive means such as a lock — either key or combination type — to hold an energy-isolating device in the safe position and prevent the energizing of machines or equipment. Included are blank flanges and bolted slip blinds.

Normal production operations: The utilization of a machine or equipment to perform its intended production function.

Qualified Person: One familiar with construction, the operation of equipment, and the hazards involved. A qualified person has the skills and techniques to distinguish live parts from other parts of electric equipment. This person can determine the nominal voltage of exposed live parts and can maintain the clearance distances that will be specified for the voltages on which they will be working.

Servicing and/or maintenance: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining or servicing machines or equipment. These activities include lubrication, cleaning, or unjamming machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or start-up of the equipment or release of hazardous energy.

Tagout: The placement of a tagout device on an energy-isolating device per an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device: A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy-isolating device per an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

When LOTO Applies

1. LOTO applies — and must occur — when servicing takes place during production operations and when any of the following conditions exist:
 - a. The employee must bypass guards or interlocks to perform the repair at the point of operation;

- b. The employee must place part of his or her body in contact with the point of operation source; or
 - c. The employee has to place any part of his or her body into a danger zone.
2. We realize that some work, such as troubleshooting, must occur on the job. When it does, provisions for employee safety must be made.

Responsibilities and Authorities

Supervisors will:

1. Ensure that employees de-energize equipment before working on it when the potential for unexpected release of energy exists.
2. Ensure that employees are aware of the lockout/tagout procedures for equipment relative to the project on which they are working.
3. Inform employees in their area of responsibility when equipment is being locked out/tagged out for repair.
4. Ensure that no employees attempt to restart equipment until it is verified that it is safe to do so following repair of the equipment using lockout/tag out procedures.
5. Verify that all qualified persons in their area have had the appropriate lockout/tag out training.

Safety Coordinator will:

1. Ensure that all employees involved in the lockout/tagout program have had appropriate training.
2. Review the lockout/tagout program for compliance on an annual basis at a minimum.
3. Maintain and revise the LOTO program as required.
4. Direct the LOTO training program.

Qualified Persons will:

1. Repair or service equipment as needed.
2. Ensure, where feasible, that all energy sources are locked out on a piece of equipment during repair or service.
3. Test equipment to verify that no residual energy exists following lockout and before working on the subject equipment.
4. Place a "Danger — Do Not Operate" tag on the energy source and/or control panel before working on the subject equipment.
5. Obtain assistance when necessary to properly repair or service a piece of equipment.
5. Remove locks and/or tags following the repair or servicing of subject equipment.
6. Coordinate multi-shift repair with the next shift to work on the equipment.

Program Elements

De-Energizing Equipment

1. Safe procedures that address de-energizing circuits and equipment must be used in LOTO.
2. The electricians performing LOTO will use the appropriate testing devices on the circuits according to the voltage level.
 - a. **“STOP”** buttons, interlocks, or other devices on equipment **are not** acceptable LOTO devices.
3. Stored electrical energy will be dissipated to ensure workers are not endangered.
 - a. Capacitors will be discharged. High capacitance elements need to be short-circuited and grounded if they pose hazards to personnel.
 - b. Stored non-electrical energy that could re-energize the electrical circuits shall be blocked or relieved to the extent possible.

Application of Locks and Tags

1. Locks and tags will be placed on equipment used to de-energize circuits and equipment on which the work is to be performed.
2. The lock will be attached to assure that unauthorized personnel cannot re-open the circuit.
 - a. The tag (*“DANGER — DO NOT OPERATE”*) must state that unauthorized use is forbidden and that the tag cannot be removed.
3. Only the person who applied the lock(s) and tag(s) may remove the LOTO devices. The only instance in which a LOTO device may be removed exists when:
 - a. The employee is not at work to remove it **and** the “qualified person” contacts the employee to assure it is all right to remove his or her LOTO device.
 - b. The qualified person then must verify that all employees are clear of the circuits and equipment when it is re-energized.
4. Equipment that was not designed to accept locks must be tagged out of service.
 - a. This can only be done when you can demonstrate that tagging will provide an equivalent means of safety.
 - b. Equivalent means of safety can be the removal of an isolating circuit element, the opening of an extra disconnecting device, or blocking a controlling switch.
5. “Locks Only” can be used under the following conditions:
 - a. When one circuit or piece of equipment is de-energized;
 - b. When the work does not extend beyond the work shift; and
 - c. When employees working around the circuit are familiar with the procedure.

Verifying De-Energized Conditions

1. The qualified person must verify that the equipment or controls cannot be restarted by testing the equipment, controls, or circuits with appropriate testing devices.

2. Testing procedures shall also verify that equipment that is back fed or has induced voltages has indeed been de-energized.
 - a. The qualified person shall verify any alternate sources of power that could be introduced into the electrical circuit.
 - b. The qualified person shall check voltage systems greater than 600 v, nominal, immediately after testing.

Re-Energizing Equipment

1. The qualified person must perform tests and visual inspections that assure that the re-energization can take place.
 - a. All electrical jumpers, grounds, shorts, and other devices must be removed before re-energization.
 - b. Employees who are present at the re-energization shall be informed of any hazards and warned to stay clear of the process.

Training

1. There are three types of employees: *authorized*, *affected*, and *all*. LOTO training is based on the relationship of the equipment being de-energized and the degree of knowledge that employees possess with regards to hazardous energy.
 - a. **“Authorized”** employees perform the actual energy control procedure. They know the details and how the hazards will be controlled and isolated. These are usually electricians or other maintenance crafts.
 - b. **“Affected”** employees are those who use the equipment that is undergoing repair. They will be in the area during the repair.
 - c. **“All”** employees refer to any employee on the job site. They need to understand the importance of LOTO.
2. Training includes the initial training, retraining, and certification. Authorized or affected employees will be retrained:
 - a. When job assignments change;
 - b. When new hazards are introduced into the work environment;
 - c. When energy control procedures change; and
 - d. When periodic inspections reveal any deficiencies in the program.

Fire Prevention Plan

Objective

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire. It provides employees with information and guidelines that will assist them in recognizing, reporting, and controlling fire hazards.

Background

Yankton County is committed to minimizing the threat of fire to employees, visitors, and property. Each department's Emergency Action Plan spells out the procedures for responding to fires. This Fire Prevention Plan serves to reduce the risk of fires at our facilities by:

1. identifying materials that are potential fire hazards and their proper handling and storage procedures;
2. distinguishing potential ignition sources and the proper control procedures of those materials;
3. describing fire protection equipment and/or systems used to control fire hazards;
4. identifying persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires;
5. identifying persons responsible for the control and accumulation of flammable or combustible material;
6. describing good housekeeping procedures necessary to ensure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency; and
7. providing training to employees concerning fire hazards to which they may be exposed.

Responsibility

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires and are responsible for adhering to the plan regarding fire emergencies.

1. The **Safety Coordinator**, with assistance from the fire department shall manage the Fire Prevention Plan and shall maintain all records pertaining to the plan. The Safety Coordinator shall also:
 - a. Develop and administer the fire prevention training program.
 - b. Ensure that fire control equipment and systems are properly maintained.
 - c. Control fuel source hazards.
 - d. Conduct fire risk surveys (see Appendix A) and make recommendations.

2. **Supervisors** are responsible for ensuring that employees receive appropriate fire safety training and for notifying the Safety Coordinator when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing the fire prevention and protection policies.
3. All **employees** shall:
 - a. Complete all required training before working without supervision.
 - b. Conduct operations safely to limit the risk of fire.
 - c. Report potential fire hazards to their supervisors.
 - d. Follow fire emergency procedures.

Plan Implementation

1. Good Housekeeping

To limit the risk of fires, employees shall take the following precautions:

- a. Minimize the storage of combustible materials.
- b. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
- c. Dispose of highly combustible waste in covered, airtight, metal containers.
- d. Use and store flammable materials in well-ventilated areas away from ignition sources.
- e. Limit the use of flammable cleaning products.
- f. Keep incompatible (i.e. chemically reactive) substances away from each other.
- g. Perform “hot work” (i.e. welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
- h. Keep equipment in good working order (i.e. inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease).
- i. Ensure that heating units are safeguarded.
- j. Report all gas leaks immediately to their immediate supervisor. The supervisor shall ensure that all gas leaks are repaired immediately upon notification.
- k. Repair and clean up flammable liquid leaks immediately.
- l. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
- m. Do not rely on extension cords as a permanent electrical solution and do not overload circuits with multiple pieces of equipment.
- n. Turn off electrical equipment when not in use.
- o. If an extension cord is damaged or the grounding pin is removed, do not use the cord. Do not try to rewire a new plug. Remove the cord from service and replace it with a new cord.

2. Maintenance

Supervisors will ensure that equipment is maintained according to manufacturers' specifications. Only properly trained individuals shall perform maintenance work.

The following equipment is subject to the maintenance, inspection, and testing procedures:

- a. equipment installed to detect fuel leaks, control heating, and control pressurized systems;
- b. portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems;
- c. detection systems for smoke, heat, or flame;
- d. fire alarm systems; and
- e. emergency backup systems and the equipment they support.

Types of Hazards

The following sections address the major workplace fire hazards at the facilities and the procedures for controlling the hazards.

1. Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are the leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, employees shall:

- a. Make sure that worn wires are replaced.
- b. Use only appropriately rated fuses.
- c. Never use extension cords as substitutes for wiring improvements.
- d. Use only approved extension cords (i.e. those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label).
- e. Check the wiring in hazardous locations where the risk of fire is especially high.
- f. Check electrical equipment to ensure that it is either properly grounded or double insulated.
- g. Ensure adequate spacing while performing maintenance.

2. Portable Heaters

All portable heaters shall be approved by the Department Head. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials at all times.

3. Office Fire Hazards

Fire risks are not limited to the industrial facilities. Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines.

To prevent office fires, employees shall:

- a. Avoid overloading circuits with office equipment.
- b. Turn off nonessential electrical equipment at the end of each workday.
- c. Keep storage areas clear of rubbish.
- d. Ensure that extension cords are not placed under carpets.
- e. Ensure that trash and paper set aside for recycling is not allowed to accumulate.
- f. If possible, replace temporary extension cords with a permanent wiring solution.

4. Cutting, Welding, and Open Flame Work

Supervisors will ensure the following:

- a. Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
- b. Adequate ventilation is provided.
- c. Torches, regulators, pressure-reducing valves, and manifolds are UL listed or FM approved.
- d. Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure-relief devices.
- e. Cutters, welders, and helpers are wearing eye protection and protective clothing as appropriate.
- f. Cutting or welding is prohibited in areas where explosive atmospheres of gases, vapors, or dust could develop from residues or accumulations in confined spaces.
- g. Cutting or welding is prohibited on metal walls, ceilings, or roofs built of combustible sandwich-type panel construction or having combustible covering.
- h. Confined spaces such as tanks are tested to ensure that the atmosphere is not over 10 percent of the lower flammable limit before cutting or welding in or on the tank.
- i. Small tanks, piping, or containers that cannot be entered are cleaned, purged, and tested before cutting or welding on them begins.

5. Flammable and Combustible Materials

Supervisors shall regularly evaluate the presence of combustible materials at the facilities (see Appendix D).

Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances require special care and handling.

a. Class A combustibles.

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices.

To handle Class A combustibles safely:

1. Dispose of waste daily.
2. Keep work areas clean and free of fuel paths that could allow a fire to spread.
3. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
4. Do not order excessive amounts of combustibles.
5. Make frequent inspections to anticipate fires before they start.

Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire extinguishing agents for Class A combustibles.

b. Class B combustibles.

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

To handle Class B combustibles safely:

1. Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
2. Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or by a bonding wire. Either the tank or container must be grounded.
3. Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources such as heating or electric equipment, open flames, or mechanical or electric sparks.
4. Do not use a flammable liquid as a cleaning agent inside a building (the only exception is in a closed machine approved for cleaning with flammable liquids).
5. Do not use, handle, or store Class B combustibles near exits, stairs, or any other areas normally used as exits.
6. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
7. Do not generate heat nor allow an open flame or smoke near Class B combustibles.

8. Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.
9. Soiled rags containing Class B combustibles should be placed in metal storage bins after use.

Water should not be used to extinguish Class B fires caused by flammable liquids. Water can cause the burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, multi-purpose dry chemical (ABC), halon 1301, and halon 1211. **(NOTE:** Halon has been determined to be an ozone-depleting substance and is no longer being manufactured. Existing systems using halon can be kept in place.)

6. Smoking

Smoking is prohibited in all buildings. Certain outdoor areas may be designated as no-smoking areas. The areas in which smoking is prohibited outdoors are identified by NO SMOKING signs. Smoking is prohibited in all vehicles and equipment.

Training

The Safety Coordinator or Department Heads shall present basic fire prevention training to all employees upon employment, and shall maintain documentation of the training, which includes:

1. This Fire Prevention Plan, including how it can be accessed;
2. Good housekeeping practices;
3. Proper response and notification in the event of a fire;
4. Instruction on the use of portable fire extinguishers (as determined by policy in the Emergency Action Plan); and
5. Recognition of potential fire hazards.

Supervisors shall train employees about the fire hazards associated with the specific materials and processes to which they are exposed and will maintain documentation of the training. Employees will receive this training:

1. At their initial assignment;
2. Annually; and
3. When changes in work processes necessitate additional training.

Program Review

The Safety Coordinator, with assistance from the Fire Chief, shall review this Fire Prevention Plan at least annually for necessary changes.

Emergency Action Plan

Overview

This Emergency Action and Fire Prevention Plans are in place to cover those designated actions employers and employees must take to ensure employee safety during a medical, fire, and other emergencies and steps to take for the prevention of fires within the facility.

This EAP is a general template for use throughout Yankton County departments. Each department is required to implement EAPs at each of its facilities. Department Heads are responsible for the implementation, training, and maintenance of these plans.

These plans shall be maintained at the facility and be made available for review by employees.

Elements

1. The emergency escape route will be conspicuously posted and emergency exits clearly marked.
 - a. In the event of an emergency requiring the evacuation of the premises, evacuation instructions will be given via Department Heads or Supervisors.
2. Procedures to account for all employees after emergency evacuation has been completed:
 - a. In the event of an evacuation, all employees will assemble as soon as practical in the designated area or meeting place.
 - b. Once all employees have congregated at the meeting place, there will be an accounting of employees, to ensure everyone has been evacuated.
3. Preferred means of reporting fires and other emergencies:
 - a. 9-1-1 will be called to notify the Fire Department.
 - b. Any additional emergency numbers will be posted by each telephone.
 - c. The facility supervisor shall advise each employee of his or her responsibility under the plan:
 1. Initially when the plan is developed;
 2. Whenever the employee's responsibilities or designated actions under the plan change; and
 3. Whenever the plan is changed.
 4. The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect him or herself in the event of an emergency, including alarm systems.

Fire Emergencies

1. All employees shall be familiar with fire evacuation procedures.
2. A floor plan identifying escape routes and locations of fire extinguishers will be placed conspicuously.
3. Department leadership will discuss fire evacuation procedures as frequently as necessary, but at least once per quarter.

If you discover a fire:

1. Stay calm, and above all, do not jeopardize your safety.
2. Activate the nearest fire alarm and alert employees in the immediate area about the fire when it is safe to do so.
3. Call the fire department at 9-1-1 if applicable.
4. Remove anyone in immediate danger.
5. Confine the fire by closing windows and doors, as much as possible as you exit.
6. No employee should attempt to fight a fire that cannot be reasonably fought with a portable fire extinguisher. Employees must exit the facility as soon as possible.

Evacuation due to Fire

1. If the fire cannot be immediately contained, evacuate the facility. Consider the possibility of toxic fumes or explosions from burning materials and especially from the compressed gas.
2. Stay low when moving through the smoke.
3. When passing through an exit, move quickly away from the exit to avoid creating a bottleneck that slows the escape of others.
4. If you are trapped inside a room, keep the doors closed and seal any cracks with wet towels, if possible.
 - a. Open a window for air and call for help. Do not break the glass unless absolutely necessary (outside smoke could be drawn into the room).
 - b. Do not panic or jump.
 - c. Close as many doors between you and the fire as possible.
5. Do not reenter the building after you have exited, but proceed directly to the designated assembly area or meeting place.
6. Follow the directions of the supervisors present and the emergency personnel at the scene.
7. If someone is missing, do not attempt to reenter the building. Notify the firefighters or emergency personnel at the scene, and describe where the person was last seen.

Weather

Severe weather occurs more frequently in the spring and early summer months, although they can occur at any time. Supervisors should pay close attention to weather reports during tornado “season” and be prepared to implement appropriate emergency procedures when notified by local authorities or the sounding of tornado sirens.

If you are inside:

1. Proceed to a central hallway of the building, if possible.
2. If there is no time, crouch under a desk or table, away from windows or glass dividers.
3. Stay away from tall objects, such as file cabinets.

If you are outside:

1. Seek shelter if available in a nearby building, if no building is available, seek cover in low-lying depressions away from buildings, trees, telephones, and electric lines.

Contact the Safety Coordinator for examples of emergency action plans to use as examples for each department.

Ergonomics

Overview

Yankton County recognizes the potential of ergonomic stressors to adversely impact worker health and safety and has established controls to reduce the duration, frequency, and severity of exposure to ergonomic stressors.

The objectives of this Ergonomics Program are to improve the work environment surrounding each employee using a multi-disciplinary approach to enhance human performance and to reduce the occurrence of ergonomic-related disorders.

Definitions

Cumulative Trauma Disorder (CTD): Health disorders that may arise from repeated biomechanical stress due to ergonomic stressors.

Ergonomic Risk Factors: Conditions of a job, process, or operation that contribute to the risk of developing CTDs. Examples include repetitiveness of activity, the force required, and awkwardness of posture. Risk factors are regarded as synergistic elements of ergonomic hazards, which must be considered in light of their combined effect in inducing CTDs. Jobs, operations, or workstations that have multiple risk factors will have a higher probability of causing CTDs, depending on the relative degree of severity of each factor.

Ergonomic Stressors (or Ergonomic Hazards): Workplace conditions that pose biomechanical stress to the worker. Such hazardous work conditions include but are not limited to faulty workstation layout, improper work methods, improper tools, excessive tool vibration, and job design problems that include aspects of workflow, line speed, posture and force requirements, work/rest regimens, and repetition rate.

Ergonomic Worksite Analysis: A detailed assessment of a particular job task to identify potential ergonomic stressors. This assessment helps to verify lower risk factors at light duty or restricted activity work positions and to determine if risk factors for a work position have been reduced or eliminated to the extent possible. The assessment includes an analysis of the workstation layout and the ergonomic risk factors of the job.

Ergonomic Worksite Survey: A methodology that identifies job tasks as having a high or low level of ergonomic risk. Job tasks identified as having a high ergonomic risk require an ergonomic worksite analysis. The survey includes a review of injury and illness records to identify patterns and trends that may indicate the development of CTDs.

Human Engineering Design Criteria: The summation of available knowledge that defines the nature and limits of human capabilities as they relate to the checkout, operation, maintenance or control of systems or equipment; and which may be applied during

engineering design to achieve optimum compatibility between equipment and human performance.

Responsibilities and Authorities

Supervisors are responsible for:

1. Ensuring that employees reporting ergonomic-related symptoms are referred to Department Heads and subsequently a medical treatment facility for surveillance or treatment.
2. Assisting in performing worksite surveys.
3. Ensuring implementation of corrective action for control of ergonomic stressors as recommended by the Safety Coordinator.
4. Addressing proper work-related techniques in an on-the-job training program.

Employees are responsible for:

1. Using proper work techniques in performing their duties.
2. Reporting all injuries, symptoms, and illnesses that may be related to ergonomics to their supervisors and to Department Heads.
3. Checking with their supervisors regarding ergonomic improvements in their work area.

Hazard Prevention and Control

Engineering Controls

1. Engineering controls, where feasible, are the preferred method of controlling ergonomic stressors.
2. Workstation design shall be flexible enough to accommodate the person who will be performing a given job.
3. Workspaces shall be large enough to allow for the full range of required movements.

Work Practice Controls

1. The ergonomic worksite analysis shall emphasize evaluation of work practice controls, including:
 - a. Proper techniques and methods that improve posture and reduce stress and strain on extremities;
 - b. Proper care, use, and maintenance of tools;
 - c. Correct lifting techniques; and
 - d. Correct use of ergonomically designed workstations and fixtures.
2. Supervisors may consider the modification of work practice controls to accommodate changes in the dynamics of the workplace, such as:
3. Administration controls may be used to reduce the duration, frequency, and severity of exposures to ergonomic stressors.
4. Each department shall have an effective housekeeping program to minimize the potential for slips, trips, and falls.

Training and Education

The Safety Coordinator shall develop and administer a training program for ergonomics.

The training will cover:

1. The principles of ergonomics and their applications.
2. The proper use of equipment, tools, and machine controls.
3. The use of good work practices, including proper lifting techniques.
4. Work tasks that may lead to pain or injury.
5. Early symptoms of musculoskeletal disorders.
6. Understand the importance of reporting and addressing early indications of MSDs before serious injuries develop.

Employee Involvement

1. Employees are encouraged to discuss any ergonomic health concerns with their supervisor or the Department Head.

Personal Protective Equipment

Overview

This program sets forth the requirements and guidelines for job hazard assessment and the selection of the proper PPE. It requires supervisors to assess the workplace and determine the appropriate PPE for the job to be performed. Once the assessment is complete, employees shall be trained in the selection and use of PPE.

Hazard Assessment

1. Assess the workplace to determine if hazards are present. Hazards of the job may include, but not be limited to:
 - a. Sources of motion
 - b. Extreme temperatures
 - c. Chemicals
 - d. Biohazards
 - e. Harmful dust
 - f. Light radiation
 - g. Falling objects
 - h. Sharp objects
 - i. Rolling or pinching objects
 - j. Noise
 - k. Electrical hazards
2. Additionally, note the workplace layout and placement of co-workers.
3. Evaluate the degree of risk of the specific hazard, including the seriousness of the injury that could occur.
 - a. Job activities with greater risk should be further evaluated for secondary risks and to ensure the most serious hazards are minimized.
4. A job hazard analysis (JHA) form can be obtained from the Safety Coordinator and is part of the safety program. Supervisors should complete JHAs on all positions and routine activities.

Training

1. All employees who use personal protective equipment, as well as their supervisors, shall be trained in the use of PPE. This training shall include:
 - a. When PPE is necessary
 - b. What types of PPE are necessary
 - c. Limitation of PPE
 - d. Proper care, maintenance, useful life, and disposal of PPE
2. Employees shall be retrained when:
 - a. There is evidence that the employee is not using the PPE appropriately
 - b. When the required PPE has changed due to operational changes
 - c. When the required PPE has changed

Eye/Face

1. Employees shall wear eye/face protection when they are exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, biologic hazards, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
2. Employees will use only eye protection built under ANSI specifications Z87.1-2010 or higher.
3. Refer to the Eye/Face protection program.

Hearing

1. Refer to the Noise Control and Hearing Conservation Program for requirements on the use of hearing protection.

Head

1. Employees shall wear head protection when they are exposed to areas where there is a potential for injury from falling objects to the head or when they are exposed to electrical conductors that could contact the head.
2. Protective helmets must comply with ANSI Z89.1-1986 or other equipment demonstrated to be equally effective.
3. Refer to the Head Protection program for further guidance.

Foot

1. Employees shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole or where the employee's feet are exposed to electrical hazards. Each department will have its requirements for foot protection and its use.
2. Protective footwear must comply with ANSI Z41-1991.
3. Refer to Foot Protection program for further guidance.

Hand

1. Employees shall wear appropriate hand protection when their hands are exposed to hazards such as those from chemical absorption, severe cuts or lacerations, severe abrasions, chemical burns, thermal burns, and harmful temperature extremes.
2. The selection of hand protection will be based on the tasks performed, the conditions present, duration of use, and other potential hazards that may exist.
3. When employees are exposed to chemical hazards, the appropriate SDS will be used as the primary means to determine correct hand protection.
4. Refer to the Hand Protection program for further guidance.

Eye and Face Protection Program

Introduction

Sight is one of our most valuable senses. Partial or complete loss of sight would present a challenge to all of us. Hazards to the eyes can take a variety of forms, such as flying particles, biohazards, electromagnetic radiation, and corrosive liquids or vapors.

The primary focus of this document is the proper selection, use, and care of eye and face protection. The intent of this publication is educational and preventive. A copy of this written plan shall be made available upon request to any employee, volunteer, or visitor.

Scope

The content of this written program applies to employees, volunteers, and visitors. Eye and face protection shall be provided to employees, volunteers, and visitors.

This publication covers common eye hazards likely to be encountered but excludes ionizing radiation (e.g. X-ray, gamma rays, and high-energy particle radiation).

Responsibilities

Department Heads

1. Assure that employees using eye protection receive the necessary training.
2. Assure that all eye and face protection equipment necessary is provided and maintained in a good state of repair.
3. Identify the activities and locations requiring eye and face protection.

Safety Coordinator

1. Develop a written control plan and perform a periodic review to determine if revisions are necessary.
2. Monitor compliance of the respective departments' compliance.
3. Provide guidance and technical assistance to departments regarding eye and face protection equipment and use.
4. Provide a means by which employees can direct suggestions, complaints, and concerns regarding the Eye and Face Protection Program.
5. Maintain a database of all reported eye injuries involving employees and visitors. Investigate eye and face injuries when necessary.

Employees

1. Participate willingly in all training programs offered and learn as much as possible about the Eye and Face Protection Program.
2. Abide by all rules and apply the safety and health precautions specified to the fullest extent possible.
3. Report any problems that are observed which could compromise health and safety to the immediate supervisor.
4. Maintain personal eye and/or face protection equipment in a safe and sanitary condition.
5. Ensure that no other individuals are exposed to eye or face hazards based on the operations being conducted.

Equipment Selection

Eye and face protection fall under a broad category known as personal protective equipment, or as it is sometimes called safety equipment. Employees may choose to provide their eye and face protective equipment if it meets or exceeds the requirements necessary for the activity. Regular prescription glasses are manufactured to safety standards meeting the requirements of the Food and Drug Administration. Although the lenses in prescription glasses are referred to as "safety glass," these lenses do not meet the requirements for workplace safety. Engineering and administrative controls should always be considered first. Examples of engineering controls include:

1. Substitution of substances or processes which eliminate or decrease the possibility of an eye injury.
2. The enclosure of a process or equipment that generates a hazard of the eyes or face.
3. Installation of shields.

Administrative controls generally involve work procedures, warning signs, and training.

The first step in selecting eye and face protection is a recognition of the hazard. If you are unsure if a substance could be injurious to the eyes, consult the product's label or its safety data sheet (SDS). An SDS should be available for each chemical used in the workplace. The Eye and Face Protection Selection Chart from 29 CFR 1910.133 should be used to select appropriate eye protection during welding and cutting operations.

Eye and Face hazards fall into four main categories:

1. Flying particles and materials
2. Electromagnetic radiation
3. Chemicals that can be accidentally splashed in the eye(s) or chemical vapors that can cause eye injury.
4. Biological hazard

If you have a specific question regarding eye and face protection that is not adequately answered by the written program, consult your immediate supervisor.

Approved Equipment

Equipment used to protect the eyes and face shall be approved by the American National Standards Institute (ANSI). New eye protection shall comply with Z 87.1 - 2010 "American National Standards Practice for Occupation and Educational Eye and Face Protection," or later edition. Damaged eye and face protection equipment shall not be used and shall be discarded.

Posting of Hazards

Signs shall be posted in areas requiring eye and/or face protection. The signs may be posted on entry doors to areas where eye hazards routinely exist. Examples of areas requiring eye protection include shops (wood, machine), construction sites, and chemical storage sites.

Face shields

Face shields function as protection for the eyes and face and can be used to supplement eye protection. A face shield should never be used alone for eye protection. As a general rule, face shields should be worn in combination with other eye protection. There are three basic types, which include provision for crown (head) protection, crown and chin protection, and neither crown nor chin protection.

Goggles

There are three basic types of goggles. The first type is designed to withstand impact only and is generally vented through the sides of the goggles to prevent fogging. The second type, which has indirect vents, is designed to prevent splashes or particles from reaching the eyes and impact. The vents are capped and limit airflow. Fogging of the goggles could be a problem with this type of eye protection. The third type of goggles is non-vented and is designed only to exclude vapors and fumes. An anti-fogging treatment is required with this type of eye protection.

Eye Wash Facilities

Eyewash facilities shall be provided near locations where corrosive chemicals are routinely used, mixed, handled, or stored. Where the use or handling of corrosive chemical is transient or where approved water supply is not available, consideration should be given to portable eyewash facilities.

Visitors

Visitors may be exposed to eye hazards. Each department head shall ensure that visitors are provided with appropriate eye protection when a hazard exists. Consideration should be given to providing visitors safety glasses that can fit over prescription glasses.

Training

Yankton County requires employees to be trained in proper eye protection. The training shall cover the following information:

1. When eye protection is necessary;
2. What type of eye protection is required;
3. The possible injuries that can occur as the result of failure to wear the provided eye protection;
4. How to properly don, doff, adjust, and wear eye protection;
5. The limitation of the eye protection; and,
6. The proper care, maintenance, useful life, and disposal of eye protection.

Training should be provided for each new employee. Refresher training should be provided when:

1. The employee demonstrates a lack of knowledge;
2. Different eye protection is provided to the employee;
3. Periodically as deemed necessary by the supervision.

Care, Maintenance, and Storage of Eye Protection

Eye and face protection must be properly maintained to be effective. Employees must report damaged eye protection and face shields to their immediate supervisor. Eyewear with a lens that has extensive scratches should be replaced. Broken or cracked welding goggles can permit ultraviolet light to penetrate and should be discarded. Eye protection should be inspected periodically for signs of wear and tear and should be stored in a location where it is not subject to physical damage, harmful chemicals, dust, excessive heat, or theft. Eye protection should be kept near the fixed equipment requiring eye protection. Fogging may occur with any type of eye protection. Anti-fogging agents are available and should be used when fogging occurs. It may be necessary to apply the anti-fogging compound every few days under heavy fogging conditions. Some eye protection comes from the manufacturer with an anti-fogging coating.

Hearing Conservation Program

The hearing conservation program (HCP) is in place to protect employee hearing and effectively manage or eliminate hazardous noise exposures. In those areas where engineering controls cannot reduce noise below harmful levels or until engineering controls can be implemented, employees will take part in an HCP.

Employees are required to fully participate in the program as a condition of employment. Employees must wear the provided ear protection devices when working in posted noise areas.

Each employee exposed to sound levels over 85 dBA, in the normal responsibilities of their position, will be:

1. Provided with a choice of suitable hearing protectors, fitted, and encouraged to use them.
2. Required to wear ear protection when working in areas where noise exposure exceeds 85 dBA in an eight-hour time-weighted average (8hr TWA).
3. Provided annual training and information.
4. Notified of noise exposure monitoring results when their exposure is 85 dBA or greater (8hr TWA).
5. Required to wear hearing protection in environments with noise greater than 85 dBA, regardless of the duration of exposure.

Responsibilities

1. Safety Coordinator will:
 - a. Maintain oversight of the HCP.
 - b. Schedule and conduct hearing conservation training.
 - c. Assist in identifying and labeling high-risk areas for noise.
2. Supervisors will:
 - a. Monitor and ensure the wearing of hearing protection in all posted areas.
 - b. Wear and maintain hearing protection in all posted areas.
 - c. Check the fit and condition of hearing protection and ensure replacement when necessary.
 - d. Ensure workers attend safety meetings on hearing protection.
 - e. Notify the Safety Coordinator if any additional high noise areas are suspected.
 - f. Contact the Safety Coordinator if new procedures are implemented which may affect noise levels.

3. Employees will:
 - a. Wear and maintain hearing protection in all posted areas.
 - b. Attend safety meetings on hearing protection.
 - c. Bring any hearing protection or noise-related problems to the attention of their supervisor.
 - d. Report to their supervisor any changing conditions which may impact personnel noise exposures.

Program Requirements

1. Noise Monitoring

- a. Noise levels in some areas will exceed 85 dBA. The noise exposure levels for areas and sources that have been measured are available through the Safety Coordinator.
- b. Additional noise monitoring will be conducted whenever employee exposures are expected to change (equipment changes, plant modifications, engineering control installations, etc.). For employees having fixed working locations near steady and continuously operating noise sources, a sound level measurement made for a representative period at the employee's position will indicate his or her exposure level. The measurement interval should be of sufficient duration to encompass a reasonable number of operating cycles for the task or machinery being considered.
- c. Affected employees or employee representatives will be notified of planned monitoring by the Safety Coordinator and permitted to observe. Employees will also be notified of monitoring results.

2. Hearing Protection

- a. Until engineering and/or administrative controls reduce the amount of noise exposure to or below the allowed limits, appropriate personal hearing protective devices are made available and issued to employees working in jobs or areas where exposure may exceed a TWA of 85 dBA. It is recognized that the use of these devices is considered a temporary solution to the problem of overexposure until feasible controls are provided. The continuing failure of an employee to properly wear the protection provided could result in the termination of employment.
- b. All visitors, management, or employees who may enter or pass through a hearing protection required area will also be expected to wear hearing protection.
- c. A variety of hearing protection options, including earplugs and muffs will be made available so that employees can choose the type which is most comfortable for them.
- d. The procedure in **Appendix E** will be used to ensure that selected hearing protection devices reduce noise exposures to an acceptable level.

3. Noise Signs

- a. All work areas where noise exposures may exceed 85 dBA will be posted with noise warning signs at entrances to these areas. All employees will wear ear protection when working in posted areas. All other employees or visitors passing through these areas will also be required to wear hearing protection.
- b. Tools that generate sound levels above 85 dBA will be labeled. Hearing protection must be used by the operator when this equipment is used.

4. Employee Training

Participation in an annual training program is required for all employees in areas where sound levels may be over 85 dBA. The training will include information on:

- a. Purpose and use of hearing protectors and the advantages and disadvantages of various types.
- b. Instructions in selection, fitting, use, and care of hearing protectors.
- c. Areas where hearing protection is required.
- d. Records of training will be maintained.

5. Engineering & Administrative Controls

- a. We recognize the desirability of controlling the existing noise levels by engineering and/or administrative controls. Therefore, the feasibility of such controls is carefully considered, including a possible redesign of existing machinery, the building of partial or total enclosures, and other engineering noise control procedures for reducing the existing noise levels.
- b. Due to the complexity of some machinery used, and because of economic limitations, some noise levels cannot be reduced to below acceptable limits. Within the limitation of work schedules and employee skills, administrative controls have also been considered. On a continuing basis, engineering and administrative controls will be considered and implemented where feasible.
- c. We also recognize the desirability of considering noise levels before purchasing new or rebuilt equipment. It is our policy to evaluate noise levels before equipment purchases.

Head Protection Policy

Safety headgear (i.e. hard hats) shall be worn by employees in any area in which there is a potential hazard to the head from falling, flying, or thrown objects, or from other harmful contacts (i.e. electrical). Some examples of this hazard would include, but not be limited to:

1. Any operation where hard hats are mandatory (i.e. road construction, gravel pits, etc.)
2. Confined space entry activities;
3. Working below a scaffolding, aerial lift, or ladder.
4. When working below other workers;
5. When electrical contact with the head is a possibility; and
6. Any other operation where an employee could be struck by a falling overhead object.

Safety headgear (hard hats) shall meet the requirements of:

1. CSA Standard Z94.1-M1977
2. CAN/CSA Standard Z94.1-92
3. ANSI Z89.1-1969
4. ANSI Z89.2-1971
5. ANSI Z89.1-1981
6. ANSI Z89.1-1986
7. Federal OSHA regulations 29 CFR 1910.135, Head Protection

Where persons are exposed to the potential of an electrical hazard, the hard hats shall be of a non-conductive type which is rated as "Class E." Painting of hard hats and/or drilling of hard hat shells to affix attachments is prohibited.

Where there is a possibility of the hard hat being dislodged due to high winds or because of an awkward work position (i.e. when a worker is bent over), hard hats are to be fitted with chin straps or other means of ensuring that the safety headgear remains attached to the wearer.

Persons engaged in operating or riding on snow machines, all-terrain vehicles, or motorcycles in the following scenarios shall wear safety helmets, approved by a recognized agency (DOT, Snell, etc.)

1. Operating on any street.
2. Exceeding 15 mph.
3. Operating in an area where a high risk of rollover is present.

Where such machines are used to transport workers to a work point where any work away from the machines will expose the workers to a hazard of head injury, then hard hats shall be

carried and worn at the worksite. The use of hard hats for protection while operating or riding a snow machine, all-terrain vehicle, or motorcycle is prohibited.

Persons wearing safety headgear are to inspect the shell and suspension for any visible signs of damage before use. Where damage or defects are detected, the safety headgear shall be discarded and replaced with a new unit.

Safety headgear will deteriorate over time from exposure to sunlight or other chemicals. The normal service life of a hard hat shell is considered to be a maximum of 5 years from the date of manufacture (which can be found permanently marked on the inside surface of the hard hat shell). The service life of the suspension is considered to be 1 year of regular use. Where use is intermittent, the suspension may last longer. Replacement suspension harnesses shall be from the same manufacturer and for the same model of the hard hat. Mixing different manufacture suspension types and hard hat shells is prohibited. Hard hats shall be replaced after being struck or after any event that may have reduced the ability of the hard hat to protect the user.

Foot Protection Policy

Purpose

The purpose of the foot protection policy is to select and have each affected employee use, appropriate foot protection at Yankton County to minimize the risk of foot injuries. It is the responsibility of immediate supervisors to perform a job hazard analysis to determine the need for specific foot protection and to ensure that appropriate foot protection is being worn.

Responsibility

Employees are responsible for their safe use of foot protection. They shall wear the approved foot protection as part of their daily uniform.

Management/Supervisors are responsible for implementing an appropriate foot protection program for individuals, work, and areas under their direction. They shall:

1. Evaluate all their work areas and tasks and assess the risk for foot injuries, plus slips and falls and electrical shock where footwear may have an impact.
2. Determine the need for specific foot protection.
3. Ensure appropriate, approved foot protection is being worn
4. Provide adequate storage and care capability.
5. Ensure foot protection requirements are being followed.

Safety Coordinator

1. Provide professional consultation and guidance to management for all foot protection program elements.
2. Audit the foot protection program and assist management in developing effective strategies for indicated improvement.
3. Develop and maintain an effective foot protection program to include policy.

Footwear Requirements

All protective footwear shall meet the requirements of ANSI Standard Z41-1991:

Protective footwear is intended to protect the toes against external forces through the use of a protective toe box. Compression and Impact-resistant protective footwear shall be rated no less than C/75 and I/75, respectively.

Electrical Hazard Safety footwear shall protect open circuits of 600 volts or less under dry conditions. No metal parts shall be incorporated in the sole or heel of the shoe.

Sole puncture-resistant footwear shall include a protective device that will protect puncture wounds of the sole for the life of the footwear.

No affected employee may work without safety shoes where there is a danger of the above-mentioned hazards. The safety toe portion of the footwear may be composed of steel or composite material. If anyone needs information about what type of foot protection is appropriate, please contact the Safety Coordinator.

Hand Protection Policy

Overview

Hand protection shall be worn when hands are exposed to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes. The basis for this policy is to protect against all types of hand injuries.

The type of hand protection used shall be based on the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards or potential hazards identified.

Responsibility

Each department is charged with the responsibility to perform the appropriate job hazard analysis to identify all hand hazards and to ensure employees' hands are protected while performing duties in the workplace. Questions employees might have relative to hand protection should be directed to their Department Head or Safety Coordinator.

Selection of Gloves for Protection Against Chemical Hazards

1. The toxic properties of the chemical(s) must be determined; in particular, the ability of the chemical to cause local effects on the skin and/or to pass through the skin and cause systemic effects;
2. Generally, any "chemical resistant" glove can be used for dry powders;
3. For mixtures and formulated products (unless specific test data are available), a glove shall be selected based on the chemical component with the shortest breakthrough time, since solvents can carry active ingredients through polymeric (a chemical compound or mixture of compounds formed by polymerization and consisting essentially of repeating structural units) materials; and
4. Employees shall be able to remove the gloves in such a manner as to prevent skin contamination.
5. Employees should report to their immediate supervisor all hand injuries so appropriate post-accident evaluations can be made to help ensure repeat accidents don't reoccur.

Note: Employees should be reminded that not all gloves protect against cut injuries. Make sure you use the correct gloves for this hazard, which may include Kevlar or metal mesh.

Hazard Communication Plan

Overview

The purpose of the Hazard Communication Standard is to ensure that the hazards of all produced or incorporated chemicals are evaluated and the information concerning these hazards is transmitted to employers and employees. The plan also uses the Globally Harmonized System (GHS). This is an international approach to hazard communication, providing agreed criteria for the classification of chemical hazards, and a standardized approach to label elements and safety data sheets. The GHS was negotiated in a multi-year process by hazard communication experts from many different countries, international organizations, and stakeholder groups. It is based on major existing systems around the world, including OSHA's Hazard Communication Standard and the chemical classification and labeling systems of other US agencies.

The standard mandates the evaluation of hazardous chemicals present in a workplace and requires training of employees regarding the hazardous chemicals and related prevention and protective measures for routine and non-routine tasks.

The Hazard Communication Plan

1. The Hazard Communication Plan (HCP) consists of four major components:
 - a. Identification and inventory of all hazardous chemicals and listing on a Hazardous Chemical List (HCL).
 - b. Acquisition of Safety Data Sheets (SDS) for each hazardous chemical listed on the HCL.
 - c. Labeling of all hazardous chemicals with chemical name, hazards, and warnings and the manufacturer or importer's name and address, with reference to the appropriate Safety Data Sheet.
 - d. Training of all employees about the hazardous chemicals in the workplace and the Hazard Communication Plan.
2. The Safety Coordinator is responsible for the Hazard Communication Plan. Each department shall institute a HAZCOM program that meets the standards of this plan.
3. Copies of the Hazard Communication Standard and the Hazard Communication Plan will be maintained and available upon request.

Hazardous Chemicals List

1. Each department is responsible for identifying and inventorying all hazardous chemicals within their department. A HAZCOM officer should be assigned by each department to maintain a proper inventory and to keep SDS sheets up to date.
2. A current master list will be maintained at all times. New chemicals will be added as

they are received, and chemicals no longer inventoried will be removed from the list as they are discarded. A formal inventory and update of the list will be done annually.

3. Each hazardous chemical must be cross-referenced to an appropriate Safety Data Sheet.
4. The master HCL will be maintained by the Safety Coordinator. Partial lists may be maintained in the various departments where hazardous chemicals are used.

Safety Data Sheets (SDS)

1. The Hazard Communication Standard requires that SDSs be available to all employees for each hazardous chemical identified and used. If the employer receives a chemical container labeled as a hazard, an SDS is required.
 - a. Each department will be responsible for acquiring and maintaining updated versions of all SDSs that are pertinent to its operation.
 - b. The SDS will be written in English and will consist of all of the following information:

The format of the 16-section SDS should include the following sections:

- Section 1. Identification
- Section 2. Hazard(s) identification
- Section 3. Composition/information on ingredients
- Section 4. First-Aid measures
- Section 5. Fire-fighting measures
- Section 6. Accidental release measures
- Section 7. Handling and storage
- Section 8. Exposure controls/personal protection
- Section 9. Physical and chemical properties
- Section 10. Stability and reactivity
- Section 11. Toxicological information
- Section 12. Ecological information
- Section 13. Disposal considerations
- Section 14. Transport information
- Section 15. Regulatory information
- Section 16. Other information, including date of preparation or last revision

The SDS must also contain Sections 12-15, to be consistent with the United Nations' Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

- c. All new procurements of hazardous chemicals should be evaluated and, whenever possible, the least hazardous substance should be purchased.
- d. Training of all employees regarding any new or updated SDS will be documented.
- e. Purchase orders for hazardous chemicals should include a request for a current SDS.
- f. Hazardous chemicals should not be incorporated into any work process until an

SDS has been received and reviewed by employees exposed to the chemical.

2. Accessibility of Safety Data Sheets:

- a. A current SDS library will be maintained by each department for all hazardous chemicals identified and listed on the HCL. A master SDS library will be maintained by the Safety Coordinator. Each department is responsible to get new SDS sheets to the Safety Coordinator.
- b. The SDSs will be readily available to all employees during each work shift.
- c. If a new SDS contains changes or new information, the old SDS will be replaced with the new one in both the master file and the worksite file. Affected personnel will review updated or modified SDSs.

Labels and Other Forms of Warning

1. Containers of hazardous chemicals will be properly labeled with the following information:

- a. Identity of the hazardous chemical;
- b. Appropriate hazards and warnings (including target organ effect); and
- c. Name and address of the manufacturer.
- d. **Pictogram:** a symbol plus other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a **red square frame** set on a point (i.e. a red diamond). There are nine pictograms under the GHS. However, only eight pictograms are required under the HCS.
- e. **Signal words:** a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for less severe hazards.
- f. **Hazard Statement:** a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
- g. **Precautionary Statement:** a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling of a hazardous chemical.

HCS Pictograms and Hazards

Health Hazard 	Flame 	Exclamation Mark 
• Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	• Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	• Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder 	Corrosion 	Exploding Bomb 
• Gases under Pressure	• Skin Corrosion/ burns • Eye Damage • Corrosive to Metals	• Explosives • Self-Reactives • Organic Peroxides
Flame over Circle 	Environment (Non-Mandatory) 	Skull and Crossbones 
• Oxidizers	• Aquatic Toxicity	• Acute Toxicity (fatal or toxic)

- The appropriate SDS will be reviewed by department supervisors to verify the warning label.
- Unlabeled containers should not be used.
- Secondary containers will be labeled.
 - A semi-permanent label with the following information will be used:
 - Identity of the hazardous chemical;
 - Appropriate hazards and warnings (including target organ effect); and
 - Name and address of the chemical manufacturer.
 - Use the secondary container only for the chemical identified on the label.
 - The secondary container will be emptied and washed as needed. The label will not be removed but will remain in place for future uses.
- Alternate methods of labeling (signs, placards, batch tickets, process sheets, and like written materials) may be used on individual stationary containers in place of affixed labels, provided the alternative method identifies the containers to which it applies, conveys the required information, and is readily accessible to employees in their work area throughout the shift.
- All primary and secondary containers will be regularly checked and verified that labels have not been defaced or removed and the information contained on them is current.

Training and Communication

1. Before an assignment, each employee who works with or is potentially exposed to hazardous chemicals will receive training on the Hazard Communication Standard and the specific use of applicable hazardous chemicals.
2. Before the introduction of new hazardous material or updated hazard, each employee will be trained concerning specific use or handling procedures.
3. Training will emphasize the following elements:
 - a. A summary of the Hazard Communication Standard and Hazard Communication Plan;
 - b. Hazardous chemical properties, including visual appearance, odor, and methods that can be used to detect the presence or release of hazardous chemicals.
 - c. Physical and health hazards of the chemicals in the work area (including signs and symptoms of exposure) and any medical conditions that are known to be aggravated by exposure to the chemical.
 - d. Procedures to protect against hazards, including:
 1. Personal protective equipment required.
 2. Proper use and maintenance.
 3. Work practices or methods to assure proper use and handling of chemicals.
 4. Emergency response procedures.
 - e. Work procedures to follow to assure protection when cleaning hazardous chemicals and leaks.
 - f. Location of SDS, interpretation of their contents and labeling information, as well as for instructions for employees on how to obtain and use appropriate hazard information.
 - g. Explanation of the labeling system and instructions for preparing secondary container labels.
4. Employee training will be documented and monitored for use in identifying training needs.
 - a. Retraining is required when a chemical hazard changes or when a new hazard is introduced into the workplace. It will also be policy to include hazard communications into regularly scheduled staff training meetings.
 - b. The training program will be assessed by obtaining input from employees regarding the training they have received and their suggestions for improvement.

Non-Routine Tasks

1. Supervisors contemplating undertaking a non-routine task will ensure that employees are informed of chemical hazards associated with the performance of these tasks and that appropriate protective measures are taken before the beginning of the task.

Ladder Safety Program

Overview

This program applies to all employees (including employees and volunteers), who use ladders at work. The program describes how portable ladders are to be selected, used, inspected, and maintained, and implementation of the provisions within this program is the responsibility of each employee under the direction of individual departments.

Requirements

1. Ladder Selection
 - a. Different ladders are made for specific uses. For a given task, you must select the right ladder to ensure your safety. Before purchasing a ladder, check with your immediate supervisor for requirements. New ladders must meet or exceed ANSI Type I-A specifications, with preference to fiberglass construction.
2. Step Ladders
 - a. These are self-supporting ladders with flat steps and hinged backs. They may be constructed of aluminum, fiberglass, or wood, and they must have a metal spreader that locks the ladder open. They should only be used on a firm and level surface. The maximum allowable length for a step ladder is 20 feet. These must never be used as a straight-type ladder (leaned up against a wall for use), as the footing was not designed for safe use in this manner.
 - b. Never stand or sit on the top two steps of a step ladder! A longer ladder may be required to safely perform a given task.
3. Straight-type Ladders
 - a. These are not self-supporting ladders. They must be leaned up against a stable surface, with a 1:4 slope (1 foot away from the wall for every 4 feet in height). They may be constructed of aluminum, fiberglass, or wood, in either single or extendable lengths. The maximum allowable length for a single ladder is 30 feet, while extension ladders may reach up to 72 feet. Both should be placed on a firm, stable footing, or utilize leg extensions or non-slip feet.
 - b. Straight-type ladders should extend at least 3 feet above the accessed area, and they must be tied off to a secure anchor point if they are to be used repeatedly in the same spot.
4. Rolling Ladders
 - a. These self-supporting, stair-type ladders exist primarily in warehouse environments where rolling surfaces are smooth and level. They have integral handrails and usually have locking devices for stability.

- b. Most rolling ladders are constructed of steel, so be aware of conductivity risks when working near electrical equipment.

Safety Procedures

1. Never use a ladder unless you have been trained.
2. Always use three points of contact when using ladders (e.g.: two feet and one hand in contact with the ladder).
3. Portable ladders are to be used by only one person at a time unless specifically designed otherwise.
4. Protect the base of ladders in high traffic areas. If you must close an area due to safety concerns, barricade access routes, and post alternatives, as appropriate. If you cannot close an area, you must have another employee guard the ladder base.
5. Make sure ladder treads are clear of mud and debris before using. Employees may only use a contractor-owned ladder with the contractor's permission and only after assessing the ladders' condition.

Never:

1. Carry awkward loads while using a ladder. Use ropes to haul heavy items up once you have reached your working height or surface.
2. Place tools or supplies on ladders steps if they could fall. Many injuries are caused by falling objects.
3. Use wood or metal ladders around exposed, energized electrical equipment. Ladders can provide energy an easy path to ground.
4. Paint a ladder. Paint conceals defects and can cover rating labels.
5. Reach far out from or turn excessively while on a ladder. These actions risk destabilizing the ladder.
6. Store a ladder in the rain or direct sun. These shorten ladder service lives.
7. Lean a ladder on windows, unsecured surfaces, or other unstable support. Your support point must be as stable as your base.
8. Use a defective ladder. Report these to your direct supervisor for repair or disposal.

Carrying a Ladder

Proper technique should be followed when carrying a ladder to avoid injuries or damage. Be aware of obstacles in your surroundings when you carry a ladder. Move slowly, especially if you are not used to using a ladder and follow these steps.

1. Place the ladder sideways on the ground with the rungs facing you. The top of the ladder should be to your left and bottom to your right.
2. Stand next to the rung that is about one-third up the ladder from the bottom end. The longer the ladder, the closer you will have to stand to the middle rung to maintain balance.

3. Turn your body left so it is at a right angle to the ladder facing toward the top end. Bend at the knees and grab the outside rail with your right hand. If the ladder is too heavy to carry with one hand, grab the inside rail with your left hand at the same time.
4. Lift the ladder using your knees, not your back. If it feels like too much weight is tipping toward the front or back, set the ladder down and move a little closer to the end that feels more weighted before trying to lift again. Keep your arms fully extended while carrying.
5. Use your feet to turn, not your waist, and always check for obstacles at each end before making your turn.

Do Not Strain Yourself

Do not carry an extension ladder more than 15 feet in length or weighing more than 40 pounds by yourself. If you do not feel comfortable carrying it by yourself, get help – there is no sense in potentially injuring your back. If you do carry a ladder with another person, make sure you are both on the same side to avoid accidents.

Inspection

1. The safety of ladders must be assessed by the user before each use. Only ladders in good condition are to be used.
2. Periodic, comprehensive inspections are recommended to ensure each ladder is fit for use. Departments may wish to keep records of ladder inspections. Records may also include dated inspection verification stickers applied directly to ladders.
3. Unsafe ladders must be marked or tagged as unsafe (e.g.: Do Not Use or Damaged). The Safety Coordinator can help determine repair or disposal needs.

Training

Training will include the following:

1. A summary of the requirements in this policy and general equipment safety
2. Orientation to the ladders that are available to an individual for tasks required for their job.
3. Physical hazards associated with ladder use in the workplace;
4. Proper use and safety procedures to protect against accidents, including placement and orientation of ladders.

Machine Guarding Policy

Purpose and Application

This policy document is designed to ensure that employees follow procedures which assure that equipment or machines are operated safely and meet state, federal, and industry machine guarding standards.

This applies to all employees who may work with, or adjacent to, equipment or machines that may pose a safety hazard.

“Machines” include, but are not limited to, fans, compressors, bench grinders, fuel pumps, dumpsters, trash compactors, and table saws. Any machine part, function, or process that may cause injury, must be safeguarded. When the operation of a machine or accidental contact with it can injure the operator or others in the vicinity, the hazards must be either controlled or eliminated.

A “machine hazard” occurs at the point of operation where the actual work is performed and can be created by:

1. components which transmit energy, such as pulleys, belts, chains, gears, couplings, or flywheels; or
2. other parts that move while the machine is working, including reciprocating, rotating, and transverse parts.

Roles and Responsibility

The **supervisor** is responsible for ensuring guards on facility equipment and machines operated by personnel are kept in place and used as originally designed.

The **Safety Coordinator** periodically prepares and updates the written Machine Guarding Program and responds to any employee machine guarding concern or question.

All affected **employees** should report any unguarded machine hazard to their supervisor immediately, and all employees should forward any concerns or observations regarding the lack of machine guarding to their supervisor.

Procedures

Hierarchy of Guarding

Machine guarding decisions should be made in the following order of preference:

1. Design out or eliminate the hazard
2. Physically “engineer out” the exposure to the hazard
3. Guard the hazard
4. Require personal protective equipment
5. Use warning devices
6. Use warning signs
7. Use safe working practices and procedures

Inspections and Audits

Machines that require guarding will be inspected regularly by department heads or their designee. Based on the results of these inspections, maintenance, or replacement of guards will be conducted as necessary. The Safety Coordinator will audit the program periodically and recommend appropriate corrective actions.

Training

Any person who works near or adjacent to any sort of machine will receive “affected employee” training during initial orientation and every two years thereafter. Affected employees receive machine guarding training specific to the hazards being controlled on the piece of equipment. Employees performing maintenance related activities will receive machine guarding training periodically.

Record Keeping

Departments maintain records of machine guarding training and copies of the annual inspections.

Bloodborne Pathogens

Exposure Determination

Yankton County will perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classification in which all employees may be expected to incur such occupation exposure, regardless of frequency.

At Yankton County employees in the following job classifications are in this category:

- Sheriff/Jail/EMS/EM departments
- Government Buildings
- Highway department

Implementation Schedule and Methodology

Compliance Methods

1. Universal precautions will be observed at all Yankton County facilities to prevent contact with blood or other potentially infectious materials.
 - a. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
2. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at all facilities.
 - a. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized.
 - b. At some facilities, the following engineering controls will be used such sharp containers and safety needles.
3. The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:
 - a. Sharps containers will be disposed of in a proper manner when full.
4. Handwashing facilities are available to employees who incur exposure to blood or other potentially infectious materials. These facilities should be readily accessible after incurring exposure.
 - a. At Yankton County facilities, handwashing facilities are located in the restrooms.
5. If hand washing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.
 - a. If these alternatives are used, the hands are to be washed with soap and running water as soon as feasible.

6. Employers who must provide alternatives to readily accessible handwashing facilities should list the location, tasks, and responsibilities to ensure maintenance and accessibility of these alternatives.
7. After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water.
8. If employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

Needles

1. Contaminated needles and other contaminated sharps will not be bent, recapped, removed, sheared, or purposely broken.

Work Area Restrictions

1. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, or handle contact lenses.
2. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.
3. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
4. All procedures will be conducted in a manner that will minimize splashing, spraying, spattering, and generation of droplets of blood or other potentially infectious materials.

Contaminated Equipment

1. Equipment that has become contaminated with blood or other potentially infectious materials shall be examined before servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

Personal Protective Equipment

1. All personal protective equipment (PPE) used at this facility will be provided without cost to employees.
 - a. PPE will be chosen based on the anticipated exposure to blood or other potentially infectious materials.
 - b. The PPE will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the PPE will be used.
 - c. Protective clothing will be provided to employees through department leadership and policies.
 - d. All PPE will be cleaned, laundered, and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.
 - e. All garments penetrated by blood shall be removed immediately or as soon as

feasible. All PPE will be removed before leaving the work area. Laundering PPE will occur by department policy.

- f. Gloves shall be worn where it is reasonably anticipated the employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes.
 - 1. *Disposable gloves* used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured or when their ability to function as a barrier is compromised.
 - 2. *Utility gloves* may be decontaminated for re-use provided the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.
- g. Masks, in combination with eye protection devices such as goggles or glasses with a solid shield or chin-length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.
- h. This plan also requires appropriate protective clothing to be used, such as gowns, or similar outer garments whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may contaminate clothing.

Decontamination

- 1. Decontamination will be accomplished according to the department's policies.
- 2. All contaminated work surfaces will be decontaminated after completion of procedures and immediately, or as soon as feasible, after any spill of blood or other potentially infectious materials, as well as at the end of the work shift, if the surface may have become contaminated since the last cleaning.
- 3. Any broken glassware that may be contaminated will not be picked up directly with the hands.

Regulated Waste Disposal

- 1. All contaminated sharps shall be discarded as soon as feasible in sharps containers.
- 2. Regulated waste other than sharps shall be placed in appropriate containers.

Laundry Procedures

- 1. Laundry contaminated with blood or other potentially infectious materials will be

handled as little as possible. Such laundry will be placed in appropriately marked bags at the location where it was used. Such laundry will not be sorted or rinsed in the area of use.

2. All employees who handle contaminated laundry will use PPE to prevent contact with the blood of other potentially infectious materials.

Hepatitis B Vaccine

1. All employees who have been identified as having an exposure risk to blood or other potentially infectious materials will be offered the Hepatitis B vaccine.
 - a. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity.
2. Employees who decline the Hepatitis B vaccine will sign a waiver that uses the following wording: *"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."*
3. Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided to them.
4. Safety Coordinator – oversees the program
Department Head– offers vaccine and signs waivers.

Post-Exposure Evaluation and Follow-Up

1. When the employee incurs an exposure incident, it should be reported to a supervisor or Department Head.
2. All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up.
3. This follow-up will be based on the recommendations of the provider that was seen.

Interaction with Health Care Professionals

1. A written opinion shall be obtained from the health care professional who evaluates employees of this facility. Written opinions will be obtained in the following instances:
 - a. When the employee is sent to obtain the Hepatitis B vaccine.
 - b. Whenever the employee is sent to a health care professional following an exposure incident.
2. Health care professionals shall be instructed to limit their opinions to:
 - a. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident;
 - b. That the employee has been informed of the results of the evaluation; and,

- c. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.

Training

1. Training for all employees will be conducted during the initial assignment to tasks where occupational exposure may occur. Training for employees will include an explanation of:
 - a. Epidemiology and symptomatology of bloodborne diseases
 - b. Modes of transmission of bloodborne pathogens
 - c. This Exposure Control Plan (i.e. points of the plan, lines of responsibility, how the plan will be implemented, etc.)
 - d. Procedures that might cause exposure to blood or other potentially infectious materials.
 - e. Control methods that will be used at facilities to control exposure to blood or other potentially infectious materials.
 - f. Personal Protective Equipment available at facilities and who should be contacted concerning PPE
 - g. Post-exposure evaluation and follow-up
 - h. Signs and labels used at the facility
 - i. Hepatitis B vaccine program
2. All employees will receive annual refresher training.

Recordkeeping

1. As required by this plan, the following records will be maintained by **Auditor's Office**
 - a. Medical Record
 - b. Training Record
 - c. Sharps Injury Log

Person Fall Arrest/Protection Plan

Overview

The following information generally applies to all personal fall protection systems and is intended to assist Yankton County personnel with compliance with personal fall protection systems.

Planning Considerations

Staff needs to plan before using personal fall protection systems. The most overlooked component of planning is locating suitable anchorage points. Such planning should ideally be done before the structure or building is constructed so that anchorage points can be used later for window cleaning or other building maintenance.

Selection and Use Considerations

The kind of personal fall protection system selected should be appropriate for the employee's specific work situation. Freefall distances should always be kept to a minimum. Many systems are designed for particular work applications, such as climbing ladders and poles; maintaining and servicing equipment; and window cleaning.

1. Consideration should be given to the environment in which the work will be performed. For example, the presence of acids, dirt, moisture, oil, grease, or other substances, and their potential effects on the system selected should be evaluated. Staff will fully evaluate the work conditions and environment (including seasonal weather changes) before selecting the appropriate personal fall protection system. Hot or cold environments may also affect fall protection systems. Wire rope should not be used where electrical hazards are anticipated.
2. Where lanyards, connectors, and lifelines are subject to damage by work operations, such as welding, chemical cleaning, and sandblasting, the component should be protected, or other securing systems should be used. A program for cleaning and maintaining the system may be necessary.
3. **Testing Considerations.** Before purchasing a personal fall protection system, the safety coordinator will insist that the supplier provide information about its test performance (using recognized test methods) so we know that the system meets the testing criteria.

4. **Component compatibility considerations.** Ideally, a personal fall protection system is designed, tested, and supplied as a complete system. However, it is common practice for lanyards, connectors, lifelines, deceleration devices, body belts, and body harnesses to be interchanged since some components wear out before others. Employees should realize that not all components are interchangeable. For instance, a lanyard should not be connected between a body harness and a deceleration device of the self-retracting type (unless specifically allowed by the manufacturer) since this can result in additional free fall for which the system was not designed. Also, positioning components, such as pole straps, ladder hooks, and rebar hooks, should not be used in personal fall arrest systems unless they meet the appropriate strength and performance requirements. Any substitution or change to a personal fall protection system should be fully evaluated or tested by a competent person to determine that it meets applicable standards before the modified system is put in use. Rope must be used according to manufacturers' recommendations, especially if polypropylene rope is used.
5. **Employee training considerations.** Before an employee uses a fall protection system, supervisors will ensure that he or she is trained in the proper use of the system. This may include the following: The limits of the system; proper anchoring and tie-off techniques; estimating free fall distance, including determining elongation and deceleration distance; methods of use; and inspection and storage. Careless or improper use of fall protection equipment can result in serious injury or death. Supervisors and employees should become familiar with the material in this standard, as well as manufacturers' recommendations before a system is used. Employees need to be aware that certain tie-offs (such as using knots and tying around sharp edges) can reduce the overall strength of a system. Employees also need to know the maximum permitted free fall distance. Training should stress the importance of inspections before use, the limitations of the equipment to be used, and unique conditions at the worksite that may be important.
6. **Instruction considerations.** The safety coordinator will obtain comprehensive instructions from the supplier or a qualified person as to the system's proper use and application, including, where applicable:
 - a. The force measured during the sample force test;
 - b. The maximum elongation measured for lanyards during the force test;
 - c. The deceleration distance measured for deceleration devices during the force test;
 - d. Caution statements on critical use limitations;
 - e. Limits of the system;
 - f. Proper hook-up, anchoring and tie-off techniques, including the proper D-ring or another attachment point to use on the body harness;
 - g. Proper climbing techniques;
 - h. Methods of inspection, use, cleaning, and storage; and
 - i. Specific lifelines that may be used.

7. **Inspection considerations.** Personal fall protection systems must be inspected before initial use in each work shift. Any component with damage, such as a cut, tear, abrasion, mold, or evidence of undue stretching, an alteration or addition that might affect its effectiveness, damage due to deterioration, fire, acid, or other corrosive damage, distorted hooks or faulty hook springs, tongues that are unfitted to the shoulder of buckles, loose or damaged mountings, non-functioning parts, or wear, or internal deterioration must be removed from service immediately, and should be tagged or marked as unusable, or destroyed. Any personal fall protection system, including components, subjected to impact loading must be removed from service immediately and not used until a competent person inspects the system and determines that it is not damaged and is safe to use for personal fall protection.
8. **Rescue considerations.** When personal fall arrest systems are used, special consideration must be given to rescuing an employee promptly should a fall occur. The availability of rescue personnel, ladders, or other rescue equipment needs to be evaluated since there may be instances in which employees cannot self-rescue (*e.g.*, employee unconscious or seriously injured). In some situations, equipment allowing employees to rescue themselves after the fall has been arrested may be desirable, such as devices that have descent capability. **If an employee needs to be rescued dial 911.**
9. **Tie-off considerations.** Supervisors and employees should at all times be aware that the strength of a personal fall arrest system is based on its being attached to an anchoring system that can support the system. Therefore, if a means of attachment is used that will reduce the strength of the system (such as an eye-bolt/snap hook anchorage), that component should be replaced by a stronger one that will also maintain the appropriate maximum deceleration characteristics. The following is a listing of some situations in which supervisors and employees should be especially cautious:
 - a. Tie-off using a knot in the lanyard or lifeline (at any location). The strength of the line can be reduced by 50 percent or more if a knot is used. Therefore, a stronger lanyard or lifeline should be used to compensate for the knot, or the lanyard length should be reduced (or the tie-off location raised) to minimize free fall distance, or the lanyard or lifeline should be replaced by one which has an appropriately incorporated connector to eliminate the need for a knot.
 - b. Tie-off around rough or sharp (*i.e.* “H” or “I” beams) surfaces. Sharp or rough surfaces can damage rope lines and this reduces the strength of the system drastically. Such tie-offs should be avoided whenever possible. An alternate means should be used such as a snap hook/D-ring connection, a tie-off apparatus (steel cable tie-off), an effective padding of the surfaces, or an abrasion-resistant strap around the supporting member. If these alternative means of tie-off are not available, supervisors will try to minimize the potential free fall distance.
 - c. Knots. Sliding hitch knots should not be used except in emergencies. The one-and-one sliding hitch knot should never be used because it is unreliable in stopping a fall. The two-and-two or three-and-three knots (preferable) may be used in emergencies; however, care should be taken to limit free fall distances

because of reduced lifeline/lanyard strength. A competent or qualified person must inspect each knot in a lanyard or vertical lifeline to ensure it meets strength requirements.

- d. Eye-bolts. It must be recognized that the strength of an eye-bolt is rated along the axis of the bolt and that its strength is greatly reduced if the force is applied at right angles to this axis (in the direction of its shear strength). Care should also be exercised in selecting the proper diameter of the eye to avoid creating a roll-out hazard (accidental disengagement of the snap hook from the eye-bolt).

10. Vertical lifeline considerations. Each employee must have a separate lifeline when the lifeline is vertical. If multiple tie-offs to a single lifeline are used, and one employee falls, the movement of the lifeline during the arrest of the fall may pull other employees' lanyards, causing them to fall as well.

11. Snap hook and carabiner considerations. The following connections must be avoided unless the locking snap hook or carabiner has been designed for them because they are conditions that can result in rollout:

- a. Direct connection to webbing, rope, or a horizontal lifeline;
- b. Two (or more) snap hooks or carabiners connected to one D-ring;
- c. Two snap hooks or carabiners connected;
- d. Snap hooks or carabiners connected directly to webbing, rope, or wire rope; and
- e. Improper dimensions of the D-ring, rebar, or another connection point in relation to the snap hook or carabiner dimensions which would allow the gate to be depressed by a turning motion.

12. Freefall considerations. Supervisors and employees will always be aware that a system's maximum arresting force is evaluated under normal use conditions established by the manufacturer. Personal fall arrest systems must be rigged so an employee cannot free fall more than 6 feet (1.8 m). Even a few additional feet of free fall can significantly increase the arresting force on the employee, possibly to the point of causing injury and possibly exceeding the strength of the system. Because of this, the free fall distance should be kept to a minimum and must never be greater than 6 feet (1.8 m). To assure this, the tie-off attachment point to the lifeline or anchor should be located at or above the connection point of the fall arrest equipment to the harness. (Otherwise, additional free fall distance is added to the length of the connecting means (i.e. lanyard)). Tying off to the walking-working surface will often result in a free fall greater than 6 feet (1.8 m). For instance, if a 6-foot (1.8-m) lanyard is used, the total free fall distance will be the distance from the walking-working level to the harness connection plus the 6 feet (1.8 m) of the lanyard.

13. Elongation and deceleration distance considerations. During fall arrest, a lanyard will stretch or elongate, whereas activation of a deceleration device will result in a certain stopping distance. These distances should be available with the lanyard or device's instructions and must be added to the free fall distance to arrive at the total fall

distance before an employee is fully stopped. The additional stopping distance may be significant if the lanyard or deceleration device is attached near or at the end of a long lifeline, which may itself add considerable distance due to its elongation. Sufficient distance to allow for all of these factors must also be maintained between the employee and obstructions below, to prevent an injury due to impact before the system fully arrests the fall. A minimum of 12 feet (3.7 m) of lifeline should be allowed below the securing point of a rope-grab-type deceleration device, and the end terminated to prevent the device from sliding off the lifeline. Alternatively, the lifeline should extend to the ground or the next working level below. These measures are suggested to prevent the employee from inadvertently moving past the end of the lifeline and having the rope grab become disengaged from the lifeline.

14. **Obstruction considerations.** In selecting a location for tie-off, supervisors and employees should consider obstructions in the potential fall path of the employee. Tie-offs that minimize the possibilities of exaggerated swinging should be considered.

Powered Industrial Trucks Policy

Overview

All powered industrial trucks (PITs/forklifts) in this facility shall be operated and maintained per this policy. This guides the safe operation of propane, gasoline, and electric battery-powered forklifts and power lifts.

Authority and Responsibility

The Safety Coordinator is responsible for:

1. Reviewing the PIT policy to assure compliance;
2. Coordinating and providing training of affected employees;
3. Inspecting recordkeeping material; and

Supervisors are responsible for:

1. Ensuring employees attend training and safely operate PITs;
2. Ensuring all equipment is in proper working condition;
3. Assuring operators perform appropriate pre-operation safety inspections and are properly trained before operating equipment;
4. Maintaining required documentation.

Employees are responsible for complying with this policy.

General Requirements

1. Only trained and authorized operators shall be permitted to operate a PIT;
2. The employee is responsible for ensuring the safe operation of the PIT;
3. Modifications and additions that affect capacity and the safe operation of the PIT shall not be performed without the manufacturer's prior written approval. Capacity, operation, and maintenance instruction plates, tags, or decals shall be modified accordingly;
4. If the PIT is equipped with front-end attachments other than factory installed attachments, the PIT shall be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered;
5. Nameplates and markings shall be in place and maintained in a legible condition.

Pre-Operation Safety Inspection

Before operating a PIT, the employee shall perform a pre-operation safety inspection.

1. This inspection shall be made at least daily;
2. The inspection shall identify any conditions that could affect the safe operation of the PIT;
3. If any condition(s) exist, the PIT shall be removed from service and tagged "Out of Service" until the proper repairs or concerns are addressed;
4. Upon an operator discovering any concerns, immediately notify your supervisor so he or she can notify the person responsible for the repairs; and
5. Only outside contractors qualified to repair PITs shall perform all repairs and adjustments.

The keys to PITs shall be confiscated by the Fleet Foreman for any PIT that is determined to be unsafe.

Fuel Handling and Storage

The following procedures shall be followed:

1. When refueling or recharging the batteries of a PIT, the operator shall ensure that the PIT is shut off and the parking brake is engaged;
2. Refueling and recharging shall be completed in areas that are designated and well ventilated. The safety coordinator will designate refueling/recharging stations.
3. Personal protective equipment (approved face shield, goggles, gloves) shall be worn during all refueling and battery recharging operations;
4. Emergency eyewash/shower station shall be present in the area;
5. Smoking shall be prohibited in refueling and recharging areas. Fuel vapors and gases, which can escape from the battery and fuel vents, are extremely flammable;
6. Tools and other metallic objects shall be kept away from the top of uncovered batteries; and,
7. An ABC rated fire extinguisher shall be present in all refueling or recharging areas.

Workplace Hazards

The workplace contains many hazards that are easily detectable if a quick survey of the area is conducted. These hazards include, but are not limited to, the following:

1. Overhead obstructions such as fire protection sprinkler piping, ventilation ducts, lighting fixtures, or power lines. If the load you are moving is carried too high or the PIT mast is raised too high, damage can occur to the overhead obstruction and possibly cause injury to the operator or people in the immediate area;
2. Co-workers or pedestrians traveling to and from certain areas within the facility;
3. Poor housekeeping such as debris left on the floor and wet floors;
4. The poor condition of the floor surface such as uneven concrete, potholes, and cracks;

5. Poor visibility around corners. The operator's view from a PIT can be blocked or obstructed by the load. If there is not a clear view, drive in reverse or have a co-worker act as a "spotter" to direct you;
6. Operating a PIT in a confined area with poor ventilation can allow the PIT exhaust gases to accumulate. This creates a hazard not only for the forklift operator but also for others within the area or building.
7. For those individuals who wear eyeglasses, this could be a hazard when entering a warm atmosphere from a cold atmosphere (driving into a building from the outside) and having your eyeglasses steam up; and
8. Driving too fast for the conditions of the area. When operating a PIT, always remain alert and cautious.

Note the existing and potential hazards and conditions that do or could exist in your work environment. Whenever a hazard is discovered which requires action such as housekeeping, poor floor condition, or poor ventilation, immediately notify your supervisor to ensure the proper procedures are followed to address the hazards.

Operating Procedures

When operating a PIT, always travel with the forks approximately four inches from the ground so they clear any uneven surfaces. Always survey the area ahead and to the sides as you travel. Always travel in reverse or use a "spotter" when the load you are carrying obstructs your view.

Some factors that could cause the PIT to tip over:

1. Overloads;
2. Unstable loads;
3. Load not centered on forks;
4. Traveling with the load raised;
5. Sudden stops and starts;
6. Making sharp turns; and
7. Traveling across a ramp or incline.

Safety Practices

The following safety practices shall be adhered to at all times:

1. Wear seatbelts whenever the PIT is equipped with them;
2. Keep all body parts inside the driver's compartment;
3. Drive at safe speeds;
4. Do not carry passengers on the PIT;
5. No person shall be permitted to stand or pass under elevated portions of any PIT, whether loaded or empty;

6. All PIT operators working on platforms that are six feet above a lower level shall wear appropriate fall protection devices;
7. When traveling behind other PITs or vehicles, always maintain at least three forklift lengths from the vehicle or PIT ahead, and maintain control of the PIT at all times;
8. Slowly approach ramps and inclines straight, not at an angle;
9. When operating on an incline with a load, the load and forks should point up the incline regardless of the direction of travel. If you must come down an incline with a load, the operator should keep the load pointed up the incline and back the PIT down the incline.
10. When operating on an incline without a load,
11. Be cautious while on a ramp or incline. Follow manufacturer's recommendation for operations on cross slopes, inclines, and declines.
12. When parking a PIT and before dismounting or leaving the unit, shut-off the power. The operator shall never leave a running PIT unattended;
13. When the PIT is left unattended, the load shall be fully lowered, controls shall be neutralized, power shut off, brakes set and wheels blocked if PIT is parked on an incline;
14. Never park a PIT in front of any fire protection equipment, emergency exits, or in a manner that would obstruct a person from exiting the area;
15. If at any time during operation a PIT is found to require repair, defective, or in any way unsafe, it shall be immediately removed from service. The department supervisor shall be notified so he or she can notify the person responsible for the repairs; and

Training

1. Employees designated to operate a PIT shall be required to participate in and complete a PIT training program offered through safety training to ensure the operator is properly trained to operate a PIT safely before assuming their responsibilities.
2. Training consists of a combination of formal instruction and practical training. Formal instruction includes lectures, interactive discussion, video, and written material handouts. Practical training includes demonstrations performed by the trainer, practical exercises performed by the trainee, and evaluation of the operator's performance in the workplace.
3. Trainees may operate a powered industrial truck only:
 - a. Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their proficiency; and
 - b. Where such operation does not endanger the trainee or other employees.

Curriculum

The curriculum of the training program shall, at a minimum, address the following topics:

1. Pre-Operation Safety Inspection;
2. Workplace Hazards;
3. Safe Driving and Operating Procedures;

4. Loading-Carrying-Unloading of Materials; and
5. Operation and Safety Driving Practical.

Retraining

Employees shall be required to participate in refresher training annually. Retraining may also be deemed necessary when it has been documented that the operator has been observed to operate the PIT in an unsafe and/or inappropriate manner, involved in an accident or near-miss incident, is assigned to drive a different type of PIT or a condition in the workplace changes in a manner that could affect safe operation of the PIT as directed by this policy. Curriculum for retraining shall cover the same topics as the initial training.

Respiratory Protection

Overview

This program establishes practices and procedures for employee use of respiratory protection. We use only NIOSH-approved respiratory protection.

Implementation of this procedure ensures employee protection from respiratory hazards. All employees who use respiratory protection will be medically approved and trained per these requirements.

Definitions

Air-purifying respirator: A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Atmosphere-supplying respirator: A respirator that supplies the user with air from a source independent of the ambient atmosphere. This includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

Canister or cartridge: A container with a filter, sorbent, catalyst, or a combination, which removes specific contaminants from the air that passes through the container.

Demand respirator: An atmosphere-supplying respirator that admits breathing air to the facepiece only when negative pressure is created inside the facepiece by inhalation.

Emergency: Any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may result in an uncontrolled significant release of an airborne contaminant.

Employee exposure: Exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

End-of-service-life indicator (ESLI): A system that warns the respirator user of the approach of the end of adequate respiratory protection, (i.e. that the sorbent is approaching saturation or is no longer effective).

Escape-only respirator: A respirator meant to be used only for emergency exit.

Filter or air purifying element: A component used in respirators to remove solid or liquid aerosols from the inspired air.

Filtering facepiece (dust mask): A negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Fit factor: A quantitative estimate of the fit of a particular respirator to a specific individual; typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

Fit test: The use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

Helmet: A rigid respiratory inlet covering that also provides head protection against impact and penetration.

High-efficiency particulate air (HEPA) filter: A filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.

Hood: A respiratory inlet covering that completely covers the head and neck and may also cover portions of the shoulders and torso.

Immediately dangerous to life or health (IDLH): An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere.

Interior structural firefighting: The physical activity of fire suppression, rescue or both, inside buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.

Loose-fitting facepiece: A respiratory inlet covering designed to form a partial seal with the face.

Negative pressure respirator (tight fitting): A respirator in which the air pressure inside the facepiece is negative during inhalation with respect to the ambient air pressure outside the respirator.

Oxygen deficient atmosphere: An atmosphere with an oxygen content below 19.5% by volume.

A physician or other licensed health-care professional (PLHCP): An individual whose legally permitted the scope of practice (i.e., license, registration, or certification) allows him or her to provide some or all of the health care services required by this program.

Positive pressure respirator: A respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

Powered air-purifying respirator (PAPR): An air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Pressure demand respirator: A positive pressure atmosphere-supplying respirator that admits breathing air to the facepiece when the positive pressure is reduced inside the facepiece by inhalation.

Qualitative fit test (QLFT): A pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

Quantitative fit test (QNFT): An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

Respiratory inlet covering: The portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source, or both. It may be a facepiece, helmet, hood, suit, or a mouthpiece respirator with nose clamp.

Self-contained breathing apparatus (SCBA): An atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Service life: The period that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

Supplied-air respirator (SAR) or airline respirator: An atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

Tight-fitting facepiece: A respiratory inlet covering that forms a complete seal with the face.

User seal check: An action conducted by the respirator user to determine if the respirator is properly seated to the face.

Responsibilities and Authorities

The Safety Coordinator:

1. Has the authority and responsibility for preparing, maintaining, and administering the County's Respiratory Protection Program.
2. Has the authority for review and approval of internal procedures involving the use of respiratory protection equipment.
3. Shall direct an annual evaluation of the Respiratory Protection Program to be performed.
4. Should evaluate each job with a potential for overexposure to airborne contaminants

(or exposure to an oxygen-deficient atmosphere) and determine appropriate control measures.

5. Is responsible for the administration of the Respiratory Protection training program.

All Supervisors:

1. Shall ensure that all respirator users comply with the requirements of this program.
2. Supervisors are responsible for ensuring that personnel who may need to wear respirators receive the training outlined in this program.

Employees:

1. Are responsible for using respiratory protection equipment properly.
2. Are responsible, if their job requires the use of a respirator, to perform field inspection of respirators before and after each use per the manufacturer's recommendations.
3. Are responsible, if their job requires the use of a respirator, for properly sanitizing and storing respiratory protection devices between uses.

Program Elements

Fit Test and Training

1. Before being issued a negative pressure respirator, each employee must first have completed a respirator fit test administered by a qualified person. All fit testing shall be performed per Appendix A of 1910.134.
2. Employees will only be issued and allowed to wear respirator types, sizes, and brands for which an acceptable fit has been achieved. Should an acceptable fit not be achieved, the associate will be notified in writing by the Safety Coordinator.
3. Fit testing shall be repeated at least annually.
4. All fit test records shall be maintained by the Department Head.
5. Each respirator user shall attend annual training on the safe and proper use of respiratory protection equipment.
6. Each respirator user shall be trained on the following:
 - a. The reason and need for respiratory protection.
 - b. The nature and extent of potential effects of the respiratory hazards to which the wearer may be exposed.
 - c. Why respiratory protection is being used, as opposed to engineering and other control measures.
 - d. Why a particular type of respiratory protection is selected for a specific respiratory hazard.
 - e. The operation, capabilities, and limitations of respiratory protection devices and their components.
 - f. Instructions to inspect, assemble, don, check proper fit and wear the respirator per the requirements of this program.
 - g. How maintenance and repair of respirators will be done.
 - h. The proper care and field sanitation of various types of respiratory protection equipment.

7. Each respirator user shall have the opportunity to handle the respirator, learn how to don it and wear it properly, check its fit, wear it in a safe atmosphere and wear it in a test atmosphere.

Facial Hair, Eye, and Face Protection and Corrective Lenses

1. Fit testing shall not be performed and respirators shall not be issued to any employee whose facial hair may interfere with the proper seal of the respirator.
2. The following conditions prohibit the use of a respirator:
 - a. Hair (beard, stubble, mustache, sideburns, low hairline, bangs) that passes between the face and the sealing surface of the respirator facepiece.
 - b. Hair (mustache, beard) that interferes with the function of one or more of the respirator valves.
 - c. Glasses having temple bars or straps that pass between the sealing surface of a respirator facepiece and the face.
 - d. Any head covering that passes between the sealing surface of a respirator facepiece and the face.
 - e. Spectacles, goggles, face shields, welding helmet, or other eye and face protective device that interferes with the seal of the respirator to the face.
 - f. Scars, hollow temples, excessively protruding cheekbones, or other unusual facial configuration that prevents the seal of a respirator facepiece to the face.
 - g. Weight fluctuations that may prevent an adequate seal.
 - h. Corrective lenses (approved safety glasses only) may be worn with half-facepiece respirators provided the glasses do not interfere with the seal of the respirator facepiece to the face.

Periodic Evaluation of Program Effectiveness

1. The respiratory protection program shall be evaluated at least annually to ensure compliance with applicable standards and recognized best management practices.
2. Any changes incorporated in the program as a result of program evaluation shall be communicated to respirator users through the training program.

Approved Respirators

1. Only respiratory equipment, components, and replacement parts having NIOSH (National Institute for Occupational Safety and Health) approval will be purchased and used.
2. Components may not be interchanged between equipment of different manufacturers or different models from the same manufacturer (unless the manufacturer has designed interchangeable parts).
3. No respirators other than those purchased and issued (or approved) by the

Department Head may be used.

Hazard Evaluation and Respirator Selection

1. Each job with potential for overexposure to airborne contaminants (or exposure to an oxygen-deficient atmosphere) shall be evaluated by Department Head or the Safety Coordinator. This evaluation shall be used to determine:
 - a. The type of hazard;
 - b. The identity of the hazardous contaminants;
 - c. Physical and chemical properties of the contaminants;
 - d. Potential effects on the body;
 - e. Representative airborne concentrations of the contaminants (both time-weighted average and short-term exposures, as appropriate);
 - f. Established permissible or recommended exposure levels;
 - g. Hazardous conditions that could be immediately dangerous to life or health (IDLH);
 - h. Warning properties of the contaminants.

Procedures

Issuance of Respirators

1. The issue of respiratory protection equipment shall be performed only by qualified representatives authorized to do so by the Department Head or Safety Coordinator.
2. Each respirator shall be inspected before being issued to verify it is in good condition.

Use of Respirators

1. Respirators may be used only following the training provided.
2. Respirators may be used only for the specific situation and contaminants for which the respirator was issued.
3. Sanitary wipes shall be used to sanitize respirators between users within the same issue period.
4. A field inspection of each respirator shall be performed by the user before each use.
5. A field test for leaks shall be performed by the user before each use.
6. Where respirators are required, each worker shall be issued a separate respirator. Respirators are not to be shared.
7. Respirators shall be donned before entering the contaminated area and shall not be removed until after leaving the contaminated area.
8. The use of a respirator shall not authorize any employee to enter an IDLH atmosphere. Only Emergency Response personnel are authorized to enter an IDLH atmosphere (for emergency purposes only).

Maintenance of Respirators

1. Employees to whom respirators are issued shall store them in a location that is sanitary

and protected against extreme cold, excessive moisture, exposure to damaging chemicals, and mechanical damage.

2. Respirators shall be stored in clean, sealed plastic bags.
3. When defects are observed during use or inspections, the device shall be returned as soon as possible to the Department Head or Safety Coordinator (or other authorized issuing department) for repair or replacement.
4. A respirator known to be defective shall not be used or allowed to remain in the field under any circumstances.

Special Problems

1. Mechanical or electronic speech transmission devices may be used only if they are NIOSH approved or are not placed inside the respirator or do not otherwise interfere with its operation.
2. Respirators will not be issued for routine use in low temperatures (below –18 degrees C or 0 degrees F) or high-temperature situations without special consideration of the stresses involved on personnel and the respiratory protection equipment. This requirement shall not preclude any emergency response.

Welding, Cutting and Brazing Policy

Overview

This policy provides the safety requirements for welding, cutting, and brazing operations.

Responsibility

1. Each department engaged in welding, cutting, or brazing operations shall do so under this policy.
2. The Supervisor/Manager of each department conducting welding, cutting, or brazing operations shall be responsible for enforcing this policy.

Hazards

There are several hazards to consider when performing welding, brazing, or cutting operations. These hazards include fires, explosions, electrocution, burns, welder's flash, oxygen depletion, and toxic fumes. Each Supervisor/Manager will be responsible to ensure their personnel are aware of these hazards and have taken adequate steps to prevent such an occurrence. All flammable and combustible materials will be removed at least 35 feet from the worksite.

Personal Protective Equipment

It is the responsibility of the Supervisor/Manager to ensure each employee utilizes the appropriate equipment required to safely perform welding, cutting, or brazing operations. This includes personal protective equipment listed below:

1. Respirators should be used when ventilation is less than adequate.
2. Flame retardant clothing should be worn to prevent clothing from catching on fire.
3. High top boots should be worn to prevent burns to the legs and feet.
4. Gloves are recommended to prevent hand burns.
5. Personnel are required to use an approved welder's shield or goggles. All shields must be ANSI (American National Standard Institute) approved and the proper shade for the type of operation being performed.

Fire Prevention

Fire extinguishing agents will be immediately available to extinguish accidental fires.

Guards and Shields

All welding tables, areas, etc. shall be appropriately constructed to prevent bystanders from receiving unexpected flash burns if exposed to the arc flash. Solutions may include constructing panels around the welding area or hanging protective flame-retardant welding curtains around the area to prevent inadvertent flash burn.

Training

Supervisors/Managers are required to ensure personnel who weld, cut, or braze have received proper training. They are also responsible to ensure personnel are trained in the following areas:

1. Fire extinguisher use.
2. Respirator training, if they are required to use a respirator.
3. How to respond to an emergency (emergency numbers and alarm locations).
4. Personal protective equipment and the type of shield required for their specific operation.

Appendix Fire Risk Survey

[illegible]

Completed by: _____

Date: _____

Appendix B
General Fire Prevention Checklist

Use this checklist to ensure fire prevention measures conform to the general fire prevention practices.

- | | |
|--|--|
| ☐ Yes ☐ No | Is the local fire department acquainted with your facilities, their locations, and specific hazards? |
| ☐ Yes ☐ No | If you have a fire alarm system, is it tested at least annually? |
| ☐ Yes ☐ No | If you have interior standpipes and valves, are they inspected regularly? |
| ☐ Yes ☐ No | If you have outside private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year? |
| ☐ Yes ☐ No | Are fire doors and shutters in good operating condition? |
| ☐ Yes ☐ No | Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? |
| ☐ Yes ☐ No | Are automatic sprinkler system water control valves, air pressure, and water pressure checked weekly or periodically? |
| ☐ Yes ☐ No | Has responsibility for the maintenance of automatic sprinkler systems been assigned to an employee or contractor? |
| ☐ Yes ☐ No | Are sprinkler heads protected by metal guards? |
| ☐ Yes ☐ No | Is proper clearance maintained below sprinkler heads? |
| ☐ Yes ☐ No | Are portable fire extinguishers provided in adequate number and type? |
| ☐ Yes ☐ No | Are fire extinguishers mounted in readily accessible locations? |
| ☐ Yes ☐ No | Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag? |
| ☐ Yes ☐ No | Are employees periodically instructed in the use of extinguishers and fire protection procedures? |

Completed by: _____

Date: _____

Appendix C

Exits Checklist

Use this checklist to evaluate the compliance with common practices on emergency exit routes.

- | | |
|--|---|
| ☐ Yes ☐ No | Is each exit marked with an exit sign and illuminated by a reliable light source? |
| ☐ Yes ☐ No | Are the directions to exits, when not immediately apparent, marked with visible signs? |
| ☐ Yes ☐ No | Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT" or contain other appropriate markings? |
| ☐ Yes ☐ No | Are exit signs provided with the word "EXIT" in letters at least 5 inches high and with lettering at least one inch wide? |
| ☐ Yes ☐ No | Are exit doors side-hinged? |
| ☐ Yes ☐ No | Are all exits kept free of obstructions? |
| ☐ Yes ☐ No | Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances? |
| ☐ Yes ☐ No | Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there are sufficient exits.) |
| ☐ Yes ☐ No | Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings over four stories high)? |
| ☐ Yes ☐ No | Are the slopes of ramps used as part of emergency building exits limited to one foot vertical and 12 feet horizontal? |
| ☐ Yes ☐ No | Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact? |
| ☐ Yes ☐ No | Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort? |

- ☐ Yes ☐ No Where exit doors open directly onto any street, alley, or another area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
- ☐ Yes ☐ No Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels?

Completed by: _____

Date: _____

Appendix D
Flammable and Combustible Material Checklist

Use this checklist to evaluate the storage of flammable and combustible materials:

- | | |
|--|--|
| ☐ Yes ☐ No | Are combustible scrap, debris, and waste materials such as oily rags stored in covered metal receptacles and removed from the worksite promptly? |
| ☐ Yes ☐ No | Are approved containers and tanks used for the storage and handling of flammable and combustible liquids? |
| ☐ Yes ☐ No | Are all connections tight on drums and combustible liquid piping vapor and liquid? |
| ☐ Yes ☐ No | Are all flammable liquids kept in closed containers when not in use? |
| ☐ Yes ☐ No | Are metal drums of flammable liquids electrically grounded during dispensing? |
| ☐ Yes ☐ No | Do storage rooms for flammable and combustible liquids have appropriate ventilation systems? |
| ☐ Yes ☐ No | Are “NO SMOKING” signs posted on liquefied petroleum gas tanks? |
| ☐ Yes ☐ No | Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite? |
| ☐ Yes ☐ No | Is vacuuming used whenever possible rather than blowing or sweeping combustible dust? |
| ☐ Yes ☐ No | Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage? |
| ☐ Yes ☐ No | Are fire extinguishers appropriate for the materials in the areas where they are mounted?* |
| ☐ Yes ☐ No | Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?* |
| ☐ Yes ☐ No | Are extinguishers free from obstruction or blockage?* |

- ☐Yes ☐No Are all extinguishers serviced, maintained, and tagged at least once a year?*
- ☐Yes ☐No Are all extinguishers fully charged and in their designated places?*
- ☐Yes ☐No Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?
- ☐Yes ☐No Are “NO SMOKING” signs posted in areas where flammable or combustible materials are used or stored?
- ☐Yes ☐No Are safety cans utilized for dispensing flammable or combustible liquids at the point of use?
- ☐Yes ☐No Are all spills of flammable or combustible liquids cleaned up promptly?
- ☐Yes ☐No Are storage tanks adequately vented to prevent the development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes?

*(NOTE: Use of fire extinguishers is based on policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Completed by: _____

Date: _____

Appendix E

Computation of Actual Noise Reduction Ratings (NRR)

- The degree of protection that a hearing protection device provides is referred to as the Noise Reduction Rating or NRR. Because the listed NRR is established for C-weighted noise measurements, and our measurements have been collected using an A-scale, 7 dB will be subtracted from the NRR to take this into account.
- NRRs for ear protection are established in laboratory settings under ideal conditions, and it is unlikely that the noise reduction in industrial areas will be as substantial as that recorded in the lab. Because of these differences between laboratory and “real world” performance, the following NIOSH derating scale will be used when calculating noise reduction:

Hearing Protection Device	Derating scale
Earmuffs	25% reduction
Formable earplugs	25% reduction
All other earplugs or semi-aural devices	25% reduction

1. Using this method, a formable earplug with a NRR of 30 dB actually provides:
 - a. $30 \text{ dB (listed NRR)} - 7 \text{ (A-scale to C-scale adjustment)} = 23 \text{ dBA reduction - laboratory measurement}$
 - b. $23 \text{ dBA} \times 75\% = \mathbf{17.3 \text{ dB}}$ of "real-world" noise reduction.
2. Products with the highest NRR are not always the best choice for hearing protection. Too much noise reduction, when not necessary, can lead to degradation of communication, especially in individuals who have some degree of hearing loss.
3. Communication problems associated with maximum NRR devices may lead to accidents and poor employee acceptance of the hearing conservation program.
4. The following general guide to protection levels will be used:

If the device reduces the noise to:	Then the protection is:
> 85 dB	Insufficient
80 - 85 dB	Acceptable
75 - 80 dB	Good
70 - 75 dB	Acceptable
<70 dB	Too high

Appendix F

Forklift Operator's daily checklist

Forklift Number:

Date:

Driver:

Time:

Item	OK all boxes must be filled x or v	Actions taken
Tires Check all tires and look for any visual wear and damage, wheel nuts and pressure		
Fluids Check engine oil, hydraulics, battery, fuel, and coolant; power steering		
Settings Mirrors adjusted and clean; windscreens condition and clean Air filter indicator (if diesel)		
Fuel Security of LPG gas cylinder, tank in date and condition of the system; compliance plate for gas installation		
Seating Check the condition and adjustment of seating		
Warning devices Check lights, horn and reversing beeper		
Capacity Check load capacity plate is fitted, legible and correct		
Mast Check mast for any wear to lift chains and guides, inspect hydraulic cylinders, look for any leaks		
Forks Inspect forks for any sign of damage		
Seatbelt Make sure the seatbelt is securely fastened		
Once started observe:		
Controls After start up, check all pedals and controls		
Brakes Check brakes and parking brake for proper operation		

Appendix G

JOB HAZARD ANALYSIS (JHA)						Date: YYMMDD																														
1. JOB DESCRIPTION																																				
a. TASK DESCRIPTION:					JHA #	001																														
b. FACILITY/DEPT:					☒ New Assessment ☐ Revised Assessment																															
2. ANALYSIS CONDUCTED BY																																				
a. Name (Last, First)		Signature:			b. Title/Position																															
c. Reviewed By (Last, First, Position)		d. Date YYMMDD																																		
The JHA process follows the first 3 steps of the Risk Management process. Step 1—Identify the hazards Step 2—Assess the hazards Step 3—Develop controls and make risk decisions				Risk Assessment Matrix <table border="1" style="margin: auto; border-collapse: collapse; font-size: 0.8em;"> <tr> <th style="padding: 2px;">Severity (expected consequence)</th> <th style="padding: 2px;">A Frequent: Continuous regular, or inevitable occurrences</th> <th style="padding: 2px;">B Likely: Several or numerous occurrences</th> <th style="padding: 2px;">C Occasional: Sporadic or intermittent occurrences</th> <th style="padding: 2px;">D Seldom: Infrequent occurrences</th> <th style="padding: 2px;">E Unlikely: possible occurrence but improbable</th> </tr> <tr> <td style="padding: 2px;">I Catastrophic: Death or unacceptable loss or damage</td> <td style="background-color: red; color: white; text-align: center;">EH</td> <td style="background-color: red; color: white; text-align: center;">EH</td> <td style="background-color: orange; color: black; text-align: center;">H</td> <td style="background-color: orange; color: black; text-align: center;">H</td> <td style="background-color: yellow; color: black; text-align: center;">M</td> </tr> <tr> <td style="padding: 2px;">II Critical: Severe injury, illness, loss or damage</td> <td style="background-color: red; color: white; text-align: center;">EH</td> <td style="background-color: orange; color: black; text-align: center;">H</td> <td style="background-color: yellow; color: black; text-align: center;">M</td> <td style="background-color: yellow; color: black; text-align: center;">M</td> <td style="background-color: lightgreen; color: black; text-align: center;">L</td> </tr> <tr> <td style="padding: 2px;">III Moderate: Minor injury, illness, loss or damage</td> <td style="background-color: orange; color: black; text-align: center;">H</td> <td style="background-color: yellow; color: black; text-align: center;">M</td> <td style="background-color: yellow; color: black; text-align: center;">M</td> <td style="background-color: lightgreen; color: black; text-align: center;">L</td> <td style="background-color: lightgreen; color: black; text-align: center;">L</td> </tr> <tr> <td style="padding: 2px;">IV Negligible: Minimal injury, illness, loss or damage</td> <td style="background-color: yellow; color: black; text-align: center;">M</td> <td style="background-color: lightgreen; color: black; text-align: center;">L</td> <td style="background-color: lightgreen; color: black; text-align: center;">L</td> <td style="background-color: lightgreen; color: black; text-align: center;">L</td> <td style="background-color: lightgreen; color: black; text-align: center;">L</td> </tr> </table>			Severity (expected consequence)	A Frequent: Continuous regular, or inevitable occurrences	B Likely: Several or numerous occurrences	C Occasional: Sporadic or intermittent occurrences	D Seldom: Infrequent occurrences	E Unlikely: possible occurrence but improbable	I Catastrophic: Death or unacceptable loss or damage	EH	EH	H	H	M	II Critical: Severe injury, illness, loss or damage	EH	H	M	M	L	III Moderate: Minor injury, illness, loss or damage	H	M	M	L	L	IV Negligible: Minimal injury, illness, loss or damage	M	L	L	L	L
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III Moderate: Minor injury, illness, loss or damage	H	M	M	L	L																															
IV Negligible: Minimal injury, illness, loss or damage	M	L	L	L	L																															
3. JOB TASK STEPS HAZARD ANALYSIS																																				
a. SUBTASK/SUBSTEP	b. BODY PART at Risk	c. HAZARD	d. RISK LEVEL	e. PPE																																
4. OTHER SAFETY PRECAUTIONS (ENGINEERING OR ADMINISTRATIVE CONTROLS)																																				
5. TRAINING/LICENSING/CERTIFICATION REQUIRED																																				
6. JOB TASK RESIDUAL RISK LEVEL IF CONTROLS ARE IMPLEMENTED:																																				
EXTREMELYHIGH (EH) HIGH (H) MEDIUM (M) ☒ LOW (L)																																				

Appendix H

Good Catch Report

Good Catch Report Form

A good catch is a potential hazard or incident that has not resulted in any personal injury or property damage. Some examples of good catches are unsafe conditions, improper use of equipment, use of faulty equipment, or not following proper procedures. It is everyone's responsibility to report and correct any of these potential hazards immediately. Please use this form to report a good catch and assist in preventing future incidents and making our workplace safer.

When and Where:

- Department:
- Location:
- Building (if applicable):
- Date of Incident:
- Time of Incident:
- Date Reported:

Circle All Appropriate Conditions:

- Good catch
- Safety concern
- Safety suggestion
- Other (describe)

Circle Type of Concern:

- Unsafe Act
- Unsafe Condition of Area
- Unsafe Condition of Equipment
- Unsafe Use of Equipment
- Other (describe):

Description:

- Describe the potential incident/hazard/concern and possible outcome (in as much detail as possible):

- Safety Suggestion:

Contact Information (optional):

- Name:
- Phone Number:
- Email Address:

Appendix J

Motor Vehicle Use Policy

Purpose and Scope:

- A. The purpose of this policy is to communicate the standards and practices for the use and operation of vehicles on behalf of Yankton County.
- B. This Motor Vehicle Operation Policy and Procedure ("Policy") applies to the use and operation of County-owned, leased, or rented motor vehicles ("County Vehicles") by employees and authorized temporary or contract personnel ("Operators").
- C. This Policy sets minimum requirements and may be supplemented by individual department procedures.
- D. County departments with established motor vehicle operation, inspection, parking, or backing procedures must meet or exceed these minimum requirements.

County Vehicle Operation:

A. Responsibilities

- 1. Operators are responsible for maintaining their County Vehicle and operating per federal, state, and local laws, safe driving practices, and the minimum requirements of this Policy.
- 2. Department heads and supervisors are responsible for notifying affected personnel of the requirements of this Policy.

B. General Operating Standards

- 1. The assignment and use of a County Vehicle may be revoked, modified, or otherwise changed by a supervisor. The County reserves the right to obtain a motor vehicle report on any Operator at its discretion.
- 2. Operators must have a valid and appropriate driver's license issued for the class of County Vehicle they operate.
- 3. Operators are responsible for the safe operating condition of the County Vehicle. An

operator level pre-trip inspection per the supplied checklist should be done before the use of any County Vehicle.

4. Vehicles with an unsafe condition that affects safe operation may not be driven. Vehicles with an unsafe condition will be locked and tagged out by the Department Head or his/her designee to prevent use.
5. Seat belts must be worn by the Operator and all occupants.
6. Carrying illegal substances, except in the normal course of work duties, in County Vehicles is prohibited.
7. County Vehicles may not be used to pull personal trailers, boats, campers, or any similar items. County Vehicles will not be used for any personal or non-County commercial use. County Vehicles may only be used for County-related purposes.
8. While operating a County Vehicle, Operators shall not: (a) type or read messages on any electronic device; (b) check voicemail messages; (c) or use the internet or social media on any electronic device.
9. The use of cell phones while operating a County Vehicle is prohibited. The use of a cell phone with a hands-free device or other electronic equipment should be avoided while driving a County Vehicle. If a hands-free device is not available and use of a cell phone is necessary (including answering a phone call), the Operator must pull over to a safe place and put the vehicle in "Park".
10. Tobacco use is prohibited in all County Vehicles.
11. Vehicle engines must be turned off while refueling. Smoking is prohibited within 50 feet of refueling areas.
12. County Vehicles may only be operated by County employees, volunteers, or any other person authorized by department heads to operate the vehicle.
13. Only County personnel are allowed to ride in County Vehicles. Other personnel are allowed for business purposes only with the approval of the department head.
14. Operators shall not tamper with or disable vehicle safety systems, install enhancing technology, or perform any modification to a County Vehicle without the authorization of the department head.

15. All exterior vehicle lighting must be on at all times.

C. Parking Requirements

1. Operators must exercise reasonable care while parking County Vehicles. Operators should plan their park by surveying the parking location, identifying potential hazards, and evaluating the parking options. Before moving any parked vehicle, a perimeter inspection shall be completed to ensure the vehicle can be safely moved.
2. When possible, Operators of County Vehicles must park the County Vehicle by backing into the parking spot or by pulling through a parking spot so the first motion when exiting the parking spot is a forward motion.

D. Backing Procedures

1. Operators must exercise care while backing County Vehicles. If a passenger is available, the passenger shall get out and guide the driver into the parking spot, remaining visible at all times to the driver.
2. If the Operator is not sure whether the area behind the vehicle is clear when backing, the Operator must stop, get out, and check the area. Before the driver exits, the driver shall turn on the emergency flashers to alert nearby traffic that they are out of the vehicle.

E. Driving Violations

1. Any costs associated with tickets, fines, or other penalties incurred for violation of federal, state, or local regulations are the responsibility of the Operator.
2. Operators must immediately inform their supervisor of (1) any driving violations arising out of the operation of a County Vehicle; and (2) all serious violations, license suspension or revocations arising out of the operation of personal vehicles outside of the scope of employment with the County. Serious violations include, but are not limited to Driving Under the Influence (DUI), Driving While Intoxicated (DWI), reckless driving, endangering the lives of others, racing, hit, and run, and assault from the operation of a motor vehicle.
3. Operators convicted of any of the following charges while driving any County Vehicle may be subject to disciplinary action up to and including termination:
 - a. DUI/DWI;
 - b. Reckless driving or racing;
 - c. A felony involving a motor vehicle;

- d. Crime involving the knowing transportation, possession, or unlawful use of controlled or restricted drugs;
- e. Leaving the scene of a vehicular accident: or
- f. Any other violation the County deems severe enough to warrant disciplinary action.

F. Loss of Driving Privileges

1. County personnel are not permitted to drive a County Vehicle if they do not have a valid driver's license or if the County revokes an Operator's driving privileges of County Vehicles. To retain or recover driving privileges, the County may require the Operator to attend instructional driving courses.

G. Accident and Incident Reporting

1. If involved in a collision with a County Vehicle, call 911 to report the collision, and immediately notify your supervisor. All collisions occurring within the scope of the Operator's employment, regardless of fault or severity, must be reported.
2. The Operator should exchange insurance/contact information with the other party. Do not comment upon, provide an opinion about, assume, or admit fault. Never become involved in an argument about the accident. Always provide complete cooperation with law enforcement officers.

H. Vehicle Type and Use Requirements and Restrictions

1. Employee-Owned Vehicles
 - a. The use of personal vehicles for business-related purposes is discouraged. Operators should utilize pool cars or County rental vehicles for County business whenever possible.
 - b. Operators using personal vehicles for County business must maintain liability insurance. The County is not responsible for any loss or damage to an employee's vehicle or personal belongings contained in the vehicle and will not pay or reimburse Operators for any such loss, damage, or applicable insurance policy deductible.
2. Pool Vehicles
 - a. Pool vehicles are vehicles maintained at County business locations for the business-related use of employees or other authorized users on a short-term basis.
 - b. Operators must return pool vehicles in a clean condition and with a full gas tank. Operators must remove garbage and refuse and wash the vehicle if necessary. Pool vehicles requiring repairs must be immediately reported to department head.

- c. The practice of driving a pool vehicle to the residence of the Operator the night before use of the vehicle for a business purpose is acceptable if such operation of the vehicle allows the Operator to reduce the amount of business travel the following day and is approved by the Operator's supervisor. The practice of driving a pool vehicle to the residence of the Operator the night after use of the vehicle is acceptable if such operation of the vehicle allows the Operator to reduce the amount of business travel or the return is not practical; provided, however, that driving a vehicle home after business use does not impact the scheduled use of the pool vehicle the following day.
- 3. Assigned County Vehicles
 - a. Employees may be assigned specific County Vehicles for business and commuting purposes. This policy and procedure applies to assigned vehicles, including the requirement that only County personnel are authorized to ride in or operate a County Vehicle.

Responsibility

It is the responsibility of staff and patrons to adhere to this policy. It is the responsibility of the Safety Coordinator or designee to review and update this policy as needed. Any substantive changes must be approved by the County Commission.

Paul Scherschligt

From: Paul Scherschligt
Sent: Tuesday, July 28, 2026 4:34 PM
To: patty@co.yankton.sd.us
Subject: Topic for CC meeting

Patty

Along with my Plan approval. I need to get permission to surplus a boat and then sell it.

1994 Allweld 24' Jon boat #AWLC03153292 30
2003 Mercury 150 HP 2 stroke outboard #OT737068

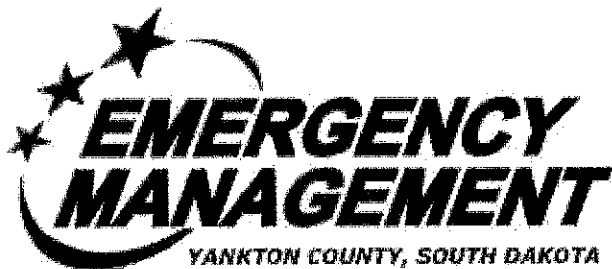
Thank you,

*Paul Scherschligt, CEM-A,
Yankton County Office of Emergency Management
807 Capitol St.
Yankton, SD 57078*

Cell - 1-605-661-4289
Work - 1-605-668-5289
Email: paul@yanktonoem.com
Web Site: <https://yanktonoem.com/>
Web Site: www.co.yankton.sd.us

[Facebook](#) [Twitter](#)

Confidentiality Note: The information contained in this email is confidential or privileged material and is intended only for use by the individual or entity to whom it is addressed. Use or distribution of information contained in this email by any other individual or entity not intended to receive this is strictly prohibited.



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IN CIRCUIT COURT

$$:SS$$

FIRST JUDICIAL CIRCUIT

0-0

In the Matter of Conditional Use Permit
Application of Swan Lake Wind, LLC

66CIV24-000412

BROCKMUELLER FARMS, LLP

Petitioner,

V.

$$\vdots$$

YANKTON COUNTY BOARD OF ADJUSTMENT

$$\vdots$$

STIPULATION TO DISMISS APPEAL AS MOOT

$$\vdots$$

Respondent,

SWAN LAKE WIND, LLC

Intervenor.

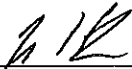
0-0

The parties, by and through their undersigned counsel, hereby stipulate and agree that Intervenor, Swan Lake Wind, LLC (“Swan Lake Wind”), has represented that it does not plan to build under the terms of the Conditional Use Permit at issue in this appeal, rendering this appeal moot. Swan Lake Wind consents to the revocation of the Conditional Use Permit by the Yankton County Commission (the “Commission”). This Stipulation may be presented to the Commission for approval to revoke the Conditional Use Permit and a resolution to that effect.

The parties further stipulate and agree that upon revocation of the Conditional Use Permit, this appeal may be dismissed, with prejudice, and without further notice or hearing and without an award of fees or costs to any party.

Dated this 29th day of July 2026.

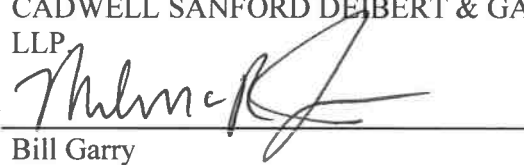
CUTLER LAW FIRM, LLP

By 
Jonathan Heber
140 North Phillips Ave., 4th Floor
Sioux Falls, SD 57104
jonathanh@cutlerlawfirm.com
Attorneys for Brockmueller Farms, LLP
Petitioner

Dated this 29th day of July, 2026.

CADWELL SANFORD DEIBERT & GARRY,
LLP

By

A handwritten signature in dark ink, appearing to read "Bill Garry", is written over a horizontal line.

Bill Garry

Melissa Jelen

200 East 10th St., Ste. 200

Sioux Falls, SD 57104

bgarry@cadlaw.com

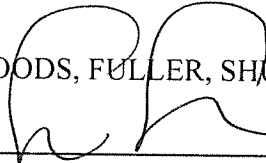
mjelen@cadlaw.com

*Attorneys for Yankton County Board of Adjustment
Respondent*

Dated this 29th day of July, 2026.

WOODS, FULLER, SHULTZ & SMITH P.C.

By



William G. Beck

Seth A. Lopour

Tom P. Schartz

300 South Phillips Avenue, Suite 300

Sioux Falls, SD 57117-5027

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Tom.Schartz@woodsfuller.com

Attorneys for Swan Lake Wind, LLC

YANKTON COUNTY DRAINAGE ORDINANCE # 19

Revision: ~~changes from April 27, 2021, meeting to be discussed on May 25, 2021. FINAL~~

ARTICLE I GENERAL PROVISIONS

SECTION 1.01.

TITLE

These regulations shall be referred to as the Drainage Ordinance of Yankton County.

SECTION 1.02.

AUTHORITY

The authority for this ordinance is promulgated under SDCL 46A-10A and SDCL 46A-11.

SECTION 1.03.

PURPOSE

These regulations shall govern the subsurface agricultural drainage of water within Yankton County and are designed to enhance and promote the physical, economic, and environmental management of the county; protect the tax base; prevent inordinate adverse impacts on servient properties; encourage land utilization that will facilitate economical and adequate productivity of all types of land; lessen government expenditure; conserve and develop natural resources; and preserve the important benefits provided by wetlands.

SECTION 1.04.

~~DRAINAGE COMMISSION~~

~~The Yankton County Commission shall appoint a Yankton County Drainage Commission. The Yankton County Drainage Commission shall consist of an odd number of members, including at least one (1) county commissioner. The YC Drainage Commission members shall serve a three year term and shall not have term limits. The Drainage Commission shall meet at such times as may be necessary to accomplish the purposes of their duties, but may not meet less than once every six months.~~

SECTION 1.05-4.

DRAINAGE BOARD

The Yankton County Commission shall constitute the Yankton County Drainage Board. The YC Drainage Board shall meet at such times as may be necessary to accomplish the purposes of their duties, but may not meet less than once every six months.

SECTION 1.06 5.

BOARD OF RESOLUTION

The Yankton County Commission shall constitute the Yankton County Board of Resolution.

SECTION 1.07 6.

ADMINISTRATIVE OFFICIAL

The provisions of this Ordinance shall be administered and enforced by the Planning & Zoning Administrator, as the Yankton County Drainage Administrator, appointed by the Yankton County Commissioners.

SECTION 1.08 7.

REPEAL OF CONFLICTING ORDINANCES.

All ordinances or part of ordinances in conflict with this Ordinance or inconsistent with the provisions of this Ordinance are repealed entirely.

**ARTICLE II
DEFINITIONS**

SECTION 2.01.

DEFINITIONS

For the purposes of this ordinance, certain terms and words are hereby defined. Any word not herein defined shall be as defined in any recognized Standard English dictionary.

Abut - Having a common border with, or being separated from such a common border by a Right-of-way, alley or easement; for the purposes of this Ordinance the ‘abut’ shall be synonymous with ‘adjacent’ or ‘adjoining’.

Benefitted Area - The area within a drainage district or coordinated drainage area that receives the direct benefit from the drainage projects which have been constructed, or are to be constructed, within the district or drainage area.

Blue Line Stream - Any stream shown as a solid or broken blue line on 7.5 Minute Series quadrangle maps prepared by the U.S. Department of the Interior Geological Survey (USGS). A blue line stream may be any creek, stream or other flowing water feature, perennial or ephemeral, indicated on USGS quadrangle maps, with the exception of man-made watercourses. The United States Army Corps of Engineers uses USGS blue line stream markings as a preliminary indicator of “Waters of the United States”. Streams identified on USGS maps in such a manner are therefore generally subject to federal environmental regulations.

Board of Resolution – The Yankton County Commission shall serve as the Yankton County Board of Resolution.

Closed drain or blind drain - A man-made drain or drainage scheme utilizing pipes, tiles or other materials and constructed in such a way that flow of water is not visible.

Drainage Board – The Yankton County Commission shall serve as the Drainage Board.

Drainage Commission – ~~The Yankton County Drainage Commission, composed of nine members appointed by the Yankton County Commission; or any county drainage commission created under the terms of this ordinance.~~

Coordinated drainage area - A defined geographic area containing one or more parcels of real property and established under the provisions of this chapter 46A-11 by a board or commission to provide a planned network or method or natural or man -made drainage, or both, to benefit all parcels of real property involved.

Dominant estate - Any parcel of real property, usually at a higher elevation, which holds a common law or statutory legal right to drain water onto other real property.

Drain - A means of draining either surface or subsurface water through a system of ditches, pipes or tiles, natural, man-made or natural with man-made improvements.

YANKTON COUNTY DRAINAGE ORDINANCE # 19

Drainage Administrator - An official duly appointed by the Commission who is responsible for the administration and enforcement of this ordinance.

Drainage Board - Any county board designated under the terms of SDCL 46A-10A-2 or 46A-10A-34.

Drainage District - A drainage area with multiple owners that was established under state law prior to July 1, 1985 in which all planning, construction and maintenance of the drainage system conform with a master plan for the district and are funded through an assessment on the benefitted acres within the district.

Drainage Map - Any map adopted by resolution of the commission that delineates the extent of county drainage, drainage project, or a coordinated drainage area.

Drainage Plan - A document which may illustrate by maps, charts, and other descriptive matter the policies of the commission to interrelate all man-made and natural systems and activities relating to drainage under its jurisdiction.

Drainage Project - Any man-made improvements constructed or installed with the intent to drain water.

Drainage scheme - A plan or system by which water is drained from one or more parcels of real property onto one or more parcels of real property.

Engineer - A professional, registered engineer.

Entity - For the purposes of this ordinance the term “entity” shall include a person, estate, trust, corporation, company, partnership, limited liability company, limited liability partnership, governmental unit or any similar organization.

Established water course - A fixed and determinate route, either natural or man-made, by which water has flowed from one parcel of real property to another and by which water has been discharged upon a servient estate for a period of time, on such a regular basis and in such quantities as to make it a predictably continuous activity.

Governing body - A board of county commissioners, a city council or a city commission.

Hydric Soil - Soil types which are formed under saturated conditions.

Hydrophitic Vegetation - Vegetative types typically adapted for life in saturated soil conditions.

Lake - A land depression having a greater depth of water and having more permanent standing water than either a slough or pond. This definition classifies lakes as type five wetlands or “inland open freshwater” as defined in U.S. Fish & Wildlife Service Circular 39.

Landowner or owner - Any individual, firm or corporation, public or private, or public agency,

YANKTON COUNTY DRAINAGE ORDINANCE # 19

who has legal title to real property as shown by the records of the register of deeds of the county in which the real property is situated. If the real property is sold under a contract for deed and the contract is of record in the office of the register of deeds for the respective county, both the recorded owner of the real property and the purchaser as named in the contract for deed are deemed owners of the real property.

Lateral drain - For the purpose of regulating the drainage of water means a drain constructed after the establishment and construction of the original drain or drainage system (for which a permit was obtained) and which flows into such original drain or drainage system.

Legal drain - A drain or drainage scheme that:

- (a) Is vested under the provisions of SDCL 46A-10 and SDCL 46A-11;
- (b) Has been constructed by a person or by a unit of government under the provisions of past or present law; or
- (c) Has been granted a drainage permit.

Maintenance – see Routine Maintenance

Meandered lake - Any pond, slough, or lake which has had its boundaries established by metes and bounds in the survey of public lands by government of the United States.

Modifications to Any Drain - Modification to any drain shall mean constructing, relocating, extending, deepening, widening, straightening or otherwise altering a surface drain, closed drain, man-made or natural drain, natural water course, ditch, or any other drain for the purpose of a natural water course.

Municipality - A city or town, however organized.

Natural drain - A drainage system which operates as part of a natural water course, as defined herein.

Natural water course - A fixed and determinate route by which water naturally flows from one parcel of real property to another due to the conformation of the land and by which water is discharged upon the land receiving the water. It is not necessary that the force or volume of the flow of water be sufficient to form a channel having a well-defined bed or banks.

Official Control - Any ordinance, order, regulation, map, or procedure adopted by a commission to regulate drainage.

Ordinance - Any ordinance, as defined in subdivision 7-18A-1(2), adopted by a commission to regulate drainage of both rural and urban areas to provide coordination of drainage projects, individual drainage efforts and drainage areas and to foster conformity with any county drainage plan.

Party of record - Any person who submits oral or written testimony and evidence for the record of the state engineer's public hearing.

Permanent - A drainage project fixed and in place for a period of time exceeding six months.

YANKTON COUNTY DRAINAGE ORDINANCE # 19

Permitted Drainage - Any drainage project that has been submitted to the Yankton County Drainage ~~Commission~~ Board and has received an authorized permit to drain.

Persons - A person, firm, partnership, association, corporation, or any other type of private legal relationship, and any governmental organization, which includes, but is not limited to, any agency of the United States, a state agency, and any political subdivision of the state.

Pond - A land depression where the soil is covered with six inches (15 centimeters) to three feet (0.91 meters) or more of water throughout the growing season. This definition classifies ponds as type four wetland or “inland deep marshes” as defined in U.S. Fish & Wildlife Service Circular 39.

Private drain - A drainage system or scheme designed, constructed and maintained by a landowner primarily for his own benefit or a natural drain, whether or not actively maintained, that provides a benefit primarily to one landowner.

Rural or rural area - Any territory outside a municipality.

Routine maintenance - Any maintenance performed on a vested and/or properly registered drainage system provided:

- (a) The repair or replacement of a closed or lateral drain does not increase the size, capacity or length of the existing drain and the original location of the drain are not altered.
- (b) The removal of sediment or vegetation from a surface drain with man-made improvements if the maintenance does not exceed the original depth and capacity of the channel and the original location of the drain is not altered.
- (c) The filling in of a drain to repair damage caused by erosion.

Servient estate - Any parcel of real property, usually at a lower elevation, which is subject to a legal right allowing a dominant estate to drain water onto it.

Slough - Includes three types (refer to U.S. Fish & Wildlife Service Circular 39):

- (a) Type one sloughs are “seasonally flooded basins or flats” which includes land depressions where the soil is covered with water, or is waterlogged, during variable seasonal periods but is usually well drained during much of the growing season.
- (b) Type two sloughs are “inland fresh meadows” which includes land depressions where the soil is usually without standing water during most of the growing season but is waterlogged within at least a few inches (centimeters) of its surface.
- (c) Type three sloughs are “inland shallow fresh marshes” which includes land depressions where the soil is usually waterlogged throughout the growing season and is often covered with as much as six inches (15 centimeters) or more of water.

Stream, Intermittent - A natural drainage channel indicated by a dot and dash blue line in the most recently published USGS 7.5 minute quadrangle map.

Stream, Permanent - A natural drainage channel indicated by a solid blue line in the most recently published USGS 7.5 minute quadrangle map.

YANKTON COUNTY DRAINAGE ORDINANCE # 19

Sub-watershed - The area drains into a specified lake or waterway as identified by the Natural Resources Conservation Services and displayed or described on the “Yankton County Hydrology Map.”

Surface Drain - A man-made drain on the surface of the ground.

Unit of local government - A municipality, an irrigation district, a water project district, a water user district, a township, a sanitary district, a conservation district or other special district, as defined by South Dakota Codified Law.

Vested drainage right - A right to drain water from one property to another, which was established on the basis of SDCL 46A-10A or 46A-11A. Any natural right acquired before July 1, 1985, is deemed vested if recorded at the Register of Deeds before July 1, 1991.

Water management board - The state board in SDCL 1-40-15.

Watershed - The area which drains into a slough, pond, or lake.

Wetland – Those areas which have a predominance of hydric soil, are inundated or saturated by water for at least 15 days during a growing season, and under normal circumstances support hydrophytic vegetation. Reference maps may include the U.S. Natural Resources Conservation Services wetland maps and the U.S. Fish & Wildlife Service National Wetlands Inventory.

**ARTICLE III
DRAINAGE PERMITS**

SECTION 3.01.

PERMITS REQUIRED

A drainage permit shall be required prior to commencing the excavation for, or the construction, installation, or modification of, a drainage project including, but not limited to, the following:

1. Construction or installation of a surface or closed drain.
2. Any draining, filling, diverting, in whole or in part, of a pond, wetland, or lake or filling of a drain.
3. Construction of any lateral drain.
4. Modification of any permitted or vested drainage with the intent of deepening or widening any drainage channel, increasing the size and/or depth of any drainage tile, or the extending or rerouting any drainage work.
5. Improvements to a drainage district or a coordinated drainage area which were not included in the original plans.
6. Modification of any permitted or vested drainage which has the effect of causing an impediment to existing drainage.

SECTION 3.02.

PERMITS NOT REQUIRED

A drainage permit shall not be required for the routine maintenance of a drain previously permitted by the Yankton County Drainage Board / Drainage Administrator. Landowners intending to perform routine maintenance of vested drainage, permitted drainage, or other drainage as defined herein are not required to obtain a permit, however, landowners shall notify the drainage administrator prior to performing routine maintenance.

SECTION 3.03.

APPLICATION FOR A DRAINAGE PERMIT

Any person required to obtain a drainage permit under this ordinance shall file an application on a form as provided by the County and the required filing fee with the Yankton County Drainage Administrator.

Drainage Permits issued on the basis of plans and applications approved by the Drainage Administrator authorize only the drains or impediments set forth in such approved plans and specifications. Any drainage or impediments to drainage at variance without authorization shall be deemed a violation of this ordinance and shall be punishable as provided by this ordinance.

1. An Application for a Drainage Permit, accompanied with the appropriate fee to be established by resolution shall be completed by the landowner requesting the Drainage Permit. Completed applications shall be returned to the Drainage Administrator for review. To be considered complete, the application form shall be accompanied by the following additional items:

YANKTON COUNTY DRAINAGE ORDINANCE # 19

- a. A signed statement from the Applicant and Contractor, if applicable, acknowledging each parties' understanding of the proposed project, the drainage ordinance, and zoning regulations applicable to the project as proposed.
- b. A detailed, preliminary site plan, including a map with property legal description, showing the location of the proposed construction. The site plan shall include a description of the length, type, depth and size of the drain, and the location of the proposed outlet, supported by latitude / longitude coordinates (GPS). The actual outlet shall be placed within 250 feet of the proposed outlet location in the preliminary plan. Distances greater than 250 feet must obtain administrative approval for the change.
- c. All required easements and any required maintenance agreements shall be provided.
- d. Identification of sub-watershed(s) to be affected using best available data which shall be deemed to include the Yankton County Hydrology Map as well as any other data which identifies watershed boundaries, provided the source of such information is noted.
- e. A copy of any recorded South Dakota Vested Drainage Records and/or a copy of the U.S. Natural Resources Conservation Service (NRCS) or NRCS-CPA-026, with certified drainage systems (where applicable).
- f. The Drainage Administrator may also request that the applicant provide a detailed survey prepared by a professional engineer or surveyor.
- g. Any application for any drainage into a road right-of-way must include the written approval of the local road authority (when applicable).
- h. Any application for a proposed drainage project which would involve any underground construction on a county road right-of-way must include a validated permit from Yankton County for occupancy for underground construction on county roads right-of-way.
- i. Any application for a proposed drainage project which is determined to be of statewide or inter-county significance must be provided to the other counties affected by the applicant.
- j. Any other information which the Drainage Administrator may deem necessary for consideration in enforcing the provisions of this Ordinance.

If the Drainage Administrator determines that the application is incomplete or if the information contained therein is insufficient to make an informed decision on the application, the application shall be returned to the applicant for revision.

SECTION 3.04.

NOTIFICATION TO OTHER PARTIES

A good faith effort must be made to notify all property owners of land with the following provisions. The list of landowners to be notified shall be determined by records of the Director of Equalization. The Planning Department shall provide "Notice of Hearing" forms to each owner of record by depositing such notice in the United States Post Office not less than ten (10) days prior to the hearing date and supported by certified mail receipt that the required mailing was completed. Certified mailing receipts shall become part of the permanent record. The Planning Department shall give notice of the application for drainage permit to the following parties:

1. As detailed above, all abutting property owners and all property owners one-half (1/2) mile above and one (1) mile below the outlet of the proposed drainage or documented Blue Line.

YANKTON COUNTY DRAINAGE ORDINANCE # 19

2. Any county which will be directly affected by the water to be drained.
3. Any municipality which appears to the Drainage Administrator to be adjacent to the property to be drained or its drain outlet as described in the application.
4. The South Dakota Departments of Game, Fish & Parks and Department of Interior US Fish and Wildlife Service if directly affected and provided they have a recorded property interest in the water course into which the water is to be drained adjacent to the property to be drained or its drain outlet as described in the application.
5. The South Dakota Department of Environment & Natural Resources.
6. The applicable street authority (e.g. Township Supervisor(s), Yankton County Highway Superintendent, South Dakota Department of Transportation) for the right-of-way of any highway or roadway within their jurisdiction which will be directly affected by the water to be drained.
7. The local U.S. Natural Resources Conservation Service.

SECTION 3.05.

AUTHORITY OF DRAINAGE ADMINISTRATOR TO GRANT DRAINAGE PERMITS

The Drainage Administrator shall have the authority to grant or deny a drainage permit for the following projects. All other drainage permit applications shall be ~~Yankton County Drainage Commission/~~ Yankton County Drainage Board public hearings.

Administrative Permits:

1. A proposed drainage project which outlets directly from the applicant's property into the legally recognized rivers and streams (both permanent and intermittent blue lines) as defined herein and as delineated on the most recently published USGS 7.5 minute topographic maps. The blue line must be on the applicant's property.
2. A proposed drainage project which outlets directly into the legally recognized rivers and streams (both permanent and intermittent blue lines) as defined herein and as delineated on the most recently published USGS 7.5 minute topographic maps but crosses a roadway or abutting property in order to reach the blue line. All parties have received a copy of the drainage permit application materials as required in **Section 3.04 Notification to Other Parties**. A permit may be issued if no notified landowner files a written objection within ten (10) days after the certified mailing date. If a written objection is filed, a hearing is required.
3. A proposed drainage project which outlets directly into a permanent or intermittent stream which is NOT listed on the USGS 7.5 minute topographic maps or into an existing tile system using the currently installed outlet. All parties have received a copy of the drainage permit application materials as required in **Section 3.04 Notification to Other Parties**. A permit may be issued if no notified landowner files a written objection within ten (10) days after the certified mailing date. If a written objection is filed, a hearing is required.

Drainage ~~Commission~~ Board:

1. A proposed drainage project which does not outlet directly into a permanent or intermittent stream. All parties have received a copy of the drainage permit application materials as required in **Section 3.04 Notification to Other Parties**. The Yankton County Drainage ~~Commission~~ Board public hearing will provide "Findings of Fact". ~~The Yankton County~~

YANKTON COUNTY DRAINAGE ORDINANCE # 19

- ~~Drainage Board shall review the YC Drainage Commission “Finding of Fact” (Section 3.09. or Section 3.10. or Section 3.11. or Section 3.12.); in conformance with Section 3.08.~~
2. A proposed drainage project which outlets directly or indirectly into a public or private road right of way. All parties have received a copy of the drainage permit application materials as required in **Section 3.04 Notification to Other Parties**. The Yankton County Drainage ~~Commission~~ Board public hearing will provide “Findings of Fact”. ~~The Yankton County Drainage Board shall review the YC Drainage Commission “Finding of Fact” (Section 3.09. or Section 3.10. or Section 3.11. or Section 3.12.); in conformance with Section 3.08.~~
 3. A proposed drainage project which outlets into a permanent or intermittent stream, which does not outlet into a permanent or intermittent stream or which outlets directly or indirectly into a public or private road right of way; but has state and /or inter-county significance. All parties have received a copy of the drainage permit application materials as required in **Section 3.04 Notification to Other Parties**. The Yankton County Drainage ~~Commission~~ Board public hearing will provide “Findings of Fact”. ~~The Yankton County Drainage Board shall review the YC Drainage Commission “Finding of Fact” (Section 3.09. or Section 3.10. or Section 3.11. or Section 3.12.); in conformance with Section 3.08.~~
 4. A proposed drainage project which outlets potentially drain water from one watershed with the intent to discharge the water into a different watershed. All parties have received a copy of the drainage permit application materials as required in **Section 3.04 Notification to Other Parties**. The Yankton County Drainage ~~Commission~~ Board public hearing will provide “Findings of Fact”. ~~The Yankton County Drainage Board shall review the YC Drainage Commission “Finding of Fact” (Section 3.09. or Section 3.10. or Section 3.11. or Section 3.12.); in conformance with Section 3.08.~~

SECTION 3.06.

AUTHORITY OF THE COUNTY TO WAIVE PERMIT HEARING

The Yankton County Drainage Board is granted authority to issue drainage permits without hearing in the following instances, subject to the conditions as specified below:

1. Construction or installation of a surface or closed drain which meets the following criteria:
 - a. Does not outlet directly into creeks or streams identified on the most recently published USGS 7.5-minute topographic maps;
 - b. Does not outlet directly into lakes, or ponds as defined herein;
 - c. Does not outlet directly into a right-of-way;
 - d. The drain or impediment does not cross a right-of-way; and
 - e. The discharged water is contained entirely on the property from which it originated until it is absorbed or evaporated; or
2. Construction or installation of an impediment to drainage, a surface, or closed drain subject to the following conditions:
 - a. The Drainage Administrator finds the application to be complete and in order
 - b. The applicant delivers with the application written consent from all persons who appear to the officer to own land adjacent to the property to be drained or its drain outlet as described in the application.

- c. The applicant has filed a copy of the application with those parties designated in ***Section 3.04 Notification to Other Parties*** of this Ordinance by certified mail addressed to the addresses provided in the application form; or
3. Modifications that do not qualify as routine maintenance, as defined herein, of a drain or impediment of a drain permitted by the Yankton County Drainage ~~Commission~~ Board subject to the following conditions:
 - a. The Drainage Administrator finds the application to be complete and in order
 - b. The applicant delivers with the application written consent from all persons who appear to the officer to own land adjacent to the property to be drained or its drain outlet as described in the application.

Nothing in this section requires the Drainage Board to grant an application without hearing, and the officer may refer any application to the Drainage ~~Commission~~ Board for hearing as provided in Section 3.05.

SECTION 3.07.

EMERGENCY DRAINAGE

In order to protect the public general welfare, the requirement for a permit, hearing, and notice thereon may be waived by the Yankton County Drainage Board in order to facilitate temporary emergency drainage. Within 14 days of the adoption or renewal of temporary emergency drainage, the Drainage Board will hold at least one public hearing with the time and place of the hearing published at least ten days in advance. An emergency measure is limited to six months from the date it becomes effective and may be renewed for six months by the Drainage Board, but it may not be in effect for more than one year. If the emergency drainage is to be permanent, a permit must be obtained and all hearings must be conducted as outlined throughout this ordinance.

SECTION 3.08.

HEARING BY DRAINAGE BOARD

For all hearings required pursuant to this article, the County shall, publish notice in a newspaper of general circulation in the area of the proposed drainage once a week for two consecutive weeks. The final published notice shall be published not more than fifteen days, or less than five days, before the date set for the hearing. The Applicant shall give notice to all landowners having land abutting the proposed drainage project for at least one-half (1/2) mile above and one (1) mile below the proposed outlet have received a copy of the drainage permit application materials as required in ***Section 3.04 Notification to Other Parties***.

1. All persons who appear to the officer to own land adjacent to the property to be drained or its drain outlet as described in the application.
2. Any person who has notified the County in writing of the person's objection to the drainage project proposed,
3. All those parties indicated in ***Section 3.04 Notification to Other Parties*** and this Ordinance.

Following notification, the Drainage Board shall conduct a public hearing on a drainage permit application or the appeal of an administrative decision.

SECTION 3.09.

EVALUATION OF PERMIT APPLICATIONS

The Drainage Board shall grant a Drainage Permit to those applicants which demonstrate the following:

1. The flow or quantity of water to be drained will not overburden the water course into which the water will be drained.
2. The drainage will not flood or adversely affect the land of the lower proprietors, or in the case of an impediment to drainage whether such an impediment will not flood or adversely affect upstream land owners. (See Section 3.10)
3. Easements will be granted where required.
4. The drainage will not negatively affect agricultural productivity.
5. The land affected or the land drained is and will remain rural in character.
6. When the land to be drained is rural land, the presumption and factors set forth in SDCL 46A-10A-20 will be satisfied.
7. Adequate precautions have been taken to ensure that roadways will not be negatively impacted.
- ~~8. Recommendations from the Drainage Commission in the "Findings of Fact".~~
9. Such other factors the Drainage Board determines to be pertinent to the application.

SECTION 3.10.

**CRITERIA TO DETERMINE WHETHER DRAINAGE WILL ADVERSELY AFFECT
LANDS OF LOWER LANDOWNERS**

The Drainage Board or its designated official shall be guided by the following criteria:

1. Drainage into receiving watercourses which do not have sufficient capacity to handle the additional flow and quantity of water shall be considered to have an adverse effect. The applicant shall be responsible to provide sufficient evidence with third party verification when requested by the ~~Drainage Commission or~~ the Drainage Board.
2. Whether drainage is accomplished by reasonably improving and aiding the normal and natural system of drainage according to its reasonable carrying capacity, or in the absence of a practical natural drain, a reasonable artificial drain system is adopted.
3. The amount of water proposed to be drained.
4. The design and other physical aspects of the drain.
5. The impact of sustained flows.
- ~~6. Recommendations from the Drainage Commission in the "Findings of Fact".~~

SECTION 3.11.

**CRITERIA FOR DETERMINING WHETHER DRAINAGE IS OF STATEWIDE OR
INTERCOUNTY SIGNIFICANCE**

In determining whether the proposed drainage is of statewide or intercounty significance, the ~~Commission Drainage Board~~ shall be guided by the following criteria:

1. Drainage which would affect property owned by the state or its political subdivisions.
2. Drainage of sloughs, ponds, or lakes having recognized fish and wildlife values.
3. Drainage or partial drainage of a meandered lake.

4. Drainage which would have a substantial effect on another county.
5. Drainage which would convert previously noncontributing areas (based on twenty-five year event – 4% chance) into permanently contributing areas.
- ~~6. Recommendations from the Drainage Commission in the “Findings of Fact”.~~

For good cause, the Drainage Board may classify any proposed drainage as having statewide or intercounty significance, or the Drainage Board may determine that certain proposed drainage is not of statewide or intercounty significance.

SECTION 3.12.

HEARING ON APPLICATIONS OF STATEWIDE OR INTERCOUNTY SIGNIFICANCE

Upon determination of an application of statewide or intercounty significance, the Drainage Board shall set the date, time and place for a public hearing on the application. The purpose of the hearing is to establish a record on which to base a decision as to whether the application to drain shall be granted, and if so, under what conditions the water is to be drained. A hearing shall not be required for a drainage project which is not of statewide or intercounty significance. However, the Drainage Board may hold hearings on such applications at its discretion.

SECTION 3.13.

APPEALS OF DECISIONS MADE BY THE DRAINAGE ADMINISTRATOR

Any decision of the Drainage Administrator may be appealed to the Drainage Board. The applicant or any person aggrieved by a decision shall file a written appeal with the Drainage Administrator within ten (10) working days of the Drainage Administrator’s decision. Upon such filing, the Drainage Administrator shall forward the appeal to the Drainage Board.

SECTION 3.14.

OFFICIAL MAPS

The official map for recording all permitted and vested projects shall be the 7.5 minute topographic illustrations published by the U.S. Geological Survey. The official maps shall be on record in the county Planning and Zoning office.

SECTION 3.15.

DRAINAGE PERMIT FEES

- General Drainage - \$100.00
- Drainage District or Coordinated Drainage Area - \$100

Application materials for drainage permits may be obtained at the office of the Yankton County Planning and Zoning.

SECTION 3.16.

DRAINAGE INSPECTION FEE

Drainage work performed without first obtaining a required permit shall be subject to an inspection fee of \$500.00, in addition to any permit fees, and to cover additional expenses incurred by the County.

SECTION 3.17.

CONDITIONS TO PERMITS

Conditions may be attached to a drainage permit to ensure that the proposed drainage is accomplished in accordance with the purposes of this ordinance.

SECTION 3.18.

EXPIRATION OF DRAINAGE PERMITS

A drainage permit shall expire and become null and void if the authorized construction is not commenced within eighteen (18) months of the effective date of the permit and completed within thirty-six (36) months of the effective date of the permit unless written approval of an extension is given by the Drainage Administrator unless otherwise stated by the Board as a condition of granting the Drainage Permit.

**ARTICLE IV
ADMINISTRATION AND ENFORCEMENT**

SECTION 4.01.

POWERS AND DUTIES

The Drainage Administrator is hereby authorized and directed to enforce all the provisions of this ordinance and establish rules for its administration. The Drainage Administrator in conjunction with the Yankton County Commission may designate technical officers and/or inspectors, attorneys, or other employees that shall be authorized to assist in the administration and enforcement of this ordinance.

SECTION 4.02.

DISTURBING PUBLIC RIGHT-OF-WAYS PROHIBITED

No person or contractor shall cut a ditch within a public right-of-way, remove silt or soil, alter, obstruct, or otherwise disturb such right-of-way in any way. Such activity shall be a violation of this ordinance and state statute. Any person may request the County Highway Superintendent or Township Board of Supervisors to authorize the clean out and maintenance of a public right-of-way or ditch in order to restore it to its original condition. Township Board of Supervisors does not need a drainage permit to clean out and maintain the township public right-of-ways or ditches.

SECTION 4.03.

RIGHT OF ENTRY

Whenever necessary to make an inspection to enforce any of the provisions of this ordinance, or whenever the Drainage Administrator or an authorized representative has reasonable cause to believe that there exists upon any premises an ordinance violation, the Drainage Administrator or an authorized representative may enter such premises at all reasonable times to inspect the same or to perform any duty imposed upon the Drainage Administrator by this ordinance, provided that if such property be occupied, the Drainage Administrator shall first present proper credentials and request entry; and if such property be unoccupied, the Drainage Administrator shall first make a reasonable effort to locate the owner or other persons having charge or control of the property and request entry. If such entry is refused, the Drainage Administrator or an authorized representative shall have recourse to every remedy provided by law to secure entry.

When the Drainage Administrator or an authorized representative shall have first obtained a proper inspection warrant or other remedy provided by law to secure entry, no owner or occupant or any other persons having charge, care or control of any property shall fail or neglect, after proper request is made as herein provided, to promptly permit entry thereon by the Drainage Administrator or an authorized representative for the purpose of inspection and examination pursuant to this ordinance.

SECTION 4.04.

ACTIVITIES WITHOUT NOTICE

The Yankton County Drainage Board may at any time and on its own motion, without notice, remove silt, debris, weeds and other vegetative growth, repair damaged structures, retard and/or restore an unapproved drainage or may take any other action as necessary to maintain the approved drainage improvements.

SECTION 4.05.

STOP ORDER AND INJUNCTION

Whenever any work is being done contrary to the provisions of this ordinance, the Drainage Administrator may order the work stopped by notice in writing served on any persons engaged in or causing such work to be done, and any such persons shall forthwith stop such work until authorized by the Drainage Administrator to proceed. In the event of a violation or threatened violation of this ordinance, the Drainage Board, may institute injunction or other appropriate action or proceedings, in addition to other remedies, to prevent the unlawful construction or use of any drainage work.

SECTION 4.06.

ASSESSMENT AGAINST PROPERTY

Any and all costs associated with the replacement, repair, restoration, or reconstruction to a condition prior to the work performed in violation of this ordinance may be assessed against all of the landowners' real property. Assessments shall be levied in the same manner and method as other assessments pursuant to SDCL 46A-10A and 46A-11.

SECTION 4.07.

INSPECTION FEES

Any person performing drainage activities without a permit as required under Sections 3.01. and 3.02. shall pay an inspection fee of \$500 in addition to the permit fee. These fees are in addition to the remedies set forth in other sections of this ordinance and may be assessed and collected in the same manner set forth in Section 4.06.

SECTION 4.08.

VIOLATION AND PENALTY

Any person draining water without a permit is guilty of a Class 1 misdemeanor and may be subject, in addition to any criminal penalty, a civil penalty not to exceed \$1000 per day of violation. Any person violating any other provisions of this ordinance is guilty of a Class 2 misdemeanor and shall be punished pursuant to SDCL 7-18A-2. Each and every day the violation continues may constitute a separate offense.

Violating the terms and conditions of a permit, or violating the ordinances which constitute the permit system, is punishable by a maximum \$1000 fine, thirty (30) days in jail, or both.

SECTION 4.09.

OTHER VIOLATIONS PURSUANT TO STATE STATUTE

In addition to violations and penalties set forth in Section 4.08.; South Dakota statutes provide for the following offenses and penalties:

- a. SDCL 31-32-7 Destruction, etc., of highway grade or ditch – Violation as misdemeanor.
- b. SDCL 31-32-8 Civil liability for violating preceding sections.
- c. SDCL 31-32-9 Duty of governing body to remove obstructions or repair – Recovery of expense from wrongdoer – Temporary obstruction for building purposes.
- d. SDCL 31-32-1 Intentionally damaging highway or bridge – Felony.
- e. SDCL 31-12-44 Repairs for wind and water erosion assessed to private landowner.
- f. SDCL 31-21-13 Obstruction of ditch as misdemeanor.
- g. SDCL 31-21-12 Civil liability for obstruction of ditch.
- h. SDCL 31-21-11 Entry upon land for maintenance of ditch.
- i. SDCL 31-32-3.1 Intentional dumping on highway right-of-way prohibited – Violation as misdemeanor.

**ARTICLE V
DRAINAGE COMPLAINTS**

SECTION 5.01.

JURISDICTION ON DRAINAGE DISPUTES

Any landowner may take a drainage dispute directly to circuit court. Whereas the Board of Resolution is composed of the same officials as the Drainage Board in accordance with SDCL 46A-10A-34, the Board of Resolution has jurisdiction to address drainage disputes in the unincorporated area of Yankton County under the following circumstances:

1. The drainage or impediment to drainage was performed prior to September 10, 1991.
2. New information or evidence exists which was not available for consideration by the Drainage Board when the permit for the specified drainage project was issued.

SECTION 5.02.

FILING A COMPLAINT

Any aggrieved landowner may file a drainage complaint by setting forth the facts of the drainage dispute in writing and submitting it to the Yankton County Planning and Zoning office. The complaint shall include the name and address of the complainant, the location of the property which has suffered damage or may suffer damage, the name and address of the respondent, the name and address of the landowner (if different than the respondent), and the location of the property against which the complaint is being registered. The complaint shall fully describe the nature of the complaint and include any damages the complainant feels have been incurred, along with documentation in support of those damages. When possible, the complaint should detail the type and location of work, and when the work occurred. The Board of Resolution may require that a drainage complaint include expert reports from a professional engineer or surveyor at the complainant's expense. These expert reports may be requested by the Board of Resolution at the time that it initially reviews and accepts jurisdiction of the drainage complaint, or if after it has been presented with information at a hearing, the Board of Resolution may determine that expert reports are necessary in order to proceed.

Upon acceptance of jurisdiction of a drainage complaint by the Board of Resolution, the Drainage Administrator shall serve the respondent with a notice and a copy of the drainage complaint by certified mail, return receipt requested.

SECTION 5.03.

HEARING ON COMPLAINT

Upon receiving the return receipt or notification that the certified mail was refused by the respondent, the Drainage Administrator shall schedule a hearing. The Drainage Administrator shall notify all affected parties by postage prepaid, certified mail of the date and time for the hearing not less than seven (7) days prior to the public hearing. If after notice, either party cannot attend the scheduled hearing and wants to appear personally, said party shall, not less than five (5) business days prior to the scheduled hearing, request a continuance. The request for continuance must be provided to both the Board of Resolution and all other affected parties. The Board of Resolution may in its sole discretion grant or refuse the request for a continuance.

At the time set for hearing, any interested individual shall have the opportunity to appear and be heard. The parties may submit affidavits and/or oral testimony and other evidence for consideration by the Board of Resolution. In lieu of appearing personally, a party may submit its evidence to the County Auditor prior to the hearing to be submitted to the Board of Resolution for consideration. Failure of a party to appear at such hearing shall result in the hearing being held with whatever party does appear, and the Board of Resolution shall consider all evidence submitted to it.

The Board of Resolution may make a decision regarding the drainage dispute at the hearing, may defer the item pending additional information from either of the disputing parties, or may hold additional hearings on the dispute. Complaints may be upheld upon an affirmative vote of three-fourths of the full membership of the Board of Resolution. Any decision shall be consistent with the provisions of SDCL 46A-10A-20. Both parties shall be notified by first class mail of the Board of Resolution's decision.

SECTION 5.04.

APPEAL OF BOARD DECISION

Any affected party may appeal the Board of Resolution's decision on a drainage dispute to circuit court. Such appeal shall commence within twenty (20) days from the decision by the Board of Resolution per SDCL 46A-10A-35.

Wieman Construction, LLC
Daniel L. Wieman

Yankton County - Clay Creek ditch clean out

Labor and materials

\$121,700.00

Total

\$121,700.00

FILED
IN THE OFFICE OF
YANKTON COUNTY AUDITOR

JUL 31 2026

PATTY A. HOJEM
COUNTY AUDITOR



30962 Frog Creek Rd.
Vermillion, SD 57069

PHONE
E-MAIL

(605) 670-1221
wiemanconstruction@yahoo.com

A handwritten signature in black ink, likely belonging to Daniel L. Wieman.

GROUND FORCE EXCAVATION LLC

Commercial Excavation & Land Clearing Specialist

FORMAL BID PROPOSAL

Date: July 31, 2026
Proposal ID: GFE-2026-CC01

SUBMITTED TO:

Yankton County Auditor's Office
Board of County Commissioners | Yankton, South Dakota

PROJECT DETAILS:

Clay Creek Ditch Drainage & Vegetation Management
Project Reach Corridor (Volin / Gayville Area)

1.0 ITEMIZED SCOPE OF WORK & PRICING

ITEM 1: Mobilization, Site Preparation & Safety Planning \$1,000.00 Lump Sum

- Pre-job site scouting, safety planning, hazard assessments, and utility coordination.
- Heavy equipment lowboy transport and mobilization of heavy machinery to and from project corridor.
- Setup and positioning of support vehicles, tools, fuel storage, and chemical application equipment.

ITEM 2: Right-of-Way Vegetation & Tree Clearing \$35,000.00 Lump Sum

- Mechanical clearing, cutting, and removal of all trees, brush, and woody vegetation from active flow line to top of bank slope on both side slopes along designated reach.
- Chemical application of approved aquatic-registered systemic herbicide to all fresh cut stumps immediately following removal to prevent regrowth.
- Complete loading, hauling, and off-site disposal of all cleared woody material clear of county right-of-way.
- Includes machinery operation, ground support labor, fuel, haul-off equipment, dump fees, and chemical supplies.

ITEM 3: Ditch Spot Cleanouts & Desilting Unit Rate Basis

- Mechanical excavation of accumulated silt, sediment, and obstructions at designated locations to restore natural flow line elevation.
- Spoil Placement: Excavated dirt/sediment deposited along top edge of bank slope, positioned securely clear of ditch and access roads.
- Tiered Pricing: Spots 1–5 @ \$850.00/spot | Spots 6+ @ \$1,200.00/spot

2.0 PROPOSAL SUMMARY

ITEM	DESCRIPTION	PRICING STRUCTURE	BASE TOTAL
1.0	Mobilization, Site Preparation & Safety Planning	Lump Sum	\$1,000.00
2.0	Right-of-Way Vegetation & Tree Clearing (Debris Hauled Off-Site)	Lump Sum	\$35,000.00
3.0	Ditch Spot Cleanouts (Spoil Placed Top of Bank Clear of Access)	Unit Rates (1–5 @ \$850; 6+ @ \$1,200)	Billed per Spot
TOTAL BASE BID (PLUS AUTHORIZED CLEANOUTS):			\$36,000.00 + Cleanouts

3.0 CONTRACT TERMS & SPECIAL CONDITIONS

- A. Access & Right-of-Way:** County shall secure unhindered access to both top banks along the project reach. Delays or extra tracking caused by locked gates, fence lines, unnotified landowner disputes, or lack of legal access shall be billed as machine downtime at Contractor's standard rate (\$250.00/hr).
- B. Debris & Spoil Management:** Off-site debris removal applies strictly to cut woody vegetation under Item 2. Excavated silt/dirt from spot cleanouts (Item 3) shall remain on-site on top of slope. Grading, spreading, or off-site hauling of excavated dirt/silt requires a written Change Order.
- C. Utilities & Subsurface Hazards:** Yankton County or SD 811 must locate all underground utilities, culverts, tile outlets, and pipelines prior to work. Contractor is not responsible for damage to unmarked or incorrectly marked utilities/tiles.
- D. Unforeseen Conditions & Change Orders:** Work outside scope (bank stabilization, full channel re-ditching, culvert replacement, etc.) requires a signed Change Order. Additional spot cleanouts beyond 5 will be automatically billed at \$1,200.00/spot without separate contract amendments.

E. Weather & Site Conditions: Timeline commitments depend on workable weather and water levels. Contractor reserves the right to suspend operations during extreme flooding or saturated bank conditions posing safety hazards.

F. Project Documentation & Submittals: Contractor shall maintain comprehensive digital photo logs of all project reaches and spot cleanouts. Pre-work and post-work photographic documentation, along with final itemized unit-count logs, will be submitted to the County Auditor's Office upon project completion for verification and invoice processing.

4.0 AUTHORIZATION

Submitted By: Ground Force Excavation LLC

Authorized Signature / Title

Date

FILED
IN THE OFFICE OF
YANKTON COUNTY AUDITOR

JUL 31 2026

PATTYA. HOJEM
COUNTY AUDITOR

Name

The committee is called the Yankton County Safety Committee.

Purpose

The purpose of the Yankton County Safety Committee is to bring all Yankton County employees together to achieve and maintain a safe, healthful workplace.

Goal

The goal of the Yankton County Safety Committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them. This will be facilitated by reviewing incidents, identifying their root causes, and suggesting ways to prevent future incidents.

Objectives

The Safety Committee has four objectives:

1. Involving employees in achieving a safe and healthy workplace
2. Promptly review safety-related incidents, injuries, accidents, and illnesses
3. Conduct quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards
4. Annually evaluate the workplace safety and health program and recommend to management how to improve the program.

NOTE: A safety committee should only review anonymous or generalized data on workplace injuries, such as the type, frequency, cause, and location of incidents, to identify trends and hazards. Personal information of an injured employee should never be shared. The committee's focus should be on overall safety trends, near misses, and root causes of accidents rather than the details of individual employees.

Representatives

The Yankton County Safety Committee will have committee members representing both management and employees. Employee representatives can volunteer for service or can be recommended by their peers. Management will select management representatives. Committee representatives will serve a continuous term of at least one year. Terms will be staggered so that at least one experienced representative always serves on the committee.

Committee Chair and Vice -Chair

The committee should elect a committee chair and vice chair. Committee officers can rotate annually.

Duties of the Committee Chair

- Schedule monthly committee meetings
- Develop and distribute written agendas for committee meetings
- Conduct committee meetings
- Present committee correspondence and reports for committee approval
- Ensure the preparation and distribution of committee meeting minutes

Duties of the Committee Vice-Chair

- In the absence of the committee chair, assume the duties of the chair
- Perform other duties as directed by the chair

Election of Committee Chair and Vice-Chair

The election of the committee chair and vice-chair will be held during the monthly committee meeting, one month before the term expires. If the chair or vice-chair leaves office before the term expires, an election will be held during the next scheduled safety committee meeting. The elected officer will serve for the remainder of the term.

Training

New representatives will receive training in safety committee functions, hazard identification, and accident-investigation procedures.

Meetings

The committee will meet on a regularly scheduled day and time each quarter.

Meeting Attendance

Each representative will attend the monthly safety committee meeting and participate in workplace inspections, as well as other committee functions as requested.

Meeting Agenda

The agenda will prescribe the order in which the meeting conducts its business. The agenda will also include the following when applicable:

- A review of new safety and health concerns
- A status report of employee safety and health concerns under review
- A review of all near misses, accidents, illnesses or deaths occurring since the last committee meeting

Meeting Minutes

Minutes will be recorded at each committee meeting, posted and distributed to all employees. The committee will submit a copy of the meeting minutes, agenda and

attendance list to the safety coordinator's office. The office should retain the records for five years.

Voting Quorum

A quorum of committee members, being one more than half of the official committee members, must be present to conduct the meeting. A majority vote of attending representatives is required to approve all safety committee decisions. Issues not resolved by majority vote will be forwarded to commissioners for resolution. If a quorum cannot be met, the meeting should be rescheduled for a later date within the same month.

Employee Involvement

The Safety Committee will encourage employees to identify health and safety concerns and hazards in the workplace. Concerns will be presented to the committee, recorded in the meeting minutes, and reviewed by the committee.

Safety Log

The committee will maintain a log of all employee concerns, including the date received, recommendations to commissioners and the date the concern was resolved.

Response

The committee will respond to employee concerns in writing and work with commissioners to resolve them. It is suggested that within 30 days of receiving the written recommendations, management will respond in writing to the committee indicating acceptance, rejection, or modification to the proposed resolution.

Incident and Accident Investigation

The committee will review all safety or health-related incidents at the next regularly scheduled meeting following the reported incident. Safety-related incidents include work-related near miss incidents, injuries, illnesses, and deaths. A determination of the root cause of the reviewed incidents will be the focus of the investigations. When necessary, the committee will provide written recommendations to management for eliminating or controlling hazards.

NOTE: A safety committee should only review anonymous or generalized data on workplace injuries, such as the type, frequency, cause, and location of incidents, to identify trends and hazards. Personal information of an injured employee should never be shared. The committee's focus should be on overall safety trends, near misses, and root causes of accidents rather than the details of individual employees.

Workplace Inspections

Members of the committee should complete workplace inspections either monthly or quarterly depending upon risk level, type of work, and past incident records. The committee will prepare a written report for management that documents all of the hazards found during the inspection. The report will recommend options for eliminating or controlling the hazards. Within 30 days of receiving the written recommendations, management will respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.

Committee Goals and Objectives

It is suggested the committee develop a five-year safety strategic plan that will include the committee's annual safety goals and objectives. The plan will include the status of the safety program and the committee's vision of the program in five years. The plan should outline how to reach the future status, timelines, goals, and objectives.

YANKTON COUNTY COMMISSION
July 7, 2026

The regular meeting of the Yankton County Commission was called to order by Chairman John Marquardt at 6:00 p.m. on Thursday, July 7, 2026.

Roll call was taken with the following Commissioners present: Dan Klimisch, Don Kettering, Wanda Howey-Fox, Ryan Heine (via phone) and John Marquardt.

There were no conflicts of interest reported by the board.

Action 26222C: A motion was made by Klimisch and seconded by Kettering to approve the agenda with the following changes: remove Item 12 and replace it with changing the scheduled September 15 commission meeting to September 17; and add executive session for personnel. All present voted aye; motion carried, 5-0.

There were no public comments.

Chairman Marquardt closed public comment.

Tom Stanage representing Lewis & Clark Behavioral Health, presented their 2027 budget request and gave a power point to update on an array of mental health and substance use treatment services.

Sheila Coss, manager with South Dakota Funds Investment Trust, appeared and gave a power point on steps to help counties invest and improve cash flow. Coss said SD Fit was started 35 years ago by the cities of Burke, Lead and Sioux Falls. It is governed by a board representing SD city, county and school associations. Coss said SD FIT's goal is not to replace your local bank, but to complement the services of your local bank. All money with SD FIT has to stay within the state of South Dakota by codified law. It was the consensus of the board to utilize the services of SD FIT.

Michael Houdyshell, Cabinet Secretary of the SD Department of Revenue, appeared remotely to explain and answer questions about Senate Bill 96, an act to authorize the imposition of a county option half-penny gross receipts tax to reduce owner-occupied property taxes. Julie Auch, Kay Swihart and Garry Moore asked questions. Todd Christensen commented on the discussion.

Ambulance Administrator Jeff Brown presented a request to apply for grants through the Department of Health. Grants are for a Regional Education Hub for \$244,406.68 and Regional Transport Program for \$511,607.69. Both grants are 100% reimbursed back to the county.

Action 26223AMB: A motion was made by Fox and seconded by Heine to approve the Ambulance Department applying for the two grants. All present voted aye; motion carried, 5-0.

Action 26224C: A motion was made by Fox and seconded by Klimisch to move into Board of Adjustment. All present voted aye; motion carried, 5-0.

CUP Public Hearing: This was the time and place for a public hearing for a Conditional Use Permit requested from Randy Taylor. Applicant is requesting a Conditional Use Permit for a single-family dwelling in a Lakeside Commercial District per Article 11 Section 1107, Article 18 Section 1805, and Article 19 Section 1905. Said property is legally described as Tract A in Lot G of Fishin Hole No. 2 in Lot 5 of Tramp's 6th Addition, NE1/4, NE1/4, S17-T93N-R56W, Yankton County, South Dakota.

Randy Taylor spoke on his request.

Chairman Marquardt opened the CUP request up for public comment. There were no public comments. Public comment closed.

Action 26225Z: A motion was made by Klimisch and seconded by Fox to approve the Conditional Use Permit for Randy Taylor. All in favor aye; motion carried, 5-0.

Action 26226C: A motion was made by Fox and seconded by Heine to recess Board of Adjustment and reconvene in regular session. All present voted aye; motion carried, 5-0.

County Finance Task Force member Brian Hunhoff presented a report comparing Yankton County operations and financial status to 10 other SD counties comparable in size. Figures were compiled by contacting the other counties, studying the 2026 budgets of those counties, and reviewing information on several state websites, including the Department of Legislative Audit, Department of Revenue, Department of Labor, and Secretary of State.

Action 26227C: A motion was made by Fox and seconded by Klimisch to approve re-advertising for cleaning of the Clay Creek Ditch. All present voted aye; motion carried, 5-0.

The board discussed establishing a temporary moratorium on the acceptance of applications or issuing of permits for data centers.

Action 26228C: A motion was made by Heine to approve the Data Center Moratorium as outlined. Motion died for lack of a second.

Action 26229C: A motion was made by Fox and seconded by Kettering to approve publishing the Data Center Moratorium for consideration at the July 21 meeting of the County Commission. Fox, Kettering, Klimisch and Marquardt voted aye; Heine abstained, motion carried, 4-0.

Action 26230C: A motion was made by Fox and seconded by Kettering to approve the June 16, 2026 Commission meeting minutes. All present voted aye; motion carried, 5-0.

Action 26231C: A motion was made by Fox and seconded by Klimisch to approve the following claims: **Commission:** Yankton County Observer (Publishing) \$310.64; Boyce Law Firm, LLP (Prof Services); \$1,365.00; Carlson West Povandra (Prof Services) \$2,155.22; Health Equity \$47.25 (Group Insurance). **Elections:** Election System & Software (Supplies) \$811.44; Election System & Software (Supplies) \$38.80; McCloud's (Supplies) \$1,149.95; Qualified Presort Service, LLC (Supplies) \$239.56; Verizon (Utilities) \$200.05; **Court:** Youngberg Law, Prof. LLC (Prof Services) \$2,883.21; Brandon Kirkland (Prof Services) \$55.00; Ivonne Dellew Prof. LLC (Prof Services) \$287.00; Cannabis ChemLab \$1,170.00; Clovia Dee (Prof Services) \$387.10; Kennedy Pier Loftus Reynolds Brandt, LLP (Prof Services) \$292.80; Koletzky Law Office, Prof. LLC (Prof Services) \$8,94.90; Horn Law Office LLC (Prof. Services) \$21,361.00; **Auditor:** Qualified Presort Service, LLC (Supplies) \$126.91.; **Treasurer:** LEAF (Rentals) \$133.60; Qualified Presort Service, LLC (Supplies) \$193.45; **Data:** CSI, LLC \$549.00 (Updates); CSI LLC \$6,125.00 (Software); **States Attorney:** Qualified Presort Service, LLC (Supplies) \$102.17; **Government Center:** City of Yankton (Supplies) \$3,430.48; Culligan (Supplies) \$249.97; Les Schwab (Repair) \$747.92; Johnson Control (Maintenance) \$719.80; Northwestern Energy (Utilities) \$3,294.02; Tire Muffler Alignment \$91.87 (maintenance); **Director of Equalization:** Holiday Inn City Center (Travel) \$990.00; Qualified Presort Service, LLC (Supplies) \$290.90; **Register of Deeds:** Qualified Presort Service, LLC (Supplies) \$72.91; **Veterans Service Office:** Verizon (Rental) \$40.01; **Safety Center Building:** Bomgaars (Supplies) \$35.99; City of Yankton (Utilities) \$1,431.12; Les Schwab (Repair) \$747.92; Hanson Locksmithing Inc. (Services) \$139.00; Midcontinent Communication (Utilities) \$1,237.40; Menards (Supplies) \$192.70; Northwestern Energy (Utilities) \$10,622.99; Tire Muffler Alignment (Maintenance) \$91.87; **Sheriff:** Napa Auto Parts (Repairs) \$81.96; Cardmember Services \$317.31; Guardian Alliance Technologies (Prof Services) \$125.00; FEDEX (Prof Services) \$250.00; National Sheriffs Association (Dues) \$157.58; Rodney Pieper (Travel) \$10.00; Qualified Presort Service, LLC (Supplies) \$164.84; **County Jail:** ITS (Security) \$3,236.72; Scott Family Dentistry (Prof Services) \$199.32; CardMember Services (Supplies) 1,119.11; Trinity Services Group (Food Services) \$15,721.98; AT & T Mobility (Utilities) \$1,696.71; Assusen Prof. LLC (Medical Services) \$3,675.00; Managed Print Services (Supplies) \$2,850.00; Hy-Vee (Supplies) \$151.48; Jacks Uniforms & Equipment \$174.69; JCL Solutions (Supplies) \$1,076.18;; Menards (Supplies) \$115.51; Siouxland Oral Surgery (Prof Services) \$1,050.00; **Ambulance:** A-OX Welding Supply Co. (Supplies) \$245.72 Kopetsky's Ace Hardware (Supplies) \$49.74; Sacred Heart Health Services (Medical Director) \$1,500.00; Clarity Telecom, LLC (Utilities) \$114.49; ESO (Prof Services) \$14,565.32; Bound Tree Medical, LLC (Supplies) \$1,699.79; City of Yankton (Utilities) \$335.54; House of Brands (Supplies) \$1,516.50; Waystar, Inc. (Supplies) \$635.01; Avera Health (Supplies) \$746.69; Penn Care, Inc. (Supplies) \$1,847.65; Auto Value (Supplies) \$93.00; Investigative Services (Prof Services) \$967.33; LEAF (Rental) \$179.85; Menards (Supplies) \$307.05; MidAmerican Energy (Utilities) \$26.32; Northwestern Energy (Utilities) \$1,077.12; Power Source Electric

(Maintenance) \$1,002.53 Qualified Presort Service, LLC (Supplies) \$113.29; Tire Muffler Alignment (Maintenance) \$402.04; Verizon (Utilities) \$338.57; **Mental Illness Board:** Val Larson (Hearings) \$60.00; Fox Law Firm, PLLC (Hearings) \$109.75; Mark Katterhagen (Hearings) \$40.00; Lucille M. Lewno (Hearings) \$703.22; Jerry Christjans (Hearings) \$20.00; Youngberg Law, Prof (Hearings) \$244.00; **Extension:** FP Mailing Solutions (Other) \$2.56; City of Yankton (Utilities) \$85.52; Great America Financial (Rental) \$298.39; MidAmerican Energy (Utilities) \$12.09; Northwestern Energy (Utilities) \$30.08; Olson's Pest Technicians (Maintenance) \$75.00; **Soil Conservation** (Tree Manager) \$27,000.00; **Weed:** Napa Auto Parts (Repairs/Maintenance) \$27.50; C&R (Repairs/Maintenance) \$206.44; Verizon (Utilities) \$10.02; One Office Solution (Supplies) \$28.219; **Planning and Zoning:** Qualified Presort Services (Supplies) \$67.97; One Office Solution (Supplies) \$179.00; **Highway:** Bomgaars (Supplies) \$245.46; Barco Municipal Product (Supplies) \$3,403.91; Building Sprinkler Inc. (Repairs/Maintenance) \$470.00; Butler Machinery Co. (Repairs/Maintenance) \$367.78; City of Yankton-Landfill (Supplies) \$101.35; NAPA Auto Parts of Yankton (Maintenance) \$.91; Knife River-South Dakota (Asphalt) \$42.90; Centurylink (Utilities) \$78.02; IMEG Corp (Prof Services) \$2,500.00; IMEG Corp (Annual Projects) \$13,000.00; CHS, Inc. (Supplies) \$3,163.60; CHS Inc. (Fuel) \$1,625.92; Amazon Capital Services (Maintenance) \$21.97; Amazon Capital Services (Supplies) \$9.79; Astech Corp (Annual Projects) \$335,143.15; Fischer Gravel (Secondary Roads) \$10,124.76; I State Truck Center (Cap-Washer Reservoir) \$10.69; Jebro Inc. (Annual Projects) \$93,853.07; Bob Law (Supplies) \$2,047.40; LEAF (Supplies) \$124.98; Menards (Supplies) \$74.00; Olson's Pest Technician (Repair/Maintenance) \$100.00; O'Reilly Auto Parts (Maintenance) \$330.54; Riverside Hydraulics (Repairs/Maintenance) \$140.49; SD Department of Transportation (Bridges) \$67,203.02; Truck Trailer Sales (Repairs/Maintenance) \$209.50; Truck Trailer Sales (Supplies) \$43.50; The Road Guy (Annual Projects) \$81,000.00; Truenorth Steele (Secondary Roads) \$34,627.20; Uline (Supplies) \$79.98; Verizon (Utilities) \$10.02; One Office Solution (Supplies) \$28.22; **E911:** CenturyLink (Utilities) \$90.94; Clarity Telecom, LL (Utilities) \$23.69; **OEM:** Kopetsky's Ace Hardware (Supplies) \$67.98; B-Y Electric (Utilities) \$68.00; AT & T Mobility (Utilities) \$9.00; Advexure, LLC (Repair) \$103.00; Great America Financial (Rentals) \$199.71; LEAF (Rentals) \$164.81; Midwest Card & ID Solution (Supplies) \$45.40; Midamerican Energy (Utilities) \$9.25; Qualified Presort (Supplies) \$1.61; Verizon (Utilities) \$379.94; **Government Buildings:** Boone Brothers Roofing (Prof Services) \$2,442.06; Uline (Supplies) 3,356.87; **Law Library:** Thomson Reuters West (Supplies) \$664.00; General Fund \$163,225.36; Road & Bridge \$650,274.80; E911 \$114.63. Emergency Management \$1,458.70, County Buildings \$5,798.93, Law Library \$664.00. All present voted aye; motion carried, 5-0

Action 26232C: A motion was made by Klimisch and seconded by Fox to approve the June, 2026 Gross Payroll: **Commissioners:** \$6,840.20; **Election:** \$2,412.10; **Auditor:** \$18,820.24; **Treasurer:** \$24,421.46; **States Attorney:** \$37,389.44; **Government Buildings:** \$6,926.41; **Director of Equalization:** \$24,014.38; **Register of Deeds:** \$19,170.48; **Veterans Service:** \$4,604.60; **Courthouse & Safety Center:** \$11,362.64; **Sheriff:** \$95,403.19; **County Jail:** \$106,186.87; **Coroner:** \$800.00; **Juvenile:** \$0.00; **Ambulance:** \$87,471.29; **Weed:** \$11,616.44; **Planning & Zoning:** \$13,480.04; **Road &**

Bridge: \$86,973.28; **OEM:** \$12,425.69; **24-7 Program:** \$3,607.81. First Dakota National Bank \$40,652.75 (Withholding), First Dakota National Bank \$69,117.36 (FICA) First Dakota National Bank \$16,164.60 (Medicare), South Dakota Retirement System \$34,396.54 (Other Employees), South Dakota Retirement System \$38,360.62 (Sheriff/Jail/EMS), South Dakota Retirement System (Spouse Opt) \$89.88, South Dakota Retirement System (Supplemental) \$5,301.33, American Family Life Assurance Company (AFLAC) \$2,981.73, Nationwide Retirement Solutions \$69.44, Boston Mutual Life Insurance \$283.53, Colonial Life & Accident \$2,385.27, AVERA Health Insurance \$70,040.35, Delta Dental \$2,053.10, VSP Vision \$651.89, HealthEquity \$3,321.00. IBC TPA \$11,480.10, Reliance Life Insurance \$1,230.96, Reliance Dental \$339.76, MASA \$83.00, Aflac Dental \$1,539.31, Gross Payroll \$573,977.56, Net Payroll \$426,684.37 All present voted aye; motion carried, 5-0.

Action 26233AUD: A motion was made by Fox and seconded by Klimisch to approve the Auditor's Monthly Settlement with the Treasurer and Pooled Cash Report as of May 30 2026 showing Total Cash of \$23,251,374.50. The General Fund was \$6,741,199.74; Special Funds were \$1,784,225.59; and Fiduciary Funds were \$5,299,652.47 adding to a Grand Total of General Ledger Cash and Investments of \$13,825,077.80. A detailed report is on file with the County Auditor. All present voted aye; motion carried, 5-0.

Action 26234AUD: A motion was made by Klimisch and seconded by Kettering to surplus a 2016 Ford Explorer as presented by the County Auditor. All present voted aye; motion carried, 4-0.

There were public comments from Julie Auch and Todd Christensen.

Action 26235C: A motion was made by Fox and seconded by Klimisch to recess the regular session at 8:30 p.m. and convene in executive session to discuss Poor Relief Issues Pursuant to SDCL 1-25-2 & 28-13, and the added personnel item. All present voted aye; motion carried, 4-0.

Action 26236C: A motion was made by Fox and seconded by Kettering to adjourn executive session at 8:55 p.m. and reconvene in regular session. All present voted aye; motion carried, 4-0.

No action was taken on personnel.

Action 26237C: A motion was made by Fox and seconded Klimisch to approve CW.BUR.26.02.002 for \$1,250.00. All present voted aye; motion carried, 4-0.

Chairman Marquardt closed public comment.

Action 26238C: A motion was made by Klimisch and seconded by Fox to adjourn. All present voted aye; motion carried, 4-0.

The next regular meeting will be Tuesday, July 21, 2026 at 6:00 p.m.

John Marquardt, Chairman
Yankton County Commission

ATTEST:

Patty Hojem,
Yankton County Auditor

YANKTON COUNTY COMMISSION
July 21, 2026

The regular meeting of the Yankton County Commission was called to order by Chairman John Marquardt at 6:00 p.m. on Thursday, July 21, 2026.

Roll call was taken with the following Commissioners present: Don Kettering, Wanda Howey-Fox, Ryan Heine, Dan Klimisch (via phone) and John Marquardt.

There were no conflicts of interest reported by the board.

Action 26239C: A motion was made by Fox and seconded by Heine to approve the agenda with the following changes: remove Item 10 and add executive session for contractual. All present voted aye; motion carried, 5-0.

There were public comments from Madison Melcher, Kristi Schultz, Chris Patton and Payton Terca. Chairman Marquardt closed public comment.

Highway Superintendent Mike Sedlacek appeared for approval of the two resolutions for speed limits on Dayton Lane and Ridgeview Drive and for 310th Street Between 429th Avenue and 430th Avenue. Sedlacek also presented the Local Federal Bridge Grant applications for approval.

Action 26240HWY: A motion was made by Klimisch and seconded by Heine to approve Resolution 26-5. All present voted aye; motion carried, 5-0.

Action 26241HWY: A motion was made by Klimisch and seconded by Fox to approve Resolution 26-6. All present voted aye; motion carried, 5-0.

Action 26242HWY: A motion was made by Klimisch and seconded by Fox to approve the grant application for Bridge 68-186-070. All present voted aye; motion carried, 5-0.

Action 26243HWY: A motion was made by Klimisch and seconded by Fox to approve the bridge grant application for Fleeg's Bridge. All present voted aye; motion carried, 5-0.

Brian Hunhoff appeared before the board to present the Register of Deeds second quarter report for 2026. Hunhoff also presented a report comparing the county's full-time staff pre covid and post covid per the financial committee.

Action 26244ROD: A motion was made by Fox and seconded by Kettering approve the 2026 second quarter report from the Register of Deeds Office. A detailed report is on file with the County Auditor. All present voted aye; motion carried, 5-0.

Troy Cowman presented the 2026 second quarter report for the Ambulance Department.

Action 26245AMB: A motion was made by Kettering and seconded by Fox to accept the 2026 second quarter report from the Ambulance Department. A detailed report is on file with the County Auditor. All present voted aye; motion carried, 5-0.

Greg Vavra, a field service manager with the South Dakota Local Transportation Assistance Program (SDLTAP), explained to the board that SDLTAP provides technical advice and training for counties on the road & bridge side. Vavra said the county has to lay out a plan for what it will be spending the levy dollars on and to be transparent with the voters.

Commissioners discussed a temporary moratorium on the acceptance of applications or issuing of permits for data centers. Speaking on the resolution were Chris Patton, Michael Sterom, Kate Swihart, Travis Schultz, Walker Hunhoff, Todd Christensen, John Kabeisman, Taylor Bear, Tom Brinkman, Kristy Schultz and Ava Haar. Nancy Wenande also made a comment on the discussion.

Action 26246C: A motion was made Fox to approve a Data Center Moratorium for six months; motion died for lack of a second.

Action 26247C: A motion was made by Heine to pass a Data Center Moratorium for twelve months; motion died for lack of a second.

Action 26248C: A motion was made Fox and seconded by Heine to pass a Data Center Moratorium for six months as set forth in the commission packet. Roll vote was taken with Fox, Heine, Klimisch, Kettering and Marquardt voting aye; motion carried, 5-0.

Yankton City Manager Amy Leon presented the city's annual requests for county funding of shared city-county operations. Leon requested \$44,572 county funding for the Senior Citizens Center. She requested 90% of the 911 surcharge revenue received from the state for the Dispatch Center. The City's funding request for the Yankton Community Library is \$24,000. Krissandra Thury spoke on behalf of The Center.

Preston Crissey, Yankton County Sheriff, presented his 2026 second quarter report and requested approval of the new hire for part-time transporter.

Action 26249S: A motion was made by Klimisch and seconded by Heine to accept the Sheriff's 2026 second quarter report. A detailed report is on file with the County Auditor. All present voted aye; motion carried, 5-0.

Action 26250C: A motion was made by Heine and seconded by Klimisch to approve new hire Nathanael VanGerpen (transporter) at the hourly rate of \$20.53. All present voted aye; motion carried, 5-0.

Dustin Iiams appeared before the board to request a noise ordinance. Mr. Iiams said there is a particular residence in the county that has music on all night long. The board asked States Attorney, Sheriff and Zoning staff to look into the matter.

Action 26251Z: A motion was made by Klimisch and seconded by Heine to adopt the following resolution: Whereas it appears Dumont Holdings, LLC, owners of record, has caused a plat to be made of the following real property: Lots 15, 16 & 17, Forest Lake Subdivision, NW1/4, NE1/4, of Section 13, 93N-57W, County of Yankton, S.D., and has submitted such plat to the Yankton County Planning Commission and Yankton County Commission for approval. Now therefore, be it resolved that such plat has been executed according to law and conforms to all existing applicable zoning, subdivision, erosion and sediment control and same is hereby approved. County Auditor is hereby authorized and directed to endorse on such the proper resolution and certify the same. All present voted aye; motion carried, 5-0.

Dan Johnson, representing Risty Benefits, appeared before the board to give a six-month review of medical benefits for county employees. Mr. Johnson said to estimate 10% to 11% increase in premiums for 2027.

Action 26252C: A motion was made by Fox and seconded by Heine to approve the June 21, 2026 Commission meeting minutes. All present voted aye; motion carried, 5-0.

Action 26253C: A motion was made by Fox and seconded by Heine to approve the June 30, 2026 Commission meeting minutes. All present voted aye; motion carried, 5-0.

Action 26254C: A motion was made by Fox and seconded by Heine to approve the following claims: **Commission:** Clarity Telecom, LLC (Utilities) \$50.50; SD Association of Co Officials (Travel) \$500.00; SD Association of Co Officials (Travel) \$750.00; **Elections:** First Bank Card (Supplies) \$653.90; Qualified Presort Service (Supplies) \$117.00; Qualified Presort Service (Supplies) \$100.99; Security Shredding Service (Maintenance) \$240.00 **Court:** Blackburn & Stevens Prof. LLC (Prof Services) \$524.60; John Billings; (Professional Services) \$4,087.00; Koletzky Law Office (Prof Services) \$3,920.41; Department of Health Prof Services; \$1,485.00; Dean Schaefer (Prof Services) \$978.00; **Auditor:** Clarity Telecom, LLC (Utilities) \$121.00; Patty Hojem, (Travel) \$428.80; Leaf (Rentals) \$183.35; Qualified Presort Service, LLC (Supplies) \$439.51; SD Association of Co. Officials (Travel) \$250.00; Thomson Reuters (Prof Services) \$195.44 **Treasurer:** Clarity Telecom, LLC (Utilities) \$197.47; Qualified Presort Service, LLC (Supplies) \$318.90; SD Association Co. Officials, (Travel); \$250.00; Security Shredding Service (Maintenance) \$40.00; **Data Processing:** Clarity Telecom, LLC (Utilities) \$886.50; CSI, LLC (Maintenance) \$1,615.20; First Bankcard (Maintenance) \$44.78; **States Attorney:** Century Business Products (Rentals) \$399.21; Qualified Presort Service, LLC (Prof Services) \$37.34; Culligan, (Supplies) \$53.50, First Bank Card, (Supplies) \$358.52; Security Shredding Service, (Maintenance) \$80.00; Yankton Daily P&D (Supplies) \$254.49; **Government Center:** Kopetsky's Ace Hardware (Supplies) \$8.99; Clarity Telecom, LLC (Utilities) \$25.25; City of Yankton (Supplies) \$403.90; First Bank Card (Supplies) \$1,743.84;

SVL Service Corporation (Maintenance) \$3,261.00; Janssen's Garbage (Maintenance) \$345.00; MidAmerican Energy (Utilities) \$430.07; **CLERP:** 3rd QTR Allotment; **Director of Equalization:** Clarity Telecom, LLC (Utilities) \$193.50; SDAAO (Education Expense) \$1,800.00; First Bank Card (Supplies) \$104.15; Great American Financial (Maintenance) \$86.42; Miroflm Imaging System (Maintenance) \$120.00; Qualified Presort Service, LLC (Supplies) \$117.58; Qualified Presort Service, LLC (Supplies) \$23.74; One Office Solution (Maintenance) \$36.81; **Register of Deeds:** Clarity Telecom (Utilities) \$172.30; Qualified Presort Service, LLC (Supplies) \$49.70; Qualified Presort Service, LLC (Supplies) \$36.36; Qualified Presort Service, LLC (Supplies) \$59.99; **Veterans Service Office:** Clarity Telecom, LLC (Utilities) \$25.25; Hampton INN (Travel) \$772.00; LEAF (Rentals) \$60.42; Qualified Presort Service, LLC (Supplies) \$20.75; Qualified Presort Service, LLC (Supplies) \$16.57; **Safety Center Building:** Clarity (Utilities) \$229.49; City of Yankton (Utilities) \$160.00; Pye-Barker Fire & Safety (Maintenance) First Bank Card (Supplies) \$248.00; Johnson Controls, Inc. (Maintenance) \$274.18; Kone Inc (Maintenance) \$414.48; Menards (Supplies) \$19.96; Menards (Other) \$137.97; Midcontinent Communications (Utilities) \$171.31; Midcontinent Communications (Utilities) \$951.56; MidAmerican Energy (Utilities) \$1,109.57; Northwestern Energy (Utilities) \$7,680.56; Uline (Supplies) \$1,692.89; **Sheriff:** City of Yankton (Fuel) \$3,237.42; Wolfcom Enterprises (Auto Equipment) \$94.00; Qualified Presort Service, LLC (Supplies) \$193.05; Security Shredding Service (Maintenance) \$60.00; Tire Muffler Alignment (Maintenance) \$2,237.23; One Office Solution (Supplies) \$141.26; **County Jail:** Avera Sacred Heart Hosp (Prof Services) \$74.17; ITS (Security Maintenance) \$3,236.72; Buhl's Cleaners (Unitforms) \$20.00; Charm-Tex (Supplies) \$6,870.13; Culligan (Supplies) \$34.00; Diamond Drugs (Prof Services) \$8,298.89; Trinity Services Group (Food Services) \$7,223.01; Sapphire Health, LLC (Prof Services) \$566.50; Jacks Uniforms & Equipment (Supplies) \$99.94; JCL Solutions (Supplies) \$908.56; Phoenix Supply (Supplies) \$813.50; Correctional Risk Service (Inmate Insurance) 3,486.00; Strachan Sales, Inc (Maintenance) \$262.96; Yankton Rexall (Prof Services) \$543.99; Yankton Medical Clinic (Prof Services) \$841.23; **Coroner:** First Bank Card (Supplies) \$87.21; **Juvenile Detention** (Rentals) **\$31,984.60**; **Yankton Area Search & Rescue:** City of Yankton (Supplies) \$58.39; **Care of Poor** Wintz & Ray Funeral Home (Prof Services) \$1,250.00; **Ambulance:** Kopetsky's Ace Hardware (Supplies) \$43.94; Clarity Telecom, LLC (Utilities) \$114.49; City of Yankton (Utilities) \$1,400.98; Amazon Capital Services (Supplies) \$344.36; Waystar, Inc. (Prof. Services) \$731.06; Avera Health (Supplies) \$867.99; First Bank Card (Prof Services) \$17.54; First Bank Card (Supplies) \$56.52; Penn Care, Inc. (Supplies) \$355.88; Janssen's Garbage (Maintenance) \$420.00; LEAF (Rentals) \$154.47; Qualified Presort Service, LLC (Supplies) \$140.69; Tire Muffler Alignment (Maintenance) \$1,060.29; Verizon (Utilities) \$597.45; **Mentally Health Centers:** Ability Building Services (Prof Services) \$11,192.50; **Mental Illness Board:** Lewis & Clark Behavioral (Hearings) \$1,200.00; Luci Lewno (Hearings) \$348.00; The Center (2nd Quarter) \$9,140.28; **Extension:** Northwestern Energy (Utilities) \$159.69; Union County (4-H) \$367.07; Yankton Fire & Safety (Maintenance) \$35.00; **Weed:** Amazon (Supplies) \$24.72; One Office Solutions (Supplies) \$22.94; **Planning and Zoning:** Clarity (Utilities) \$50.50; First Bank Card (Supplies) Qualified Presort Service, LLC (Supplies) \$34.27; SD Asso of Co. Officials (Travel) \$250.00

Highway: Appeara (Supplies) \$166.26; B-Y Electric (Utilities) \$92.67; B-Y Water District (Utilities) \$90.50; Barco Municipal Products (Supplies) \$2,222.80; Butler Machinery Co. (Maintenance) \$4,208.44; Clarity Telecom, LLC (Utilities) \$160.54; Gary Guthmiller (Rentals) \$270.00 Knife River (Supplies) \$79.56; Amazon Capital Services (Supplies) \$3,051.99; Century Link (Utilities) \$78.30; Precision Power Service (Maintenance) \$1,030.00; First Bank Card (Supplies) \$14.58; Francotyp-Postalia, Inc. (Supplies) \$71.85; Transwest (Supplies) \$510.00; Janssen's Garbage (Utilities) \$65.00; Menards (Supplies) \$10.99; Midamerican Energy (Utilities) \$26.80; Northwestern Energy (Utilities) \$923.54; SD Association of Co Officials (Travel) \$250.00; Spencer Quarries Inc. (Secondary Roads) \$5,189.06; Southeastern Electric Co. (Utilities) \$132.53; One Office Solutions (Supplies) \$22.91; **E911** City of Yankton (2nd Quarter) \$95,375.00; CenturyLink (Utilities) \$159.12; Golden West (Utilities) \$147.27; **OEM:** Auto Mastery (Maintenance) \$282.75; Precision Power Service (Maintenance) \$1,400.00; First Bank Card (Supplies) \$315.54; First Bank Card (Prof Services) \$39.74; First Bank Card (Maintenance) \$73.20; First Bank Card (Travel) \$85.34; Qualified Presort Services (Supplies) \$8.03; Tabor Lumber (Supplies) \$332.79. General Fund \$146,311.97; Road & Bridge \$18,668.32; E911 \$95,681.39; Emergency Management \$2,537.39. All present voted aye; motion carried, 5-0.

Action 26255AUD: A motion was made by Klimisch and seconded by Heine to surplus a 2005 Chevy Pickup as presented by the County Auditor. All present voted aye; motion carried, 5-0.

There were no public comments. Chairman Marquardt closed public comment.

Action 26256C: A motion was made by Fox and seconded by Kettering to recess the regular session at 8:30 p.m. and convene in executive session to discuss Poor Relief Issues Pursuant to SDCL 1-25-2 & 28-13, and the added contractual item. All present voted aye; motion carried, 4-0.

Action 26257C: A motion was made by Fox and seconded by Kettering to adjourn executive session at 8:45 p.m. and reconvene in regular session. All present voted aye; motion carried, 4-0.

No action was taken on executive issues.

Chairman Marquardt closed public comment.

Action 26258C: A motion was made by Heine and seconded by Fox to adjourn. All present voted aye; motion carried, 4-0.

The next regular meeting will be Tuesday, August 4, 2026 at 6:00 p.m.

John Marquardt, Chairman
Yankton County Commission

ATTEST:

Patty Hojem,
Yankton County Auditor

DEPT: ALL

PAYROLL NO#: 01

PAY PERIOD BEGINNING: 7/01/2026

PAY PERIOD ENDING: 7/31/2026

*** G R A N D T O T A L S ***

-----EARNINGS-----			---BENF/REIMB---		-----DEDUCTIONS-----				-----TAXES-----			
DESC	HRS	AMOUNT	DESC	AMOUNT	CD	ABBV	EMPLOYEE	EMPLOYER	DESC	TAXABLE	EMPLOYEE	EMPLOYER
SAL	0.00	339,969.50	VEH	45.00	010	PENSU	1328.00		FED W/H	494,535.35	38,029.92	
HOUR	6,058.00	154,581.51			011	ROTH	3783.33		ST WH SD	0.00	0.00	
OVERT	806.25	31,277.80			020	AFLAC	465.00		ST WH NE	36,554.60	1,284.61	
VAC	855.00	10,042.51			030	COL	1384.63		FICA	531,103.05	32,928.35	32928.35
SICK	448.25	3,592.63			045	GARN	290.00		MEDI	531,103.05	7,700.98	7700.98
CELL	0.00	950.00			086	CHLDS	393.00					
VACPO	0.00	1,127.35			092	BELGR	396.00					
HOL	667.50	7,095.02			100	NRS	69.44					
FNRL	49.00	30.51			11	SDRS6	15891.36	15891.36				
					117	GARNI	200.00					
					12	SDRS8	19278.90	19278.90				
					16	LIFE	767.85	468.36				
					410	FLEXA	2388.94					
					412	AFDEN	1433.88					
					420	LIFE	283.53					
					430	FLEXC	1000.64					
					440	VSP	651.89					
					450	DELTA	2053.10					
					451	RLDEN	339.76					
					460	A FAM	5365.52					
					464	HSA	3321.00					
					470	AVERA		67349.92				
					472	IBC	1054.05	10844.82				
					475	MASA	83.00					
					P7	SPOUS	74.90					
TOTALS:	8,884.00	548,666.83		45.00			62297.72	113833.36			79,943.86	40629.33

-----DEPARTMENT RECAP-----

DEPT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
101-111	6,840.20	6,840.20	0.00	0.00	0.00	0.00	0.00	824.13	6,016.07
101-120	2,187.91	2,187.91	0.00	0.00	0.00	0.00	0.00	167.37	2,020.54
101-141	19,091.97	18,891.97	0.00	0.00	200.00	0.00	1,461.08	3,296.84	14,334.05
101-142	23,981.46	23,981.46	0.00	0.00	0.00	0.00	1,818.53	3,831.91	18,331.02
101-151	37,325.79	37,325.79	0.00	0.00	0.00	0.00	2,918.79	6,323.53	28,083.47
101-161	9,009.59	7,740.40	81.19	1,088.00	100.00	0.00	806.39	755.28	7,447.92
101-162	23,875.74	23,625.74	0.00	0.00	250.00	0.00	3,935.04	3,035.69	16,905.01
101-163	20,297.83	18,970.48	0.00	0.00	1,327.35	0.00	1,130.67	3,534.83	15,632.33
101-165	4,204.20	3,289.00	0.00	915.20	0.00	0.00	378.83	605.16	3,220.21
101-169	7,632.80	6,589.44	0.00	943.36	100.00	0.00	574.64	991.21	6,066.95

DEPT: ALL
PAYROLL NO#: 01
PAY PERIOD BEGINNING: 7/01/2026
PAY PERIOD ENDING: 7/31/2026

-----DEPARTMENT RECAP-----									
DEPT NO#	GROSS	REGULAR	OVERTIME	LEAVE	OTHER	BENEFITS	DEDUCTIONS	TAXES	NET
101-211	94,745.22	88,924.34	5,820.88	0.00	0.00	0.00	11,576.72	13,434.86	69,733.64
101-212	106,664.03	94,083.91	12,580.12	0.00	0.00	0.00	18,161.27	16,035.25	72,467.51
101-213	1,250.00	1,200.00	0.00	0.00	50.00	0.00	0.00	125.63	1,124.37
101-424	77,789.78	58,979.18	12,674.40	6,136.20	0.00	0.00	6,700.77	9,433.79	61,655.22
101-711	13,480.04	13,480.04	0.00	0.00	0.00	0.00	1,285.24	2,166.68	10,028.12
201-311	83,960.56	72,705.15	0.00	11,160.41	50.00	45.00	9,920.60	12,919.27	61,075.69
226-222	12,688.82	12,128.19	43.13	517.50	0.00	0.00	1,274.48	2,064.10	9,350.24
248-212	3,685.89	3,607.81	78.08	0.00	0.00	0.00	354.67	398.33	2,932.89

TOTALS	548,711.83	494,551.01	31,277.80	20,760.67	2,077.35	45.00	62,297.72	79,943.86	406,425.25
=====									

REGULAR INPUT: 133 MANUAL INPUT: 0 CHECK STUB COUNT: 0 DIRECT DEPOSIT STUB COUNT: 133

7/31/2026 1:38 PM DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER PAGE: 1
VENDOR SET: 01 Yankton County ITEMS PRINTED: PAID, UNPAID
PACKET: 02612 08-04-2026 CLAIMS
FUND : 101 GENERAL FUND
DEPARTMENT: 111 COMMISSIONERS BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-03531	HealthEquity	I-202607307308	101-5-111-41500	GROUP INSURANCE - COMMISSION		47.25
01-05471	BOYCE LAW FIRM, LLP	I-202607307325	101-5-111-42200	PROF SERVICES - COMMISSION		747.50
DEPARTMENT 111 COMMISSIONERS				TOTAL:		794.75

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02612 08-04-2026 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 120 ELECTIONS

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-04105	ELECTION SYSTEMS & SOFT	I-202607307312	101-5-120-42600	SUPPLIES - ELECTION		1,951.08
01-22241	ONE OFFICE SOLUTION	I-202607307356	101-5-120-42600	SUPPLIES - ELECTION		9.85
DEPARTMENT 120 ELECTIONS				TOTAL:		1,960.93

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01228	BLACKBURN & STEVENS PRO	I-202607317384	101-5-130-42200	PROFESSIONAL SERVICES		610.78
01-02001	CITY OF YANKTON	I-202607307294	101-5-130-42900	OTHER - COURT		181.60
01-03989	YOUNGBERG LAW, PROF. LL	I-202607317390	101-5-130-42200	JULY CONTRACT		3,188.21
01-05136	IVONNE BELLEW PROF. LLC	I-202607317396	101-5-130-42200	INTERPRETER		287.00
			101-5-130-42210	GRAND JURY/MILEAGE		183.60
			101-5-130-42210	GRAND JURY		264.00
			101-5-130-42210	GRAND JURY		257.00
			101-5-130-42210	GRAND JURY		285.00
			101-5-130-42210	GRAND JURY		171.20
			101-5-130-42210	GRAND JURY		211.20
			101-5-130-42210	GRAND JURY		663.00
			101-5-130-42210	GAND JURY		158.40
			101-5-130-42210	GRAND JURY		264.00
			101-5-130-42210	GRAND JURY		264.00
			101-5-130-42210	GRAND JURY		264.00
			101-5-130-42210	GRAND JURY		264.00
			101-5-130-42210	GRAND JURY		404.00
			101-5-130-42210	GRAND JURY		250.00
			101-5-130-42210	GRAND JURY		285.00
			101-5-130-42210	GRAND JURY		200.00
			101-5-130-42210	GRAND JURY		348.00
			101-5-130-42210	GRAND JURY		271.00
			101-5-130-42210	GRAND JURY		205.60
			101-5-130-42210	GRAND JURY		211.20
			101-5-130-42210	GRAND JURY		257.00
01-05453	JACOB BIES	I-202607317397	101-5-130-42200	INTERPRETER		50.00
			101-5-130-42210	GRAND JURY		133.60
01-07755	HORN LAW OFFICE LLC	I-202607317409	101-5-130-42200	JULY CONTRACT		21,361.00
01-10061	KENNEDY PIER LOFTUS REY	I-202607307330	101-5-130-42200	PROF SERVICES - COURT		854.00
01-11080	LACROIX LAW OFFICE	I-202607307334	101-5-130-42200	PROF SERVICES - COURT		8,331.83
DEPARTMENT 130 COURT				TOTAL:		40,679.22

7/31/2026 1:38 PM DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER PAGE: 4
VENDOR SET: 01 Yankton County ITEMS PRINTED: PAID, UNPAID
PACKET: 02612 08-04-2026 CLAIMS
FUND : 101 GENERAL FUND
DEPARTMENT: 151 STATES ATTORNEY BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-16017	QUALIFIED PRESORT SERVI	I-202607307350	101-5-151-42600	SUPPLIES - STATES ATTY		61.55
DEPARTMENT 151 STATES ATTORNEY				TOTAL:		61.55

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-02001	CITY OF YANKTON	I-202607307295	101-5-161-42800	UTILITIES - GOVT CENTER		578.01
01-02001	CITY OF YANKTON	I-202607307296	101-5-161-42800	UTILITIES - GOVT CENTER		2,722.90
01-12167	MENARDS	I-202607307338	101-5-161-42600	SUPPLIES - GOVT CENTER		11.75
01-12167	MENARDS	I-202607307339	101-5-161-42600	SUPPLIES - GOVT CENTER		30.90
01-13001	NORTHWESTERN ENERGY	I-202607317406	101-5-161-42800	UTILITIES		3,544.67
DEPARTMENT 161 GOVERNMENT CENTER				TOTAL:		6,888.23

7/31/2026 1:38 PM DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER PAGE: 6
VENDOR SET: 01 Yankton County ITEMS PRINTED: PAID, UNPAID
PACKET: 02612 08-04-2026 CLAIMS
FUND : 101 GENERAL FUND
DEPARTMENT: 162 DIRECTOR OF EQUALIZATION BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01131	HANSON BRIGGS SPECIALTY	I-202607307291	101-5-162-42600	SUPPLIES - DOE		426.90
01-04634	CHARLES RICHARDSON	I-202607317393	101-5-162-42700	FUEL		53.38
DEPARTMENT 162 DIRECTOR OF EQUALIZATI TOTAL:						480.28

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-02001	CITY OF YANKTON	I-202607307297	101-5-169-42800	UTILITIES - SAFETY CENTER		1,431.12
01-02008	NAPA AUTO PARTS OF YANK	I-202607307301	101-5-169-42600	SUPPLIES - SAFETY CENTER		20.01
01-12132	MIDCONTINENT COMMUNICAT	I-202607317405	101-5-169-42800	UTILITIES SAFETY CENTER		296.13
01-12167	MENARDS	I-202607307342	101-5-169-42600	SUPPLIES - SAFETY CENTER		4.99
01-13001	NORTHWESTERN ENERGY	I-202607307304	101-5-169-42800	UTILITIES - SAFETY CENTER		10,835.35
DEPARTMENT 169 SAFETY CENTER BUILDING TOTAL:						12,587.60

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-02631	CARDMEMBER SERVICES	I-202607317387	101-5-211-42600	CARDMEMBER SERVICES		104.84
01-02631	CARDMEMBER SERVICES	I-202607317387	101-5-211-42700	CARDMEMBER SERVICES		541.74
01-03138	ROD PIEPER	I-202607317388	101-5-211-42700	TRAVEL		10.00
01-04295	AT & T MOBILITY	I-202607307316	101-5-211-42520	UTILITIES - SHERIFF		1,389.10
01-04383	WOLFCOM ENTERPRISES	I-202607317392	101-5-211-43600	AUTO EQUIPMENT		2,000.00
01-05295	FEDEX	I-202607307323	101-5-211-42200	PROF SERVICES - SHERIFF		39.00
01-05295	FEDEX	I-202607307324	101-5-211-42520	PROF SERVICES - SHERIFF		59.24
01-05505	JARED ANDERSON	I-202607317400	101-5-211-42700	TRAVEL - SHERIFF		98.00
01-16017	QUALIFIED PRESORT SERVI	I-202607307348	101-5-211-42520	MAINTENANCE CONTRACT - SHERIF		64.09
01-16017	QUALIFIED PRESORT SERVI	I-202607307349	101-5-211-42520	MAINTENANCE CONTRACT - SHERIF		94.29
01-22241	ONE OFFICE SOLUTION	I-202607307355	101-5-211-42600	SUPPLIES - SHERIFF		654.53
DEPARTMENT 211 SHERIFF				TOTAL:		5,054.83

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-00269	AVERA SACRED HEART HOSP	I-202607317382	101-5-212-42200	JAIL - PROF SERVICES		10,466.30
01-01023	BUHL'S CLEANERS	I-202607317383	101-5-212-42640	JAIL - UNIFORMS		10.00
01-01383	SCOTT FAMILY DENTISTRY,	I-202607317385	101-5-212-42200	JAIL - PROF SERVICES		169.00
01-02631	CARDMEMBER SERVICES	I-202607317387	101-5-212-42900	CARDMEMBER SERVICES		66.36
01-02631	CARDMEMBER SERVICES	I-202607317387	101-5-212-42600	CARDMEMBER SERVICES		397.55
01-03678	TRINITY SERVICES GROUP	I-202607307305	101-5-212-42210	FOOD SERVICES - JAIL		5,685.65
01-03678	TRINITY SERVICES GROUP	I-202607307306	101-5-212-42210	FOOD SERVICES - JAIL		5,618.79
01-03707	PRECISION KIOSK TECHNOL	I-202607307307	101-5-212-42200	PROF SERVICES - JAIL		1,500.00
01-03707	PRECISION KIOSK TECHNOL	I-202607317389	101-5-212-42200	PROF SERVICES		1,500.00
01-03782	NIJO	I-202607317358	101-5-212-42700	JAIL - CONFERENCE		425.00
01-03782	NIJO	I-202607317358	101-5-212-42700	JAIL - CONFERENCE		425.00
01-04295	AT & T MOBILITY	I-202607307315	101-5-212-42800	UTILITIES - JAIL		57.37
01-04767	AVERA HEALTH	I-202607307319	101-5-212-42600	SUPPLIES - JAIL		950.00
01-04772	ASSUSEN PROF. LLC	I-202607307321	101-5-212-42200	PROF SERVICES - JAIL		3,300.00
01-09287	JCL SOLUTIONS	I-202607307327	101-5-212-42600	SUPPLIES - JAIL		70.19
01-09287	JCL SOLUTIONS	I-202607307328	101-5-212-42600	SUPPLIES - JAIL		908.56
01-09287	JCL SOLUTIONS	I-202607307329	101-5-212-42600	SUPPLIES - JAIL		729.81
01-12167	MENARDS	I-202607307335	101-5-212-42600	SUPPLIES - JAIL		115.51
01-12167	MENARDS	I-202607307336	101-5-212-42600	SUPPLIES - JAIL		79.90
01-12167	MENARDS	I-202607307337	101-5-212-42600	SUPPLIES - JAIL		9.98
01-15051	PHARMCHEM INC.	I-202607307346	101-5-212-42600	SUPPLIES - JAIL		1,727.01
01-24004	YANKTON MEDICAL CLINIC	I-202607317408	101-5-212-42200	PROF SERVICES		282.70
DEPARTMENT 212 COUNTY JAIL				TOTAL:		34,494.68

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02612 08-04-2026 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 213 CORONER

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-04245	LARRY NICKLES	I-202607307314	101-5-213-42700	TRAVEL - CORONER		21.00
01-13213	MARK NICKLES	I-202607307345	101-5-213-42700	TRAVEL - CORONER		22.40

DEPARTMENT 213	CORONER	TOTAL:	43.40
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7/31/2026 1:38 PM DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER PAGE: 11
VENDOR SET: 01 Yankton County ITEMS PRINTED: PAID, UNPAID
PACKET: 02612 08-04-2026 CLAIMS
FUND : 101 GENERAL FUND
DEPARTMENT: 226 YANKTON AREA SEARCH & RES BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-00090	KOPETSKY'S ACE HARDWARE	I-202607307288	101-5-226-42600	SUPPLIES - YSAR		69.98
01-04388	AUTO MASTERY	I-202607307320	101-5-226-42500	MAINTENANCE - YSAR		576.30
DEPARTMENT 226 YANKTON AREA SEARCH & TOTAL:						646.28

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-00311	SACRED HEART HEALTH SER	I-202607307290	101-5-424-42200	PROF SERVICES - AMBULANCE		1,500.00
01-01902	BOUND TREE MEDICAL LLC	I-202607307293	101-5-424-42600	SUPPLIES - AMBULANCE		360.09
01-02001	CITY OF YANKTON	I-202607307299	101-5-424-42800	UTILITIES - AMBULANCE		266.09
01-03820	AMAZON CAPITAL SERVICES	I-202607307309	101-5-424-42600	SUPPLIES - AMBULANCE		40.02
01-03820	AMAZON CAPITAL SERVICES	I-202607307310	101-5-424-42600	SUPPLIES - AMBULANCE		93.33
01-03820	AMAZON CAPITAL SERVICES	I-202607307311	101-5-424-42600	SUPPLIES - AMBULANCE		158.99
01-03820	AMAZON CAPITAL SERVICES	I-202607307317	101-5-424-42600	SUPPLIES - AMBULANCE		39.98
01-04195	A-OX WELDING SUPPLY CO.	I-202607307313	101-5-424-42600	SUPPLIES - AMBULANCE		162.88
01-04767	AVERA HEALTH	I-202607307318	101-5-424-42600	SUPPLIES - AMBULANCE		33.00
01-05499	PENN CARE, INC.	I-202607307326	101-5-424-42600	SUPPLIES - AMBULANCE		150.30
01-12167	MENARDS	I-202607307340	101-5-424-42600	SUPPLIES - AMBULANCE		75.87
01-12167	MENARDS	I-202607307341	101-5-424-42600	SUPPLIES - AMBULANCE		23.92
01-12371	MIDAMERICAN ENERGY	I-202607307343	101-5-424-42800	UTILITIES - AMBULANCE		21.50
01-21042	VERIZON	I-202607307351	101-5-424-42800	UTILITIES - AMBULANCE		335.38
DEPARTMENT 424 AMBULANCE				TOTAL:		3,261.35

BANK: ALL					
VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK# AMOUNT
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01-04000	VAL LARSON	I-202607317391	101-5-445-00000	MI HEARINGS	36.00
01-10061	KENNEDY PIER LOFTUS REY	I-202607307331	101-5-445-00000	HEARINGS - MENTAL ILLNESS	341.60
01-10118	MARK KATTERHAGEN	I-202607317401	101-5-445-00000	MI HEARINGS	36.00
01-11092	LUCILLE M. LEWNO	I-202607317404	101-5-445-00000	MI HEARINGS	805.52
DEPARTMENT 445 MENTAL ILLNESS BOARD TOTAL:					1,219.12

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-01200	CLARITY TELECOM, LLC	I-202607307292	101-5-611-42800	UTILITIES - EXTENSION		322.66
01-02001	CITY OF YANKTON	I-202607307298	101-5-611-42800	UTILITIES - EXTENSION		99.41
01-07582	HY-VEE	I-202607317399	101-5-611-42600	SUPPLIES		7.59
01-10258	GREAT AMERICA FINANCIAL	I-202607307332	101-5-611-42400	RENTALS - EXTENSION		328.23
01-14005	OLSON'S PEST TECHNICIAN	I-202607317407	101-5-611-42500	SUPPLIES		75.00
DEPARTMENT 611 COUNTY EXTENSION				TOTAL:		832.89

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02612 08-04-2026 CLAIMS

FUND : 101 GENERAL FUND

DEPARTMENT: 615 WEED

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-05501	TRANSWEST	I-202607307285	101-5-615-42600	SUPPLIES - WEED		255.00
01-21042	VERIZON	I-202607307354	101-5-615-42800	UTILITIES - WEED		10.02
01-21095	VAN DIEST SUPPLY CO	I-202607307286	101-5-615-42600	SUPPLIES - WEED		213.50
01-21095	VAN DIEST SUPPLY CO	I-202607307287	101-5-615-42690	CHEMICALS - WEED		6,691.50
01-22241	ONE OFFICE SOLUTION	I-202607307284	101-5-615-42600	SUPPLIES - WEED		100.16
				DEPARTMENT 615 WEED	TOTAL:	7,270.18
				FUND 101 GENERAL FUND	TOTAL:	116,275.29

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-02001	CITY OF YANKTON	I-202607307275	201-5-311-42800	UTILITIES - HWY		55.30
01-03154	CHS INC	I-202607307273	201-5-311-42600	SUPPLIES - HWY		3,513.10
01-03154	CHS INC	I-202607307274	201-5-311-42640	HIGHWAY FUEL - HWY		3,489.65
01-04125	TITAN MACHINERY - YANKT	I-202607307281	201-5-311-42500	MAINTENANCE - HWY		85.64
01-04506	TLC PROPANE	I-202607307282	201-5-311-42600	SUPPLIES - HWY		1,991.80
01-10003	KOLETZKY IMPLEMENT INC.	I-202607307277	201-5-311-42500	MAINTENANCE - HWY		1,500.00
01-10334	KIMBALL MIDWEST	I-202607307276	201-5-311-42600	SUPPLIES - HWY		1,329.68
01-11049	LEAF	I-202607307278	201-5-311-42600	SUPPLIES - HWY		137.48
01-14005	OLSON'S PEST TECHNICIAN	I-202607307279	201-5-311-42500	MAINTENANCE - HWY		100.00
01-19057	TRUENORTH STEEL	I-202607307283	201-5-311-42600	SUPPLIES - HWY		23,212.80
01-21042	VERIZON	I-202607307353	201-5-311-42800	UTILITIES - HWY		10.02
01-22241	ONE OFFICE SOLUTION	I-202607307280	201-5-311-42600	SUPPLIES - HWY		100.15
DEPARTMENT 311 HIGHWAY CONSTRUCTION & TOTAL:						35,525.62

FUND 201 ROAD & BRIDGE TOTAL:						35,525.62

VENDOR SET: 01 Yankton County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02612 08-04-2026 CLAIMS

FUND : 207 EMERGENCY 911 FUND

DEPARTMENT: 225 LOCAL EMERGENCY PLANNING

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-02692	CENTURYLINK	I-202607307302	207-5-225-42800	UTILITIES - E911		83.20
01-02692	CENTURYLINK	I-202607307303	207-5-225-42800	UTILITIES - E911		91.30
DEPARTMENT 225 LOCAL EMERGENCY PLANNI TOTAL:						174.50
FUND 207 EMERGENCY 911 FUND TOTAL:						174.50

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-00090	KOPETSKY'S ACE HARDWARE	I-202607307289	226-5-222-42600	SUPPLIES - EDS		240.87
01-02008	NAPA AUTO PARTS OF YANK	I-202607307300	226-5-222-42600	SUPPLIES - EDS		13.99
01-02008	NAPA AUTO PARTS OF YANK	I-202607317386	226-5-222-42600	EDS - SUPPLIES		361.52
01-04855	GENERATOR SOLUTIONS, IN	I-202607307322	226-5-222-42500	MAINTENANCE - EDS		365.00
01-05130	MAGNUM ELECTRONICS, INC	I-202607317394	226-5-222-42500	MAINTENANCE		113.73
01-10258	GREAT AMERICA FINANCIAL	I-202607307333	226-5-222-42400	RENTALS - EDS		182.64
01-12132	MIDCONTINENT COMMUNICAT	I-202607317405	226-5-222-42800	UTILITIES SAFETY CENTER		181.31
01-12371	MIDAMERICAN ENERGY	I-202607307344	226-5-222-42800	UTILITIES - EDS		11.29
01-15188	PHEASANTLAND INDUSTRIES	I-202607307347	226-5-222-42600	SUPPLIES - EDS		50.12
01-21042	VERIZON	I-202607307352	226-5-222-42800	UTILITIES - EDS		385.70
01-22241	ONE OFFICE SOLUTION	I-202607307357	226-5-222-42600	SUPPLIES - EDS		1,424.40
DEPARTMENT 222 EMERGENCY MANAGEMENT TOTAL:						3,330.57
FUND 226 EMERGENCY MANAGEMENT TOTAL:						3,330.57

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-05504	NATURESCAPING DESIGNS L I-202607317398		233-5-920-00000	PROF SERVICES CO BUILDINGS		14,376.90
DEPARTMENT 920 GOVERNMENT BUILDINGS TOTAL:						14,376.90
FUND 233 COUNTY BUILDING TOTAL:						14,376.90
REPORT GRA TOTAL:						169,682.88