

Hatch River Expeditions

Procedural Manual Table of Contents

Section I: Risk Management Plan

1. Risk Management Program Scope
2. Safety Policy
3. Communication
4. Responsibility and Accountability
5. Documentation and Operational Controls
6. Training & Qualifications
7. Reporting
8. Inspections and Corrective Action
9. Incident Investigation
10. Management Review
11. Other Contract Requirements

Appendix A: Safety Committee

Section II: Environmental Management Plan

1. Environmental Management Program Scope
2. Environmental Management Policy
3. Resources, Compliance, and Review
4. Risk Reduction, Resource Management, and Planning
5. Responsibility and Accountability
6. Communication
7. Training
8. Documentation and Operational Controls
9. Monitoring, Measurement, and Corrective Action
10. Other Contract Requirements

Section III: Operational and Emergency Plans and Procedures

1. Emergency Action Plan
 - a. Warehouse
 - b. On River
 - c. River Evacuation Procedure
 - d. River Fatality Procedure
2. Fire Prevention Plan
3. Hazard Communication Program
4. Personal Protective Equipment (PPE)
5. Exposure Control Plan
 - a. Bloodborne Pathogens
 - b. Vomit/Diarrhea
6. Machinery Operation Policy
7. Efficient Vehicle Use Policies
8. Boat Rigging, De-rigging, and Transporting Procedure
9. Motor Boat Efficiency Procedures
10. Post-trip Equipment Repair Procedure
11. Raft Maintenance (Winter Work) Procedure

12. Hazardous Waste Management
13. Human Waste Disposal Program
14. Client Education
15. Source Reduction Program
16. Environmental Purchasing Program

Section IV: Training Programs

1. All Employees
 - a. Employee Handbook
 - b. Ergonomics
 - c. Leave No Trace
2. All Warehouse Workers
 - a. General Warehouse (checklist)
 - b. Emergency Action Plan (Warehouse)
 - c. Fire Prevention Plan
 - d. Hazard communication
3. Food Pack Workers
 - a. General Food Pack (checklist)
 - b. Exposure Control - Vomit/Diarrhea in Facility
4. Guides and Swampers
 - a. Annual Guide Training
 - Topics:
 - i. Guide-related Warehouse and Food Pack
 - ii. Boat Rigging, De-rigging, and Transporting Procedures
 - iii. Post-trip Equipment Repair Procedure
 - iv. Human Waste Disposal Training
 - v. Emergency Action Plan (On River)
 - vi. Exposure Control - Bloodborne Pathogens
 - vii. Motor Boat Efficiency Procedures
 - viii. Client Safety Education
5. Additional Trainings for Particular Positions/Tasks
 - a. Hazardous Waste Management
 - b. Machinery Operation
 - i. Powered Industrial Truck (Forklift)
 - ii. Passenger Van
 - iii. Overhead Hoist
 - c. Raft Maintenance
 - d. Source Reduction and Environmental Purchasing
 - e. Efficient Vehicle Use
6. Certifications Information
7. Self-training Quiz Answer Keys

Section V: Trainings Documentation

1. Training Record Template
2. Blank Training Record Forms
3. Alphabetically by Employee Name:
 - a. Training Record Forms
 - b. Completed Training Materials

Section VI: Inspection Documentation

1. Inspection Procedure
2. Blank Inspection Forms

Section VII: Incident Investigation Documentation

1. Incident Investigation Procedure
2. Investigation Data Collection Form
3. Incident Witness Statement Form
4. Incident Witness Statement Summary
5. Crisis/Fatality Data Collection Form

Section VIII: Reporting Forms

1. External Reporting Forms (OSHA, NPS, Insurance, etc.)

Section IX: Goal Tracking Documentation

1. Safety Committee Goal Tracking
2. Environmental Objectives
3. Hazardous Waste Generation Form
4. Non-hazardous Waste Inventory Sheet

Section X: Safety Data Sheets

1. Access Instructions

Section XI: Reference Material

1. Access Instructions