

# Great Lakes Aquatic Invasive Species Landing Blitz

## REQUEST FOR PROPOSALS

*February 11, 2025*

Distributed by the Great Lakes Commission with funding from the Great Lakes Restoration Initiative

### SUMMARY

The Great Lakes Commission (GLC) is providing grant funding to support in-person outreach and voluntary watercraft inspections in coordination with the annual regional Great Lakes Aquatic Invasive Species (AIS) Landing Blitz. This funding is intended to support partner activities with a specific focus on expanding access and event coverage to water bodies and access points that have not historically been included as participants in previous Great Lakes AIS Landing Blitz events. Projects selected under this request for proposals will fund in-person activities during the event period, June 30 – July 13, 2025; funds may be used for activities outside of this date range provided that those activities directly support or otherwise contribute to activities during the event period. Specific information about eligible activities is available in a below section. Eligible applicants must be local or tribal units of government, lake associations/watershed protection groups, non-profit organizations, universities/colleges, and/or conservation groups. Grants will be awarded on a competitive basis and funding is not guaranteed. Grants are generally expected to range from \$4,000 to \$10,000 to benefit as many applicants as possible; the award limit will be \$10,000, and a projected total budget of up to \$100,000 will be available to applicants. **The deadline for submitting proposals is 5:00 p.m. ET, Friday, April 4, 2025.** Project activities must occur sometime during the event period of June 30 – July 13, 2025. Additional projects outside of this event period are encouraged; the full project period for this funding opportunity is June 1 – August 31, 2025. This grant program is funded by the Great Lakes Restoration Initiative (GLRI); funding is provided by the U.S. Fish and Wildlife Service (FWS). Grants will be administered by the GLC.

### BACKGROUND

This project supports strategic advances in AIS education and outreach targeted to the recreational activities pathway of AIS introduction and spread. It is designed to build on past success and expand and enhance the Great Lakes Aquatic Invasive Species Landing Blitz, an annual event that brings together state agencies and local volunteer partners to visit public and private boating access sites to deliver messaging about preventing the introduction and spread of AIS from the movement of watercraft and equipment between water bodies.

Landing Blitz-style events have been held at a jurisdictional scale for several years. Capacity for these efforts varies across the Great Lakes region, and, until recently, lacked regional coordination across jurisdictions. The first regional Great Lakes AIS Landing Blitz was organized in 2019 and has become an annual effort with subsequent events held in 2020, 2021, 2022, 2023, and 2024. The Landing Blitz brings together numerous agencies and partners to amplify the impact of regional outreach efforts targeting recreational boaters. Each year, state and provincial agency and Sea Grant program staff voluntarily coordinate activities within their jurisdiction, and planning meetings are held with all eight Great Lakes states and both Great Lakes provinces. Since its inception in 2019, the Great Lakes AIS Landing Blitz has undergone small expansions in both the number of local partners involved and strategy for outreach messaging.

This funding will address the identified imbalance in capacity and ability to participate in past Great Lakes AIS Landing Blitz events among project partners. Online training will be provided for subrecipients using adapted voluntary boat inspection guidelines that are already in use by other states, however, recipients will be expected to follow all local guidelines and requirements applicable at their project site(s), including obtaining relevant use permits and following state/Tribal guidelines for **voluntary** boat inspections. “Starter kits” will also be provided to each recipient and will include safety equipment and outreach materials for recipients to use when conducting

boat inspections. **This grant funding is intended to support in-person outreach activities that will support and advance the regional Great Lakes AIS Landing Blitz.** For more details, please refer to the *Grant Specifications* and *Proposal Format and Requirements* sections of this RFP. Background information on the Great Lakes AIS Landing Blitz is available online via the project's website at: <https://www.glc.org/work/blitz>

## GRANT SPECIFICATIONS

**Grant Amount:** Grants will be awarded on a competitive basis. **Funding is not guaranteed for each applicant.** The grant limit is \$10,000. Awards are expected to range between \$4,000 and \$10,000.

**Funding Available:** Up to \$100,000 total is available under this RFP.

**Project Period:** Projects may begin as soon as June 1, 2025 and are expected to take place at least during the event period of June 30 – July 13, 2025. Funds may be used for additional activities outside of this date range, but within the defined project period of June 1 – August 31, 2025, provided that those activities directly support or otherwise contribute to activities during the event period. The final project period will be contingent upon the review and selection of qualified proposals and finalization of contractual agreements with the grantees.

**Eligible Applicants:** Tribal or U.S.-based local units of government, lake associations/watershed protection groups, non-profit 501(c)(3) organizations, universities/colleges, conservation groups. Individuals are not eligible on their own and must apply on behalf of an eligible group. Applicants do not need to be physically located in the Great Lakes basin to apply for this funding.

**Geographic Scope:** Activities must take place on location at a minimum of one boat ramp, launch point, etc. Preference will be given to applicants that can show direct benefit to the Great Lakes, which includes conducting inspections within the basin or conducting inspections to prevent new AIS from entering the Great Lakes. Activities do not need to take place within the Great Lakes basin to apply for this funding, so long as proposed activities and locations contributes substantially to the prevention of AIS in the Great Lakes basin. A map of the basin boundaries is available online: <https://arcg.is/1ePILK0>

- Events outside of the Great Lakes basin can be justified via a species a traffic justification. Examples are below:
  - Species justification: Lake XYZ in ABC County, which is right outside of the Great Lakes basin, has starry stonewort. Southern Lake Michigan has no starry stonewort. Boaters will travel between those two lakes. Having a Landing Blitz event at Lake XYZ would benefit southern Lake Michigan because it would help keep starry stonewort out of Lake Michigan.
  - Traffic justification: Lake XYZ has many boaters that also use Great Lakes landings. Hosting an event would reach many of the same boaters that use Great Lakes landings.

**Proposal Development:** Applicants must develop proposals that include a project narrative and budget. Further guidance on these items is available below.

## Eligible Activities:

In general, activities eligible for funding under this RFP are those that provide in-person outreach to recreational boaters at boat launches. Required activities include:

- Grantee and/or volunteers must complete online training materials and submit, as part of their project proposal, a safety and hazard control plan. A safety and hazard control plan template is provided in Appendix C of this document.
- A minimum of three in-person outreach events must be held with approved outreach materials and messaging. These in-person events will promote outreach and education to boaters. The primary expectation of these in-person events is that staff/volunteers will meet with boaters and walk them through how to do their own inspection and cleaning of their own boat. Staff/volunteers may point out specific areas of a boat for boaters to check/clean, but staff/volunteers will not be conducting inspections themselves and must not board any boats for any reason.
  - All proposed work plans will be reviewed to ensure that they comply with any legal requirements in that jurisdiction, particularly as they apply to boater education and inspection activities. For further information about these legal requirements, we recommend contacting your state's point of contact listed in Appendix B of this document. **Awards are conditional on proposed activities adhering to all relevant state and local regulations and guidance.**
- Grantee and/or volunteers must collect and report data on:
  - Total number of media engagements (i.e., media coverage of the event - # of stories)
  - Total number of social media impressions (if any)
  - Total number of boaters educated on how to inspect/clean their boat
  - Percent or number of observed boats with aquatic plants or invasive animals on them (if any)
    - Identified species (if any) – training resources will be provided to subrecipients
  - Total number of site impressions (i.e., people talked to during the event)
  - Locations (minimum of waterbody name, county, and township) of outreach materials/events.
- A final narrative report of activities and expenditures. Require a minimum of five photos of products and/or outreach conducted. Narrative report is due September 30, 2025.

**Note: Permission of boat launch owners and/or managers needs to be obtained prior to any project implementation. For example, Michigan Department of Natural Resources (DNR) Parks and Recreation Division may require a use permit for any events held at DNR owned/managed boating access sites.**

Activities that are NOT eligible for funding under this RFP include:

- The partial purchase, upkeep, and/or the maintenance of a mechanical boat washing station (e.g., boat cleaning systems using high pressured water, waterless decontamination systems, etc.)

## PROPOSAL FORMAT AND REQUIREMENTS

Proposals must be no longer than five pages in length (not including budget and attachments), and shorter proposals are strongly encouraged. Proposals must be formatted with standard 1" margins, 12 point font, and single-spaced. Proposals must contain the following information:

### A. Proposal Narrative (5 page limit)

- 1) Project Title and Abstract: Provide a descriptive title for the proposed project (including the state/tribal lands where the project will take place) and a one-paragraph abstract summarizing the proposal.
- 2) Applicant Information: Name, address, and contact numbers for the applicant, including the primary contact (name, phone number, and email address).
- 3) Applicant Background: Brief description of the applicant (e.g., type of organization, nonprofit status).

- 4) Statement of Qualifications: Summarize the applicant’s professional qualifications and experience as they relate to the general selection criteria listed in the next section. Include a brief history of previous recreational boating outreach efforts, if applicable.
- 5) Work Plan: Describe the activities that will be undertaken to conduct recreational boating outreach and voluntary inspections and the approximate amount of time team members will devote to each task. Explain how the project will support the goals and intent of the Great Lakes AIS Landing Blitz.
- 6) Project Outcomes and Deliverables: Describe the outcomes from the proposed project and list specific products and materials that will be produced. Materials produced must be made available to the GLC electronically, in a user-friendly format.
- 7) Safety and Hazard Control Plan: Describe the steps that will be taken to ensure the safety of project team members. This plan should include considerations of physical safety (e.g., prohibiting project team members from boarding boats, using PPE when appropriate, etc.) and personal safety (e.g., requiring all project team members to work with partners, requiring project team members to have a mode of transportation to leave a location if it becomes unsafe for them, etc.). A safety and hazard control plan template is provided in Appendix C of this document.
- 8) Project Team: Names and professional qualifications of the individuals who will conduct the work, including contractors; their specific responsibilities; and the approximate amount of time they will devote to the project.
- 9) Project Schedule: Indicate the work plan tasks in a timeline format, with the project period covering at least the dates of June 30 – July 13, 2025. Please specify both the project start and end date.

## B. Project Budget

Proposals must use the budget template included as Attachment A to itemize the following project costs, as described:

- a) **Salaries**: For each member of the project team, please specify title, number of hours and hourly rate.
- b) **Fringe benefits**: No formal limit on the rate of fringe benefits is established; however, the GLC reserves the right to request documentation of fringe benefit rate calculations.
- c) **Indirect costs**: Indirect costs are limited to 25% of salaries and benefits. Please include a cost rate calculation.
- d) **Contracts**: There are limits to costs for consultants or other contract work. The federal government caps the rate allowed for individual consultants, and consultant expenses exceeding these caps will not be allowed.
- e) **Other direct costs**: Other eligible costs such as project supplies, staff/volunteer refreshments, etc. Please itemize and provide calculations for costs when applicable. Any new outreach materials that will be purchased/produced will need to be reviewed and approved by the GLC. In instances where proposed new outreach materials are duplicative of existing outreach materials that have already been developed by another agency, the existing outreach materials must be used. Costs for “refreshments” are limited under this RFP to those necessary to ensure health and safety of staff and volunteers (e.g., bottled water, individually packaged snacks) assisting with events in approved work plan.
- f) **Travel**: Please provide a justification for the amount of travel funds requested, including event dates and location, number of travelers, mileage, etc., to the best of your ability. Mileage expenses are limited to federal per diem and mileage rates.

Note that once a grant award is made, any unspent funds that may remain at the end of the grant period will not

be reimbursed and must be returned to the GLC. Further, once an award is made, any budget change greater than 10% per line item will require prior and written approval by the GLC.

### C. Attachments

Letters of support from other local partners are encouraged. Other supporting documentation, including any existing outreach materials, a map of proposed sites, etc., may also be provided but is not required. Optional supporting documents will only be reviewed as they relate to the contents of the proposal and will not be considered as part of the proposal evaluation.

### EVALUATION CRITERIA

Proposals will be evaluated and selected by a review committee, consisting of representatives from each jurisdiction for which a proposal is submitted. Proposed projects should provide a plan for what site(s) will host activities and how outreach will be conducted. As noted under the *Grants Specifications* section, priority will be given to proposals that can show direct benefit to the Great Lakes, which includes conducting educational inspections within the basin or conducting educational inspections to prevent new AIS from entering the Great Lakes. In addition, consideration will be given as to distribution of available funding in order to benefit as many sites as possible. Other general selection criteria include:

- Applicant’s capacity to successfully manage the grant and achieve the goals of the proposed project, including development of an achievable project timeline;
- Applicant’s experience in the areas of aquatic invasive species, outreach, and the recreational boating pathway;
  - Applicants with an established and actively funded recreational boater outreach and/or inspection program are discouraged from applying for this funding
- Proposed sites are located at publicly accessible waters
- Reasonableness, necessity and eligibility (of costs) of the proposed budget for the level of work proposed and for the expected benefits to be achieved.

The GLC reserves the right to reject all or part of any work plan, and to negotiate specific work products and project budgets with applicants.

### SCHEDULE

February 11, 2025:	Request for Proposals released
April 4, 2025:	Deadline for submitting proposals
April 25, 2025:	Earliest announcement of awards
June 1, 2025:	Earliest initiation of grant activities
June 30 – July 13, 2025:	Required activity period
August 31, 2025:	Latest conclusion of grant activities
September 30, 2025:	Latest submission of final reports and grant deliverables

### REPORTING REQUIREMENTS AND FUNDING DISBURSEMENT

A narrative report is required during the grant period and will be due 30 days after the end of the project period. A financial report will be due at the conclusion of the award. These reports shall be submitted to the GLC using the forms provided by the GLC. Payment to the grantee will be made in two installments:

- 90 percent upon receipt of the signed contract letter from the grantee
- 10 percent at the end of the project upon receipt and approval of narrative and financial reports

The first grant payment will be provided within 30 business days following receipt and approval of the contract letter; all other payments will be provided within 30 business days of receipt and approval of the narrative and financial reports noted above. The schedule for financial reports and funding disbursements is subject to change based on the proposed project period and will be negotiated between the GLC and the grantee. Final narrative and financial reports will be due within 30 days of the project end date and must demonstrate completion of all work plan tasks. The GLC will reserve the right to withhold the final payment (10 percent of the grant amount) pending completion of all work plan tasks.

#### SUBMITTAL INSTRUCTIONS

**Proposals must be submitted electronically as a single PDF and must be received by the GLC no later than 5:00 p.m. ET on Friday, April 4, 2025.** Electronic submittals should be sent by email to [tgruninger@glc.org](mailto:tgruninger@glc.org).

#### ADDITIONAL INFORMATION

The primary point of contact for this request for proposals is Ceci Weibert, Project Manager, Great Lakes Commission, 734-396-6073, [tgruninger@glc.org](mailto:tgruninger@glc.org). Additional state-specific points of contact are listed in Attachment B.

Background information on the Great Lakes AIS Landing Blitz is available online via the project's web site at: <https://www.glc.org/work/blitz>.

**APPENDIX A**

Great Lakes Aquatic Invasive Species Landing Blitz

**BUDGET TEMPLATE**

<b>Applicant:</b>	
<b>Project Title:</b>	
BUDGET CATEGORIES	AMOUNT
<b>1. PERSONNEL SALARIES:</b> (Include name, title, hours and hourly rate)	
<b>Subtotal:</b>	
<b>2. FRINGE BENEFITS:</b> (Indicate rate)	
<b>Subtotal:</b>	
<b>3. INDIRECT COSTS:</b> (Indicate rate calculation; maximum rate is 20% of salaries and benefits)	
<b>Subtotal:</b>	
<b>4. CONTRACTUAL SERVICES:</b> (Provide names of contractors and rates)	
<b>Subtotal:</b>	
<b>5. OTHER:</b> (Itemize; this includes project supplies, refreshments, etc. in excess of the materials to be provided. Please see the <i>Grant Specifications</i> section for specific limits on the purchase of refreshments)	
<b>Subtotal:</b>	
<b>6. TRAVEL:</b>	
<b>Subtotal:</b>	
<b>TOTAL REQUESTED FUNDS:</b>	

## APPENDIX B

### Contacts for Great Lakes Aquatic Invasive Species Landing Blitz

#### **Illinois**

Greg Hitzroth  
Illinois-Indiana Sea Grant  
[hitzroth@illinois.edu](mailto:hitzroth@illinois.edu)

#### **Indiana**

Eric Fischer  
Indiana Dept. of Natural Resources  
[efischer@dnr.in.gov](mailto:efischer@dnr.in.gov)

#### **Michigan**

Kevin Walters  
Michigan Dept. of Environment, Great Lakes and  
Energy  
[waltersk3@michigan.gov](mailto:waltersk3@michigan.gov)

#### **Minnesota**

Adam Doll  
Minnesota Dept. of Natural Resources  
[adam.doll@state.mn.us](mailto:adam.doll@state.mn.us)

#### **New York**

Catherine A. McGlynn  
New York State Department of Environmental  
Conservation  
[catherine.mcglynn@dec.ny.gov](mailto:catherine.mcglynn@dec.ny.gov)

#### **Ohio**

John Navarro  
Ohio Dept. of Natural Resources  
[john.navarro@dnr.state.oh.us](mailto:john.navarro@dnr.state.oh.us)

Sarah Orlando  
Ohio Sea Grant Extension  
[orlando.42@osu.edu](mailto:orlando.42@osu.edu)

#### **Pennsylvania**

Sara Stahlman  
Pennsylvania Sea Grant  
[sng121@psu.edu](mailto:sng121@psu.edu)

#### **Wisconsin**

Jeanne Scherer  
UW-Extension  
[jeanne.scherer@wisc.edu](mailto:jeanne.scherer@wisc.edu)



## APPENDIX C

### Great Lakes Aquatic Invasive Species Landing Blitz SAMPLE Safety and Hazard Control Plan

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You may follow this template, however it is provided as an example only. To update this sample for your own purposes, fill in the information requested in *italicized font* to customize the plan for your organization.

You must tailor your own Safety and Hazard Control Plan to your actual project operations and the potential hazards that may be encountered by your staff (volunteer or paid).

This template is modeled on the Washington State Department of Labor & Industries Accident Prevention Program, with additional input from Michigan State University Extension and the Minnesota Department of Natural Resources.

***(Add the name of your organization here)***

Each employee will be given a safety orientation by *(Add name or title of person who will provide the initial safety orientation)* prior to participation in any Great Lakes AIS Landing Blitz events. The orientation will cover the following items:

#### **1. Basic safety rules for all staff:**

- Never do anything that is unsafe in order to get the job done. If a site is unsafe, report it to your supervisor or *(add other relevant staff)* and leave.
- Staff are strongly encouraged to work in pairs in order to minimize safety risks of being left alone at an unfamiliar site. If staff will be working alone, please refer to the Working Alone Template at the end of this plan.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment (PPE) whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto any site.
- Smoking is only permitted *(add where, or if it is prohibited.)*
- Horseplay, running, and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow any materials or equipment to accumulate where they will become a hazard.
- *(Add any other basic safety rules that apply to your organization.)*

#### **2. How and when to report injuries and harassment, and where first aid facilities are located.**

- If you are injured or become ill, including heat-related illness, report this to *(Add name or title of person to whom injuries should be reported to)*.
- There is a first aid kit located *(Add where the first aid kits are located in your business, and who is certified/received first aid and CPR training if applicable.)*
- Emergency phone numbers *(Add emergency phone numbers)*.

### **Responding to heat-related illness**

- Take immediate action to ensure things don't get dangerously worse:
  - Time is critical. Quick action increases the chances for a full recovery. Get the victim away from the hot area and into the cool shaded area provided. *(Describe use of shade or other means that will be available to use to cool down the worker)*
- Let the victim rest and drink cool water. *(Describe other practices adopted to reduce heat and to help cool affected individuals such as removing PPE., and list available supplies such as ice packs, other first aid supplies, use of shade, etc. that will be available to use to cool down the worker)*
- Never leave any staff experiencing heat-related problems alone, things could get worse.
- If the victim does not respond quickly, call emergency medical services. *(Describe the method to access emergency medical services. Include a map and clear directions to give if emergency services are called)*
- *(Customize your plan as needed: If staff are in a remote or non-developed area with unidentified roads, create procedures for moving or transporting them to a place where they can be reached by emergency medical services. For example, you may need to have the supervisor or another person meet emergency services at the closest point to guide them to the victim's location by adding how fire emergencies and how fire extinguisher training, if any, will be handled in your organization.)*

### **3. How to report unsafe conditions and practices.**

- If you see something that is unsafe or someone working unsafely, immediately report it to *(Add name or title of person to whom unsafe conditions should be reported)*.

### **4. What to do in an emergency, including how to exit the workplace.**

- Each staff member must have a means of leaving a boat launch site. Staff cannot be dropped off at a site.

#### **Harassment of staff**

- Your safety is paramount. Nothing you have been hired to do, and none of our equipment is more important than your safety. If you are concerned for your safety- leave the area.
- Share any and all concerns or incidents that arise with your supervisor and/or the crew leader. They are there to support you.
- Trainers from the Michigan State University Prevention, Outreach and Education Department have shared these tips for dealing with difficult people in past trainings:
  - Make eye contact. Use strong body language - put your hand up in a "stop" motion, especially if the person is invading your personal space
  - Use a firm voice. Use firm statements like "Leave me alone." "What you are saying is disrespectful." "Stop harassing me."
  - Do not use humor, or laugh - this could encourage further inappropriate behavior.
  - Avoid swearing - this could anger the person who is behaving inappropriately.
  - Exit the area: walk away; fake a phone call
  - Bystander intervention can be very effective. This means intervening if you see your co-worker having a difficult interaction. This could mean pointing out the inappropriate behavior and demanding that it stop, or distracting the harasser to allow the target to exit the situation.
- After the fact: Never blame yourself. Report the incident to *(Add name or title of person to whom harassment should be reported to)*. Find someone to talk to. Use the resources available to you.

### **Fire emergency**

- You will be trained on how to use a fire extinguisher if that is part of your organization’s fire emergency action plan. *(Customize your plan by adding how fire emergencies and how fire extinguisher training, if any, will be handled in your organization.)*
- If you discover a fire<sup>1</sup>: Tell another person immediately. Call or have them call 911 and a supervisor.

### **Weather emergency**

- Always check the weather forecast before traveling to your site.
- If you are outside: Stand away from buildings, trees, telephone and electric lines.
- If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

## **5. Identification of hazardous chemicals used at this location.**

- Safe use and emergency actions to take following an accidental exposure.
- We use several chemicals, including solvents and cleaners. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used. *(Customize your plan by adding how hazardous chemical response and training, if any, will be handled in your organization. Delete this section if no hazardous chemicals will be used for this project.)*

## **6. Use and care of required personal protective equipment (PPE).<sup>2</sup>**

- Some tasks in our company require an employee to wear PPE to protect against injury.
- You will be instructed by *(Add name or title of person who will instruct employees in the use and care of PPE)* using the manufacturer’s instructions that are attached to this program how to use and care for these PPE.

## **7. Heat exposure**

- For our sites, we will ensure you have ready access to shade, or some other cooling alternative, at all times. Use this shade whenever you need to cool down so you don’t get overheated and during any required, cool-down rest period. Here is what you can expect at our jobsites:
  - *(Add the types of shade, or cooling alternatives you will provide)* (For example, “When possible, we will provide portable air-conditioned trailers. When trailers aren’t available we will set up portable, canopies with misting stations”).
- *(Add name or title of person leading site setup)* is responsible to ensure shade (or an acceptable alternative) is provided at the site. That person will:
  - Assess the need for shade at a site based on the size of the crew, the available means for shade or other cooling methods, the proximity to work areas, and other factors that affect the provision of shade or alternatives.
  - Ensure shade or other alternatives are set up properly.
  - Encourage you to use shade to prevent heat illness or to recover you start to feel sick.
- We will ensure you have access to water and/or other hydration options, including *(Describe what you will provide)* (For example, “water in portable bottles and coolers in shaded break areas near workers”).

## **8. On-the-job training about what you need to know to perform the job safely.**

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<sup>1</sup> Customize to specify limits of employee involvement in fire fighting and provide specific evacuation instructions.

<sup>2</sup> Customize to specify what types of PPE are required in this facility and incorporate manufacturer’s instructions for use and care into the program.

- Before you are first assigned a task, *(Add name or title of person who will conduct on-the-job training for new employees)* will show you what to do along with safety instructions and required PPE.
- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

*You are at the end of the Sample Safety and Hazard Control Plan. Please be sure that you have added all the required information to make it specific to your business. If you have any further information to add, please do so. Otherwise delete this message.*

### Working Alone Plan Template

Worker's Name:	
Worker's Cell Phone Number:	
Worker's Job Title:	
Supervisor:	
Supervisor's Office Phone:	
Supervisor's Cell Phone:	
Contact Person	
Contact Person's Phone Number:	
Department:	
Worksite Name, Address, Location:	

It is the responsibility of the supervisor to identify any hazardous agents or activities which arise from the conditions and circumstances of the employee's work.

**IT IS STRONGLY RECOMMENDED THAT HANDLING OF HAZARDOUS SUBSTANCES OR PERFORMING HAZARDOUS ACTIVITIES BE PROHIBITED WHEN A WORKER IS WORKING ALONE. WORK INVOLVING ENTRY INTO A CONFINED SPACE MUST NEVER BE CONDUCTED ALONE.**

Identify hazardous activities the employee may perform while working alone:

- |                          |                          |  |                          |
|--------------------------|--------------------------|--|--------------------------|
| Cash Handling Duties     | <input type="checkbox"/> | Work with Hazardous Substances               | <input type="checkbox"/> |
| Heavy Physical Labor     | <input type="checkbox"/> | Work with Heavy Machinery                    | <input type="checkbox"/> |
| Use Ladders, Scaffolding | <input type="checkbox"/> | Work with High Electric Currents             | <input type="checkbox"/> |
| Work with Animals        | <input type="checkbox"/> | Work with Power Tools                        | <input type="checkbox"/> |
| Work at Isolated Areas   | <input type="checkbox"/> | Work with Equipment Under Pressure or Vacuum | <input type="checkbox"/> |

Other Activities Not Listed Above:

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Personal Protective Equipment required: \_\_\_\_\_

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Has the employee been trained in the proper use of PPE and work procedures: Yes  No

Schedule for Contacting Employee			Means of Communication	Emergency Plan
1	2	3		