



May 8, 2025

Attn: Finance Department  
Procurement Division  
The County of DuPage

RE: Invitation #25-046-PW Safety Program Manager Services

Sheffield Safety & Loss Control, LLC. has received the Request for Proposal along with all its addendums and is pleased to submit a proposal for Safety Program Manager Services to the County of DuPage Invitation #25-046-PW. The work tasks identified below will be performed as directed by level of importance as determined by the County of DuPage.

Scope of Services

The Safety Program Manager's responsibilities include, but are not limited to, the following tasks:

- Diagnostic Review of existing Safety Manual and Training Programs.
- Create training deck of yearly required courses and optional safety courses.
- Review Safety Training Plan for each department and update as needed.
- Establish Training budget including outside vendors as needs require.
- Evaluate potential exposures and provide recommended solutions or countermeasures.
- Develop an Implementation Plan for each department.
- Recommend vendors in-house for cost savings
- Provide and/or coordinate with others to conduct the required training classes.
- Perform on site safety inspections and recommend specific improvements to improve the safety of the work activity being performed.
- Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.

Point of Contact

The point of contact and safety program manager will be:

Paul Wojcieszak, CSP, CHST

Owner/President

773-617-4230

wojcieszak@sheffieldsafety.com

Additional support will be provided by individuals possessing ASPs, CHSTs, CSPs and Administrative Staff. Any modifications to personnel will only occur with approval by the County of DuPage.

The above-described services will begin immediately following County Board approval and receipt of a signed contract from the County of DuPage. Services will be provided for one year from the date of signed contract.

If you have any questions, please feel free to contact me directly at 773-617-4230. Sheffield Safety & Loss Control looks forward to working with you on developing your safety & loss control program.

Sincerely,



Paul Wojcieszak CSP, CHST

Sheffield Safety & Loss Control, LLC

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## **Included Addendums**

### Firm Description & Qualifications

- Proposed Team
- Project Understanding
- Key Qualifications

### Forms

- Signature Page
- Proposal Form
- Internal Revenue Service W-9
- Business License
- Good Standing Certificate
- Required Vendor Ethics Disclosure Statement
- Limitations on the Authority of the DuPage to Contract
- References
- Awarded Contractor Disclosure
- Joint Purchase Agreement
- Bidder's Subcontractors

### Appendices

- City Fatality Incident Report / Safety Management Accident Report
- Proposed Schedule

## **Firm Description & Qualifications**

Sheffield Safety is a Safety Consulting firm founded in 2003 by Paul Wojcieszak CSP, CHST & David Cherven, CSP, CHST and located in the heart of downtown Plainfield with offices on the north side of Chicago, Illinois and Houston Texas. Sheffield Safety also has a state-of-the-art training center with interactive learning stations centrally located in Plainfield IL.

With over 25 full time employees, 21 based in Plainfield IL, who are all industry experts, trained in safety standards, OSHA regulations and dedicated to our client's success. Sheffield Safety's consultants specialize in all aspects of an employee safety and loss control program, including, but not limited to electrical, cranes, rigging, steel erection, work zone safety, lock out/tag out, confined space procedures, NFPA 70E requirements, walking/working surfaces, fall protection, and heavy equipment operation are some examples. Sheffield Safety's staff consists of 4 Certified Safety Professionals (CSP), 2 Graduate Safety Professionals (GSP), 5 Construction Health and Safety Technicians (CHST), and one Associate Safety Professional (ASP).

Sheffield Safety will have Paul Wojcieszak CSP, CHST as the Project Lead for the County of Dupage. Mr. Wojcieszak has over 25 years of experience in the safety field. He graduated from Illinois State University (ISU) with a Bachelor of science degree in Occupational Safety and Health in 1997. Mr. Wojcieszak is the Director of the ISU Alumni board for the Department of Health Sciences and has served in this position since 2014. He has also the past chairperson of the Illinois Road and Transportation Builders Safety Committee for two terms where he worked with the Illinois Toll Road Authority to set minimum training requirements for all workers on toll road projects. Mr. Wojcieszak is a faculty member of ISU where he has developed courses and currently teaches HSC 271 Construction Safety course one evening a week. Mr. Wojcieszak is also awaiting approval from the United States Patent Office for fall protection products he has developed.

Sheffield Safety was started to assist employers with their Safety & Loss Control programs and has consulted in over 26 states and currently performs over 10% of billing revenue with municipalities. One of our main areas of focus is pre-job planning. Sheffield Safety spends a large portion of our time working with clients to prepare a comprehensive safety program to reduce losses before they occur. We believe that a comprehensive municipality specific safety policy is the basis of any successful safety program. After a solid written program has been developed, the next step would be to train employees on exposures of the job and what can be done to prevent accidents. For this reason, we work with our clients to develop training schedules that will adequately address training needs for their employees. This will assist their employees in developing the ability to recognize hazards and means of corrective action before an injury occurs.

We feel we are uniquely qualified for this RFP as currently Sheffield Safety & Loss Control is servicing clients performing similar operations as requested in this RFP for County of DuPage. Sheffield Safety is providing safety consulting services for the City of Joliet, the third largest city and the second largest water provider in the State of Illinois, which encompasses 3 wastewater plants, 25 wells, 50 lift stations, 650 miles of water main, and 650 miles of sanitary sewer. Sheffield Safety also provides consulting to Aqua America, a wastewater and water utility service plant. Sheffield Safety has conducted audits, safety training, accident investigation assistance on 19 wells, 6 water systems, 3 sewage systems, 5 water treatment facilities throughout Central Illinois. We have also provided safety consulting services for other municipalities such as

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the City of Braceville, Village of Coal City, Village of Bedford Park, the City of Chicago, Fermi National Laboratory, and Argonne National Laboratory providing safety program development, training, industrial hygiene services and site audits.

Sheffield Safety & Loss Control is uniquely qualified to serve as the County of DuPage's Safety Manager. Sheffield Safety is one of the largest, non-affiliated consulting firms in the Chicagoland area. Our owners are 100 percent engaged in the daily operations of the company. We have one of the largest staff of Certified Safety Professionals in the Midwest who are capable of assisting clients in an immediate fashion. In addition, we have demonstrated our ability to work with large municipalities in developing successful safety programs.

Sheffield Safety & Loss Control's reputation is second to none. Since our inception we have assisted clients in reducing insurance claims made against their policies that include workers compensation, general liability, equipment losses and builders' risk, as well as helping clients maintain compliance with all federal, state, and local requirements. Sheffield Safety focuses on the individual client loss potentials and customizes services to assist these clients in meeting the established goals for their environmental, safety and loss control program.

## **Proposed Team**

Sheffield Safety will provide a team of safety professionals led by Paul Wojcieszak who will be DuPage County's main point of contact. Mr. Wojcieszak will call on his staff to work with the county when their individual skill sets are required. Our proposed team is as follows:

Paul Wojcieszak CSP, CHST  
Title - President  
Location- Plainfield, IL  
Experience – 28 years  
Years with Sheffield - 22 years  
Current client load – 2

Amanda Meiner CSP  
Title – Safety Consultant  
Location- Plainfield, IL  
Experience – 5 years  
Years with Sheffield - 1 year  
Current client load – 1

Paul Ronczkowski MS, CSP  
Title – Safety Consultant  
Location- Plainfield, IL  
Experience – 35+ years  
Years with Sheffield - 8 years  
Current client load – 1

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John Malabarba  
Title – Safety Consultant  
Location- Plainfield, IL  
Experience – 20 years  
Years with Sheffield - 20 years  
Current client load – 1

## **Project Understanding**

To ensure the long-term effectiveness of the safety program and uphold regulatory and organizational standards, the project will incorporate a comprehensive ongoing management strategy supported by clearly defined performance metric guarantees. This approach is rooted in continuous improvement and driven by both proactive (leading) and reactive (lagging) safety indicators.

The program will begin with the regular review and updating of safety policies and procedures to ensure alignment with relevant regulations such as OSHA and ISO 45001, as well as any organizational changes. Clear documentation and accessible communication of these policies are essential to ensure that all personnel understand their responsibilities and expectations. A strong emphasis will be placed on training and education through structured onboarding, periodic refreshers, and role-specific hazard awareness sessions. These trainings will be delivered using a combination of in-person workshops, simulations, and interactive learning formats to enhance knowledge retention and engagement.

Risk assessments will be conducted routinely to identify new or evolving hazards, with the implementation of appropriate controls—engineering, administrative, or personal protective equipment (PPE). The effectiveness of these controls will be continuously monitored. A transparent and efficient system will support the reporting and investigation of incidents, near-misses, and safety observations. Prompt investigations will be carried out to identify root causes and initiate corrective and preventive actions.

Scheduled safety audits and workplace inspections will ensure regulatory compliance and highlight areas for improvement. These activities will involve cross-functional teams and standardized checklists to ensure thoroughness. In parallel, performance monitoring will track key safety metrics such as incident rates, training completion rates, and audit results. This data will be used to analyze trends and inform strategic safety decisions. Employee engagement will be promoted through regular communication, active safety committees, and feedback mechanisms. Recognizing and rewarding safe behavior will help reinforce a culture of shared responsibility and safety leadership.

All training, incidents, inspections, and audits will be documented in detail and managed in a consistent and organized manner to ensure accessibility and compliance tracking. Leadership will play a central role by demonstrating visible support, allocating resources, and embedding safety performance into broader organizational goals.

Sheffield Safety will incorporate a suite of key performance metrics, designed to measure both outcomes and leading safety behaviors. Lagging indicators, such as the Total Recordable Incident Rate (TRIR), Lost Time

Injury Frequency Rate (LTIFR), Injury Severity Rate (ISR), and Days Away, Restricted, or Transferred (DART) Rate, will track incident outcomes and the impact of safety events.

Leading indicators will provide predictive insights and help prevent incidents. These include the Safety Training Completion Rate, with a goal of 100% compliance within 30 days of onboarding new employees, and the Near-Miss Reporting Rate, which is expected to increase by 20% annually to support a proactive safety culture. Other leading metrics include the completion rate of scheduled audits—with a target of 95% and timely follow-up within 14 days—and the Corrective Action Closure Rate, which will aim for 90% of issues resolved within 30 days of identification.

Common challenges such as over-reliance on lagging indicators, data quality issues, and cultural resistance will be addressed proactively. Balancing metrics, maintaining consistent reporting practices, and promoting a no-blame reporting culture will help mitigate these risks. Moreover, safety metrics will be customized to reflect industry-specific risks.

In the event that a conflict arises during Sheffield's tenure as safety program manager Mr. Wojcieszak will investigate and get to the root cause of the issue. Once there is a clear understanding of the issues in question has been determined then Mr. Wojcieszak will inform the COD Risk Management Department personnel who directly oversees the contract for their assistance. Ultimately, Sheffield Safety works at the pleasure of the county and we will carry out any direction given to resolve the conflict.

- **Diagnostic Review of Existing Safety and Training Programs.**

When awarded a contract for Safety Program Manager, it is our intent to start immediately providing services to the County of DuPage. At County of DuPage earliest opportunity, we would have our project director, Paul Wojcieszak, CSP, CHST, meet with the County of DuPage management staff to get a full understanding of the current safety program. At this time we will prepare a schedule based on the scope of services and our meetings with County of DuPage personnel to lay out a timetable to accomplish these tasks. We are anticipating this portion to take minimal time. After the initial meeting, our project director will review the existing Safety Manual and Training Programs. After reviewing the documentation and meeting with management personnel, our project director will be in a position to recommend any improvements to the County of DuPage safety system which, while meeting regulatory requirements, would increase cost efficiencies and decrease safety hazards.

- **Create training deck of yearly required courses and optional safety courses.**

After reviewing the current operation for the four (4) departments we will develop a spreadsheet which will list all the training courses required. This spreadsheet will have time frames for which training is required and when employees must be retrained.

- **Review Safety Training Plan for each department and update as needed.**

Sheffield Safety & Loss Control will perform a comprehensive review of The County of DuPage safety programs for each department. This will be conducted to assess the level of compliance and areas that have the need for improvement. Individual sections will be evaluated, and appropriate changes may be recommended to better coordinate with current project needs in order to provide a more useful safety

program. Safety policies that are already in place will be reviewed for relevance, along with implementation procedures for the subcontractor to follow.

Part of implementing a safety program involves determining the areas where a client needs additional training. Sheffield Safety reviews training documentation that applies to the construction industry under 29 CFR 1926 and applicable 29 CFR 1910 OSHA Standards and assesses the level of training that is currently provided for relevance. Following the assessment suggestions based on findings for improvement will be made.

Employers are required to perform frequent & regular inspections of their work areas. Sheffield Safety verifies if the subcontractor conducts weekly safety inspections on a regular basis and what criterion is being used.

- **Assist with Establishment of Training budget including outside vendors as needs require**

After we review current safety training documentation and compare that with training needs as determined by field observations we will develop a training program and associated budget. Developing training programs is an area where we excel over others. Nothing denotes this more than our state-of-the-art safety training center with hands on equipment and demonstrations. In our first two years in this location we have had over 200 students take our classes. Our training center was developed based on the needs and goals of our clients.

- **Evaluate potential exposures and provide recommended solutions or countermeasures.**

Following award, Sheffield Safety will provide an auditing schedule of facilities and locations. We will provide a detailed report with photographs evaluating potential exposures, hazards observed and can provide recommended solutions. We will also document if any corrective actions were taken at the time of the inspection. As ongoing safety site inspections are conducted, we will summarize safety & loss control issues observed; work with supervisors and managers to ensure any exposures are immediately addressed and corrected. We can assist with Job Hazard Analyses that focuses on job tasks to continue safe work practices eliminating future potential exposures.

- **Development an Implementation Plan for each department.**

Sheffield Safety will develop an implementation plan for each department. Sheffield Safety has developed a mentoring program where we work with first line supervisors to educate them on how to perform the safety related function of their jobs. This program consists of an onsite training for the supervisor and followed up with a hands-on demonstration of the task at hand. Then, if need be, we will observe the supervisor and make recommendations for improvement.

- **Recommend vendors in-house for cost savings.**

We currently work with other municipalities where we coordinate training to be conducted by in-house personnel. Examples include: first aid, CPR, bloodborne pathogen being conducted by the local fire department and active shooter/workplace violence being conducted by the local police department.

- **Provide and/or coordinate with others to conduct the required training classes.**

In the event that training needs are outside of our expertise then we will source the industry leading experts and negotiate the best price for them to perform the training. We work with many other safety professionals

such and subject matter experts which we can call upon to perform a vast array of training. A recent example of this is when we were asked to provide the 8 hour NFPA 70e training for a client. We sought out an expert who performs this training on an almost daily basis and recommended him to our client.

After review of County of DuPage safety system, our project director will, based on the specific needs, assign the appropriate staff to successfully complete any and all OSHA and IDOL training. He will have at his disposal any of our Certified Safety Professionals, Construction Health and Safety Technicians, and Industrial Hygienists.

- **Perform on site safety inspections and recommended specific improvements to improve the safety of the work activity being performed.**

Following award and determination of initial assessment, Sheffield Safety will provide auditing schedules of facilities and locations; intending to have at least quarterly inspections of each facility. We will provide a detailed report with photographs summarizing safety & loss control issues observed and if any corrective actions were taken at the time of the inspection. These reports are detailed & will provide The County of DuPage management a summary of where their overall safety & health program is at and what areas need to be improved. The report also is a tool for site personnel as the findings can be discussed by supervision in contractor meetings or with employees as a safety meeting. All audits performed by Sheffield Safety are based on site observations made with the goal of improving the overall safety of the project.

- **Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.**

A thorough accident investigation is a critical aspect to managing any safety program. Errors made during the investigation can lead to the wrong conclusions which can result in management making incorrect decisions which will not improve the safety program and may lead to more accidents in the future

Sheffield Safety will review all accidents, incidents and near misses as they occur. In each instance the goal is the same, prevent reoccurrence. At Sheffield Safety, we use analytical techniques, employee interviews, and other data collection techniques that when applied to accidents are proven to determine the root cause and prevent reoccurrence. After applying these techniques to the accident, we are able to develop recommendations that include remedial actions to implement and help ensure that the accident will not happen again. Sheffield Safety will recommend corrective action for safety violations when appropriate, in accordance with County of DuPage policy.

Near misses are warnings that help us identify problems and patterns that can lead to more serious accidents. As part of any review process Sheffield Safety will identify, prepare and present lessons learned as necessary. Following through on the causes of near misses can help with changes or corrections that will prevent injuries, illnesses, or damage to equipment.

- **Safety Program Manager shall review and make recommendations for various other County departments as needed.**

Sheffield Safety's holistic approach will allow for recommendations to be made to other County departments which will compliment programs from other departments. Using this approach will allow for uniformity between departments.

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### **Key Qualifications**

#### **Project Lead**

Paul Wojcieszak, CSP, CHST

President and Co-Founder of Sheffield Safety & Loss Control

Paul Wojcieszak has been in the safety industry since 1997. He has provided administration and safety services /loss control consultation during his tenure to over 300 companies including construction companies, municipalities, insurance brokers/carriers and project owners. Currently working with two clients, Mr. Wojcieszak implements safety and health in field operations in accordance with OSHA 1926 and 1910 standards, acting as a liaison between field staff and client management; develops and conducts specialized training for supervisors and employees. He is a 1997 alumnus of the Occupational Safety Program at Illinois State University. He also serves on the Safety Program Board and Development Chair and Marketing Chair, Adjunct Professor, Department of Health & Science, developed and teaches HSC 272 Construction Safety Mgmt.

### **Key Staff of Safety Professionals**

#### **Paul Ronczkowski, MPH, CSP**

Senior Safety Consultant

Paul Ronczkowski is a retired faculty member of Illinois State University. Mr. Ronczkowski served on the ISU faculty for over 25 years for the Occupational Safety & Health Program. His experiences have covered safety general industry standards, construction standards, NFPA Life Safety Code and NFPA automatic sprinkler codes and hydraulics. His area of expertise is Safety & Health Program Administration, field safety & health consultation inclusive of comprehensive assessments of physical plants from municipalities to manufacturing. Additional assignments include site audits, safety training, safety program development and safety management services. Mr. Ronczkowski's OSHA compliance expertise and proficiency is emphasized while providing precise safety programs and regulatory documentation to our clients.

#### **John Malabarba, CHST**

Senior Safety Consultant

John Malabarba, from the City of Chicago, Department of Aviation, where he worked for over 20 years and the Safety Director for Midway Airport. Mr. Malabarba was responsible for monitoring contractor safety activities, ensuring compliance with OSHA, and maintaining the owner's safety and health requirements. In

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addition to implementing the City of Chicago site-specific safety programs, Mr. Malabarba participates in pre-construction and weekly contractor safety meetings, develops and conducts training programs for contractors as needed, reviewing and providing comments to improve contractor safety programs.

### **Amanda Meiner, CSP, ASP**

General Industry, Safety Consultant

As the General Industry Safety Consultant for Sheffield Safety and Loss Control, Ms. Meiner has led safety initiatives across multiple sectors through separate contracts. For the City of Joliet and Department of Public Utilities, she developed and implemented a comprehensive municipal safety program, conducted onsite audits, and chaired safety committees. In a separate contract with the CITGO Petroleum Refineries, Ms. Meiner conducts authorized user fall protection training and performs site-specific safety evaluations. As Safety Manager for a gymnastics chain, developed and facilitated employee training and onboarding programs covering workplace violence, active shooter response, emergency evacuation, fire safety, severe weather preparedness, and general first aid. At the University of Illinois Urbana-Champaign, she served as Safety Manager for the engineering department, where she implemented HAZMAT and COVID-19 safety programs and led the development of an ergonomics initiative for office and laboratory settings. Ms. Meiner worked as an Industrial Hygienist for a consulting firm, managing projects involving air sampling, environmental investigations, and exposure testing for mold, asbestos, lead, COVID-19, silica, and indoor air quality. She also created safety programs such as the Noise Hearing Conservation Program for Illinois Wesleyan University and a Confined Space Entry Program for 360 Hazardous Clean Up. In the healthcare sector, Ms. Meiner served as a Safety Specialist, aligning hospital safety policies with Joint Commission and NFPA standards, and chaired both the Environment of Care and Life Safety Committees.

### **Administrative Support**

Diane Sak is the Administrative Support Manager for Sheffield Safety and Loss Control. Before coming to Sheffield, Ms. Sak was Safety Director for a commercial plumbing company. With crews as large as 25, she was responsible for safety on immense projects such as Silver Cross Hospital, Elmhurst Hospital, University of Chicago Medical Center, as well as many retail businesses. For Sheffield, Ms. Sak not only works as project coordinator, but also schedules safety audits for the majority of our clients. She is also instrumental in ensuring necessary training for the appropriate project. Sheffield depends on Ms. Sak to keep all companies' insurance current, such as General/Professional Liability, WC, and project COIs.

# County of DuPage

## Sheffield Safety Project lead

**Project start: Sun, 6/1**

**Display week: 1**

TASK	ASSIGNED TO	PROGRESS	START	END	Notes
General					
Review Proposed Open Task List with Directors	PW	0%	6/2/25	6/30/25	
Establish/Propose Monthly Safety Committee with	PW	0%	6/2/25	6/30/25	
Safety Initiative Kick off Meeting - Rollout of Communication to Staff of Safety Program	PW	0%	6/2/25	6/30/25	
Diagnostic Review of existing Safety Manual.	PW	0%	7/1/25	7/31/25	
Diagnostic Review of existing Training Programs.	PW	0%	7/1/25	7/31/25	
Create training deck of yearly required safety courses.	PR	0%	8/1/25	8/31/25	
Create training deck of yearly optional safety courses.	PR	0%	8/1/25	8/31/25	
Assist with Establishment of Training budget including outside	PR	0%	10/1/25	10/31/25	
Develop an Implementation Plan for each department.	PR	0%	12/1/25	12/31/25	
Review Safety Training Program for each department and update as needed.	PR	0%			
Review training curriculum for each department and update as needed.	PR	0%			Ongoing Task
Evaluate potential exposures and provide recommended solutions or countermeasures.	PR	0%			Ongoing Task
Recommend vendors in-house for cost savings.	PR	0%			Ongoing Task

Jun 2, 2025							Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13
M	T	W	T	F	S	S	M	T	W	T	F

The diagram illustrates a 100% distribution across three categories. It consists of three stacked blue rectangles, each labeled '100%' on its right side. Below the rectangles is a grid of 10 columns and 3 rows of squares. The top row of squares is shaded blue, representing the three categories shown above. The bottom two rows of squares are white.

Jun 2, 2025							Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13
M	T	W	T	F	S	S	M	T	W	T	F

TASK	ASSIGNED TO	PROGRESS	START	END	Notes
Provide and/or coordinate with others to conduct the required training classes.	PR	0%			Ongoing Task
Perform on-site safety inspections and recommended specific improvements to improve the safety of the work activity being	PR	0%			Ongoing Task
Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.	PR	0%			Ongoing Task
Review and Make recommendations for various other County departments, as needed.	PR	0%			Ongoing Task
Review and Coordinate Annual Crane and Rigging Inspections	PR	0%			
Review and Coordinate Confined Space Entry Training for the Competent Person	PR	0%			
Review and Coordinate Fall Protection Training	PR	0%			
Review and Coordinate Annual Excavation and Trenching Training	PR	0%			
Review and Coordinate Forklift Training	PR	0%			
Review and Coordinate Annual General First Aid Training	PR	0%			
Review and Coordinate Annual Inspection for Water Tower Climbing Devices	PR	0%			
Review and Coordinate Annual Hazard Communication Training	PR	0%			
Review and Coordinate Annual Personal Protective Equipment (PPE) Training	PR	0%			
Review and Coordinate Lockout Tagout Training	PR	0%			
Review and Coordinate Bloodborne Pathogens Training	PR	0%			

Jun 2, 2025							Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13
M	T	W	T	F	S	S	M	T	W	T	F

TASK	ASSIGNED TO	PROGRESS	START	END	Notes
Review and Revise Facility Emergency Action Plan (EAP)	PR	0%			
Review and Ensure Compliance of Safety Data Sheets (SDS)	PR	0%			
Review and Coordinate Slips, Trips and Falls Prevention Training	PR	0%			
Review and Coordinate Active Shooter/Workplace Violence Training	PR	0%			
Review and Coordinate Heat Stress and Cold Stress Exposure	PR	0%			
Review and Coordinate Driver Safety and Defensive Driving	PR	0%			
Review and Coordinate Ladder Safety Training	PR	0%			
Review and Coordinate Hand and Power Tool Safety Training	PR	0%			
Review and Coordinate Welding, Cutting, and Brazing Safety Training	PR	0%			
Review Respiratory Protection Program	PR	0%			
Review and Coordinate Storage and Handling of Gas Cylinders Safety Training	PR	0%			
Review Noise Hearing Conservation Program	PR	0%			
Review and Coordinate Fire Safety Training	PR	0%			
Review and Coordinate Flammable/Combustible Liquids Safety Training	PR	0%			
Review Hot Work Permits and related record keeping	PR	0%			
Review and Coordinate Chemical Spill Prevention and Clean Up Safety Training	PR	0%			
<b>Division of Transportation</b>					
Meet with Director	PW	0%	6/2/25	6/30/25	
Diagnostic Review of existing Safety Manuals	JM	0%	7/1/25	7/31/25	

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TASK	ASSIGNED TO	PROGRESS	START	END	Notes
Diagnostic Review of existing Training Programs.	JM	0%	7/1/25	7/31/25	Ongoing Task
Create training deck of yearly required safety courses.	JM	0%	8/1/25	8/31/25	
Create training deck of yearly optional safety courses.	JM	0%	8/1/25	8/31/25	
Assist with Establishment of Training budget including outside	JM	0%	10/1/25	10/31/25	
Develop an Implementation Plan.	JM	0%	12/1/25	12/31/25	
Review Safety Training Program and update as needed.	JM	0%			
Review training curriculum and update as needed.	JM	0%			
Evaluate potential exposures and provide recommended solutions or countermeasures.	JM	0%			
Recommend vendors in-house for cost savings.	JM	0%			
Provide and/or coordinate with others to conduct the required training classes.	JM	0%			
Perform on-site safety inspections and recommended specific improvements to improve the safety of the work activity being	JM	0%			
Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.	JM	0%			
Review and Coordinate Work Zone Safety	JM	0%			
Review and Coordinate Traffic Control and Flagging Training	JM	0%			
Review and Coordinate Heavy Equipment Operation Safety	JM	0%			
Facilities Management					

Jun 2, 2025								Jun 9, 2025				
2	3	4	5	6	7	8	9	10	11	12	13	
M	T	W	T	F	S	S	M	T	W	T	F	







TASK	ASSIGNED TO	PROGRESS	START	END	Notes
Assist with workplace incident investigations and prepare recommendations for corrective actions as applicable.	AM	0%			Ongoing Task
Review and Coordinate Traffic Control and Flagging Training	AM	0%			
Review and Coordinate Heavy Equipment Operation Safety	AM	0%			
Review and Coordinate Electrical Safety Training	AM	0%			
Review and Coordinate Bucket Truck Safety Training	AM	0%			
Review and Coordinate Chain Saw Safety Training	AM	0%			
Review and Coordinate Work Zone Safety	AM	0%			

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2	3	4	5	6	7	8	9	10	11	12	13
M	T	W	T	F	S	S	M	T	W	T	F