

DNR State Fair Safety Plan 2022



m DEPARTMENT OF
NATURAL RESOURCES

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DNR BELIEVES THAT THERE IS NO ACTIVITY OR SERVICE WE PERFORM THAT IS SO URGENT THAT WE CANNOT TAKE THE TIME AND FOLLOW THE PROCEDURES NECESSARY TO ASSURE THAT IT IS DONE SAFELY.

ALL POLICE, MEDICAL & FIRE EMERGENCIES DIAL 911
POLICE NON-EMERGENCY DIAL 651-291-1111
DNR MAIN BUILDING @ 1740 CARNES AVE 651-643-6208

OVERVIEW

Who is this handbook for?

YOU, anyone working or volunteering on-site at the State Fair DNR building and grounds.

What should you do?

1. Review this handbook.
2. Installing or removing exhibits? Also, read the [DNR State Fair Exhibit Installation and Removal Guidelines](#).
3. Take the on-line [DNR State Fair Safety Quiz](#) before you begin working at the fair.

Where can I find a copy of this handbook, phone numbers and emergency procedures at the State Fair?

At the check-in desk and next to the refrigerator, both upstairs at the State Fair DNR building.

RESPONSIBILITIES

Managers

Ensure team leaders have the support and resources to meet their environmental, health and safety responsibilities.

Team Leaders (Supervisors and Building Coordinators)

Safeguard, train and monitor their employees and volunteers.

Team Members (Staff and Volunteers)

Help maintain a safe working environment by following the rules, being safe and advising their team leader of any unsafe work conditions.

SAFETY AT THE STATE FAIR

Overall, the State Fair is a safe place to work and volunteer.

Be prepared! With thousands of visitors and heat, accidents and emergencies are bound to happen.

The following guidelines will help you be informed and prepared.

SAFETY RULES

As a DNR team member, you must obey all safety rules, regulations and safe work practices specified in government regulations, DNR and State Fair policies, programs and procedures as outlined in this handbook. Team Leaders have the responsibility to make sure all their employees and volunteers receive required safety training and information and to make sure they wear safety equipment appropriate for the tasks they are performing. Employees and volunteers have the responsibility to seek clarification on any policy, program, and procedure if they are unsure of the requirements and expectations.

BEE STINGS

1. Remove the stinger by scraping away with a flat surface like a credit card or with tweezers. Do not squeeze the venom sac.
2. Wash area with soap and water.
3. Cover and apply ice. A paste made with baking soda and water applied to the area eases pain immediately.
4. Watch for allergic reaction. If one occurs, Dial 911.

BLOOD & BODILY FLUIDS

Follow these guidelines if there is blood, bodily fluid, or infectious materials.

- Only employees who have certified training in the Bloodborne Pathogens program are permitted to perform first aid or assist during any medical emergency.
- Treat all blood and body fluid as if it contains infectious disease pathogens.
- Wear personal protective equipment (PPE) during first aid and use approved cleaning procedures.

CHOKING

If someone is choking, the flow of air is blocked, and they will not be able to speak. Their skin may turn blue, and they may have noisy breathing and the inability to cough forcefully. Follow the Red Cross recommended five-and-five approach.

1. Give five back blows between the person's shoulder blades with the heel of your hand.
2. Give five abdominal thrusts:
 - a. Stand behind the person and make a fist with one hand. Wrap your arms around their waist, grasp your fist at the wrist, and press in hard just above the navel. Use a quick upward thrust like you are trying to lift the person.
3. Alternate between the five blows and the five thrusts until the blockage is dislodged.

COVID-19

Currently, you must self-screen prior to entering the worksite (State Fair DNR building and grounds) by answering the four health screening questions below and send your response to your supervisor or volunteer coordinator. **If you answer yes to any of the questions you cannot participate at the fair.**

Health Screening Questions

1. Symptoms: In the past 10 days, have you had any of the following COVID-19 symptoms that you cannot attribute to another health condition? Fever of 100.4° F or higher or feeling feverish or new chills, cough, shortness of breath, sore throat, muscle aches not related to exercise, headache, loss of taste or smell, nausea/vomiting, or diarrhea?
2. Positive Test: Have you had a positive COVID-19 test based on a sample taken in the last 10 days?
3. Recent Contact: Has anyone you live with had a confirmed case of COVID-19 in the past 24 days (since they began COVID-19 symptoms OR, if they have not had any COVID-19 symptoms, since they got tested with a positive result)?
4. Recent Contact: In the past 14 days, have you been exposed to someone you do not live with who has a confirmed case of COVID-19? This means that either you have had direct contact with someone with COVID-19, or you have been less than 6 feet from someone with COVID-19 for 15 minutes or more throughout a 24-hour period.

If you test positive for COVID-19, stay home and away from others, even if you do not have symptoms. Do not report to the fair, call your supervisor, or volunteer coordinator, and report your illness.

- Symptoms may appear up to 14 days after you are close to someone with COVID-19 (exposed).
- You can spread COVID-19 to others several days before you have any symptoms, or even if you never have any symptoms of COVID-19.

If you have been fully vaccinated and test positive for COVID-19, you still need to stay home and away from others.

If you have any of the following symptoms: fever, difficulty breathing, loss of taste or smell, muscle pain, nausea, diarrhea, or vomiting, chills, cough, runny nose or congestion, sore throat, headache, or fatigue, please do not report to the fair, call your supervisor, or volunteer coordinator, and report your symptoms.

DRUGS, ALCOHOL & DANGEROUS DEVICES

- Drugs, controlled substances, explosives, chemicals, dangerous weapons, or devices are strictly prohibited at the State Fair.
- No employee or volunteer may work while under the influence of alcohol, illegal and synthetic drugs, or a controlled substance. Violation of this policy may result in immediate termination.
- DNR maintains a zero tolerance for workplace violence.
- Staff and volunteers using prescription medications should be aware of any side effects (drowsiness, dizziness, etc.). Consult with your physician regarding job duties to determine if you will be at increased risk. Anyone using such medications should inform their team leader of any potential side effects that may affect their safety or the safety of others.

ELECTRICAL SAFETY

- Only use equipment that carries a label indicating that the design has been determined to be safe by a recognized testing laboratory such as, but not limited to, Underwriters' Laboratories (UL).
- Report any electrical maintenance or emergencies to the State Fair building coordinator.
- Any electrical cords used outside must be connected to a GFCI outlet or plug.
- Electric lighting must be grounded (3-wire) fixtures, placed between six and eight feet above the floor or ground, and away from booth drapes and other combustible materials.
- No one may tamper with or change any electrical circuitry, general illumination, electric connection, or installation on the State Fairgrounds.

EMPLOYEE & VOLUNTEER RIGHT-TO-KNOW (ERTK)

The purpose of the ERTK program is to ensure all team members are aware of the hazardous chemicals in the workplace.

All chemicals, including cleaning chemicals, must be labeled with the following label elements: product name, signal word, pictograms, hazard statements, precautionary statements, and manufacturer's contact information.

All chemicals must also have a safety data sheet (SDS) readily available.

Eye wash stations are required where corrosive chemicals are used. If you are exposed to corrosive chemicals, please see your Team lead for eye wash station information. An eye wash station is located behind the fish tanks during the State Fair.

FALL PREVENTION

Annually, falls disable about 33,000 people and account for 12,000 deaths. Be alert! Good housekeeping can help prevent falls. Following are some basics:

- All employees and volunteers must keep their work areas clean and free of slipping and tripping hazards.
- Cables and hoses should not be placed across walkways or passageways. They should be coiled (if possible) and securely hung up. If it is necessary to obstruct a passageway, erect suitable warning barricades, and protect cables and hoses from damage.
- Keep all aisles and exits free of obstructions. Do not leave anything in the aisles, even on a temporary basis.
- Keep all stairs and the areas beneath them clear.
- Ensure that appropriate aisle widths are maintained, and exits are not blocked.
- Broken glass must be cleaned up using a dustpan and broom, never by hand. Glass must be placed in a separate container if trash is to be handled by hand.

- Projecting nails must be removed from poles, boards, or walls where they could cause personal injury.
- Guard and hand rails must be reported to area supervisors for repair when they are not in good condition.
- Do not place equipment, tools, or other objects on stair treads.
- Spills or leaks must be cleaned up promptly.
- Report any structural, plumbing, or electrical hazards to the State Fair building coordinator.
- Obey all safety and health signs and other visual and physical barriers.

Know how to fall:

1. Bend your elbows and knees.
2. Use arms and legs to absorb the fall.
3. Roll with the fall.

HEAT RELATED ILLNESS

Call 911 for medical help if there are signs of a heat related illness.

Exposure to heat can cause illness and death. The most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash, should also be avoided. Team leaders should take precautionary action any time temperatures are high, and the job involves physical work.

| HEAT EXHAUSTION | HEAT STROKE |
|--|---|
| Moist, clammy, sweaty skin | Hot, dry skin |
| Headache | Throbbing headache |
| Slightly elevated body temperature | High body temperature |
| Pupils big | Pupils small |
| Dizziness, fainting, nausea | Dizziness, fainting, nausea |
| Confusion, extreme weakness, muscle cramps | Confusion, slurred speech, hallucinations, seizures |

What to do when a worker is ill from the heat

- Call a team leader or supervisor for help. If the team leader or supervisor is not available, call 651-291-1111.
- Have someone stay with the worker until help arrives.
- Move the worker to a cooler or shaded area.
- Remove outer clothing.
- Fan and mist the worker with water; apply ice.
- Provide cool drinking water if they can drink. Never attempt to give liquids to an unconscious person.
- Have them sit in the air-conditioned (AC) room outside the wildlife wing exit.

Risk factors for heat illness

- High temperature and humidity, direct sun exposure, no breeze
- Low liquid intake
- Heavy physical labor
- Waterproof clothing
- No recent exposure to hot workplaces

Prevention of heat related illnesses

- Access to plenty of cool water, close to the work area. Schedule frequent rest periods with water breaks in shaded or air-conditioned areas. Use your water bottle.
- Routinely check workers who are at risk of heat stress due to protective clothing and high temperatures.

How you can protect yourself and others

- Know the signs and symptoms of heat illnesses; monitor yourself; use a buddy system.
- Block out direct sun and other heat sources.
- Drink plenty of fluids. Drink often and BEFORE you are thirsty. Drink water every 15 minutes.
- Avoid beverages containing alcohol or caffeine.
- Wear lightweight, light-colored, loose-fitting clothes. No loose-fitting clothing around rotating machinery.

HYGIENE & HAND WASHING

Thorough Hand Washing Can Help Prevent Disease

Hand washing plays a major role in preventing the spread of diseases. Washing your hands regularly with soap and water can protect you from many illnesses caused by viruses and bacteria. Washing removes germs, you pick up when you touch people, animals, or surfaces. If not removed, these germs may get into your eyes, nose, or mouth and cause illness. The Minnesota Department of Health (MDH) strongly encourages everyone to develop good hand washing habits.

When to Wash

Overall, wash your hands as frequently as you can; it is essential to wash your hands at these special times:

- Before touching or eating any food
- After using the bathroom
- After handling animals or animal waste

LADDER SAFETY

Most ladder accidents are caused by the ladder falling, or an employee or volunteer losing their balance and falling. Here are some important considerations when using a ladder:

- Ensure the ladder is in good condition (no loose or broken steps or rungs). Place the ladder securely against solid backing and at a safe angle, not to exceed 75 degrees with the horizon.
- Use a ladder with safety feet suitable for the floor or ground it stands on. Ensure footings can carry the maximum intended load without settling or displacement.
- Tie the ladder at the top or have someone hold it in place.
- Before climbing, ensure shoes are cleaned of mud and oils.
- Face the ladder and hold on with both hands whenever climbing up or down. Carry tools in suitable pockets or tool belt or hoist them with a rope. Do not carry materials or tools in your hands while climbing.
- Do not reach out too far while working on a ladder. Move the ladder as the work requires.
- If a ladder is positioned in front of a doorway, have someone guard the doorway, or lock the door and place a warning sign stating that a ladder is in use behind the door.
- Do not use sections of an extension ladder separately. Separating the sections eliminates the safety feet from one section and can cause damage to the pulleys and catches on the extension section.
- Ensure stepladders are fully extended before using.
- When working from a stepladder, do not climb above the second step from the top (or as otherwise indicated) on the ladder.
- Only use wooden or fiberglass stepladders for electrical repairs or light bulb replacement.
- When using a stepladder on a slope or uneven surface, ensure the stepladder is adequately supported to provide a level platform from which to work.

LIFTING PROCEDURES

Lift safely to prevent injury. Know your own lifting limits; it will vary from person to person. If you need help lifting an object, ask a coworker! Do not lift more than 50 pounds.

Plan the move in advance; make sure that there are no obstacles in your path and that there is a place to set the object down.

1. Stand close to the load with your feet about shoulder-width apart.
2. Squat down, bending at the hips and knees.
3. Test the object's weight to determine if you can lift it.
4. Grip the object firmly and tighten your stomach.
5. Lift yourself up with your legs, not your waist. Keep the object close to your body.
6. When setting the load down, squat down, bending at the hips and knees.



Important tips to remember for lifting

Do not lift heavy loads over your head. Get help or get a step stool.

When possible, push pallet jacks instead of pulling them. Pulling is much harder on your back than pushing.

Alternate elevating your left and right foot frequently when standing for long periods of time.

LOST PERSON

Children and adults can get lost and confused in a crowd. If you find a visitor looking for a lost person

1. Gather a description of the missing person (name, hair color, clothing, and location where went missing).
2. Try to quickly locate the missing person. If not found, report this to the DNR State Building Coordinator or State Fair Superintendent.
3. Follow direction given by staff lead.

If you find a lost child

1. Introduce yourself and offer to help look for the lost parent or guardian. Assure the child you will find them.
2. Comfort the child and ask the name of the person they were with and what they look like.
3. If you cannot find the guardian immediately, bring the lost child upstairs to the main desk and notify the State Fair building coordinator or State Fair superintendent. Follow directions given by staff lead.

OFFICE SAFETY

1. Open only one file drawer per cabinet at a time. Cabinet and desk drawers must remain closed when not in use.
2. Cords from telephones, fax machines, fans and other equipment must be coiled and hung up or taped down securely and out of the way.
3. Defective electrical cords must be removed from use immediately.
4. Note the location of emergency exits and portable fire extinguishers in your work area. Exits and fire extinguishers must never be blocked.
5. Only use approved ladders, step stools, or platforms.
6. Guards must remain in place over moving parts of power-driven office machines.
7. Provide instructions on the safe operation of office machines prior to use.
8. Disconnect office machinery prior to adjusting.
9. Adjust your desk for your comfort and your work. The key is adjusting the height of your keyboard, but you also need to consider legroom, workspace, and clutter.
10. Always wear proper shoes.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

DNR provides personal protective equipment (PPE) to employees and volunteers to protect them from job hazards that they may be exposed to during their normal work activities.

Team leaders are responsible for ensuring that each employee is properly equipped with the correct PPE and will ensure compliance prior to exposure. Team members are required to wear the provided PPE.

Eye Protection

- Eye protection is available and must be worn by those with potential exposure to projectiles, dusts, flying particles, mists, and chemical splashes or sprays.
- These situations may be the result of work responsibilities. Examples include grounds maintenance, masonry, woodworking, metalworking, chemical use, and use of power tools.
- If your job requires the use of eye protection, it will be made available at the DNR's cost. The equipment is considered DNR property and will always remain on the premises.
- Unacceptable eye protection includes sunglasses, half-lens glasses, contact lenses and prescription glasses.

Foot Protection

- Acceptable footwear includes closed toed shoes with a non-skid sole, such as a tennis shoe or work boot.
- Steel toes are required if working around heavy equipment.
- Unacceptable foot protection includes high heels more than 2.5 inches, sandals.

Hand Protection

- Hand protection is available and must be worn by those with potential exposure to hazardous chemicals and physical hazards such as abrasions, cuts, punctures, rough surfaces, sparks, etc.

Head Protection

- Head protection is available and is required to be worn by those with potential exposure to falling objects or bump hazards.

PARKING LOTS

The following are simple precautions you can take to safeguard yourself and others in the parking lot.

- Observe posted speed limits, stop signs and yield signs.
- Use designated walking paths.
- Watch for pedestrians and bicyclists.
- Use extra caution while driving when it is dark or during adverse weather conditions.
- Do not park in handicapped parking spaces, fire lanes or loading zones.

SCISSOR LIFT

Only DNR staff trained on scissor lift usage prior to the start of the State Fair are allowed to operate it.

THREATS

For all threats call the police 651-291-1111.

Biological Threats

If you open a parcel and it contains an unidentified substance:

1. Do not touch, taste, smell or try to analyze the substance.
2. Carefully place the item on a flat surface and step away.
3. Alert others to keep away from the area.
4. Call the police.
5. Remain in the immediate area, to minimize the possibility of a spread of contamination.
6. Turn off any fans.
7. Do not wash off or disperse substance.
8. Wait for trained assistance to arrive.

Bomb Threats

Report any suspicious packages, actions, or conditions to the police.

If you receive a bomb threat, obtain as much information as possible from the caller:

- How many devices are involved?
- What time they are set to go off?
- Where are they located?

Burglary

- Do not enter area if a burglary is suspected.
- Evacuate area and contact the police immediately.

Civil Disturbances

- Labor problems, racial tension, or public displeasure with DNR policy may result in civil disturbances. Contact police.

Suspicious Items

- Do not touch, move, or otherwise disturb suspicious items.
- Report any suspicious items to the State Fair police and building coordinator.
- If an evacuation is ordered, move to a safe location as directed. Wait for "All Clear" announcement or further instructions.

Violent Threats

- If the violence is face-to-face, excuse yourself from the situation and notify the building coordinator.

TOOLS & EQUIPMENT

Employees and volunteers should examine their work tools, equipment, and machinery to ensure that they are in proper working condition. If any defects are noted, the tool, equipment or machinery must be taken out of service, and repaired or replaced, as necessary.

Follow these guidelines:

- Only use tools and equipment for the purpose they are designed for and must not be modified without permission.
- Guards of all sharp-edged tools must be in place.
- Inspect tools prior to use and maintain in a safe condition.
- Wear a glove on the opposite hand when using a knife.
- Handle tools carefully when hanging up equipment or taking it out of storage.

UV RADIATION

Skin cancer caused by UV radiation accounts for nearly half of all cancers in the United States.

Follow the Slip! Slop! Slap! C Rules from the American Cancer Society to reduce UV radiation exposure:


- SLIP** on protective clothing to guard as much skin as possible
- SLOP** on a palmful of SPF 30 sunscreen 30 minutes before exposure and after every two hours of sweating.
See a list of non-toxic sunscreens at the [Environmental Working Group Website](#).
- SLAP** on a hat – wide brims help to cover your ears

Wear sunglasses with 100% UVA and UVB protection.

EMERGENCY PREPAREDNESS & RESPONSE PLAN

Basic Principles of Emergency Response for Any Situation

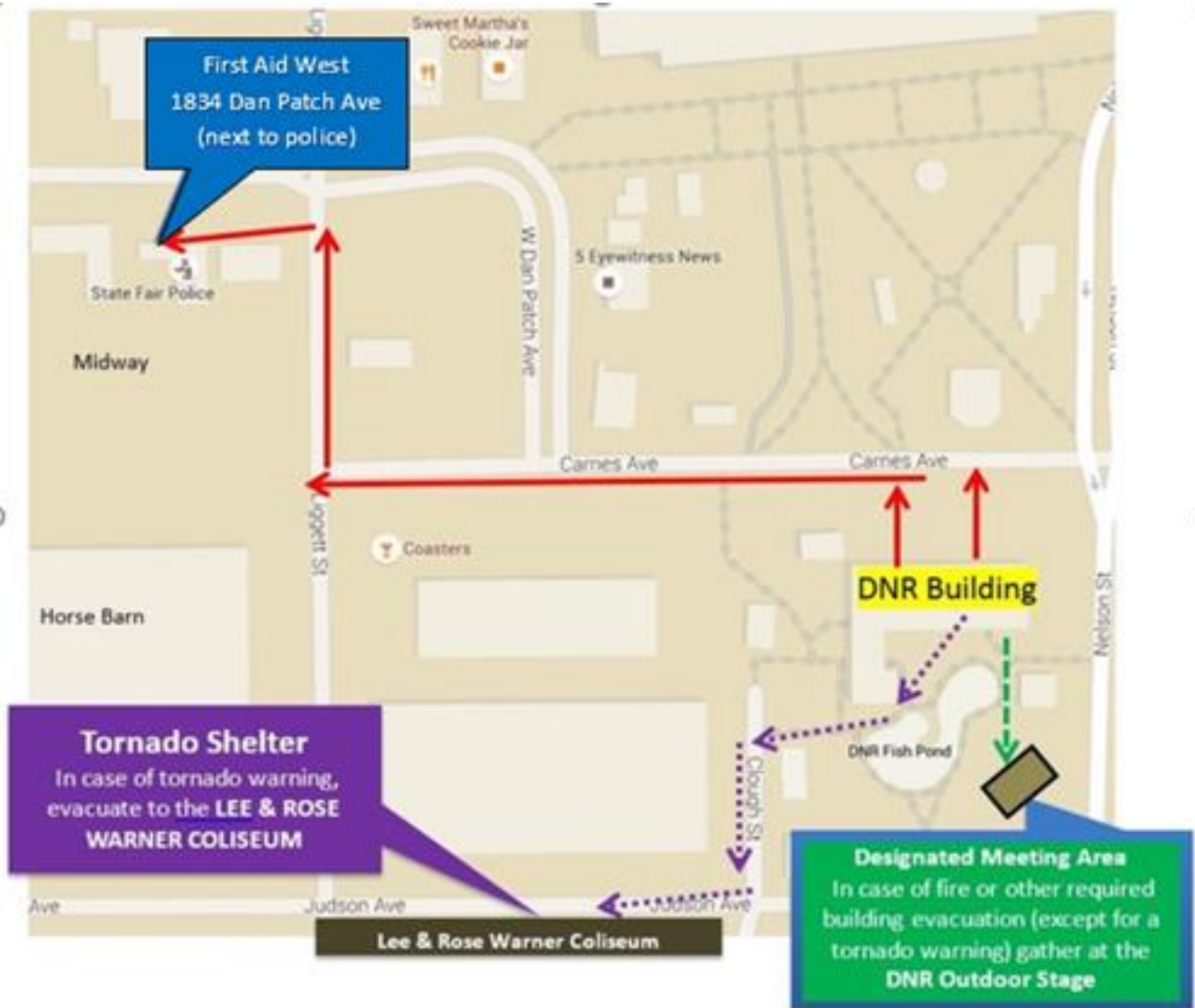
- Remain calm. This will help ensure your personal safety and make it easier to take appropriate actions.
- Survey the scene for immediate dangers. If you cannot ensure your personal safety, move away from the danger area, and leave the problem for emergency response personnel.
- Control immediate hazards if it is safe to do so. Use common sense. **When in doubt, get out!**
- To evacuate, look for emergency exit signs posted throughout each facility. Proceed in a calm, orderly manner to the nearest safe exit. Report to your designated gathering site, the DNR outdoor stage at the corner of Judson Avenue and Nelson Street
- Listen for further instructions from emergency response personnel or site management.
- Cooperate with emergency response personnel. They oversee the scene until the emergency is over.
- Be ready to provide emergency response personnel with information they may need for documentation.
- Any emergency could trigger emotions of fear, anxiety, helplessness, a sense of loss, anger, etc. This is normal. Talk about your feelings. The DNR Operations Services Division can help you contact additional resources if you wish to talk to a trained counselor.

| | |
|--|---|
| <p>EMERGENCY PROCEDURES</p> | <p>Dial 911 (Dial 9-911 if using main building desk phone) DNR main building desk phone 651-643-6208 DNR main building address 1740 Carnes Ave</p> <p>Contact the DNR building coordinator or State Fair building superintendent with any type of emergency.</p> |
| <p>FIRE</p> | <p>Dial 911</p> <ul style="list-style-type: none"> • Use a fire extinguisher (located throughout the building) if you are trained in its use and the fire is small. • Exit building and gather at DNR outdoor stage. • Warn others of fire and potential hazards. • Provide first aid, if trained. |
| <p>MEDICAL EMERGENCY AND POLICE</p> | <p>Dial 911</p> <p>For non-life-threatening injuries requiring medical care, travel to: Regions Hospital Tier 1 Trauma Center/Emergency Room 640 Jackson Street, St. Paul</p> <ol style="list-style-type: none"> 1. For ambulance assistance or transport to Medical Aid West. (See map on page 13). 2. After care has been given, immediately report all accidents to your supervisor and the State Fair project manager. 3. Follow accident reporting procedure on page 15. <p>Automated Electronic Defibrillators (AEDs) located in all police cars and at medical aid stations.</p> |
| <p>SEVERE WEATHER</p>  | <p>Severe Thunderstorm Warning</p> <ul style="list-style-type: none"> • Stay Weather Ready – monitor the local news or a NOAA Weather Radio to stay updated about severe thunderstorm watches and warnings. DNR building coordinator will inform employees/volunteers of weather changes. • Stay inside the DNR building. DNR building coordinator will notify employees/volunteers of the warning, stay away from windows and open doors, close as many doors as possible. Building should remain open to public to seek shelter in. <p>Tornado Watch – atmospheric conditions could create a tornado, but one is not on the ground.</p> <ul style="list-style-type: none"> • Stay Weather Ready – continue to monitor the local news or a NOAA Weather Radio to stay updated about severe thunderstorm watches and warnings. DNR building coordinator will monitor and report changes. • DNR building coordinator will remind employees/volunteers to go to the Lee & Rose Warner Coliseum if a tornado warning is issued. • DNR building coordinator will notify vendors and public of watch being issued and that they will need to determine their own emergency plan for dealing with their items and security. <p>Tornado Warning – tornado is on the ground or appears imminent.</p> <ul style="list-style-type: none"> • Take cover now! • Close and lock doors to DNR building if possible. Staff, volunteers, and public should seek shelter at the Lee & Rose Warner Coliseum (see photo). Located one block south of the DNR building (see page 13). • If the building must be evacuated, building coordinator will notify Emergency Planner and R3 MR Supervisor. |

The prompt and accurate reporting of an emergency can sometimes make the difference between life and death. Do the following:

1. Contact the building coordinator or State Fair building superintendent and describe the type of emergency.
2. If they are unavailable, **DIAL 911.**
3. Report the following:
 - Size of the problem and number of people involved
 - Specific location of the emergency
 - **DNR Building** 1740 Carnes Ave.
 - **Nature Building** 1265 Nelson St.
 - **DNR Outdoor Stage** 1251 Nelson St.
 - **Fire Tower** 1765 Carnes Ave.
 - Your name and the phone extension you are calling from (desk phone in DNR building is 651-643-6208).
 - Any other details, make emergency response personnel aware.
 - Stay on the line until confirmed that all information required has been satisfied.

EMERGENCY LOCATIONS MAP



First Aid West: 1834 Dan Patch Ave., next to police station, across from West End Market

- **Pre-fair hours:** Saturday through Monday, prior to the fair opening, 8 a.m. to 4 p.m., Tuesday and Wednesday prior to the fair opening, 8 a.m. to 7 p.m.
- **Fair-time hours:** 8 a.m. to 11:30 p.m.; 10:30 p.m. Labor Day
- **Tuesday after Labor Day:** 8 a.m. to 4 p.m.

Lee and Rose Warner Coliseum: Judson & Clough St.

- 8 a.m. to 4 p.m. hours prior to fair
- 9 a.m. to 9 p.m. hours during fair (Labor Day until 8 p.m.)

ACCIDENT REPORTING FOR EMPLOYEES & VOLUNTEERS

All accidents, incidents, and near misses, even those NOT requiring medical care, must be reported promptly to your supervisor and the State Fair building coordinator.

When an injury or accident occurs:

1. Administer first aid or call 911.
2. Supervisor or building coordinator contacts Sarah Schumacher, DNR work comp/risk coordinator at 763-284-7238.
3. Supervisor and injured employee or volunteer complete the [First Report of Injury \(FRI\) form](#) together and submit within 24 hours to mrincident.dnr@state.mn.us - *even if the report is not complete*. Copy others as your division requires. Final signatures can be sent later.
4. If injured person is a volunteer, also complete a [Non-SEMA4 Employee Details Data Form](#).
5. Ensure the employee or volunteer completes the [Information and Privacy Statement](#) and [Employee Incident Statement](#).
6. Together complete any Accident Investigation Reports and take photos of accident scene.
7. Provide the employee with a [Report of Work Ability](#) to be filled out by physician and [CorVel RX First Fill card](#) for CorVel use if a prescription is needed. This is required prior to returning to work.
8. If the injured person receives medical treatment beyond first aid at the fair their healthcare provider must complete a Report of Work Ability Form prior to returning to work.
9. Work with the employee to identify and accommodate applicable work restrictions the employee may have upon returning to work.
10. All DNR forms are available at the check-in desk in the loft area or on-line and must be completed within 24 hours.
11. Send all forms to the DNR Safety & Health Office at mrincident.dnr@state.mn.us, or fax to 763-689-7120.

All injuries will be tracked as appropriate, reviewed, and investigated. The information will be used to prevent any similar occurrences in the future.

Thank you for making the DNR building and grounds at the State Fair a safer place!
**Have suggestions to improve safety at our State Fair DNR building and grounds?
Send ideas to dawn.bahajak@state.mn.us.**

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Revised June 2022 DB