

VIA E-MAIL

TO: MEUW Safety and Job Training Program Participants

FROM: John Boogren and Jeff Vonau, MEUW Safety Directors

DATE: August 7, 2009

RE: **2009-2010 MEUW Safety and Job Training Information: Safety Session Schedule; Safety Session Topic List; Registration Form (due Friday, August 28, 2009); Training Site List; Workshop and Seminar List; and MEUW Safety Manual Review Guide Form.**

Enclosed are the 2009/2010 MEUW Safety Session Schedule, Safety Session Topic List, Registration Form, Training Site List, Workshop and Seminar List and Safety Manual Review Guide. Please consider using the Safety Manual Review Guide to track your crew's weekly review of the MEUW Safety Manual throughout the year. Regularly reviewing safety rules and looking at how they affect your utility's operation is very important. While we will cover portions of the Safety Manual in our training sessions, it is important that each utility hold regular in-house safety meetings and review the entire Safety Manual annually.

We design Safety Sessions to meet the needs of MEUW members, so as you look over the registration materials, if there is an additional topic that you think we need to address, please let us know. Please post the "2009/2010 MEUW Safety and Job Training Schedule" and place your utility's meeting dates on your utility's calendar.

The enclosed **Registration Form** is for personnel attending all eight sessions. **Names submitted on this form will be registered for all eight sessions. Personnel attending a session who are not registered will be billed at our single session fee.** Employees registered for the all-sessions fee of \$745 rather than single sessions will result in a \$255 savings if all eight sessions are attended. Our goal is to ensure more accurate employee registration by allowing supervisors to pre-register personnel. If you have any questions or concerns regarding this procedure, please contact us. ***Please return your utility's completed registration form to the MEUW office no later than Friday, August 28, 2009.*** Registrations can be mailed to MEUW, 725 Lois Dr., Sun Prairie, WI 53590, or faxed to 608-837-0206.

Please distribute this information as necessary. If you have questions or concerns regarding this information, please call us or email (jboogren@meuw.org or jvonau@meuw.org). We look forward to serving the MEUW membership this year, and we thank you for your continued support of the MEUW Safety and Job Training Program.

Attach.

2009/2010 MEUW Safety & Job Training Schedule

Session listing includes – location – session letter – and instructor [B] = John Boogren, [V] = Jeff Vonau
For Session Topic and Workshop and Seminar information, please see www.meuw.org

September

- 1 – Menasha – A – [B]
- 1 – Fennimore – A – [V]
- 2 – Kaukauna – A – [B]
- 2 – River Falls – A – [V]
- 3 – Waupun – A – [B]
- 3 – Rice Lake – A – [V]
- 8 – Manitowoc – A – [B]
- 8 – Bangor – A – [V]
- 9 – Two Rivers – A – [B]
- 9 – Arcadia – A – [V]
- 10 – Sturgeon Bay – A – [B]
- 10 – Reedsburg – A – [V]
- 11 – Stoughton – A – [V]
- 12 – **MEUW Lineman's Rodeo**
- 14-16 – **MEUW Qualified Pole Climbing School**
- 17 – Plymouth – A – [B]
- 17 – Bloomer – A – [V]
- 18 – New London – A – [B]
- 22 – Eagle River – A – [B]
- 22 – Oconomowoc – A – [V]
- 23 – Shawano – A – [B]
- 23 – Hartford – A – [V]
- 24 – Marshfield – A – [B]
- 24 – Sun Prairie – A – [V]
- 25 – Wisconsin Rapids – A – [B]
- 29 – Elkhorn – A – [V]
- 30 – Prairie du Sac – A – [V]

October

- 1 – Fennimore – B – [V]
- 6 – Whitehall – B – [V]
- 7 – **MEUW Tree Trimming Workshop**
- 8 – **MEUW/WPPI Substation Workshop**
- 13 – Menasha – B – [B]
- 13 – Cashton – B – [V]
- 14 – Kaukauna – B – [B]
- 14 – River Falls – B – [V]
- 15 – Waupun – B – [B]
- 15 – Rice Lake – B – [V]
- 19 – Two Rivers – B – [B]

October

- 19 – Oconomowoc – B – [V]
- 20 – Manitowoc – B – [B]
- 20 – Stoughton – B – [V]
- 21 – Florence – B – [B]
- 21 – Reedsburg – B – [V]
- 22 – Sturgeon Bay – B – [B]
- 22 – Cadott – B – [V]
- 27 – Plymouth – B – [B]
- 27 – Jefferson – B – [V]
- 29 – New London – B – [B]
- 29 – Cedarburg – B – [V]

November

- 2 – Sun Prairie – B – [V]
- 3 – Shawano – B – [B]
- 3 – Prairie du Sac – B – [V]
- 4 – Marshfield – B – [B]
- 4 – Fennimore – C – [V]
- 5 – Wisconsin Rapids – B – [B]
- 5 – Black River Falls – C – [V]
- 10 – Menasha – C – [B]
- 10 – Westby – C – [V]
- 11 – Kaukauna – C – [B]
- 11 – River Falls – C – [V]
- 12 – Waupun – C – [B]
- 12 – Rice Lake – C – [V]
- 17 – Two Rivers – C – [B]
- 17 – Stoughton – C – [V]
- 18 – Manitowoc – C – [B]
- 18 – Hartford – C – [V]
- 19 – Sturgeon Bay – C – [B]
- 19 – Cornell – C – [V]
- 30 – Plymouth – C – [B]
- 30 – Oconomowoc – C – [V]

December

- 1 – New London – C – [B]
- 1 – Jefferson – C – [V]
- 2-3 – **CVTC Lineman Update**
- 7 – Eagle River – C – [B]
- 7 – Reedsburg – C – [V]
- 8 – Shawano – C – [B]
- 8 – Prairie du Sac – C – [V]
- 9 – Marshfield – C – [B]

December

- 9 – Sun Prairie – C – [V]
- 10 – Wisconsin Rapids – C – [B]
- 10 – Fennimore – D – [V]
- 15 – Menasha – D – [B]
- 15 – Stoughton – D – [V]
- 16 – Kaukauna – D – [B]
- 16 – Arcadia – D – [V]
- 17 – Waupun – D – [B]
- 17 – Bangor – D – [V]
- 21 – Cedarburg – D – [V]
- 22 – Two Rivers – D – [B]
- 22 – Medford – D – [V]
- 23 – Manitowoc – D – [B]
- 23 – Jefferson – D – [V]

January

- 4 – Sturgeon Bay – D – [B]
- 4 – Sun Prairie – D – [V]
- 5 – Plymouth – D – [B]
- 5 – Oconomowoc – D – [V]
- 6 – Kaukauna – E – [B]
- 6 – Fennimore – E – [V]
- 7 – Waupun – E – [B]
- 7 – Whitehall – E – [V]
- 11 – New London – D – [B]
- 12 – Florence – D – [B]
- 12 – Prairie du Sac – D – [V]
- 13 – Shawano – D – [B]
- 13 – River Falls – D – [V]
- 14 – Marshfield – D – [B]
- 14 – Rice Lake – D – [V]
- 15 – Wisconsin Rapids – D – [B]
- 19 – Menasha – E – [B]
- 19 – Reedsburg – D – [V]
- 20-22 – **Joint Superintendents Conference**

Note: January is continued on the following page along with February, March, April & May. Highlighted dates are revisions from the original schedule dated 08/03/09.

2009/2010 MEUW Safety & Job Training Schedule

Session listing includes – location – session letter – and instructor [B] = John Boogren, [V] = Jeff Vonau
For Session Topic and Workshop and Seminar information, please see www.meuw.org

January

26-27 – MEUW OVHD/URD

Workshop

28 – Two Rivers – E – [B]

February

2 – Manitowoc – E – [B]

2 – Hartford – E – [V]

3 – Sturgeon Bay – E – [B]

3 – Prairie du Sac – E – [V]

4 – Plymouth – E – [B]

4 – Oconomowoc – E – [V]

8 – Sun Prairie – E – [V]

9 – New London – E – [B]

9 – Cashton – E – [V]

10 – Florence – E – [B]

10 – Bloomer – E – [V]

11 – Marshfield – E – [B]

11 – Elkhorn – E – [V]

12 – Wisconsin Rapids – E – [B]

12 – Reedsburg – E – [V]

15-18 – MEUW Watt-hour Meter

Workshop

19 – Shawano – E – [B]

23 – Menasha – F – [B]

23 – Stoughton – E – [V]

24 – Kaukauna – F – [B]

24 – River Falls – E – [V]

25 – Waupun – F – [B]

25 – Rice Lake – E – [V]

March

1 – Fennimore – F – [V]

2 – Arcadia – F – [V]

3 – Reedsburg – F – [V]

4 – Cadott – F – [V]

9 – Two Rivers – F – [B]

9 – Bangor – F – [V]

10 – Manitowoc – F – [B]

10 – Elkhorn – F – [V]

11 – Sturgeon Bay – F – [B]

11 – Oconomowoc – F – [V]

16 – Plymouth – F – [B]

March

16 – Stoughton – F – [V]

17 – New London – F – [B]

17 – River Falls – F – [V]

18 – Florence – F – [B]

18 – Rice Lake – F – [V]

22 – Cedarburg – F – [V]

23 – Shawano – F – [B]

23 – Sun Prairie – F – [V]

24 – Marshfield – F – [B]

24 – Prairie du Sac – F – [V]

25 – Wisconsin Rapids – F – [B]

25 – Fennimore – G – [V]

30 – Menasha – H – [B]

30 – Black River Falls – G – [V]

31 – Kaukauna – H – [B]

31 – Reedsburg – G – [V]

April

1 – Waupun – H – [B]

1 – Cornell – G – [V]

5 – Stoughton – G – [V]

6 – Two Rivers – H – [B]

6 – Bangor – G – [V]

7 – Manitowoc – H – [B]

7 – River Falls – G – [V]

8 – Sturgeon Bay – H – [B]

8 – Rice Lake – G – [V]

12-15 – CVTC Overhead School

20 – Plymouth – H – [B]

20 – Hartford – G – [V]

21 – New London – H – [B]

21 – Jefferson – G – [V]

22 – Florence – H – [B]

22 – Prairie du Sac – G – [V]

27 – Shawano – H – [B]

28 – Marshfield – H – [B]

29 – Wisconsin Rapids – H – [B]

May

3 – Kaukauna – G – [V]

4 – Fennimore – H – [B]

4 – Menasha – G – [V]

May

5 – Arcadia – H – [B]

5 – Plymouth – G – [V]

6 – Reedsburg – H – [B]

6 – Shawano – G – [V]

11 – Medford – H – [B]

11 – Two Rivers – G – [V]

12 – Stoughton – H – [B]

12 – New London – G – [V]

13 – Bangor – H – [B]

13 – Eagle River – G – [V]

18 – Jefferson – H – [B]

18 – Manitowoc – G – [V]

19 – Rice Lake – H – [B]

19 – Sturgeon Bay – G – [V]

20 – River Falls – H – [B]

20 – Waupun – G – [V]

25 – Hartford – H – [B]

25 – Marshfield – G – [V]

26 – Cedarburg – H – [B]

26 – Wisconsin Rapids – G – [V]

27 – Sun Prairie – H – [B]

27 – Oconomowoc – G – [V]

28 – Prairie du Sac – H – [B]

28 – Sun Prairie – G – [V]

What to Bring to Sessions:

Session A – Bring climbing gear

Session C – East Training Sites – Bring Grounds

Session C – West Training Sites – Bring Hotsticks

Session D – Bring slings and chains

Session F – East Training Sites – Bring Hotsticks

Session F – West Training Sites – Bring Grounds

Session G – Bring appropriate clothing for outside and safety glasses

Session H – Bring appropriate clothing for outside, climbing gear, climbing boots, long sleeve shirt, leather gloves, hard hat and safety glasses

Revised 10/20/09

2009/2010 MEUW Safety Session Topics

Session A **Personal Safety**

- Personal Protective Equipment (PPE)
- Bucket Truck Safety and Rescue
- Truck Pre-Trip Inspection/Aerial Test
- Care of Belts and Hooks

Bring Climbing Gear

Session B **Substations**

- Power Transformers
- Regulators
- Inspection Forms
- Safety Manual (Substations)
- Switching Scenarios

Session C **Tree Trimming**

- Chainsaw Safety
- Tree Trimming
- Cold Weather Gear
- Test Live Line Tools and Grounds

East Training Sites – Bring Grounds
West Training Sites – Bring Hotsticks

Session D **Rigging**

- Eyes and Knots
- Hoists and Straps/Load Angles
- Job Briefings
- Inspect Slings/Chains

Bring Slings and Chains

Session E **Overhead**

- Personal Protective Equipment (PPE)
- Stringing
- Metering
- Basic Hydraulics

Session F **Underground**

- Cable Prep
- Locating
- Tools for Underground
- Test Live Line Tools and Grounds

East Training Sites – Bring Hotsticks
West Training Sites – Bring Grounds

Session G **Emergency Procedures**

- Utility Housekeeping/Vehicles
- Dealing with Customers
- Fire Extinguisher Training

Bring Appropriate Clothing for Outside and Safety Glasses

Session H **Emergency Rescue Procedures**

- Pole Top Rescue
- Attitudes and Responsibilities
- Mutual Aid

Bring Appropriate Clothing for Outside, Climbing Gear, Climbing Boots, Long Sleeve Shirt, Leather Gloves, Hard Hat and Safety Glasses

Rev. 06/23/09

NOTE: Review of Accidents and Close Calls, Accident Analysis, and Safety Manual Review shall be part of each session.



MUNICIPAL
ELECTRIC
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WISCONSIN

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Sun Prairie, WI 53590
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Fax: (608) 837-0206
www.meuw.org

Safety Program Registration Form Training Year 2009/2010

Please use this form to pre-register personnel for **all 8 sessions** of the 2009/2010 MEUW Safety and Job Training Program. The program fee structure for the upcoming year is noted at the bottom of this form. **Please note a savings of \$255.00 per person by registering for all 8 sessions.** When complete, return this form by mail to MEUW at 725 Lois Dr., Sun Prairie, WI 53590 or FAX to (608) 837-0206 **by Friday, August 28, 2009.**

Utility Name: _____

Employee Name	Job Title
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

*Duplicate if additional space is needed

Safety Program Fee Structure for FY 09/10

	All 8 Sessions	Any 1 Session
MEUW Member	\$745.00	\$125.00
Michigan U.P. Public Power Utility	\$745.00	\$125.00
Non-Member	\$1,117.50	\$187.50

MEUW will direct bill your utility for the total amount indicated in October. Billing for single session users will be in April and July of 2010.

Total Amount Due (\$745 X Number Registered) = _____

(Non-Members \$1,117.50 X Number Registered) = _____

Signature and Title of Person Authorizing Date

2009/2010 Safety Session Training Sites

Member employees are not limited to attending safety sessions at sites they normally attend. However, if you decide to attend a session at another site, please inform the host utility so that accommodations for the extra personnel can be made.

West Training Sites		East Training Sites	
	Jeff Vonau	*	Stoughton – 8 a.m. Brodhead Elkhorn Evansville Mount Horeb New Glarus Waunakee
*	Rice Lake – 8 a.m. Barron Cumberland Spooner		
*	River Falls – 8 a.m. New Richmond	***	Jefferson – 8 a.m. Columbus Elkhorn Lake Mills Waterloo
**	Bloomer – 8 a.m. Cadott Cornell Medford	*	Prairie du Sac – 8 a.m. Black Earth Lodi Mazomanie Mount Horeb Richland Center Sauk City Waunakee Wisconsin Dells
**	Arcadia – 8 a.m. Black River Falls Merrillan Trempealeau Whitehall		
**	Bangor – 8 a.m. Cashton La Farge Viola Westby	*	Sun Prairie – 8 a.m. Brodhead Columbus Mount Horeb New Glarus Sauk City Waterloo Waunakee
**	Hartford – 8 a.m. Cedarburg Slinger		
*	Oconomowoc – 8 a.m. Hartford Slinger	*	Fennimore – 8 a.m. Argyle Belmont Benton Boscobel Cuba City Hazel Green Muscoda Richland Center Shullsburg
*	Reedsburg – 8 a.m. Elroy New Lisbon Richland Center Wisconsin Dells Wonewoc		
		*	John Boogren Plymouth – 8 a.m. Kiel New Holstein Sheboygan Falls
		*	Menasha – 8 a.m.
		*	Kaukauna – 8 a.m.
		*	Shawano – 8 a.m. Clintonville Gresham Oconto Falls
		*	Marshfield – 7:30 a.m. Stratford
		*	Manitowoc – 8 a.m.
		*	Two Rivers – 8 a.m.
		*	Wisconsin Rapids – 7:30 a.m.
		**	Eagle River – 9 a.m. Crystal Falls, MI Florence Norway, MI Wakefield, MI
		*	Sturgeon Bay – 8 a.m. Algoma
		*	Waupun – 8 a.m. Columbus Hustisford Juneau Pardeeville Princeton
		*	New London – 8 a.m. Clintonville

* Indicates designated training site.
** Indicates site will rotate within group.
*** Indicates site will rotate between Jefferson & Elkhorn.

Revised 09/24/09

2009/2010 MEUW and CVTC Workshops and Seminars

***Note:** The following lists the variety of workshops and seminars to be offered for the 09/10 training year. These workshops are a work in progress and most dates and locations are not set at this time. For current information and registration forms, see www.meuw.org. Check the MEUW website frequently, as it will be updated with the latest information. MEUW Workshops and Seminars are conducted by the MEUW for MEUW members. Non-members may attend MEUW Workshops and Seminars if space is available. Chippewa Valley Technical College (CVTC) Workshops and Seminars are conducted by CVTC. Contact Randy Larson for CVTC information at 715/855-7542 or rlarson@cvtc.edu.

MEUW Workshops and Seminars

- **MEUW Qualified Pole Climbing School:** To be held in Sturgeon Bay at the Rodeo site from September 14 – 16, 2009. MEUW Safety Directors John Boogren and Jeff Vonau will provide training. Participants that satisfactorily complete the training will be awarded a Qualified Pole Climber Certificate.
- **MEUW Tree Trimming Workshop:** This FISTA based workshop will be held in Marshfield on Wednesday, October 7, 2009.
- **MEUW Substation Workshop:** This workshop will be held in Marshfield on October 8, 2009. This will be a hands-on workshop that covers all aspects of a substation.
- **MEUW OVHD/URD Design Seminar:** This two-day seminar will be held on January 26 – 27, 2010 in Wisconsin Dells.
- **MEUW Watt-hour Meter Workshop:** This four-day workshop will be held on February 15 – 18, 2010 and emphasizes hands-on-training. Location to be determined.

CVTC Workshops and Seminars

- **CVTC Lineman Update:** December 2 – 3, 2009.
- **CVTC The Elements of Rope for the Power Line Worker of Today:** January 13 – 14, 2010.
- **CVTC Apparatus/Transformer School:** February 3 – 4, 2010
- **CVTC Overhead Hotline School:** April 13 – 15, 2010.

MEUW Safety Manual Review Guide

Week	Sections Reviewed	Supervisor Initials
1	Definitions	_____
2	Introduction – 102	_____
3	103 – 110	_____
4	111 – 113	_____
5	114 – 114.3	_____
6	114/4 – 114.8	_____
7	115 – 115.8	_____
8	Sect. 2 – 202	_____
9	202.1	_____
10	202.2 – 202.4	_____
11	202.5 – 202.7	_____
12	203 – 207.1	_____
13	207.2 – 208.1	_____
14	208.2 – 301	_____
15	302	_____
16	303 – 304	_____
17	305 – 309	_____
18	310 – 314	_____
19	401 – 404	_____
20	405	_____
21	406	_____
22	407 – 409	_____
23	501 – 502.2	_____
24	503 – 503.7	_____
25	503.8 – 503.10	_____
26	503.11 – 504.4	_____
27	504.5 – 505.3	_____
28	506 – 506.4	_____
29	506.5 – 506.10	_____
30	507 – 507.1	_____
31	507.2 – 507.3	_____
32	507.4 – 507.5	_____
33	507.6 – 507.11	_____
34	507.12	_____
35	507.13 – 507.14	_____
36	507.15 – 507.17	_____
37	507.18 – 507.23	_____
38	508 – 508.2	_____
39	508.3 – 508.7	_____
40	509 – 509.3	_____
41	509.4 – 509.8	_____
42	509.9 – 509.10	_____
43	509.11	_____
44	509.12 – 510.2	_____
45	510.3 – 510.4	_____
46		_____
47	510.5 – 510.9	_____
48	510.10 – 510.14	_____
49	510.15	_____
50	511 – 511.1	_____
51	512	_____
52	401 – 405	_____
	406	_____

(optional)

(optional)

(optional)

(optional)

(optional)

Rev. 07/31/09