

CITY OF CLOVERDALE

Employee Safety & Health Standards



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Introduction to This Manual

This section provides a brief overview of the contents and use of these Employee Safety & Health Standards.

Contents

This Manual has been created by the City of Cloverdale as guidance to City departments' safety and health policies, procedures, and work practices. This Manual contains the City's Injury & Illness Prevention Program (IIPP). The IIPP in Section 2 is the City's overall employee safety and health guidance document for the departments. The IIPP identifies the departmental requirements for the following safety practices:

- ✓ Citywide commitment to providing a safe place of employment.
- ✓ Basic safety and health responsibilities of management personnel. Each department is required to expand on these requirements as necessary.
- ✓ Accident investigation responsibilities for any incident occurring during the course of employment for the City.
- ✓ Safety and health orientation and training standards for departments.
- ✓ Safety and health communication standards for the departments.
- ✓ Hazard identification and hazard abatement standards for the departments.
- ✓ Standards for discipline for safety infractions and recommended motivational tools for departments.

Special Hazard Requirements for the departments are noted in Section 3. Special Hazard Requirements refer to the written policy and procedure required of any department where the identified, or suspected, exposure to special hazards exists. This section identifies the hazard, the required policy and procedure, and sources

of additional information regarding the requirements. It is the department’s responsibility to comply with this section. The City’s Risk Management function in the City Manager’s Office may be contacted where additional assistance is required, or desired, by the department in meeting the standards of this section.

Section 4 includes definitions of terms used in this Manual. There is an Appendix with forms referenced in this Manual.

Each department is responsible to create detailed safe work practices that address the nature of the work performed by the department and hazards the performance of that work creates. Where departments perform new work, face unknown hazards or need additional assistance in developing safe work practices specific to their department, the City Manager should be contacted. Safety and health information within this Manual is not all-inclusive. There are many Cal/OSHA standards governing work performed in each Department. The departments are expected to know those standards governing work performed by the department.

How to Use This Manual

At various points in this Manual you will find the following icons. These icons are an indication of the material in that section. Icons are:

I C O N K E Y	
	Take Note
	Written Procedure
	Recordkeeping
	Telephone Number
	Web Address

These icons are used to highlight the sections importance to the department and users of this Manual. There is a Table of Contents that is keyed to Sections and Section Headings.

This Manual has been created by the City for use by the Departments. It is expected to set standards, be a useful reference for the departments, and to assist the City with compliance with California Code of Regulations (CCR) Title 8, also known as General, Construction, and Electrical Safety Orders. Title 8 Safety Orders can be referenced on the Internet at the California Department of Occupational Safety and Health, address:

<http://www.dir.ca.gov/DOSH/dosh1.html>



At the above site, look up “Regulations”, then the applicable Safety Order from the list. You may look up the Section if it is known or use hypertext links embedded within this manual to search for the applicable Section.

Injury & Illness Prevention Program

This IIPP is to be used as guidance to each department with their employee safety and health policies and procedures.

Introduction

The purpose of this Injury and Illness Prevention Program (IIPP) is to further the goals of the City of Cloverdale to minimize accidental loss to employees, public, and property as well as to comply with the provisions of the California Code of Regulations (CCR), the California Labor Code, and Code of Federal Regulations.

This IIPP establishes employee safety and health policy and procedure for the City of Cloverdale. This IIPP applies to all Departments and employees of the City of Cloverdale. Where other documents are referenced within this IIPP, they shall be treated as though they are a part of this document.

Safety Policy

It is the policy of the City to perform its business functions in a professional and responsible manner that maintains and furthers the safety and health of its employees, protection of the public and property.

On the following page is the statement of safety policy from the City Manager that is to be followed by all City employees.

To All City of Cloverdale Employees

The City of Cloverdale cares about your safety and health and we are committed to providing you a place of employment free from recognized hazards that cause or are likely to cause you physical harm.

It is the duty of each employee to comply with the occupational safety and health policies and procedures of the City of Cloverdale and Cal/OSHA regulations.

The City provides these Safety and Health Standards as a part of the principles that guide our conduct as a City; department, supervisor, or employee.

This Manual covers workplace rules essential to your safety, health, and wellness. These guidelines help you maintain a safe workplace consistent with federal and state safety and health standards.

Becoming familiar with the contents of this Manual will teach you about topics vital to your safety, health, and well-being. The rules contained herein are not all inclusive. City departments have the responsibility to institute procedures surrounding the work performed in that Department. Your supervisor will issue you instructions covering those hazardous operations before you start work. When in doubt about safety practices, policies, or procedures consult with your supervisor.

Creating and preserving an injury- and illness-free workplace is an important partnership among all of us in support of this common goal.

_____, City Manager

Responsibilities

The following are the responsibilities and accountabilities of City Management.

City Manager

The City of Cloverdale and its City Manager accept the overall responsibility and accountability for providing a safe and healthful workplace for its employees. The City Manager delegates the day-to-day responsibility and authority for carrying out employee safety and health policy to specific City personnel.

Risk Management

City Administration is responsible to ensure that this document is up to date, provide departments with the information and references to properly implement the standards established by this document, and ensure that City departments implement the requirements contained within this document.

Department Directors/Managers/Chiefs

The City Directors, Managers and Chiefs have the following responsibilities:

- ✓ Ensure that the appropriate IIPP is implemented within their department. This can consist of components of this document or equal procedures meeting the standards set by this document.
- ✓ Develop department-specific safe work practices and requirements for the use of personal protective equipment.
- ✓ Periodically review employee injury and illness trends. Take any necessary preventive action to control the source(s) of these accidents.
- ✓ Available for employees to report safety hazards or injury exposures.
- ✓ Ensure that their department has an Emergency Plan that is designed with their department in mind and that employees are trained in the Plan.
- ✓ Do everything else necessary to maintain a safe and healthful work environment.

Department Superintendents/Supervisors

The City Superintendents and Supervisors have the following responsibilities:

- ✓ Implement an effective safety and health program, consistent with the requirements of this IIPP and the needs of their department or work unit.
- ✓ Ensure that employees comply with safe and healthy work practices.
- ✓ Instruct employees in safe work practices to be followed in daily work assignments.
- ✓ Educate employees regarding the proper personal protective equipment required for daily work assignments and ensure that the appropriate protective equipment is available for employees.
- ✓ Review medical, fire, and earthquake emergency response plans specific to the department and/or project.
- ✓ Inform and train employees in job safety and health practices involving hazardous substances used in the workplace.
- ✓ Investigate every accident or employee report of incident to determine cause, mitigation, and prevention.
- ✓ Perform periodic hazard inspections of the department or work area.
- ✓ Hold periodic safety meetings with employees to present job-specific safety information and answer questions from employees regarding accident prevention.

- ✓ Maintain records of hazard inspection and correction, communication of safe and healthy work practices, discipline for a failure to follow safe work guidelines, and training.
- ✓ Do everything else necessary to maintain a safe and healthful work environment.

Employees

Employees are responsible for ensuring their own safety, and the safety of others in the workplace by:

- ✓ Learn and follow the standards, procedures, and safe work guidelines that apply to each job assignment.
- ✓ Discontinue any specific activity that the employee believes, or knows, could lead to injury, illness, or damage to property. In such instances employees are responsible for promptly informing their supervisor.
- ✓ Use the prescribed personal protective equipment required for a job assignment or task as it is designed to be used.
- ✓ Bring to their supervisor's attention any activity, behavior, or unsafe condition that could cause injury, illness to others, or damage to property.
- ✓ Report promptly to their supervisor any occupational injury or illness, or damage to property.

Employee Compliance

Employees are required to follow the safe work guidelines described within this Manual and their department's safety and health procedures, participate in required safety and health training, wear required personal protective equipment, and follow all safety and health rules established by the City.



The management of each department is required to enforce safe work guidelines, offer periodic safety training to affected employees, enforce the use of personal protective equipment, enforce the safety and health rules established by the City, recognize safe performance, and set a good example through their own behavior. The failure to do any of the above may result in disciplinary action up to and including termination of employment.

Safety Communication

The City of Cloverdale uses a variety of methods to communicate safety information to, and from, employees.

City-Wide Communications

The City of Cloverdale communicates safety information to its employees using methods consistent with the message, urgency, and audience. These may include memo, bulletin board notices, E-Mail announcements, safety literature, or personal announcements.

Department Safety Communication Choices

City departments are allowed flexibility in meeting the requirements of this section. The operations and hazards of some departments require greater attention to frequency of safety and health communication. Each department is responsible to choose the methods and frequency of communication that is consistent with the hazards and exposures to employees in those departments, but no less than one of the following three methods:

1. Departmental Safety Committee

Safety committees composed of management and labor from the department. The actual number and size of the committee is dependent upon the size of the department. The safety committee, if used to meet this safety communication requirement, shall not meet less than quarterly. The safety committee reviews the topics below and establishes action plans at each meeting to address improvements to employee safety or health, physical deficiencies, or safe work practices, if any.

- ✓ Review of any employee accident, or incidents that could have caused injury, that have occurred since the last meeting.
- ✓ Discussion of physical condition inspection reports and action taken or assigned to abate hazards.
- ✓ Recommendations of new policies, procedures, or work practices necessary to prevent injuries or illnesses.
- ✓ Identification of employee training needs and scheduling the required employee training.
- ✓ Review and discussion of any other safety and health issues brought to the committee by its members.

The results of the safety committee meetings, and any action taken by the committee, are posted for employees on the Safety Bulletin Board. Safety



committee meeting minutes are kept for one year. This technique is best suited to those departments with large staff that require representation through a committee in order to effectively communicate employee safety and health issues.

2. General Safety Meetings

General department safety meetings are one method that meets requirement for communication of existing, new, or revised safe work practices required in meeting employee safety communication requirements. This method requires a department to have periodic, department-wide, employee meetings at which employee safety and health is one topic. Such meetings are not to be held less than semi-annually when used to meet this standard. These meetings may include any of the following:

- ✓ Discussion of safety and health issues specific to department operations, present safe work practices, or a project that has specific safety and health exposures.
- ✓ Presentation of videos or films illustrating employee safety and health topics.
- ✓ Outside speakers on employee safety and health.
- ✓ Review of injury or illness trends or incidents in the department.



- ✓ Solicitation of employees regarding safety and health issues of concern.

Record of these meetings, topics discussed, and attendance is required. Records are kept for one year. This technique is best suited for administrative departments without significant hazards or injury and illness exposures.

3. Tailgate Meetings

Departments with outside maintenance and construction projects should hold tailgate meetings. This is best suited to departments with crews working at different work sites on a daily or weekly basis. Tailgate meetings are brief, formal or informal discussion of crew safety. Tailgate meetings are best when they are led by the crew supervisor and include a discussion of that week's or day's activity, hazards, and accident prevention critical to the safety of performing the tasks discussed.



Departments choosing this form of safety communication hold the tailgate meetings no less than every ten working days.

Records are kept of these meetings for three years.

Records consist of the topic covered at the meeting, the presenter's name and a signed list of attendees.

Hazardous Condition Reports

Employees are encouraged to report previously unrecognized hazards that could cause injury, illness, or death of an employee or to a member of the public, or damage to property.

Employees should report hazards to their supervisor or manager and expect that the hazard shall be evaluated and abated; consistent with the potential it creates. When a report of hazard is made to their manager, and there is no response within 5 working days, they may report it to the R Department. Employees may report hazards without fear of reprisal and may also report hazards anonymously.

Whenever an employee reports a hazard, it is evaluated with regard to the potential injury or illness it creates. Based upon this evaluation, the hazard may be abated immediately, temporary measures may be taken until the hazard is abated fully, or the hazard may be scheduled for future abatement. In some cases the hazard may be deemed to be insignificant and abatement is not required. The employee reporting the hazard is always informed of the outcome of their hazard report.

Safety Information and Postings

Each department maintains bulletin boards with occupational safety and health information. Bulletin boards are placed where employees gather periodically, such as time clocks, changing rooms or locker rooms. Safety and health information posted on this bulletin board consist of the following: (See next page)

Permanent Postings

Cal/OSHA Poster, "Safety & Health Protection on the Job"

Workers' Compensation Notice regarding current insurance carrier, medical provider(s), and employee rights.

Emergency Evacuation Map and Emergency Response Information

Temporary Postings

Annual OSHA Statistical Report – Annually, during February - April, the Cal/OSHA Form 300A is posted for employee review.

Safety Committee results, if applicable

Safety Promotional Information

Safety Posters

Any other pertinent safety communication not required to be more urgently communicated. The safety bulletin boards may be used for safety memos and other non-critical information regarding safety, safety meetings, and minutes from safety meetings.

In addition to the above choices, each department maintains methods for encouraging employees to report hazards to the department.

Safety & Health Training

All employees new to the city, department, job, or task are provided with hazard awareness training for the jobs and tasks that they will be performing. Job Hazard Analysis (if performed for that job) and the applicable Safety Rules (See Section 3) are used for training employees regarding job hazards, personal protective equipment, and safe work practices.



Employees are trained whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard. Employees shall also be trained whenever a previously unrecognized hazard is identified.

Any employee who has responsibility for the direction of the work of other employees is trained regarding the safety and health hazards to which employees are exposed.

Safety Training – All City Employees

Employees new to the City have orientation and training regarding all items on the *Employee Safety Training Checklist* (See Appendix). Employees in all departments are trained in the following, at a minimum:

- ✓ Information regarding the City's IIPP and information contained within Employee Safety & Health Standards Manual.
- ✓ Emergency Action Plan and Fire Prevention for the location the employee is assigned.
- ✓ Hazard Communication regarding the hazardous substances that are in the workplace(s) of the employee, material safety data sheets, how to access them, and the full content of the Hazard Communication Program.
- ✓ Work Related Injury and Illness Reporting. Work-related injury reporting and the employees' rights under workers' compensation laws.

Safety Training – Department Requirements

Each City department is responsible to train employees in the hazards and prevention of injury specific to that department. This training shall be performed when the employee is first assigned to the department, whenever an employee changes position or is assigned a new task or piece of equipment to operate; and in some cases annually. Training may consist of formal training supported by audio visual aids and speakers, or informal, operational instruction that identifies the proper work practices, necessary personal protective equipment, and operational hazards should the employee fail to follow the safe work practices. See Section 3 additional requirements based upon department exposure.

Training Documentation

All employee safety training is documented on the *Employee Safety Training Checklist*, attached in the Appendix. This checklist is to be used in training all employees.

All training is documented and that documentation maintained for three years. Documentation includes:



- ✓ Course content.
- ✓ Course handouts.
- ✓ When the training was conducted.
- ✓ Attendance roster (readable).
- ✓ Instructor's name and title.
- ✓ Any additional training on the same topic and its schedule.

Hazard Identification

Hazard identification is the responsibility of managers and supervisors as identified under *Responsibilities*. Managers and supervisors of each department are responsible to identify and abate employee safety and health hazards. The frequency of hazard identification is based upon the department's activities, hazards, and health hazards. No City department is to perform hazard identification responsibilities less than quarterly. Acceptable hazard identification methods include:

Planned Inspections

Planned inspections are performed monthly or quarterly by one or more persons. They follow an inspection checklist or can be based upon the knowledge the inspector has of the department or site being inspected. When appropriate, one or more members of a safety committee may perform these planned inspections.

Unplanned Inspections

Unplanned inspections are performed based upon need. They may be performed based upon a new project being started in order to properly identify hazards, the site of a previous accident or near accident, or the impromptu review of worksite hazards.

Job Hazard Analysis

When performed, a job hazard analysis (JHA) identifies the major tasks performed by that job classification, potential hazards, injuries, and illness that the employee is to be cautious about, and the safe job procedures to be utilized in safely performing the task. JHA's are useful for jobs or tasks with severe injury exposures, or jobs seldom performed but with significant injury or illness potential. When performed, JHA's are to be used for training new employees, used as a reference whenever an employee is not familiar with the tasks to be performed, and to be used for training employees with new job assignments.

Outside Professionals

Departments have the flexibility to hire professionals to perform inspections of the worksite, budget allowing. These professionals should be familiar with the hazards and operations of the department, and public entities in general.

Office Hazards

Periodic surveys of the office environment and work practices are performed quarterly. Record of these inspections are kept along with record of action taken to correct any hazards identified. These inspections shall identify the status of, at a minimum, the following areas:

- ✓ *Ergonomics of office workstations and ergonomic hazards to employees*
- ✓ *Electrical cord and receptacle usage*
- ✓ *Trip and fall hazards*
- ✓ *Securing file cabinets*
- ✓ *Posting of emergency evacuation plan*
- ✓ *Employee knowledge of the emergency plan*
- ✓ *Housekeeping*
- ✓ *Material Safety Data Sheets (MSDS) availability*

Department Hazards

Each Department, utilizing *City Basic Safety Inspection* forms or another one more specific to their department, performs periodic hazard inspections. These inspections focus upon employee injury and illness exposures. Records of these reviews shall be kept along with record of action taken to correct any hazards identified. While the inspection forms guide the inspections, they cover, at a minimum (see next page):

- ✓ *Safe work practices of employees*
- ✓ *Availability and use of personal protective equipment such as eye, head, hand, hearing, or face protection.*
- ✓ *Material handling, storage, and lifting*
- ✓ *Machinery guarding.*
- ✓ *Trip, slip, or fall hazards*
- ✓ *Health exposures from noise, chemicals, or outside contractors*
- ✓ *Posting of emergency evacuation plan*
- ✓ *Employee knowledge of the emergency plan*
- ✓ *Housekeeping*
- ✓ *Material Safety Data Sheets (MSDS) availability*



Inspections results are brought to Department Safety Committees, or if none exist, to management personnel. Decisions are made regarding abatement priorities for hazards (see next page) and abatement steps are recorded. Hazard identification (inspections) and abatement information are required to be in writing and maintained for 1 year.

Hazard Abatement

Whenever hazards, unsafe work practices, violations of Cal/OSHA, and unsafe equipment are identified the following steps are taken:

1. Immediately abate the hazard and record the action.
2. Fully abate the hazard as soon as practical, in accordance with the severity of the exposure, and warn employees regarding the hazard until fully abated
3. Inform the appropriate subcontractor or vendor of the hazard and request that they abate the hazard within a time frame consistent with the degree of severity the hazard creates.

Whenever subcontractors or vendors willfully or negligently ignore the correction of safety violations such subcontractors or vendors shall be reported to the Department Manager.

Accident Reporting – Work Related

All injuries and illnesses arising from, or in the course of, employment with the City, are reported immediately to the appropriate supervisor. The supervisor and injured employee follow the City-specific injury and illness response procedures that are posted on the facility's safety or employee bulletin board. The following are the basic steps for responding to first aid, medical treatment, serious injuries (serious injuries are those requiring hospitalization for more than 24 hours, amputation, or unconsciousness), and death. Vehicle physical damage is reported under the risk management policy for Vehicles.

First Aid Treatment Reporting

For injury/illness requiring first aid treatment the first aid is to be provided promptly by appropriately trained personnel or by a licensed medical provider. Incidents involving first aid treatment are reported to the supervisor of the injured employee. Injuries or illness when first aid is provided by a licensed medical provider (hospital, urgent care center, or physician) must be reported to Risk Management Department within 24 hours of notification of the injury/illness. The supervisor is responsible to investigate the injury/illness as required under investigation procedures (see next section).

Medical Injury Treatment Reporting

1. Obtain medical treatment for the injured worker at one or more medical facilities identified by the City as an approved medical provider (See appendix of safety bulletin board postings).
2. The injured worker is required to complete an *Employee's Claim for Workers' Compensation* form.
3. Supervisor is required to complete *Supervisor's Report of Injury* and file with the appropriate department head and Risk Management Department within 24 hours of notification of the injury/illness.
4. Supervisor follows up with any injured workers who lose time from work. This involves weekly contact with any injured worker receiving disability payments for workers' compensation to ensure they are recovering and that the worker understands they are wanted back at work.
5. Supervisor takes steps to prevent a similar event from occurring in the department. An accident investigation is performed and submitted to Personnel within 5 days of notification of the injury/illness (see next section).

Serious Injury Reporting

Serious injuries are those defined as:



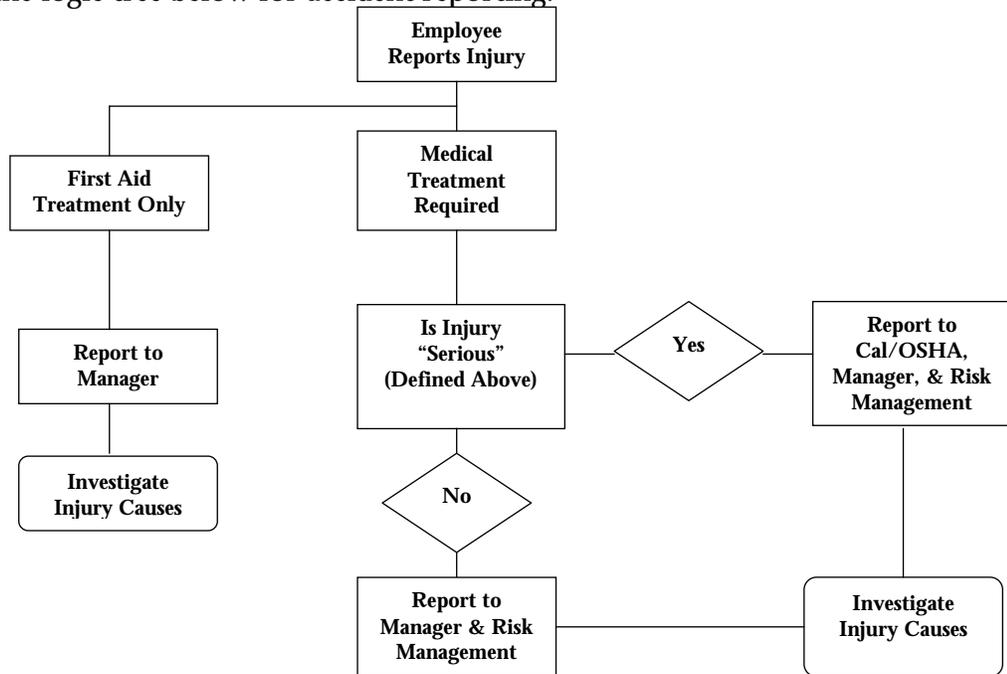
1. Requiring in-patient hospitalization for more than 24 hours for other than observation, or
2. Results in an employee loss of any portion of their body, or
3. Results in any degree of permanent disfigurement, or
4. Results in death of the employee.

Note: Serious injury or illness does not include any injury, illness, or death caused by the commission of a Penal Code violation, except Section 385 of the Penal code, or a vehicle accident on a public street or highway.



Serious injuries as defined above are reported to Cal/OSHA within 8 hours of the supervisor learning of the injury or death. The number to call for Cal/OSHA is (707) 576-2388. These injuries are also reported immediately to the Risk Management Department, City of Cloverdale. Follow

the logic tree below for accident reporting:



Accident Investigation

Accident investigation is utilized as one method for identifying previously unrecognized hazards. The appropriate supervisor, using the *Accident/Incident Investigation* form, performs accident investigation.

This report is to be completed and provided to the Designated Safety Coordinator and filed with the Personnel Department. The report is to be completed within five (5) days of the supervisor being notified that an accident or work-related injury occurred.

This report identifies the probable causes and prevention of the accident. Where action is recommended to prevent similar accidents, record of action taken shall be kept. See the Appendix for a copy of the *Accident/Incident Investigation* form.

Log of Occupational Injuries & Illnesses

The City maintains an OSHA 300 Log of Occupational Injuries and Illnesses. The instruction and definition of recordable injuries and illness to be recorded are on the back of the Log itself. This Log is kept by calendar year. At the end of each calendar year the Log is totaled and signed by Personnel. During the months of February, March, and April a summary form (300A) is posted on the safety bulletin board(s) for employee information regarding recordable injuries and illnesses. Each Log is kept as a record for five years.

Recordkeeping Requirements



Recordkeeping requirements under Cloverdale risk management requirements are as follows:

Training Records	3 Years
Inspection Records	1 Year
Accident Investigation	3 Years
Safety Committee Minutes	3 Years
Tailgate Meeting Minutes	3 Years
Medical Records	30 Years (confidential)
Exposure Records	30 Years (confidential if bloodborne pathogens exposure)

Special Hazard Program Requirements

Special Hazard Programs refer to department requirements for written procedures and employee training for the control of hazards unique to the department's operations.

Hazard Communication

Hazard communication applies to any hazardous substance present in the workplace that employees may be exposed to under normal working conditions, or in a reasonably foreseeable emergency. Hazardous substances are categorized as:

Health Hazards – Substances that are toxic, carcinogenic, irritants, corrosives, or other health hazards.

Physical Hazards – Substances that are combustible, flammable, explosive, oxidizers, pyrophorics, compressed gasses, or other physical hazards.

Exempted from this regulation are products packaged and intended for use by the public (consumer products) when the exposure from such products is not significantly greater than consumer exposure. Hazardous waste is exempted when regulated under RCRA. Tobacco and food products are exempted. Wood products are exempted, but not hazardous substances known to be present in the wood as impurities (treated lumber). Insecticides are exempted if labeled, used and applied according to California regulations (Food & Agriculture, Title 3) for such chemicals by licensed applicators.

Minimizing Exposure

Each department is responsible to minimize exposure to hazardous materials through the following steps:

- ✓ Substituting materials with those of lower hazard or toxicity,
- ✓ Isolating the exposure to hazardous materials through physical barriers, distance, or separation by length of time to or between exposures,
- ✓ Ventilation through the use of increased general or local ventilation to reduce exposure,
- ✓ Administrative controls by limiting the frequency and numbers of employees exposed,
- ✓ Personal protective equipment to reduce the impact of exposure. This may include respiratory, face, skin, hand, eye, or body protection.

Material Safety Data Sheets

A material safety data sheet (MSDS) accompanies all hazardous materials used in the City. The following criteria apply to these MSDS:

- ✓ They are maintained in a three-ring binder in a location, or locations that are readily available to employees during working hours.
- ✓ They are readily available to the employees using, or exposed to, hazardous substances.
- ✓ They are identified during employee training on hazards in the workplace.
- ✓ They are preceded in the three-ring binder by an inventory of hazardous materials of each MSD sheet contained in the binder.

Each department obtains material safety data sheets for hazardous substances to which employees may be exposed. These MSDS are placed in a three-ring binder and made available to all employees. Individual departments are responsible to obtain MSD sheets from vendors and subcontractors if the hazardous materials used by vendors and subcontractors may expose employees. Vendor or subcontractor MSD sheets are kept in a separate binder that is appropriately labeled. All MSD sheets are preceded by an inventory of all hazardous materials represented by the MSD sheets.

The department is responsible to keep material safety data sheets current with hazardous materials in use within the department. Material safety data sheets from outdated materials should be filed in a separate binder and maintained for at least 5 years after the material has been discontinued. There is no requirement to maintain the documentation; however, should an exposure be reported years later, the City must be able to recreate the materials the employee was exposed to, for how long and under what conditions.

Labeling

Hazardous materials shall be used only in their original container with their manufacturers' label; or in a secondary container and labeled identically with the original.

Hazardous Materials Are Not To Be Used In Unlabeled, or Improperly Labeled, Containers.

Spill Response

City employees are required to report hazardous or suspected hazardous material spills. In the event of a hazardous material spill or leak City employees are to respond according to the following two categories:

Emergency Response – A spill or leak that is an immediate threat to the life, health, or safety, of City employees or contractors, or the public. In the event of this category of spill or leak report the emergency by calling 911 and following City spill response guidelines.

Non-Emergency Response – Those spills or leaks that do not provide an immediate threat to the life, health, or safety, of City employees or contractors, or the public. Report internally according City spill response guidelines and clean up according to those guidelines.

Employee Training

All employees who are handling hazardous substances, or who work near and around such substances are trained regarding safe use of those substances. Training is updated whenever a new hazardous substance is introduced to the work place. Training for employees includes:

- ✓ Information on the substances that employees are exposed.
- ✓ The requirements of the Hazard Communication Standard and the employees' right to know regarding hazards of the chemicals with which they work.
- ✓ The location of chemical inventories and materials safety data sheets for the substances to which they are exposed.
- ✓ Methods and observations that may be used to detect a leak or exposure to substances covered under this section.
- ✓ Measures employees can take to protect themselves from substances covered by this section.

- ✓ Emergency procedures followed in the event of a spill or accidental contact.
- ✓ First aid treatment utilized in the event of an exposure.
- ✓ Disposal methods for the hazardous substances used in the workplace.
- ✓ Employees' rights to receive information regarding hazardous substances to which the employee may have been exposed.
- ✓ Information regarding chemicals known to the State to cause cancer or reproductive toxicity (Proposition 65 Warning).



The site below reaches the Cal/OSHA regulation governing Hazard Communication.

<http://www.dir.ca.gov/Title8/5194.html>

Emergency Response Plans

A written emergency action plan is required and posted at each physical facility owned or operated by the City. This plan details emergency response and evacuation. On these evacuation plans is an indication of where employees are to gather to be counted to ensure all employees have left the building.



Detailed emergency response plans are to be developed by each department for each facility that they occupy. For departments sharing occupancies with other departments, emergency response plans are to be coordinated between departments. Plans are to cover the following:

- ✓ Actions to take in case of medical emergency, identification of the medical facility used by the City for employee injuries and illnesses, and the communication method used to summon medical assistance.
- ✓ Actions to take in case of fire. Communication method used to summon fire department and the exact location of the facility. Facilities are to be evacuated in case of fire and employees are not to fight fires unless the City has trained them in the use of fire extinguishers.
- ✓ Actions to take in case of earthquake. Information on shelter and communication.

- ✓ Actions to take in case of bomb threat. If received by telephone, take as much information as possible, including location and time for detonation of the bomb, and immediately report this information to the police.
- ✓ Emergencies shall be announced, as appropriate, by using the voice, intercom, or other methods based upon the facility, telephone equipment, and number of employees possibly affected by the emergency.

Training employees in emergency response procedures is performed in the following manner and frequency:

- ✓ Designate and train a sufficient number of employees to assist in the orderly emergency evacuation from each facility that is occupied. The employees must be advised of their responsibilities under the plan at the following intervals:
 - When the plan is first developed,
 - Whenever employee actions or responsibilities change under the plan, and
 - Whenever the plan is changed.
- ✓ Upon initial assignment each employee receives a review of those parts of the plan that the employees must understand in order to protect themselves in case of an emergency.



The site below reaches the Cal/OSHA standard governing Emergency Response.

<http://www.dir.ca.gov/Title8/3220.html>

First Aid & Medical Response

The City has identified medical providers that serve as the designated medical provider for injuries and illnesses occurring as a result of work performed by City employees. The designated providers are posted in each facility occupied by City employees. Management employees are expected to have this information readily available to employees in case of any medical emergency. Medical provider information is available from the Personnel Department.

To avoid delays in medical treatment at isolated locations employees should take the following precautions:

- ✓ Don't work alone at an isolated location.
- ✓ Have first aid supplies readily available at isolated locations (within vehicles or facilities).
- ✓ Have a reasonable number of personnel trained in first aid techniques for those departments with work outside, or at facilities outside City limits and at a greater distance to medical facilities.

First aid supplies are inspected monthly by the department responsible. Minimum supplies consist of:

<i>Latex gloves</i>	<i>Plastic airway protector</i>	<i>Adhesive dressings</i>
<i>Safety Pins</i>	<i>Eye dressing packet</i>	<i>2-inch gauze bandage roll/compress</i>
<i>Scissors</i>	<i>1-inch wide adhesive tape</i>	<i>2 and 4 -inch square gauze pads</i>
	<i>Triangular bandages</i>	<i>Cotton tipped applicators</i>

Eyewashes

Suitable eyewash or body drenching facilities are required whenever employees are exposed to injurious corrosive substances that may injure their eyes or body. This may consist of the following:

1. Portable (Self-Contained, Gravity-Fed) Eyewash Stations

An ANSI approved portable eyewash stations, containing purified preserved buffered saline solution prepared by the manufacture and factory sealed to resist contamination, shall be provided employees whenever working conditions warrant it. Follow the manufacturer's recommendations for maintenance.

2. Self-Contained, Pressurized Eyewash Stations

Approved, pressurized eyewash stations, containing purified, preserved, buffered, saline solution, prepared by the manufacturer and factory sealed to resist contamination, shall be provided employees whenever working conditions warrant it. Follow manufacturer's recommendations for maintenance.

3. Plumbed Eyewash Station

Where workplace conditions warrant, plumbed emergency eyewash stations are to be provided employees to irrigate offending chemical(s) from the affected eye. Plumbed eyewash stations must deliver flushing to both eyes at a minimum flow

rate of 0.4 gallons per minute for 15 minutes. Water flushed into the eye at the station must be in the temperature range of 60F to 95F and needs to be clean and free of contamination to reduce the potential of causing additional damage to the cornea of the eye from chlorine, solids (rust particles), irritants, and microbial contaminants inherent to plum bed water. To ensure water quality, the eyewash station should be filtered and flushed at least monthly.



The site below reaches the Cal/OSHA standard governing first aid and medical response:

<http://www.dir.ca.gov/Title8/3400.html>

Heat Illness Policy & Procedure

All outside workers are provided the following in order to reduce the possibility of a heat related illness:

Access to Shade

1. Shade is identified, or created, for employees whose work outside exposes them to heat and the possibility of heat illness. Shade may consist of natural; man-made temporary or permanent structures. Access to shade may differ from site to site but will be identified. Shade meets the requirements of an area; such that objects cast no shadow and are an area cooler than direct sunlight. Autos in the sun without air conditioning running do not meet this qualification.
2. Should shade not be readily available, supervisor or manager will make available cooling measures other than shade such as misting machines.
3. Examples of shade meeting the above definition for City employees include:
 - a. Official vehicles with the air conditioning running, or
 - b. Shade trees adjacent to the work area, or
 - c. Umbrellas or canopies (equip work vehicle with umbrella if work site is not known to have effective shade).

Water Requirements

Potable water is provided to each employee allowing a rate of consumption of one quart per hour per employee where it is not plumbed and continuously available. Employees are responsible to fill water containers on vehicles prior to leaving their yard or shop each morning.

Emergency Response

1. Employees suffering from heat illness, or believing a preventive recovery period is required, are provided access to shade and the time to recover. Employees are allowed a period of no less than five (5) minutes whenever heat illness is indicated by one or more symptoms. Employees may make use of this access to recovery shade whenever they believe it to be necessary to prevent heat illness. Employees in critical functions must provide reasonable notice to their supervisor in order for the employee's function to be replaced prior to the employee vacating the position.
2. Each fixed work site has specific address for the site posted, or maintained in the work vehicle, should emergency response be required. If an address is not applicable, directions to the site are provided in simple terms.
3. Each work site or work vehicle is equipped with emergency response numbers, even if that consists of calling 911. Emergency number and site address or directions are located in the same place.
4. Employees or managers seeing the symptoms of heat illness are to allow employees adequate time to recover from these symptoms. Should an employee's symptoms require, emergency medical care should be sought by either calling 911 or through transportation to a local hospital or clinic, if that is appropriate.

Training

Employees receive initial orientation regarding heat illness and on-going training on projects through tailgate safety meetings. Training covers the following topics:

1. The environmental and personal risk factors for heat illness.
2. Rohnert Park procedures for identifying, evaluating, and controlling exposures of heat illness.
3. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, under extreme conditions of work and heat.
4. The importance of acclimatization to the heat and work performed.
5. The different types of heat illnesses and the common signs and symptoms.
6. The importance of immediately reporting any signs of heat illness to a supervisor. This includes signs in yourself or others.
7. The department procedure for responding to heat illnesses including how emergency medical will be provided if indicated.
8. How to provide clear and precise directions to the worksite if it is not a street or road address easily identifiable by emergency response personnel.

In addition to the above training; managers, supervisors, and foreman are provided training on the following:

1. The information required to be provided as a result of this heat illness policy and procedure.
2. How to implement this heat illness policy and procedure on City projects.
3. The procedures the supervisor follows when an employee exhibits symptoms consistent with possible heat illness, including the emergency response procedures.

Fire Prevention Plans

Each department develops a fire prevention plan covering the potential fire hazards in the department. These plans include the following:

- ✓ Potential fire hazards, and their proper handling and storage procedures, ignition sources such as smoking, welding, cutting and their control procedures, and the type of fire protection equipment used for control.
- ✓ Job titles of personnel responsible for maintaining fire prevention or extinguishing equipment. In those instances where this is another department or outside contract, just identify which department is responsible for the contract or maintenance.
- ✓ Job titles of personnel responsible for control of flammable and combustible waste.
- ✓ Housekeeping procedures.



The department reviews the plan, or those parts of the plan that the employee must know in case of emergency, with each employee upon initial assignment. The written plan is made available to employees upon request. The plan maintenance and implementation is the responsibility of each department with exposure to potential fire hazards. Departments without exposure need not develop or maintain a plan.



The site below reaches the Cal/OSHA regulation governing Fire Prevention Plans.

<http://www.dir.ca.gov/Title8/3221.html>

Confined Spaces

A confined space procedure is required of a City department when the following conditions exist:

1. Space is large enough, and so configured, that an employee can bodily enter and perform assigned work; and
2. Space has limited means for entry or exit, and
3. Space is not designed for continuous employee occupancy.

Confined space permit entry procedures are required when, in addition to the above, any of the following conditions exist:

1. Contains or has a potential to contain a hazardous atmosphere; or
2. Contains a material that has the potential for engulfing an entrant; or
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
4. Contains any other recognized serious safety or health hazard

Hazardous atmospheres include those that expose employees to the risk of death, incapacitation, or impairment of ability to self-rescue, injury, or acute illness.

All confined spaces are to be considered "permit required" spaces until pre-entry procedures demonstrate otherwise.



Written operating procedures governing the identification, testing and entry into a confined space meeting the above definition are established by the respective department prior to allowing employees to enter confined spaces. Permit-Required Confined spaces require a written permit system.

Only employees trained in the confined space operating procedure established by the department are allowed to enter confined spaces.

Confined space procedures include:

- ✓ Employee training in confined space entry, rescue, and if required, respiratory protection.

- ✓ Procedures to determine whether the confined spaces require a permit entry procedure (sewer lines always require a permit entry system).
- ✓ Confined space procedure for purging hazardous substances.
- ✓ Air quality testing procedure to determine the level of oxygen and toxic, flammable or explosive air contaminants.
- ✓ General or local ventilation procedures as required based upon above testing.
- ✓ Methods for isolating space from supply lines capable of creating hazardous conditions. Exception to this is sewer lines that cannot be isolated. Sewer line entry requires a separate procedure and emergency response procedure to prevent being engulfed.
- ✓ Lockout procedures used to secure electrical systems, pressure systems, piping, machinery or moving equipment.
- ✓ Identification and training for personnel entering confined spaces containing hazardous gases requiring wear protective equipment.
- ✓ Emergency response procedures.

Emergency Response personnel (Police & Fire) treat all confined spaces entered under emergency conditions as potentially harmful to employees. Supplied air respirators and protective clothing is utilized under these conditions. Emergency response procedures are the responsibility of the individual department.



The site below reaches the Cal/OSHA regulation governing Confined Space Entry.

<http://www.dir.ca.gov/Title8/sb7g16a108.html>

Respiratory Protection

City departments requiring employees to use respiratory protection or providing respiratory protection for voluntary use must have a respiratory protection program that addresses the requirements in this section. Should respiratory protection be required, its use is enforced. If respiratory protection is not required, but is desired by the employees, there are a number of conditions below that must still be met.

Whenever it is reasonable to suspect that employees may be exposed to concentrations of airborne contaminants in excess of levels permitted by Cal/OSHA, CCR Title 8, §5155(c), the department is to monitor the work

environment so that exposure to employees can be measured or calculated. For the adequate protection of employees, the person supervising, directing or evaluating the monitoring and control methods shall be versed in the standard and shall be competent in industrial hygiene practice

The steps, in order of priority, in controlling airborne contaminants, are as follows:

1. Prevent harmful contamination through engineering controls. Examples include changing materials to less harmful ones, general dilution ventilation (opening doors or use of fans to direct ventilation), and exhaust ventilation (hoods or squirrel-cage suckers).
2. Use administrative controls to prevent harmful contamination. Examples include limiting employee exposure or changing work practices to reduce frequency or volume of exposure.
3. Use of respiratory protection. Whenever respiratory protection is utilized, the requirements in this section must be followed.

Dust Masks

The following sections apply to all respiratory protection devices that may be worn by employees in the course of work for the City, with the exception of dust masks. Dust masks are utilized in dusty, but non-toxic, conditions to protect employees. Whenever work creates dusty conditions, efforts are taken to reduce employee exposure to dust through wetting it, local exhaust ventilation, or other appropriate means. If these steps are not successful in reducing dust below acceptable levels, dust masks are provided to, and worn by, employees.

Respirators

The City minimizes the need for respiratory protection by employees in the regular performance of job tasks. Whenever possible, general and local ventilation is utilized, as well as administrative controls, to reduce employee exposure to airborne contaminants. This minimization does not apply to emergency response personnel and their requirement for respiratory protection.

Whenever it is reasonable to suspect that an employee is exposed, or suspects they may be exposed, to airborne contaminants the department shall assess the exposure. Should the measurements indicate the need for respiratory protection, appropriate respirators shall be provided, fit-tested, and the employee trained regarding their use. Measurements indicate a need for protection when they exceed the permissible exposure limits identified by Cal/OSHA. Employees shall not utilize respiratory protection unless they have an opinion from a licensed healthcare provider (physician) stating that it is safe for them to wear one.

City department responsibilities for respiratory protection include:

- ✓ Measuring, or having measured, potential exposure to harmful airborne contaminants when it is reasonable to suspect that employees are exposed in concentrations above those permissible in CCR Title 8, §5155(c).
- ✓ Requiring and enforcing the use of respiratory protection where employees are exposed to harmful airborne contaminants when protection cannot be assured by engineering or administrative controls.



- ✓ Developing written respirator guidelines for use, type of respirator, fit testing, employee training, and care of respirators where department operations and activities require the use of respirators.
- ✓ Supplying the appropriate respirators based upon assessing the exposure and user requirements (face size, user facial hair, and seal).
- ✓ Determining, through a licensed healthcare provider, that the employee is physically able to perform the work while wearing the required respiratory protection. The medical status of persons assigned to use respiratory protection is reviewed no less than annually.
- ✓ Fit-testing respirators to employees each time a new type of respirator is assigned and/or fit testing annually.
- ✓ Providing training for employees in the proper use and care of respirators.
- ✓ Providing sanitary storage and maintenance for respirators.
- ✓ Naming a “program administrator” to manage the department’s respiratory protection program. This individual should be knowledgeable regarding department respiratory hazards, respirators necessary for protection, and the provision of Cal/OSHA respirator standard.

Employee responsibilities for respiratory protection include:

- ✓ Wearing respirators when required to do so based upon exposure and department requirements.
- ✓ Wearing respirators only after having been provided a physical and training on the use of respirators.
- ✓ Inspecting respirators prior to each use to ensure it is suitable to be used, or reporting any defects noted.
- ✓ Reporting any exposure that the employee believes justifies respirator protection for the employee.

Voluntary Respirator Use

Voluntary use of a respirator occurs when an employee requests a respirator even though the use of one is not required by a standard and the department has determined that its use is not necessary to protect the health of the employee. The department can provide respirators at the request of employees or permit employees to use their own respirators as long as the department determines that the respirator's use will not in itself create a hazard. When respirators are used voluntarily, only certain respiratory protection program elements must be met. Departments must:

1. Conduct employee medical evaluations.
2. Establish procedures for cleaning, storing, and maintaining respirators.
3. Give employees a copy of CCR, Title 8, § 5144, Appendix D, *(Mandatory) Information for Employees Using Respirators When Not Required Under the Standard*, which provides basic information on the proper use of respirators.

It is recommended for any department that has exposure to airborne contaminants that the department educates itself regarding the exposure, exposure limits and the requirements for mandatory and voluntary use of respirators.



The site below reaches the Cal/OSHA regulation governing Respiratory Protection and the control of airborne contaminants.

<http://www.dir.ca.gov/Title8/sb7g16a107.html>

The following site is a list of publications elaborating how to meet standards compliance. In this list, go to “respiratory protection” for an excellent guide on how to put a written respirator program together.

<http://www.dir.ca.gov/dosh/PubOrder.asp>

Lockout/Tagout

Employees, who operate, clean, service, adjust or repair machinery and equipment are required to lock, block, or tag equipment that is worked on. Such employees are required to fully understand and follow the lockout procedures and are known as “authorized employees.” Employees not required to lock, block, or tag out equipment, but still affected by such activities, are required to understand the locks and tags such that they do not defeat the purpose of them. This group of employees is known as ‘affected employees.’

City equipment meeting the requirement for lockout is those who have energy (electrical, mechanical, hydraulic, pneumatic, or other) that cannot be disconnected from its energy source. Equipment that can be unplugged does not have to follow these lockout procedures as long as the power cord end is within sight of the authorized employee. Even unplugged equipment may need to have a secondary power source blocked, see Blocking below.

All departments who repair, service, adjust, or clean equipment is required to have department-specific Lockout/Tagout procedures. Each City department has different equipment that meets the criteria for lockout procedures. Departments are required to develop a list of equipment that meets the criteria of this section and add new equipment to this list as required.

The City shall audit, or have audited, the lockout procedure and its effectiveness in departments on an annual basis. Someone other than those employing the lockout procedure performs such audits.

Procedural Requirement of Departments



Each City department requiring use of the lockout procedure must have a written procedure that covers all of the following:

- ✓ Methods for locking out the main power source to prevent unexpected or inadvertent movement of the machine.
- ✓ Methods for locking or tagging equipment. Locks and tags are preferred jointly, unless there is a sound reason why only one method can be used.
- ✓ Methods for lockout by multiple personnel.
- ✓ Test methods to ensure the switch, or valve it cannot be operated.
- ✓ Identification of the reason for the lockout, your name and method of contact, and date the tag was put in place on the tag.
- ✓ Methods for releasing stored or blocked stored energy (mechanical, hydraulic, air, etc.) before equipment is locked-out for repairs.
- ✓ Provisions for appropriate safety locks individually keyed to employees personally.
- ✓ Methods for employees to keep personal control of your key(s) while safety locks are in use.
- ✓ Methods allowing only the employee exposed to the hazard to placing or removing the safety lock.

- ✓ A method to check the safety of the lockout by attempting a start-up after making sure no one is exposed.
- ✓ Identification of department equipment requiring lockout and where to lockout that equipment.
- ✓ Training authorized employees in the procedures, and affected employees in an overview of the procedure and what to do in case locks or tags are encountered.

Procedural Steps Required

The procedural sequence followed in locking out equipment is:

- ✓ Initiate lockout notice with announcement of maintenance or repair schedule. Ensure maintenance schedule for all equipment includes applicable lockout requirement.
- ✓ Notify all affected employees that a lockout is being performed.
- ✓ If the equipment is operating, shut it down by normal stopping procedures (switch, stop button, etc.).
- ✓ Disconnect the source of energy for the equipment. Reference the department lockout list for identification of equipment and their respective lockout locations.
- ✓ Lockout the equipment with the lock assigned for this purpose.
- ✓ Check to ensure that no personnel are exposed and operate the equipment's on or start switch to ensure the equipment is de-energized. Return buttons to their neutral position after this check is performed.
- ✓ The equipment may now be adjusted, cleaned, or repaired. Guards may be removed for this purpose.

Blocking Equipment

Some machine's operating parts and certain mechanical equipment can slip accidentally. Blocking-out machinery and equipment can prevent this potential hazard. If blocking is required develop procedures based upon the following:

- ✓ Physically block-out air operated, gear driven, hydraulically operated units, or suspended parts of a machine or equipment to prevent movement.
- ✓ Bleed down steam, air or hydraulic cylinders.
- ✓ Block-out gears, dies and other mechanisms.
- ✓ Put blocks under raised dies, lifts, or any equipment that might descend, slide, fall or roll.

- ✓ Release coiled springs, spring-loaded devices and security cams.
- ✓ Use blocks or special stands under raised vehicles, machines or equipment to prevent failure or slippage of the jack or elevating device.



The site below reaches the Cal/OSHA regulation governing lockout/tagout procedures for use while cleaning, repairing, servicing, or adjusting equipment.

<http://www.dir.ca.gov/Title8/3314.html>

Hearing Conservation

OSHA has prescribed the limits established by the American Conference of Governmental Industrial Hygienists (ACGIH) as a standard for occupational noise exposure. Both the sound pressure level of the noise and the total duration of the noise exposure are considered to determine if these limits are exceeded.

Exposure to noise equaling or exceeding 85 dB in the A scale (dBA) for an eight-hour period (referred to as a time-weighted average) establishes the point at which the City department must develop a hearing conservation program. Whenever the time-weighted average exposure (TWA) exceeds 85 dBA for 8 hours, or information indicates the employee exposure may equal or exceed 85 dBA TWA, the City department does the following:

- ✓ Monitors, or has monitored, the employee(s) noise level exposure. This can be performed through either area or personal monitoring and should be performed by someone who is trained in the use of the measuring equipment. Area monitoring is generally unacceptable for jobs with high worker mobility or high impact sound levels.
- ✓ Repeats monitoring whenever there is a change in equipment, the addition of new equipment, or changes in work procedures such that additional employees may be exposed or attenuation provided by the hearing protectors may no longer be sufficient to protect employees.
- ✓ Establishes and maintains an audiometric testing program for the employee. This includes annual testing at no cost to the employee and evaluation of the results by a trained technician.
- ✓ Informs the employee of any threshold shift in their ability to hear.
- ✓ Takes steps through engineering or administrative procedures to reduce the employee exposure to less than 85 dBA TWA.

- ✓ Provides hearing protectors for employees and requires their use for the following employees:
 - Those employees exposed to more than 85 dBA for an 8-hour TWA, and
 - Have not had a baseline audiometric test, or
 - Whose audiometric exams have indicated a threshold shift, or
 - Any employee exposed to more than 90 dBA for an eight-hour TWA.

The City provides hearing protectors for employees who are required to use them for protection against noise exposure. These protectors shall include different types and sizes in order to meet the variety of fit requirements of employees.

Employees exposed to noise requiring the use of hearing protectors are trained in the use and fit of the protectors. Should anyone believe that they are exposed to noise levels in excess of the above levels, it should be reported and the appropriate measures of the exposure shall be made. Radio headsets are not acceptable for hearing protection, or allowable when operating any City equipment.

Training Program

Whenever a City department has employees exposed to noise levels at or above 85dBA for an 8-hour TWA the department provides training to the employee and ensures employee participation. Training program is repeated annually. Content of training is:

- ✓ The effects of noise on hearing
- ✓ The purpose of hearing protectors
- ✓ The purpose of audiometric testing

The department is to make available Article 105 of General Industry Safety Orders, Title 8 (see hypertext below) to the employees and to post in the workplace. The department is also to make available to employees any information pertaining to this standard from Federal OSHA.

Recordkeeping



Accurate records of the employee exposure measurements are to be maintained for at least two years, although it is recommended, that if not repeated, they be kept as long as they reflect current exposure.

Audiometric test results shall be kept for the duration of the affected employee's employment.

Access to these records is granted to any employee, former employee, representatives designated by employees, or authorized representatives of the Division of Occupational Safety & Health (DOSH) upon request with reasonable notice.



The site below reaches the Cal/OSHA regulation governing Hearing Conservation.

<http://www.dir.ca.gov/Title8/sb7g15a105.html>

The site below reaches Federal OSHA's website regarding hearing conservation:
<http://www.cdc.gov/niosh/96-110.html>

Bloodborne Pathogens

It is the City's policy to protect the health and safety of employees through the establishment and enforcement of this exposure control plan that eliminates or minimizes occupational exposure of employees to blood-borne pathogens. This exposure control plan identifies employees who are subject to occupational exposure to blood-borne pathogens, establishes information and training standards for those employees, establishes an immunization program for the Hepatitis B virus that provides protection for City employees from occupational exposure to blood-borne disease.

Bloodborne pathogens refer to pathogenic microorganisms that are transmitted in human blood and body fluids. This section details controls to prevent employee exposure, procedures to follow to clean-up spills, and a post-exposure protocol to follow. The most widely known bloodborne pathogens are hepatitis (B & C) and human immunodeficiency virus (HIV). Of these three most common bloodborne pathogens, hepatitis B is the most infectious.

It is not reasonably anticipated that many City employees will be exposed to bloodborne pathogens. The exceptions are noted below. Those who have been identified by the City as "reasonably anticipating" exposure to bloodborne pathogens follow an exposure control plan designed to minimize exposure. Any employee, who believes that the exposure exists for them, and has not been identified, should bring their concern to the attention of their supervisor.

Exposure Determination

The following tasks and procedures reasonably anticipate exposure to blood, body fluids, or other potentially infectious materials:

- ✓ Performing first aid duties and /or emergency medical treatment;
- ✓ Performing mouth to mouth resuscitation; or
- ✓ Performing custodial duties in bathrooms, jail area, library, parks, or other public area where needles may have been disposed of in trash receptacles.

All sworn Police personnel are determined to have Occupational Exposure or Potential Occupational Exposure:

Training & Information

Employees in the above classifications receive training at no cost to the employee provided during working hours. The department provides training on bloodborne pathogens within 10 days of hire and annually thereafter.

Training includes, at a minimum, the following elements:

1. A copy of the standard and an explanation of the contents;
2. A general explanation of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of blood borne pathogens;
4. An explanation and copy of this Bloodborne Policy;
5. An explanation of the appropriate methods for recognizing task and other activities that may involve exposure to blood and other potentially infectious materials;
6. An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, administrative or work practice controls, and personal protective equipment;
7. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
8. An explanation of the basis for selection of personal protective equipment;

9. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination shall be offered free of charge;
10. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potential infectious materials;
11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident, the medical follow-up that will be made available, and the procedure for recording the incident on the Sharps Injury Log (Sharps Injury Log pertains to medical personnel only);
12. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
13. An opportunity for questions.

Training Records contain the following:



1. The dates of the training sessions;
2. The contents or a summary of the training sessions;
3. The names and qualifications of the person(s) conducting the training; and
4. The names and job titles of all persons attending training sessions.

Training Records are maintained for 3 years from the date on which the training occurred.

Methods of Compliance – Exposure Control Plans

Those departments with exposed employees must create an Exposure Control Plan. Departments required to have an Exposure Control Plan are:



Police

You are not required to have an Exposure Control Plan if the sole exposure is the likely provision of first aid to injured workers or public prior to emergency personnel arriving.

The Exposure Control Plan is reviewed annually and updated as needed.

Universal precautions are observed by all city employees in order to prevent contact with blood or other potentially infectious materials. All blood or other

potentially infectious material shall be considered infectious regardless of the perceived status of the source individual.

Work practice controls are identified in the department exposure control plan and cover at least the following:

1. Engineering controls that will reduce the exposure are identified as the primary control step. This includes the use of “safety” needles for emergency response personnel, or the documentation on why they cannot be used.
2. Work practice controls that will reduce the exposure are identified as the second control step.
3. Personal protective equipment necessary to protect employees and reduce the exposure. The location of specific personal protective gear such as face, hand, body, and eye protection is specifically identified in the department exposure control plan.
4. Personal sanitation practices to reduce and control of bloodborne pathogens exposure.
5. Proper practices for the disposal of “sharps” or syringes regardless of where found. This applies predominately to Emergency Response personnel and Recreation and Parks.
6. Spill clean-up procedures, if applicable.

Post-exposure evaluation and follow up are identified in the Exposure Control Plan (see Post Exposure Protocols below).

Hepatitis B vaccine provisions (see below).

Hepatitis B Vaccine

Hepatitis B Vaccination is available to the above job classifications upon hire or any time thereafter and to any employee after exposure. All employees of the City who come in contact with bloodborne pathogens in the normal course of their work duties shall be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine shall be offered within ten (10) working days of their start of employment, unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees who do not elect to participate in the vaccination program are required to complete the declination form. Employees who initially decline vaccination can elect at any other time to commence vaccination. Record of

completion or declination of the vaccination program shall be filed in a Confidential Medical File.

Vaccination services are provided during work hours, and employees shall be provided with transportation to vaccination service sites if not available at the employee's work site.

A copy of this procedure shall be provided to the medical services provider selected by the City to provide Hepatitis B vaccinations to City employees.

Post Exposure Protocols

Should a City employee be exposed to bloodborne pathogens in the course of employment, the following protocols are a part of individual exposure control plans:

- ✓ Reporting requirements, including immediate notification of the supervisor and, if necessary, completion of workers' compensation forms. An accident investigation is always completed after an exposure incident.
- ✓ Post exposure evaluation and follow-up care shall be made available at no cost to all employees who have an exposure incident.
- ✓ Immediately following an exposure incident, the employees shall be provided a free confidential medical evaluation, confidential medical counseling, and follow-up care outlined. The licensed medical provider is provided a copy of the requirements under Cal/OSHA (see link below).
- ✓ Documentation of the route of exposure, circumstances in which the incident occurred and identification and documentation of the source individual, unless the source is unknown, shall be placed on the exposure treatment sheet.
- ✓ The source individual's blood shall be tested as soon as possible, after consent is obtained, for HIV infectivity. Unsuccessful attempts made to obtain consent shall be documented. HBV testing shall be ordered immediately on the source blood if available. Specimen may be frozen until HIV consent is obtained.
- ✓ Source testing for HBV and/or HIV need not be repeated when the source individual is known to be infected with HBV or HIV.
- ✓ The results of the source individual's blood tests shall be made available to the exposed employee. The employee shall be informed of applicable laws.

- ✓ Exposed employees shall be offered the hepatitis B vaccine. Should the employee decline the hepatitis B vaccine; the employee shall sign a declination form. Should the employee change their mind regarding accepting hepatitis B vaccine in the future, it shall be provided to the employee at no cost.

All findings, diagnosis, and medical records regarding exposure shall remain confidential and maintained by the City. Medical records are kept for thirty years.



The site below reaches the Cal/OSHA regulation governing bloodborne pathogens.

<http://www.dir.ca.gov/Title8/5193.html>

Repetitive Motion Injury Prevention

The purpose of this Policy is to minimize repetitive motion pain and injuries through proper workstation setup for new employees, early reporting of suspected repetitive motion injuries, an evaluation of workstations upon request, controlling the ergonomic hazards that cause repetitive motion injuries, and to provide for training where similar workplace activities occur.

Each department is directed toward developing the specific policies and procedures that are required for their department to minimize repetitive motion injuries to employees. While a majority of the exposure may be related to workstation design, some repetitive motion injuries stem from tool use, material handling, and other activities.

Procedures

New Employees – New employees may request a workstation evaluation if experiencing discomfort, or if questions regarding workstation adjustment arise. This is to be requested through your supervisor and provided by the Personnel Department.

Existing Employees – All departments are required to have policies and practices that emphasize early reporting of pain associated with repetitive motion injuries. Upon knowing of a report of pain the following steps are followed:

- ✓ Employees are asked if they wish medical attention. If not, no workers' compensation claim is filed.

- ✓ The report of pain associated with repetitive motion injuries is reported to the Personnel Department. At Personnel Department's discretion, someone from that department or an outside contractor shall evaluate the source of the pain. An evaluation, with recommendations, if any, for relief of the pain, is scheduled within a reasonable time.
- ✓ Employees who receive evaluations for suspected repetitive motion injuries are required to follow the recommendations of the evaluator.
- ✓ Should the pain not be relieved based upon the initial evaluation and good faith efforts by the employee to improve repetitive motion behaviors, a specialist in ergonomics shall also evaluate the employees' work.

Training – Employees are trained in the prevention of repetitive motion injuries based upon their job assignment. At the least this training consists of:

- ✓ Communication of this policy.
- ✓ Training in methods of adjusting chairs, tables, monitors, and keyboards.
- ✓ Training in methods of safe tool use.
- ✓ The symptoms of repetitive motion injuries.
- ✓ The equipment available to relieve workstation stress (lumbar support pillows, footrests, alternative mice, and alternative keyboards).
- ✓ The importance of early reporting of repetitive motion pain and injury.



The site below reaches the Cal/OSHA regulation governing control of repetitive motion injuries.

<http://www.dir.ca.gov/Title8/5110.html>

Demolition Activities

Demolition of structures requires a written plan prior to proceeding with the demolition. Structures are defined as that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.



Prior to permitting employees to start demolition operations, a qualified person shall make a survey of the structure to determine the condition of the framing, floors, and walls, and the possibility of an unplanned collapse of any portion of the structure. Any adjacent structure where employees may be exposed shall also be similarly checked.

Demolition work shall at all times be under the immediate supervision of a qualified person with the authority to secure maximum safety for employees engaged in demolition work.



The site below reaches the Cal/OSHA regulation governing demolition activities.

<http://www.dir.ca.gov/Title8/sb4a31.html>

Asbestos Containing Materials

Departments whose work involves the disturbing of asbestos containing materials (ACM), or presumed asbestos containing materials (PACM) are required to have policies and procedures to protect employees from exposure to asbestos. Asbestos exposures are defined under different classes based upon type of work and exposure. TSI means thermal system insulation; Surfacing Materials mean acoustical plaster and fireproofing materials. Classes are:

Class I asbestos work means activities involving the removal of TSI and surfacing ACM and PACM.

Class II asbestos work means activities involving the removal of ACM which is not thermal system insulation or surfacing material. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.

Class III asbestos work means repair and maintenance operations, where “ACM”, including TSI and surfacing ACM and PACM, is likely to be disturbed.

Class IV asbestos work means maintenance and custodial activities during which employees contact but do not disturb ACM or PACM and activities to clean up dust, waste and debris resulting from Class I, II, and III activities.

The most common exposure for the City is exposures that produce no more than one bag of asbestos waste and are considered Class III asbestos activities. This

work includes maintenance for buildings where asbestos containing materials are likely to be disturbed and the cutting of asbestos containing sewer pipe. More specific activities include drilling, cutting, abrading, sanding, chipping, breaking, or sawing ACM, or PACM, materials resulting in one bag or less of asbestos-containing waste. Class III activities require the following policies and procedures:

1. A complete medical history and medical exams (initial and annual) for employees performing Class III activities.
2. Training for employees performing Class III asbestos work not less than four hours.
3. Development of one or more persons supervising Class III activities as a “competent person” under Cal/OSHA’s definition in the Construction Safety Orders, Section 1529. These individuals are to have no less than 16 hours of instruction.
4. Methods for assessing and monitoring employee exposure while performing Class III activities.
5. Specific, written work practices to be followed in regulated areas while performing Class III activities.
6. Requirements for personal protective equipment, including respiratory protection where required. Meeting all respirator requirements stated earlier in this document.
7. Waste disposal requirements.

Class II and I asbestos work requires additional regulations and training. Check Cal/OSHA requirements for regulations and training requirements if the City Departments remediate asbestos.



The site below reaches the Cal/OSHA regulation governing work with asbestos containing materials.

<http://www.dir.ca.gov/Title8/1529.html>

Definitions

Definitions

Definitions of terms and abbreviations used in this Manual

ANSI	American National Standards Institute
Cal/OSHA	California Occupational Safety and Health Administration
Cal/OSHA Standards	California Occupational Safety Standards, Title 8 of California Code of Regulations.
CCR Title 8	California Code of Regulations, Title 8, Safety and Health Codes
Competent Person	One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
DOSH	California Department of Occupational Safety & Health
Incident	Any event that is unexpected and has the potential to cause injury or illness to personnel, damage to property, or has caused any of the previous.
JSA	Job Safety Analysis
OSHA	Federal Occupational Safety & Health Administration
Qualified Person	One who by reason of training, experience, or instruction has demonstrated the ability to perform safely all assigned duties, and when required, is properly licensed.
TWA	Time-weighted average. Refers to noise level exposure over a period of time. See Hearing Conservation.

Appendix

