

**SAFETY AND HEALTH
LOSS CONTROL MANUAL**

CITY OF STUART

**121 SW Flagler Avenue
Stuart, FL 34994**

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INTRODUCTION

The goal of this Safety and Health Loss Control Manual is to provide guidelines and minimum standards to improve the safety, health, and welfare of the employees through management control of losses.

Florida law requires that a Comprehensive Safety and Health Program be established and maintained. This plan must be approved by the Division of Workers' Compensation, Department of Labor and Employment Security, Tallahassee, Florida and meet the requirements of the law.

As a participating member in TRICO, the City of Stuart is self-insured for a substantial portion of their insurable values. This means that the incurred loss experience directly impacts the City as to their dollar contribution into the program. It has been necessary to increase contributions annually due to various changes in coverage's, services, increased medical costs, rising litigation, inflation, and increased frequency of claims.

A critical ingredient necessary for the success of a risk management program is support, beginning at the top echelon of and working down through all levels of the City. Safety and health loss control must be considered equal to all operations and administrative functions. The integration of loss control performance standards and establishing goals and objectives to reduce accident frequency for all levels of management are necessary to achieve any loss reduction.

1.00 **SCOPE AND PURPOSE**

The development and implementation of the City of Stuart Safety and Health Loss Control Program and its assigned responsibilities are in accordance with the Occupational Safety and Health Act and other State and Federal regulations.

The justification to these guidelines and requirements is essential for a Safety and Health Loss Control Program to complete its primary objective of reducing the frequency and severity of bodily injuries to employees, and the general public; damage to property; and liability losses. Inherent in the guidelines and requirements is the charge to provide a safe and healthful work environment in which to pursue.

This Safety and Health Loss Control program adopts all required Federal, State, and local laws and regulations applicable.

1.01 **OBJECTIVES**

The objectives of the Safety and Health Loss Control Program are:

- * REDUCE EMPLOYEE INJURIES
- * REDUCE WORKERS' COMPENSATION LOSSES
- * REDUCE PROPERTY LOSSES
- * REDUCE SELF-INSURANCE FUNDING REQUIREMENTS
- * REDUCE INSURED LOSSES AND RESULTANT INSURANCE PREMIUMS
- * REDUCE THE IMPACT OF LOSSES ON THE OPERATING BUDGET
- * AVOID CIVIL AND CRIMINAL SANCTIONS RELATING TO ENVIRONMENTAL REGULATION NON-COMPLIANCE

2.00 SAFETY POLICY STATEMENT

People are our most important asset - their safety our greatest responsibility. This safety program, developed to assure compliance with Federal, State and Local regulations, is our commitment to protect our employees against occupational injury or illness, and to prevent property damage and interruption of operations. This commitment extends to the protection of those we serve, the general public.

Management and supervisory personnel will be accountable for the safety of the employees working under their supervision. Supervisors are expected to see that all operations are conducted in a safe manner at all times.

As employees, you have a responsibility to yourself for your own safety, and also to your family, fellow employees, and the community. All employees are expected to follow safe procedures and take no unnecessary chances. You are required to use all safeguards and safety equipment provided, and make safety a part of your job.

Good safety records reflect the quality of management, supervision, and the work force. Our policy is to accomplish work in the safest possible manner consistent with good work practices. Management at every level is charged with the task of translating this policy into positive action.

David Collier, City Manager

Date

3.00 SAFETY PROGRAM RESPONSIBILITY

3.01 CITY SAFETY OFFICER

The City Safety Officer is responsible for the administration of the Safety Program, and will take action deemed necessary to produce a positive reduction in accidents and their causes.

The City Safety Officer will:

1. Provide technical guidance and direction to personnel in all levels of management in the implementation of the safety program.
2. Consult with departments and department's safety officer on design and use of equipment and safety standards.
3. Inspect (with assistance of department safety officer) the facilities to detect existing or potential accident and health hazards, and recommend corrective or preventative measures where indicated.
4. Participate in the investigation of accidents and injuries.
5. Provide to management accident data for use in promoting accident and property damage prevention programs.
6. Evaluate and assist in recommending adequate protective clothing and equipment for use by personnel requiring such items.
7. Attend the monthly Safety Committee meeting.
8. Conduct annual audits (with assistance of the department safety officer) of each department to evaluate compliance with the safety program.
9. Stop hazardous jobs when safety precautions are not being enforced.
10. Maintain an effective driver's training program for drivers of municipal vehicles.
11. Distribute current publications and reports to all departments promoting the prevention of injuries, occupational disease, vehicular collisions, liabilities, and damage to equipment and materials.
12. Work with department heads and establish annual safety goals.
13. With the assistance of department safety officer track department activities and safety results on an annual basis.

14. Work with department safety officers to establish and maintain safety program's meeting the department's needs and requirements.
15. Stay current on laws and regulations and attend continuing education courses in safety, as necessary to apply defined functions.

3.02 DEPARTMENT HEADS

Each Department Head has the full authority and responsibility for maintaining safe and healthful working conditions whether it be in the field, in the shop, or in the office. Although personnel exposure to hazards varies widely from department to department, it is expected that an unrelenting effort will be directed toward controlling injuries, liabilities, and waste of material.

Each Department Head will:

1. Provide leadership and positive direction essential in maintaining firm loss control policies as a prime consideration in all operations.
2. Hold each manager under their supervision fully accountable for an explanation of the preventable injuries that occur to his/her employees.
3. Call upon the Safety Officer for any assistance needed in promoting an effective loss control program.
4. Ensure that all safety policies and procedures are complied with by all personnel at all times under his/her direction.
5. Demonstrate a personal concern in departmental losses for each worker who has been involved in a job related injury or a vehicular collision.
6. Ensure that personnel are trained and fully understand safe work procedures and existing policies.
7. Ensure that all employees, new and old, are trained and retrained, when necessary, in safety procedures for each job they must perform.
8. Ensure all employees are instructed and understand the use and need for protective equipment.
9. Ensure all necessary safety equipment and protective devices are available and used properly.
10. Encourage employees to make safety suggestions and written comments, and follow-up as appropriate.
11. Ensure that all accidents are thoroughly investigated, recorded, and promptly reported.
12. Ensure prompt corrective action is taken whenever hazards are recognized or unsafe acts are observed.

3.02

DEPARTMENT HEADS CONTINUED

13. Conduct an annual safety evaluation of each supervisor under his/her supervision based on safety activities and safety results.
14. Ensure that all equipment, materials, and work conditions are satisfactory from an accident prevention stand point.
15. Establish annual departmental safety goals with the department and City Safety Officer and work with managers and supervisors under his/her supervision in achieving these goals.
16. Set an example of safe working habits, and follow all safety regulations.

3.03 SUPERVISORY PERSONNEL

A supervisor has full responsibility for the safe actions of his/her employees in the safe performance of the jobs within his/her operating area. The supervisor must enforce the provisions of this safety program.

Each supervisor will:

1. Assume full responsibility for safe working areas for his/her employees while they are under his/her supervision.
2. Be fully accountable for injuries regarding his/her employees.
3. Ensure that all safety policies and regulations are fully implemented.
4. Take the initiative in recommending corrections of deficiencies noted in the facilities, work procedures, employee job knowledge, or attitudes that adversely effect loss control activities.
5. Enforce all work policies and procedures, being impartial, and take disciplinary action against those who fail to conform and give prompt recognition to those who perform well.
6. Ensure that each employee is fully trained for the job that he/she is assigned to and that he/she is familiar with published work rules.
7. Inspect all work areas, tools, and equipment on a regular basis. Correct unsafe acts and unsafe conditions immediately when noted.
8. Ensure that untrained employees are not permitted to operate any mechanical or electrical equipment involved in operations.
9. Instruct all employees on reporting all accidents and the necessity of receiving first aid treatment.
10. Conduct thorough accident investigations of all accidents, injuries, and liabilities regarding his/her employees. Offer corrective suggestions and follow-up on all corrections and changes made.
11. Ensure thorough employee orientations for all new employees and document all orientations.
12. Set an example of safe working habits and follow all safety regulations.

3.04 EMPLOYEE

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injury to themselves and to their fellow workers.

Each employee will:

1. Report all unsafe conditions and acts to their supervisor.
2. Be individually responsible to keep themselves, fellow employees, equipment, and the general public free from incident.
3. Keep work areas clean and orderly at all times.
4. Follow prescribed procedures during an emergency.
5. Report all accidents immediately to their supervisor.
6. Be certain that they understand instructions completely before starting work.
7. Learn to lift and handle materials properly.
8. Avoid engaging in any horseplay and avoid distracting others.
9. Review the educational materials posted on bulletin boards or distributed in their work areas.
10. Know how and where needed medical help may be obtained.
11. Refrain from damaging or destroying any warning or safety device or interfering in any way with another employee's use of them.
12. Operate only machines and equipment authorized by their supervisor.
13. Use only the prescribed equipment for the job and handle it properly.
14. Wear required protective equipment when performing their job duties. Dress safely and sensibly.
15. Set an example of safe working habits and follow all safety regulations.

4.00 SAFETY COMMITTEE

4.01 PURPOSE

The primary purpose of the Safety Committee will be to review and evaluate matters in Workers' Compensation injuries, motor vehicle accidents, and damage to public and private property. The Committee will determine the cause of accidents, injuries, and damages, and formulate suggestions to avoid such incidents.

The Committee will review safety suggestions and problems which are related to safety such as those received from reports of unsafe acts and unsafe conditions. The Safety Committee will also follow-up on inspections conducted of various departments for the purpose of hazard identification.

It must be understood that the Committee will discuss only those items related to safety.

4.02 COMMITTEE MEMBERSHIP

1. The Safety Committee should consist of an equal number of employee representatives who are appointed, volunteered, or elected by their peers from each department.
2. The election of Officers will provide for a Chairperson, a Vice Chairperson, and a Recording Secretary.
3. The Officers will be elected by the majority vote of the Committee during a duly constituted meeting.
4. The term of office of Officers will be for one (1) year. An officer may be elected for consecutive terms, not to exceed three (3) years.
5. Members will serve on the Committee for a two (2) year term. A maximum of two (2) individuals from each department will serve on the committee.
6. Members can serve consecutive terms.
7. Terms of office will commence at the beginning of each calendar year.

4.03 RESPONSIBILITIES

The Safety Committee will:

1. Convene each month at a time and location designated. The Committee may convene at any other time the Chairperson so directs.
2. Review safety suggestions and problems such as those received from the unsafe acts and unsafe condition reports.
3. Review and evaluate the facts in all matters involving on-the-job injuries, motor vehicle accidents, and property damages.
4. Determine the cause of any damage, accident, or personal injury to an on duty employee while making recommendations for further action and preventative measures.
5. Evaluate accident prevention and illness prevention programs.
6. Assign a member of the Safety Committee to accompany the Safety Officer on inspection of facilities, when feasible.
7. Recommend guidelines for the training of safety committee members.
8. Follow-up on all recommendations made following inspections conducted of facilities.
9. Maintain a cooperative spirit between management and employees.

The Recording Secretary will:

- A. Act as the official recorder for the Safety Committee. A copy of the proceedings will be sent to all Committee members and to the City Manager.
 - B. Advise the membership of the date, time, and location of all meetings.
 - C. Maintain adequate records of the proceedings for a period of two (2) years.
1. **The agenda for the Safety Committee meeting:**
 - a. Call to order by the Chairperson or Vice Chairperson;

- b. Attendance recorded;
 - c. Introduce any visitors, if allowed;
 - d. Review and approve minutes of previous meeting;
 - e. Review any new rules or regulations issued since the last meeting;
 - f. Take care of unfinished business;
 - g. Review any accidents and preventative measures taken since the previous meeting;
 - h. Discuss safety inspections and recommendations;
 - i. Bring up new business;
 - j. Adjourn the meeting.
2. Meeting will be held on the last Wednesday of each month at 12:00 p.m. Special meetings will be held as called by the Chairperson. A quorum will consist of half or more of the Committee excluding the Advisory members.
 3. Attendance of Committee members is expected unless they have been excused in advance and an alternate member appointed for the meeting.
 4. Committee members and/or officers may be removed from office for unexcused absences of two or more consecutive meetings or for other reasons as determined by majority vote of the Committee.

4.04 RULES OF PROCEDURE

1. Decisions of the Committee shall be made by the majority vote of those members present. Fifty percent plus one.
2. A Committee member may abstain from voting.
3. The Chairperson shall be responsible for calling for a motion to vote. If a motion is not seconded, the motion shall go no further.
4. If a tie should occur, it will indicate that no action should be taken by the Committee. The issue under consideration will remain as no decision.
5. Accident/injury reports will be reviewed at each meeting.
6. With approval of the department head the Committee may request the employee and/or supervisor to appear before the Committee and render their explanation of the incident or request expertise for guidance.

4.05

COMMITTEE RECOMMENDATIONS

1. The Committee, after carefully reviewing and evaluating the facts of accident/injury reports, will determine whether or not the accident, injury, or damages were preventable or non-preventable.
2. Recommendations of any nature will be directed to the individual department head.
3. The department head will have thirty (30) days to respond in writing to the recommendation or present response at the next meeting, which ever comes first.
4. If the department head fails to respond or take action within the specified time frame, the recommendation will then be forwarded to the City Manager or his/her designee.

5.00 SAFETY MEETINGS

Departments will be required to conduct safety meetings at a minimum of once a month . The meetings are to provide employees with up-to-date safety information. Supervisors will discuss various aspects of job safety and health as it pertains to the work to be performed. In addition to this, accidents that have occurred within the department during the previous month will be reviewed, and a discussion will follow with regard to corrective action that must be taken to prevent recurrence. Regularly scheduled training sessions or debriefings in which safety issues are discussed will suffice.

Safety issues to be discussed will include:

1. Unsafe conditions and outstanding deficiencies noted in safety inspections.
2. Accidents that have occurred including cause and corrective action taken.
3. Site audits that have taken place and the results.
4. The discussion of upcoming activity and safety issues to be addressed.
5. Monthly safety objective is to be reviewed.

An attendance log will be maintained to include the date, names of employees in attendance, topics discussed, and length of the meetings. Each employee will sign the attendance log and a copy of the log will be sent to the Safety Officer for record retention, and the original will remain with the department.

6.00**EMPLOYEE SAFETY TRAINING**

Each employee who reports to work will be given a safety orientation as part of the general hiring practices prior to being allowed to actually go to work. During this orientation, our positive attitude toward working safely will be stressed, and the employee will be advised that safety is a condition of employment. The safety program will be explained and safety responsibilities will be clearly defined. Each supervisor conducting the orientation will complete the new employee checklist and maintain a copy of this checklist in the employee personnel file.

CITY OF STUART

NEW EMPLOYEE SAFETY CHECKLIST

(Check off each item as you discuss it with the new employee prior to having that employee start work.)

TOUR OF DEPARTMENT --- (discuss hazards and the importance of good housekeeping)

LOCATION OF LOCKER ROOM, REST ROOMS, AND SHOWER ROOMS.

SPECIAL CLEAN UP RULES (personal, if applicable).

WHERE TO KEEP PERSONAL BELONGINGS (clothing, personal tools, lunch, etc.).

REVIEW OF SAFETY GUIDELINE HANDBOOK.

PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT (shoes, safety glasses, ear protection, helmets, vests, hairnets, etc.).

SPECIFIC SAFETY RULES APPLICABLE IN OUR DEPARTMENT (explain the reasons for the rules.)

a) _____

b) _____

c) _____

d) _____

SAFETY RULES ON CLOTHING, GLOVES, AND JEWELRY.

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NEW EMPLOYEE SAFETY CHECKLIST
Page Two

PROPER LIFTING TECHNIQUES.

PROPER USE OF MACHINERY, HAND TOOLS, AND MATERIAL HANDLING EQUIPMENT.

FIRE SAFETY RULES (non-smoking areas, etc.)

WALK THROUGH EVACUATION ROUTE(S).

LOCATION OF FIRE EXTINGUISHERS AND FIRE EXITS.

WHAT TO DO IN CASE OF A FIRE OR EMERGENCY.

HOW TO REPORT UNSAFE CONDITIONS.

WHAT TO DO IN THE EVENT OF AN INJURY OR NEAR MISS.
(Review of Workers' Compensation Reporting Forms & correct steps to report injury and receive treatment)

LOCATION OF NEAREST FIRST AID STATION.

I acknowledge that information on the above subjects was furnished to me during my orientation.

Employee's Name (printed) _____

Employee's signature: _____ **Date:** _____

Department: _____

I have instructed the above named employee in the fundamentals of safety practices.

Supervisor's Name (printed) _____

Supervisor's signature: _____ **Date:** _____

Department: _____

7.00 ACCIDENT REPORTING

All accidents/incidents having either an immediate or potential effect on the safety and well being of employees or citizens must be reported and recorded immediately following the incident. These incidents/accidents must be reported to your immediate supervisor or to the Safety Officer.

Upon the occurrence of an accident, prompt and appropriate attention and assistance must be provided to the party or parties involved. Supervisory personnel will conduct timely investigations to obtain details of the accident and take immediate precautions to prevent its recurrence.

When an accident occurs in which there is either an injury or a suspected injury, appropriate and timely medical attention must be obtained for the injured party or parties. It is the employee's responsibility to report all injuries or illnesses immediately so that immediate medical attention can be provided, as well as the filing of the appropriate injury reporting forms.

The supervisor in the area in which the accident occurred must immediately determine the factors that led to the incident and take necessary precautions to prevent its recurrence. The supervisor must then complete the first report of injury as well as the Supervisor's Accident/Injury Investigation Report.

Failure to report injuries or illnesses immediately following their occurrence may result in loss of benefits to which you may be entitled.

The report of injury, when completed, must then be forwarded to the City Manager's Office, then to the Human Resources Department.

7.01 RECORD KEEPING

Records provide the information that enables management to determine where the accidents are occurring and the types of accidents that are most costly. By reviewing and analyzing this information on a monthly basis, management can direct its efforts in accident prevention by concentrating on the locations and the types of accidents causing the highest frequency so that control measures can be implemented.

Records of all accidents must be maintained. These records must provide:

- A. Date, time, and location of accident
- B. Person(s) involved
- C. Nature of the accident
- D. Damage/injury
- E. Cause(s) of the accident
- F. Corrective action taken
- G. Safety equipment

These records must be kept current to within seven (7) days and reviewed monthly for trends.

All records and logs of notice of injury reports, as well as investigative reports will be maintained in accordance with all applicable rules and regulations.

7.02 ACCIDENT INVESTIGATION

When an accident or injury occurs, first and foremost, it is important to treat the person. Once the injured person has been cared for, the accident scene must be secured to prevent recurrence and a thorough investigation must then take place.

The accident scene should be secured as soon after the accident as possible to preserve all evidence. The investigator should make a sketch of the area indicating the location of the injured person, or the equipment being used, material in the area, people in the area, or in the case of a vehicle accident, the vehicle involved, their location prior to impact and after impact. If at all possible, photographs should be taken of all serious injury/accident scenes.

Witnesses to the accident should be taken to a quiet area, separated, and given a Witness Statement Form to fill out. It is extremely important that witness statements be taken as soon as possible after the occurrence while the facts about the accident are still clear in their minds. Of equal importance, they should be asked not to converse among themselves until they have completed the Witness Statement Form.

SUPERVISOR'S INVESTIGATION

When an accident occurs, it is the responsibility of the immediate supervisor to properly investigate the accident, completing a Supervisor Accident Investigation Report. This accident investigation report must be completed in its entirety and submitted to proper authorities within time frame indicated.

After all the facts have been gathered and witness statements taken, the information must then be analyzed. In the data gathering process, the supervisor must answer questions as to who, what, when, where, how, and to some extent why the accident occurred. In an analysis process, he/she will further develop answers to why. By analyzing all the facts and asking the question **WHY** several times in the process, the supervisor will be able to arrive at the root cause (as for causes of the accident). Once the supervisor has arrived at these causes, and there may be several, he/she can then develop the corrective action to be taken.

The completed Supervisor's Accident Investigation Report must then go onto the Department Head to be reviewed and signed. After the Department Head has reviewed it and offered his/her comments for corrective action, it must then be forwarded to the City Manager's Office/City Safety Officer who will review it for need of immediate action and copy it to present to the Safety Committee for their review. It will then be forwarded immediately to the appropriate Human Resources or Financial Services personnel for processing.

A copy of the completed Accident Investigation Report for all City vehicles involved in an accident is to be forwarded to the Vehicle Maintenance Specialist at the City Vehicle Maintenance complex. The Vehicle Maintenance Specialist will evaluate and coordinate

all vehicle repairs. The Vehicle Maintenance Specialist will report vehicle repairs and associated costs due to accidents to the Financial Services Department. This ensures the tracking of costs and cost information necessary to submit claims for any reimbursements due the City.

7.03 ACCIDENT INVESTIGATION AND INJURY REPORTING

SCOPE

This standard applies to all locations of The City of Stuart, and covers accidents, injuries, and liability incidents involving city employees, and/or the general public.

PURPOSE

This standard establishes uniform procedures for investigating and reporting accidents and injuries incurred by the City of Stuart in a timely manner.

These procedures will provide the information needed to identify causes of accidents and injuries in our operations and enable management to develop methods for preventing them from recurring.

AREAS OF APPLICATION

This standard requires the investigation and reporting of the following:

- a. Near-miss incidents
- b. Workers Compensation cases - Employee work related injuries or illnesses:
 - * First-Aid cases - Any one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care.
 - * Medical Treatment cases - Includes treatment of injuries that required a physician or registered professional person. Injury does not require lost work time.
 - * Restriction of Work - The number of workdays on which, because of injury or illness, the employee was assigned to another job on a temporary basis or the employee worked at a permanent job less than full time, or the employee worked at a permanently assigned job, but could not perform all duties normally connected with it.
 - * Lost Workdays - The number of workdays on which the employee would have worked but could not because of occupational injury or illness.

- c. General Liability cases - Bodily injury (non-employee) or damages to the property of others, not connected with a motor vehicle.
- d. Automobile Liability cases - Bodily injury (non-employee) or damages caused to property arising out of ownership, maintenance, or use, including loading or unloading of any motor vehicle.
- e. Property damage cases - Damage caused to City property by City employees, general public or natural occurrences.

Accident investigation reports and Notice of Injury Reports shall be completed by the location management for all accidents/incidents listed above. General Liability/Automobile Loss Notices shall be completed by Financial Services personnel.

RESPONSIBILITY

Department Heads shall be responsible and accountable for the implementation, compliance and reporting practices of this standard.

The location management is responsible for the investigation, prompt reporting and corrective action on all accidents and liability incidents.

The immediate supervisor is responsible for an employee's work area where the accident occurred, or a designated representative shall investigate and submit a written report using the proper report or form as required to the Department Head on all types of accidents. This report must be submitted as soon as possible after the incident.

The Department Head will review and approve all written reports, and submit them to the City Manager's Office in the specified time frame.

It may not be necessary to conduct a meticulous on-site accident investigation for minor cases. The Department Head shall determine the extent of the investigation necessary, based on the severity of the accident/injury incurred and the circumstances surrounding the accident/injury.

The Financial Services Department shall be responsible for reviewing and analyzing, and then submitting all Accident Investigation Reports and/or Liability Loss Notices to the Third Party Administrator (TPA). Notice of Injury Forms and backup documentation will be forwarded to the Third Party Administrator by the Human Resources Department personnel. All correspondence, contacts, and inquiries will be made via the Financial Services Department representative or Human Resources Department representative handling these claims.

INVESTIGATION PROCEDURES

- A. Investigate the accident/incident as quickly as possible.
- B. Determine extent of injury (if any) and treatment.

- C. Ascertain medical treatment for injured with consideration of extent of injury.
- D. Talk with the injured individual if possible, and/or others who saw the accident. Stress getting the facts - **not placing blame or responsibility.**
- E. Inspect the area where the accident occurred, if possible. Listen for clues in the conversation of others.
- F. Review and analyze the situation to determine the immediate cause and all underlying causes.
- G. Review operating procedures, equipment, training, etc. for adequacy.
- H. Take corrective action if it is within your authority. If corrective action requires higher authority, communicate this need to the Department Head immediately.
- I. Proper Reports/Forms/Notices
 - 1. Near Miss Incidents:
 - * Supervisor Accident Investigation Report - per determination of Department Head or Safety Officer.
 - 2. Workers Compensation Cases:
 - * First-Aid Log - (Minor First Aid Injuries Only).
 - * Supervisor Accident/Injury Investigation Report
 - * Notice of Injury Form DWC-1
 - * Wage Statement Form DWC-1a (to be completed by Human Resources representative)
 - 3. General Liability Incidents:
 - * Supervisor Accident Investigation Report
 - * General Liability Loss Notice (to be completed by Financial Services Department)
- J. All completed Reports/Forms/Notices should be forwarded to the Department Head for review, approval and immediate forwarding to the City Manager's Office which will then forward to the Financial Services or Human Resources representative to be forwarded to TPA.

A copy of all investigation reports for City vehicle accidents will be forwarded to the City Vehicle Maintenance Specialist.

- K. If assistance is needed, immediately contact the appropriate Human Resources or Financial Services representative.

INVESTIGATION PROCEDURES - AUTO LIABILITY

- A. Driver Accident Investigation & Reporting:
 - a. Follow ACCIDENT REPORTING KIT instructions located in each vehicle.
 - 1. STOP. Notify police.

2. PROTECT THE SCENE. Turn on 4-way flashers.
Set out warning devices.
 3. NOTIFY THE CITY MANAGER'S OFFICE.
If necessary, complete ACCIDENT NOTIFICATION CARD and ask someone to call for you.
 4. **Make No Statement about who was at fault. Do Not Sign Anything. Make no promises about payment of damages.**
 5. If the other driver admits being at fault, ask him/her to complete the EXONERATION CARD.
 6. For other involved parties and police - Give your name and address, license, vehicle registration, City name and address, and insurance card.
 7. Ask Witnesses to complete the WITNESS CARDS.
 8. Complete ACCIDENT REPORT at the scene.
 9. If your vehicle cannot be moved, take steps to minimize damage and to prevent theft.
 10. Give completed information and cards only to City personnel.
- b. If a driver damages a vehicle or property and cannot locate the owner, the driver must leave his/her name and address and that of the City in a conspicuous place.

B. Management Investigation:

- a. Automobile Liability Reports and Notices:
 - * Preliminary Report of Accident or Loss (Supervisor Investigation Report) must be completed when driver calls in an accident. **City Vehicle Maintenance will be notified of all City vehicle accidents as soon as feasible.**
 - * Automobile Loss Notice - All motor vehicle incidents. (completed by Financial Services Department)
- b. For all motor vehicle incidents, a City representative designated by the Department Head will be sent immediately to investigate the scene of the accident. If warranted, the City Safety Officer will also proceed to the scene of the accident.
- c. All completed reports/notices and the completed Driver's Accident Reporting Kit should be forwarded to the Department Head for review and then forwarded to the City Manager's Office.
- d. If assistance is needed, immediately call the Safety Officer at 288-5353.

IMMEDIATE REPORTING PROCEDURES - (All Types of Incidents)

- A. Location Management will immediately report all incidents by phone to the City

Manager's Office and/or the City Safety Officer at the following telephone numbers:

Injuries: (772) 288-5312
Or Human Resources (772) 288-5322
Accidents/Damages: (772) 288-5312
Or Financial Services (772) 288-5310
Fax: (772) 288-5316
City Safety Officer (772) 288-5353

- B. All Notice of Injury Forms, DWC-1, must be submitted to the Human Resources Department via "FAX" immediately upon completion to the fax number listed above or (600-1226) and followed up in hard copy via inter-office mail to the Human Resources Department. The Department Head must review and initial all Notice of Injury Forms. Human Resources then processes and forwards the forms to the TPA. When necessary, Human Resources faxes copy to the TPA.
- C. If a Report/Form/Notice cannot be finalized within the specified time frame, then a preliminary report shall be issued based on available information and facts. Do not wait for all the information to send the report, form, notice to the Human Resources Department. Notification must be made to the TPA.
- D. The designated payroll/personnel individual shall complete and submit the "Wage Statement" DWC-1a for Workers' Compensation cases.
- E. Management will hand deliver all Reports/Forms/Notices within the prescribed time period to the City Manager's Office, who will review and then forward it to the Human Resources representative immediately.
- F. Unless pre-determined notification procedures are in place the City Manager's Office will notify members of the employee's family in the event of a serious injury. Notification should not include a medical evaluation of condition, this should be left up to the medical professionals.
- G. A copy of all correspondence from insurance companies, doctors, lawyers, claimants, etc., received by City Departments must be sent to the appropriate department, either Human Resources or Financial Services in order to maintain updated records for the City and assure information is forwarded to the TPA.

TREATMENT OF INJURIES

- A. Self-administered first aid can be conducted by the injured person for minor injuries only.
- B. Whenever an employee sustains an injury or illness which requires medical

treatment off premises, the following shall apply:

a. Ambulatory Injury cases (Able to Walk)

1. Determine the extent of the injury.
2. Provide the necessary first aid care for the injured by a qualified first aid provider.
3. Contact and advise the pre-determined medical facility of the patient's name and injury.
4. Transfer the injured employee to the medical facility with an "Authorization for Treatment" form or Report of Injury Form filled out.
5. Notify the Department Head as soon as possible.
6. If the injury appears severe, such as a head injury, sharp pains, or labored breathing, request an ambulance.

b. Non - Ambulatory Injury cases (Not Able to Walk)

1. Determine the extent of the injury.
2. Request an ambulance.
3. Provide the necessary first aid treatment for the injured by a qualified first aid provider.
4. Have a City representative escort the employee to the hospital or clinic to act as a liaison for the City and immediate family.

C. When an employee is treated by an outside medical establishment and has been released, a written statement from the treating physician authorizing the employee's return to work must be obtained before the employee is allowed to return to work. A copy of this release must be forwarded to the Human Resources Department.

8.00 INSPECTIONS AND AUDITS

8.01 Audits

A formal safety audit of each department will be conducted annually by the City Safety Officer. Emphasis will be placed upon condition of facilities, equipment and machines, as well as implementation of the overall Safety Program, such as:

- A. Housekeeping
- B. Use of safety equipment
- C. Compliance with safety regulations
- D. Qualification of drivers and condition of vehicles
- E. Proper maintenance of electrical equipment
- F. Proper guarding of open pits, ditches, and tanks
- G. Proper storage of flammable and combustible liquids
- H. Fire extinguishers, first aid kits, and emergency lighting
- I. Proper condition of power and hand tools
- J. Excessive dust levels
- K. Administrative compliance with the Safety Program and other pertinent regulations

Facilities and equipment noted to be unsafe will be tagged on the spot by the City Safety Officer. Personnel who continue to use any item that has been tagged, or who willfully removes the tag before the unsafe condition is corrected, will be subject to disciplinary action.

Supervisors will inform all employees of any unsafe conditions that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent accidents.

The City Safety Officer will use checklists and other appropriate material for the areas being inspected. Emphasis will be placed upon standards adopted by Florida Statutes and other appropriate agency standards.

A formal follow-up inspection will be performed on all facilities to ensure that corrective action has been taken with regard to any recommendations promulgated as a result of the annual inspection.

8.02 Observations

The City Safety Officer will also periodically throughout the year conduct unannounced observations of departments for the purpose of hazard identification and to help assist in the implementation and enforcement of the Safety Program.

Supervisors are expected to conduct daily observations of their areas for the purpose of hazard identification and correction. The supervisor's observation should include an inspection for physical hazards as well as observation of employee work habits to determine unsafe conditions as well as unsafe acts being committed by the employees. Immediate corrective action on all hazards noted must be taken.

9.00 FIRST AID

Emphasis is placed on the prevention of accidents and injuries. However, when an accident resulting in injuries occurs, prompt and knowledgeable treatment will, in many cases, prevent minor injuries from becoming major ones, and sometimes save lives.

The following first aid rules are established:

1. All injuries, no matter how minor, are to be reported to the immediate supervisor, and the supervisor will then report the incident to the designated department.
2. First aid kits will be maintained in all buildings. First aid kits will be carried on vehicles and equipment as needed.
3. Supervisors will check first aid supplies on a periodic basis and replenish as needed.
4. There may be cases in which an injured employee, while needing professional attention, could be transported to the hospital or physician by vehicle. There may be cases, however, in which it is important that the injured employee be transported by ambulance. If there is any doubt in the mind of the supervisor, foreman or crew leader in charge, it should be resolved by calling for Rescue. As an example, the following conditions would definitely indicate Rescue and ambulance service:
 - a. Signs that the employee may be in shock or unconscious.
 - b. Apparent fracture or break
 - c. Hemorrhaging
 - d. Severe abdominal cramps and/or vomiting
 - e. Other symptoms of internal injury
5. All animal bites, because of the possibility of rabies, must receive prompt medical attention. If someone is bitten, an attempt should be made to confine the animal. A report of injury must be made as soon as possible.

10.00 GENERAL SAFETY RULES

1. Constantly observe work conditions, equipment, and tools for the purpose of preventing accidents.
2. Comply with all job safety instructions. Request help when unsure how to perform task safely.
3. Use all safety equipment that is required on the job.
4. Correct unsafe acts or conditions within the scope of your immediate work. Report any unsafe acts to your supervisor.
5. Advise supervisor of any faulty tools or equipment.
6. Stop work if conditions are such that there is immediate danger to life, limb or property.
7. The safe way to do a job must always be found before going ahead. Contact your supervisor when in doubt.
8. Practice good housekeeping in your work area. Pick up your tools. Do not leave materials and scrap where they will be hazardous to others.
9. For your protection, obey all warning signs.
10. Report any unsafe conditions to your immediate supervisor at once.
11. Fighting or horseplay will not be tolerated.
12. Reporting to work under the influence of intoxicants, tranquilizers, narcotics, or other dangerous drugs, or possession of such, not prescribed by a doctor is prohibited. Report all medications prescribed by your doctor to your supervisor.
13. Whenever you are involved with any accident that results in personal injury or damage to property, no matter how small, the accident must be reported to the immediate supervisor. Get first aid promptly.
14. All prescribed safety and personal protective equipment should be used when required, and maintained in working condition.
15. When lifting, use the approved lifting technique.
16. Defective machines, tools, etc. will be reported and taken out of service at once.
17. Know the location, type, and how to use all fire extinguishers at your job location. Know the locations and how to use the nearest means of reporting a fire.

18. No employee shall remove, displace, damage, destroy, or alter any safety device or safeguard furnished or provided for use in any place of employment, nor shall anyone interfere in any way with use thereof.

**VIOLATIONS OF SAFETY RULES OR SAFETY STANDARDS WILL
RESULT IN DISCIPLINARY ACTION.**

10.01 HOUSEKEEPING

General

1. Good housekeeping is an important element of accident prevention and must be a primary concern.
2. Good housekeeping must be planned and carefully supervised.
3. A clean and orderly work place will not only contribute greatly to the prevention of accidents and injuries, but will also lend itself to proper utilization of available facility space.

Storage Areas

1. All materials shall be maintained in neat, stocked piles for easy access. Aisle ways and walkways must be kept clear and free of all materials and tools.

Work Areas

1. All loose material and waste must be cleaned up immediately. The work area must remain free and clear of debris build up so as to provide easy walking areas for all employees.
2. Spills of oil, grease or other liquids must be removed immediately or sprinkled with sand or oil dry.
3. Combustible waste, such as oily rags, paper, etc. must be stored in a safe place, such as a covered metal container and disposed of regularly.
4. Adequate lighting must be provided in and around all work areas, passage ways, stairs, ladders and other areas used by personnel.
5. There must be free and clear access at all times to such areas as electrical panels, safety disconnect switches, fire extinguishers, emergency exits, eye wash stations, safety showers, etc.

10.02 OFFICE SAFETY

Machines

1. Machines should not be placed near the edge of tables or desks.
2. Machines that creep or vibrate during operation should be secured in a manner to prevent movement.
3. Machines and power tools used in classroom settings should adhere to safety procedures provided under that topic.

File Cabinets

1. File cabinets should be placed against walls or columns.
2. Do not overload drawers. Open only one drawer at a time to prevent the cabinet from tipping over.
3. Do not leave file drawers open.

Floors

1. Floor finishes and/or carpet should be selected for anti-slip qualities. Well maintained floors/carpet will provide protection against slips and falls.
2. Defective tile or carpet should be reported for immediate repair.

Passageways/Aisles

1. A minimum width of four (4) feet should be established for aisles. Obstructions such as waste baskets, telephone and electrical outlets, low tables, and office equipment must be kept where they do not present tripping hazards.
2. Stairways should be protected with anti-slip materials.
3. Doors should not open into the path of employee travel.
4. Rooms should contain at least two exits that are clear of obstructions and usable in an emergency situation.

Electrical

1. Electrically operated machines and extension cords require that the outlets and extension cords be arranged to avoid tripping hazards. If extension cords are required, they must be secured and covered to eliminate tripping hazards.

2. Circuits providing power must be adequately sized and covered so that no wires are exposed.
3. Do not overload wall outlets.

Material Storage

1. Material should be stored so that in gaining access to these materials, normal traffic does not have to be crossed.
2. Materials should be stored neatly so that they will not fall or cause a tripping hazard.
3. Flammable or hazardous liquids used in offices must be stored and dispensed from approved safety containers. Bulk storage must be in a properly constructed fireproof room or cabinet.

Lighting and Ventilation

1. Adequate lighting and ventilation must be provided in accordance with applicable standards. If in doubt, contact your supervisor.

Ladders/Stools

1. Ladders and stools used for reaching high storage should have non-skid safety feet attached, or be equipped with brakes that automatically lock when weight is applied.
2. Desk or chairs should not be used as stools for reaching high storage objects.

Fire Protection, Prevention and Emergencies

1. Good housekeeping is essential in preventing fires.
2. Portable fire extinguishers must be conspicuously located and labeled. Extinguishers must be inspected and tagged annually, and maintained in a fully charge condition.
3. Smoke detectors and/or alarm systems should be checked. Any malfunction should be reported immediately to the building supervisor.
4. A fire emergency procedure and a basic emergency plan must be developed. An emergency evacuation route should be posted within each room. Evacuation must be practiced in accordance with current requirements.
5. Emergency telephone numbers for fire, police or medical emergencies must be posted at each telephone.

10.03 LIFTING SAFELY

To handle materials safely, lift everything **TWICE**.

1. Mental Lifting

Lift the load mentally and plan every step before physically lifting the load.

A. Size up the load:

How much does the load weigh?

Do the heft test

How high is the load?

Will it obstruct your view?

Are there any sharp edges or slippery surfaces on the object to be carried?

If the object is too heavy or bulky

GET HELP

OR

FIND A BETTER WAY

B. Check your travel pathway:

How far do you have to carry the load?

Check the path for:

obstacles underfoot or overhead;

spills;

lighting;

traffic;

(vehicles and people);

changes in elevation;

Prepare the pathway and always choose a clear route over the flattest surface.

2. Physical Lifting

1. Place your feet close to the object to be lifted, 8-12 inches apart for good balance.

2. Bend your knees to a comfortable level.

3. Using your whole hand, grasp the object firmly. Hug it to your body!

4. Keep your back upright and use your leg muscles to lift the load.

5. Lift the load straight up, smoothly and evenly into the carrying position.

DO NOT TWIST OR TURN WHILE LIFTING!

6. Once in the carrying position, to turn your body, change the position of your feet in the direction you want to go.

7. Setting the load down is just as important as picking it up. Using your leg muscles, comfortably lower the load by bending your knees. Remember to keep the load close to your body. When the load is securely positioned, release your grasp.

10.04 PERSONAL PROTECTIVE EQUIPMENT

General

1. Each employee will wear suitable clothing for the job they are performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or cold substances, sudden burns, etc.
2. When the use of personal protective equipment has been specified for hazardous work, its use will be mandatory as a condition of employment.
3. The Florida Workers' Compensation Law states as follows in Section 440.09 (4): "When injury is caused by the willful refusal of the employee to use a safety appliance or observe a safety rule required by statute, or lawfully promulgated by the division, and brought prior to the accident to his/her knowledge, the compensation as provided in this Chapter shall be reduced 25 percent (25%)."

Hard Hats

1. Hard hats are required to be worn when employees are exposed to falling objects and overhead hazards. Hard hats that have been altered by drilling or cutting will not be permitted. The hard hat will be worn with the brim facing forward at all times.

Gloves

1. Where needed, you will be required to wear work gloves. These gloves are expected to be in good condition and suited for the type of work involved. If you are required to operate or work around drill presses, power saws and similar rotating machinery, you should not wear gloves. Use of special type gloves such as neoprene or rubber gloves will be required when handling chemicals.

Shoes and Boots

1. The wearing of canvas sneakers, sandals and shoes that have been slit or have holes or cuts in them are not permitted unless approved appropriate by the Department Head.
2. A leather work shoe or boot or safety shoe is recommended for use. These shoes or boots provide support for the foot and ankle and also protection. Shoes and boots must be kept in good repair and those with worn heels or thin worn soles should be repaired or replaced.
3. The requirement of safety shoes/boots will be determined at the discretion of the Department Head.

Eye and Face Protection

1. Approved eye and face protection must be worn wherever warranted by the work exposure.
2. Full face shields must also be worn when doing such work as grinding or chipping.
3. Welders must wear a welders hood with lenses which have the correct color density for the type of welding involved. Welder's helpers must wear the same, or at the minimum wear burning goggles with the correct color density lens.

Hearing Protection

When subject to sound levels exceeding the standard permissible exposure limit, hearing protection will be provided and used to reduce sound levels.

Protective Equipment for Specific Use

A. Respirators

Respirators will be provided for appropriate hazards and will be worn when there is an exposure to airborne contaminants such as fibers, dust, smoke, vapors, mist with levels exceeding the standard permissible exposure limit. The wearing of respiratory protection must be in compliance with OSHA Standard 29CFR1910.134.

B. Safety Belts/Harnesses and Lanyards

Safety Belts/Harnesses with Lanyards must be worn when working at elevated levels over ten (10) feet which are not protected by standard handrails or when working from suspended scaffolds.

C. Floatation Vest

United States Coast Guard approved floatation vests must be worn when required to perform work over water.

D. Traffic Vests

When required to work in the immediate vicinity of moving traffic, as a minimum you will be required to wear a fluorescent orange or red traffic safety vest.

10.05 HAND TOOL SAFETY

General

1. Use hand tools only for the purpose for which they were designed.
2. Use tools that are in good condition. Worn or broken tools must be repaired or replaced.
3. Always use appropriate safety equipment.
4. Store tools that are not in use. Proper storage includes tool boxes, tool racks, and cabinets.
5. Do not leave tools on overhead work areas where they may fall and strike someone below.
6. Do not carry a sharp or pointed tool in pockets or belts unless the point or edge is protected with a cover.

Hammers and Sledges

1. Always wear appropriate eye protection.
2. Check behind you before swinging a hammer or sledge.
3. Keep your eyes on the object to be hit.
4. Never use a damaged hammer or sledge.

Chisels and Punches

1. Always wear appropriate eye protection.
2. Use a hammer or mallet with a striking face at least 3/8" larger than the punch or chisel face.
3. Keep chisels sharp and in good condition. Repair or replace dull or damaged tools.
4. Strike blows squarely; aim chisel/punch away from your body.
5. All mushroom heads of chisels and punches shall be ground down to prevent spalling.

Wrenches

1. Never use a "cheater" to increase leverage.
2. Whenever possible, pull on the wrench handle rather than push. Adjust your stance to avoid a fall if the wrench slips.
3. Repair or discard any worn or damaged wrenches.
4. Never use a hammer on a wrench unless it is the striking face type.

Pliers

1. Do not use pliers for cutting hardened wires unless specifically made to do so.
2. Never use pliers as a striking tool.
3. Use dielectric pliers and shut off power when working with electricity.

Screwdrivers

1. Use a screwdriver with the right type of blade, and one that properly fits the size screw.
2. Never use a bent or damaged screwdriver.
3. Do not use a screwdriver as a pry bar or a chisel.
4. Keep handles free of grease and oil.

Hand Saws

1. Always wear appropriate eye protection.
2. Keep saw blades sharp; re-sharpen, or replace blades that have lost good cutting teeth.
3. Lubricate hacksaw blades with light machine oil to prevent heat build-up which can cause the blade to break.
4. Store saws so that there is no chance for someone to fall onto or bump into the blade.

10.06 POWER TOOL SAFETY

General

1. Follow all manufacturer's instructions regarding the safe storage, operation, and maintenance of power tools.
2. Do not use a power tool unless you have been trained on how to use it properly and safely.
3. All guards must be in place before operating the tool.
4. Appropriate eye protection must be worn when operating or working near power tools.
5. Do not wear loose fitting clothing or jewelry when using power tools.
6. Disconnect the tool before changing blades, bits, etc.
7. Remove chuck keys, etc. before using a power tool.
8. Disconnect power tools from the power source by pulling out the plug - do not pull on the power cord.
9. Make sure that tools are either double-insulated, or have three (3) prong plugs with grounded extension cords and receptacles.
10. Keep your finger off the trigger and make sure the switch is "off" before plugging in a tool.
11. Do not use electric tools that have worn or damaged plugs or cords.
12. Secure small pieces of work with a clamp, or in a vise.
13. When using power tools, keep the work area free of any trip hazards, or slippery conditions.
14. Never use compressed air to blow off equipment or clothing; use a brush.

Saws

1. Do not jam or force saws into the work.
2. Portable saws should have a spring loaded operating switch.
3. Stay out of the saw's line of cutting.

4. Start and stop the saw outside the work piece.
5. Wear appropriate eye and ear protection.

Circular Saws

1. Wear appropriate eye and hearing protection.
2. Do not retract the lower guard while the blade is moving.
3. Use the retracting handle or safety lift lever to move the lower guard.
4. Do not clamp or tie the guard open.
5. Do not operate the saw if the guard is not working properly.
6. Keep your hand away from the blade while using the saw.
7. Keep the power cord out of the line of the saw cut.

Drills

1. Wear appropriate eye and hearing protection.
2. Do not use dull or chipped bits.
3. Let the bit cool down before changing or adjusting.
4. Do not force the drill into the work.

Pneumatic Tools

1. Wear appropriate eye and hearing protection.
2. Pneumatic power tools must be securely attached to the compressed air hose.
3. Do not make adjustments to pneumatic tools until you are sure that no air pressure is being supplied to the hose or tool.
4. Do not hoist, lower, or carry a tool by the hose.
5. Pneumatic impact tools must have safety clips or retainers to retain toolbits.
6. Follow the manufacturer's guidelines for safe operating pressures.

7. Locate all air hoses so they do not present a tripping hazard.

Grinders

1. Wear appropriate eye protection.
2. Grinding wheels must be covered with a safety guard.
3. Tool rests must be well supported and be no more than 1/8" from the wheel. Never adjust a tool rest while the wheel is in motion.
4. Do not grind on the side of the wheel unless it is designed to be used as a side grinder.
5. Never leave a running grinder unattended.
6. Make sure the work area around the grinder is clear before starting it up.
7. Stand off to one side of the grinder to start-up.

10.07 LADDER SAFETY

General

1. Great care should be taken in the selection of the proper size and design of the ladder for the use intended.

Straight Ladders

1. Ladders must be selected to be of sufficient length to extend not less than thirty-six inches (36") above any platform or landing which they serve.
2. All portable straight ladders must be equipped with approved safety shoes.
3. Metal ladders should be marked with signs reading "**CAUTION: DO NOT USE AROUND ELECTRICAL EQUIPMENT.**"

Step Ladders

1. Step ladders must have positive locking spreaders that will be fully spread and locked when the ladder is in use.
2. Step ladders are not to be used as straight ladders. Workers are not allowed to work from the top two steps of a step ladder.

Ladder Usage

1. The feet of the ladder shall be placed approximately one-quarter (1/4) of its supported length away from the vertical plane of its top support.
2. Only light, temporary work should be performed from ladders.
3. Ladders shall not be placed in front of doors which open toward the ladder unless the door is locked or otherwise guarded.
4. Ladder feet shall be placed on a firm base, and the area in the vicinity of the bottom of the ladder shall be kept clear.
5. When using straight ladders, both the top and bottom of the ladder shall be secured to prevent displacement. Use ladder shoes, stakes, or other means of securing the ladder.
6. Ladders leading to landings, walkways, platforms, etc. must extend thirty-six inches (36") above this point and must be securely fastened to prevent moving.

7. Long ladders must be braced at intermediate points as necessary to prevent springing.
8. When ascending or descending ladders, face the ladder and use both hands to hold onto the side rails. If material must be moved from one level to another, a rope, block and tackle or other means must be used. Materials are not to be hand carried on ladders.

Ladder Inspection

1. All ladders must be inspected frequently for deterioration and damage. Close visual inspection is recommended.

Ladder Maintenance

1. Wood ladders should be periodically treated with clear preservative such as varnish, shellac, or linseed oil. Ladders must not be painted as painting covers up structural defects. All metal fittings on wood ladders should be carefully checked for rusting or corrosion.
2. Metal ladders should have the rungs cleaned to prevent accumulation of materials that might destroy their non-slipping properties, and all metal fittings should be carefully checked for rusting or corrosion.
3. When not in use, all types of ladders shall be stored under suitable cover protected from the weather. Ladders stored horizontally should be supported at both ends and at intermediate points to prevent sagging of the middle section which tends to loosen the rungs and warp the rails.

10.08 WELDING AND CUTTING

General

1. Never use oil or grease on any fittings or apparatus in contact with oxygen.
2. Blow out the cylinder valves before attaching the regulators to the cylinders.
3. Release the adjusting screw prior to opening the cylinder valves.
4. Never stand directly in front or in back of a regulator when opening the cylinder valve; stand so that the cylinder valve is between you and the regulator.
5. Always open the cylinder valves slowly. If a wrench is used, keep it on the valve.
6. An acetylene cylinder should never be opened more than one full turn.
7. Always purge the oxygen and fuel passages individually before lighting the torch.
8. Light the fuel gas first before opening the oxygen valve on the torch.
9. Follow the procedures as outlined. Do not take short cuts or use defective equipment.
10. Never begin any welding or cutting without removing all flammable and combustible materials from the area and using flush curtains where appropriate.
11. Always check to see that you have appropriate fire protection equipment immediately available before doing any welding or cutting.
12. Do not wear flammable or disposable type clothing.

Protective Clothing

1. Wear appropriate welding helmets, long sleeve shirts, leathers and welders gloves.
2. If grinding, chipping or buffing is done, a face shield must be worn.

Equipment and Inspection

1. Equipment must be industrial rated, in good condition and conforming to OSHA requirements governing application, installation and operation of arc welding and cutting equipment.

2. Before each use, the following items must be inspected:

- * All leads for broken or cut insulation;
- ** Electrode holders for broken insulators or worn holders;
- *** Oil and fuels on gas or diesel powered units; and
- **** Both power and return leads to ensure they are the same lengths so that the return lead can be attached as close as possible to the work.

Storage of Compressed Gas Cylinders

1. Inside of buildings, cylinders shall be stored in a dry, well-ventilated, well protected location at least twenty (20) feet from highly combustible materials such as oil, solvents, etc.
2. Assigned storage spaces shall be located where cylinders will not be knocked over or damaged by passing or falling objects, or be subject to tampering by unauthorized persons.
3. Cylinders shall not be kept in unventilated enclosures such as lockers and cupboards.
4. Empty cylinders shall have their valves closed.
5. Storage of empty cylinders shall be separated from charged cylinders. Storage racks shall be identified as to compressed gas cylinder content and condition ("Full," "Empty").
6. Valve protection caps, where cylinder is designed to accept a cap, shall always be in place, hand tight (except when cylinders are in use or connected for use).
7. Protection from solar radiant heat shall be provided where cylinders are directly exposed to sunlight.
8. Compressed gas cylinders shall be secured in an upright position at all times, including when being hoisted or transported.
9. Retention chains or straps will be provided on storage racks and carts so that compressed gas cylinders will be secured against falling.
10. Small, hand held compressed gas cylinders used for propane torches, gas detector test cylinders, etc. may be stored without use of retention chains or straps. However, attention should be given to storing these cylinders away from open flames or sources of heat, and in a manner that will protect the cylinder from being knocked over or damaged by work activities.

Compressed Gas Cylinder Storage Area

1. A 20 pound ABC rated fire extinguisher (minimum) shall be placed no closer than 25 feet, but not further than 75 feet to fuel gas storage areas.
2. Warning signs shall be conspicuously placed and shall read, "Danger - No Smoking, Matches or Open Lights or Flames," or other equivalent wording.
3. Inside buildings, cylinders (except those in actual use or attached for use) shall be limited to a total gas capacity of 2,000 cubic feet or 300 pounds of liquified petroleum gas.
4. Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) a minimum of 20 feet, or by a noncombustible barrier at least five feet high having a fire resistant rating of at least one-half (1/2) hour.

17. Raise the cutting units when driving from one work area to another.
18. Do not touch engine, muffler, or exhaust pipe while engine is running or soon after it is stopped because these areas could be hot enough to cause burns.
19. Before servicing or making adjustments to the equipment, stop the engine, remove key from switch, and pull high tension wire off spark plug to prevent accidental starting of the engine.
20. To assure entire machine is in good operating condition, keep all nuts, bolts, screws, and hydraulic fittings tight.
21. To reduce potential fire hazard, keep the engine area free of excessive grease, grass, leaves, and accumulation of dirt.
22. If the engine must be running to perform a maintenance adjustment, keep hands, feet, clothing, and any other parts of the body away from the cutting units and any moving parts, especially the screen at side of the engine. Keep everyone away.
23. Engine must be shut off before checking oil or adding oil to the crankcase.
24. After mowing is completed, disconnect spark plug wire from the spark plug; remove dirt, grass, etc. from the top of the mower; place the mower in a dry location undercover.
25. Never refuel equipment while it is running.
 - a. Use an approved gasoline container.
 - b. Do not remove cap from fuel tank when engine is hot or running.
 - c. Do not smoke while handling gasoline.
 - d. Fill fuel tank outdoors and not over one inch from the top of the tank, or filler neck.
 - e. Wipe up any spilled gasoline.
26. Never attempt to lift or load a mower by yourself.

10.10 TREE TRIMMING AND CHAIN SAW SAFETY

General

1. Before starting any tree operations, time should be taken to check the trees in the surrounding area for any dangerous conditions.
2. Except in case of emergency, tree work should be avoided when trees are wet, during high winds, or storm situations.
3. Ask for assistance only from employees on the crew, never from bystanders.
4. Only physically fit persons should be allowed to climb.
5. Ropes shall be used for raising and lowering tools.
6. Ropes of suitable length should be used for lowering limbs.
7. Safety or climbing ropes should not be used for lowering limbs.
8. Ladders should not be used unless they can be set on a firm foundation.
9. Ladders should be inspected frequently for damage.
10. Always call a warning before lowering limbs.
11. Never leave tools in trees during breaks, lunch hour, or overnight.
12. Special precautions should be taken when working around live wires.
13. All wires broken during tree work should be reported to the proper utility company.
14. Fallen wires should be guarded until servicemen arrive.
15. In case of contact with live wires, do not touch the victim. Separate the victim from the wire by use of non-conductive materials. Call the Fire Department (Rescue) **9-1-1 (9-9-1-1- within City phone system)**.
16. Never walk with a chain saw running.
17. Always stand at the end of the saw when cutting never at the side.
18. Avoid using the tip of the saw for cutting.
19. Never replace chain on guide rail groove while motor is running.

20. Clean and check saw thoroughly and lubricate daily as required. Maintain a proper tension on the chain. Always inspect the saw for sharpness, as a sharp saw will reduce maintenance cost, and result in faster, safer, and easier cutting.
21. Gloves, chaps, hard hats and safety glasses (goggles) and hearing protection are mandatory when using chain saws.
22. Never refuel chain saws while they are running.

10.11 ELECTRICAL SAFETY

SAFETY BULLETIN

1. Make sure all electrical tools and equipment are properly grounded or double insulated. Visually inspect daily for kinks, cuts, and cracked jackets.
2. If an electrical tool sparks or tingles, take it out of service and tag for repair.
3. Always disconnect tools from power source before making adjustments or attachment changes. Follow lock-out, tag-out procedures.
4. Use three wire conductor ground receptacles and extension cords. Do not use cords with ground pins missing.
5. Protect cords from damage caused by traffic, sharp corners and pinching.
6. Do not use electrical power tools or equipment while standing in water.
7. Keep cords out of puddles.
8. Do not splice or repair cords.
9. Temporary lighting must have guards over the bulbs.
10. Do not use metal ladders near high powered electricity (assume all wires are "live" even when you have been told they are not).
11. Place cords so that they will not trip the operator or other personnel.
12. Disconnect by pulling the plug, not the cord.
13. Never use water to extinguish an electrical fire. Use a multipurpose dry chemical fire extinguisher or one with a "C" rating on the label.

11.00 LOCK-OUT/TAG-OUT

General

1. Most industrial accidents are caused by the uncontrolled release of hazardous energy. Many of these accidents can be prevented by proper lockout/tagout procedures.
2. Lockout/Tagout should be done when performing service or maintenance around any machine where you could be injured by the unexpected start up of the equipment or release of stored energy.

Five (5) Step Procedure

1. Preparation for shut down
Before you turn off any equipment, in order to lock it or tag it out, you must know:
 - a. the types and amounts of energy that power it;
 - b. the hazards of that energy;
 - c. how the energy can be controlled.
2. Equipment shut down
 - a. Shut the system down by using its operating controls
 - b. Follow whatever procedure is right for the equipment so you do not endanger anyone during shut down.
3. Equipment Isolation
 - a. Operate all energy isolating devices so that the equipment is isolated from its energy sources.
 - b. Be sure to isolate all energy sources - secondary power supplies as well as the main one.
 - c. Never pull an electrical switch while it is under load.
 - d. Never remove a fuse instead of disconnecting.
4. Applying Lockout/Tagout devices
 - a. All energy isolating devices are to be locked, tagged or both.
 - b. Only the standardized devices that we supply are to be used for the lockout/tagout, and they are not to be used for anything else.
 - c. Use a lockout device if your lock cannot be placed directly on the energy control.
 - d. When lockout is used, every employee in the work crew must attach his personal lock.

- e. More than one employee can lockout a single energy isolating device by using a multiple lock hasp.
- f. For big jobs, a lockout box can be used to maintain control over a large number of keys.
- g. If tags are used instead of locks, attach them at the same point as you would a lock or as close to it as possible.
- h. Fill tags out completely and correctly.

5. Control of Stored Energy

Take any of the following steps that are necessary to guard against energy left in the equipment, after it has been isolated from its energy sources.

- a. Inspect the system to make sure all parts have stopped moving.
- b. Install ground wires.
- c. Relieve trapped pressure.
- d. Release the tensions on springs or block the movement of spring driven parts.
- e. Block or brace parts that could fall because of gravity.
- f. Block parts in hydraulic and pneumatic systems that could move from loss of pressure.
- g. Drain process piping systems and close valves to prevent the flow of hazardous materials.

12.00 CONFINED SPACE/VESSEL ENTRY

Sequence of Confined Space Entry

1. Before entering a tank or other confined spaces, supervisory authorization must be obtained and a CONFINED SPACES ENTRY PERMIT must be initiated.
2. Prior to issuance of the permit, appropriate tests of the atmosphere must be made by authorized personnel from outside of the confined space to determine if established air contaminant limits are exceeded, or if the oxygen concentrations is less than 19.5 percent by volume. Tests must be made with the appropriate monitoring equipment. The person authorized to monitor the atmosphere must be trained in the proper use, calibration and care of the monitoring instruments and must remain at the site until all monitoring is complete.
3. If tests indicate the atmosphere is initially safe, but the work may produce a hazardous atmosphere from such processes as cutting and welding, distributing of accumulated sludge, or use of solvents, entry without respiratory protection will only be permitted subject to additional atmosphere testing by authorized personnel.
4. If tests indicate that the atmosphere is unsafe, the confined space must be ventilated until the hazardous atmosphere is removed, prior to employee entry.
5. If after ventilating the space, tests indicate a non-respirable atmosphere (less than 19.5 percent oxygen) or levels of toxic contaminants hazardous to health, no person will be allowed to enter unless equipped with an approved air-line respirator or a self-contained breathing apparatus, safety harness, and lifeline and has been properly trained and tested in the use of that equipment.
6. The employee entering the space must wear protective clothing if the contaminant can cause dermatitis, chemical burns or can be absorbed through the skin.

The CONFINED SPACE ENTRY PERMIT will not be issued unless provisions have been made for:

1. Constant communication and/or observation with an employee in the immediate area who is not in the confined space.
2. An adequate rescue procedure.
3. Someone to be readily available who has been trained in cardiopulmonary resuscitation (CPR).
4. The contents to be drained and cleaned out and doors opened where provided.

Further, all lines/pipes serving the confined space must be isolated by positive means which may include, but is not limited to, blanking, misaligning, and securing valves in a closed position. Closure of double valves with lock and tagout is preferred over single valve closure. All remote operated valves (ROVs) must be locked and tagged out and its energy source isolated and drained.

Special Considerations

1. In potentially explosive or flammable atmosphere, non-sparking tools and portable vapor proof electric lighting not exceeding 12 volts must be used. Smoking, open flames and cutting or welding will be prohibited.
2. Personal protective equipment, such as coveralls, impervious gloves, boots, face and eye protection, must be used as required by the nature of the operation to be performed.
3. In the event of a sudden life threatening or otherwise potentially dangerous situation requiring immediate action which involves entry into a confined space as defined in the procedure, and in the absence of time to complete testing and ventilation procedures, the atmosphere will be considered as unsafe to enter without the use of an approved air-supplied breathing device.

Equipment

1. A combination combustible gas/oxygen meter which samples for combustible vapors and oxygen deficiency simultaneously, is required. However, individual meters to sample for combustible atmospheres and oxygen deficiency may also be used.
2. Supplied air breathing apparatus, such as a self-contained respirator with full face piece operated in pressure demand mode (SCBA), or TYPE C supplied air respirator with full face piece operated in pressure demand mode with an emergency backup SCBA or escape bottle operated in a pressure demand mode must be used in atmosphere immediately dangerous to life and health (IDLH).
3. A supplied air TYPE C respirator, in either continuous flow or pressure demand mode may be used in areas that are not immediately hazardous to life and health (IDLH) and from which the user can readily escape.
4. **Harness and Lifelines:** A harness should be capable of retrieving an inert body in an upright position. A parachute type harness with a single lifting ring attached to the upper back, or with dual lifting rings attached to the shoulder straps is recommended for work in open areas.
5. Where egress through narrow openings is necessary, wristlets with attached lifting rings are required in addition of a body harness. Sufficient lifelines of at least one half inch manila must be provided to insure constant connection

between the worker in the confined space and the attendant outside.

6. When using hose line supplied air units, breathing air must be delivered through a filter board. The air quality of compressor supplied air must meet the requirements as reflected in OSHA 29 CFR 1910.1346.
7. Ventilation: A portable blower with a minimum capacity of 600 cfm at 1.5 inches static pressure should be used to supply air and ventilate the enclosed space prior to and during occupancy. If the space is large enough, additional air volume may be required.

Confined Space Definition

Means a tank, vessel, silo, vault, pit, open topped space more than 4 feet (1.2m) deep, pipeline, duct, sewer, tunnel, (1) having limited means of egress and/or (2) not designed for continuous employee occupancy, and/or (3) has one or more of the following characteristics:

1. Less than 19.5% oxygen.
2. Flammable/combustible, explosive atmospheres present or able to be generated or enter into an area.
3. Toxic atmospheres present or able to be generated or enter into an area.
4. Areas not protected against entry of water, gas, sand, gravel, ore, grain, coal, biologicals, radiation, corrosive chemicals, or any other substance that could possibly trap, suffocate or harm a person.
5. Poor ventilation.
6. Restricts entry for rescue purposes.

Qualified Person

A person designated by the employer, in writing, as capable (by education and/or specialized training) of anticipating, recognizing, and evaluating employee exposure to hazardous substances or other unsafe conditions in a confined space. This person shall be capable of specifying necessary control and/or protective action to ensure worker safety.

13.00 MOTOR VEHICLE GUIDELINES

SCOPE

These guidelines apply to all locations in the City of Stuart and to City employees authorized to operate City vehicles.

PURPOSE

This standard establishes uniform procedures for the safe operation of City vehicles by authorized vehicle operators.

Government sector vehicles are easily identified as such and thus constitute a traveling billboard seen by many citizens. Relationships with other motorists and pedestrians while operating these vehicles control an important influence on good or bad relations with the public. With courteous, considerate driving habits good public relations can be developed.

The following procedures are established to help make our employees safe and defensive drivers.

Authorization Guidelines

Only City employees are authorized to operate City vehicles. Volunteer employees are considered employees of the City and may operate City vehicles when their duties require travel, if such travel is under the approval or direction of the Department Head.

Intentional abuse or reckless and/or negligent operation of any City vehicle may result in the suspension of that employee's vehicle privileges and is grounds for further disciplinary action.

Responsibility of City Drivers

Regardless of the employee classification and whether or not a city employee drives a city-owned vehicle eight hours a day or just occasionally, employees are responsible for the proper care and operation of that vehicle. Every employee who operates a city owned vehicle is responsible for obeying all traffic laws and for compliance with the rules set forth in this section.

Operators License

A current Florida vehicle operators license must be in an employee's possession at all times while operating a city-owned vehicle. In the case of commercially rated vehicles, the proper license (CDL) for weight and class must be valid and in the possession of the driver.

An employee whose position requires them to operate motor vehicles and whose driving privileges are suspended or revoked by a court of law must report this fact to their immediate supervisor within the next business day. Failure to report the loss, suspension, or change in license status will result in disciplinary action.

Pre-Operation

Before operation, the driver will check the vehicle for any damage to the body or interior that may have occurred since the last period of operation. Particular attention should be given the following items, parts and accessories to determine that they are in satisfactory conditions and good working order:

- | | |
|---|--|
| 1. Brakes, including parking brake; | 6. Tires; |
| 2. Headlights, rear lights, brake lights, turn signals; | 7. Motor Oil and Transmission Fluid Levels; |
| 3. Horn and windshield wipers; | 8. Seat belts; |
| 4. Steering mechanism and fluid level | 9. Clutch Travel (if applicable); |
| 5. Mirrors - side view and rear; | 10. Emergency Equipment, i.e. flares, cones, fire extinguisher, etc. |

A Vehicle Safety Checklist (Attachment Vehicle Inspection Form, found at the end of this section) will be completed to document this activity. The driver is also responsible for assuring that the proper oil level is maintained and that proper fluids are added whenever needed. These items should be checked each time fuel is added to the tank.

Any defects noted, which would affect safe operation of the vehicle, will be promptly reported to the driver's supervisor. No employee shall be asked to operate or shall operate a city-owned vehicle that is unsafe for off-road or on-road operations, or does not meet the minimum standards of Florida Statutes.

Defensive Driving Training

Maintenance of good driving practices is paramount in the prevention of vehicular accidents. Each city employee who operates a city vehicle, either on-road or off-road, will receive Defensive Driving Training. The driving training will be provided by the city.

GENERAL GUIDELINES

Use of City Vehicles

City-owned vehicles are to be used for official city business only. They will not be used by employees for personal reasons, except as provided for under the Vehicle Assignment Policy.

Out of Town Travel/Meeting Attendance

All use of city vehicles for out of town or late evening trips must be approved by the department head or division head responsible for the vehicle involved. The department head or division head should keep a dated record of exceptional uses, including justification of each use.

Transporting Persons in City Vehicles

Professional associates and private citizens will not be transported in city vehicles unless such persons are being transported on official business, law enforcement matters, or as approved by the department head. Persons transported as such should have the same destination as the city employee and such use should not require other city employees with the same destination to drive additional vehicles. Family members may not be transported in a city vehicle, except as authorized by the city manager.

Transporting Equipment or Property

When items of equipment, property, supplies, etc. are being transported, the driver will assure that all items are properly secured or tied in place to prevent them from shifting or falling from the vehicle.

Riding on Fenders, Hoods or Running Boards

No person shall be allowed to ride on running boards, fenders, hoods, tailgates, dump beds, flat beds or roof racks of vehicles, when the vehicle is operating.

Obstruction to Driver's View

No driver shall drive any vehicle when it is so loaded that the load obstructs their view ahead, to the right or to the side, or interferes with their control of the vehicle. No more than three (3) people shall ride in the front seat of a vehicle at one time.

Striking Unattended Vehicles

If a moving city vehicle strikes a vehicle standing or unattended or other property, the driver shall immediately stop and endeavor to locate the owner. If the driver is unable to do so, the driver shall call 9-1-1 in order for a police report to be completed.

Flags on Projected Loads

Any vehicle having a load, which extends more than four (4) feet beyond the rear, shall have the end of the load marked with a red flag which shall be at least twelve (12) inch square.

Coupling Devices

A driver whose vehicle is towing a trailer, dolly, or other equipment will assure that the trailer hitch is securely latched and that safety chains are properly attached.

Alcoholic Beverages or Narcotic Drugs

No person shall drive or be required or permitted to drive a city-owned vehicle while in the possession of, or under the influence of, any alcoholic beverage or non-prescription controlled substance. Employees who take prescribed medication or over-the-counter medications that will affect their driving abilities will report the use of that medication to their immediate supervisor.

Operations in Public Way

Whenever work requirements make it necessary for a city-owned vehicle to block or obstruct traffic, the driver will place warning devices and/or traffic cones to warn oncoming motorists of the obstruction. Warning devices/cones will be placed far enough from the standing vehicle to give oncoming motorists adequate time in which to stop safely. Distance should be determined by:

1. street and weather conditions;
2. speed limit in area;
3. whether the vehicle is standing on a straight or curved roadway;
4. vehicles so equipped will use revolving yellow lights or blinkers as additional warning devices.

VEHICLE PARKING

The Safety Circle Check is designed to help prevent accidents by having the driver of city vehicles visually check the vehicle before it is entered and moved. By inspecting around the vehicle, the driver will be aware of all hazards and will take the necessary action to prevent an accident. These guidelines in no way change the procedures of work zone placement of safety cones/signals used to direct traffic around work locations where road construction or other work is in progress.

Each City Department is to evaluate and determine specific requirements of the department's use of safety cones and the safety circle check. Define specifically which vehicles shall require the safety circle check and which vehicles shall be deemed exempt. These determinations and specific guidelines shall be reviewed with and provided to all department employees.

Parking Vehicles

1. Vehicles are not to park in "No Parking" zones except in an emergency situation or in required performance of official duties. At those times a vehicle is parked in a "No Parking Zone", emergency blinkers will be on.
2. No vehicle is to be left unattended with ignition key left in the ignition.
3. All vehicles will be locked when not in use.
4. Except when working conditions require otherwise, parked vehicles must have motor stopped, emergency brakes set, and left in gear or park for automatic transmissions.

Use of Safety Restraints

The city recognizes the proven effectiveness of seat belts in reducing fatalities and severity of injuries resulting from motor vehicle accidents. Accordingly, all city vehicles must be equipped with seat belts and all occupants of city vehicles must properly wear seat belts.

Backing of Vehicles

- A. Whenever possible, the driver will position his/her vehicle so as to avoid the necessity of backing later. Before entering the vehicle, the driver shall check the rear clearance of the vehicle. The driver shall not back the vehicle unless such movement can be made with reasonable safety and without interfering with other traffic.
- B. The driver of a large truck or similar large vehicle with an obstructed view to the rear shall not back such vehicle unless an observer signals that it is safe to do so.
- C. Before and during backing movements, the driver will: (1) check blind zones for objects not visible in rear-view mirrors; (2) watch both sides for proper clearance; and (3) back very slowly.

Rental Cars

When it is necessary for a city employee to use a rental car on a short-term basis, such as during out-of-town travel for business purposes, the city's automobile liability and physical damage insurance coverage will be applicable. If the employee also uses the rented automobile for personal purposes, the employee should review his/her personal automobile insurance to confirm coverage for short-term or incidental rental. In the

absence of such personal coverage, the employee should consider the purchase of insurance through the rental agreement.

Personal Vehicles for City Business

The City's self-insurance fund provides coverage for a city employee who, at the request of his supervisor, uses his or her personal vehicle to transport other city employees on city business or to perform duties within the scope and course of employment. However, the city's coverage is secondary to the coverage afforded by any insurance maintained by the employee on that vehicle. This is because in most cases, the employee's insurance policy provides coverage for incidental business use of the vehicle for the benefit of the employer, and **MAKES THE EMPLOYER AN ADDITIONAL NAMED INSURED UNDER THE POLICY**. Therefore, the city is simply enforcing its rights as an additional insured under the employee's policy.

The employee, when receiving mileage reimbursement, is also receiving reimbursement for having obtained the cost of such coverage since the insurance is a component of the mileage reimbursement. The coverage provided by the City's self-insurance fund is subject to the statutory limitations of Section 768.28, Florida Statutes, which excludes coverage for actions by a city official, employee, or agent which were undertaken in bad faith, with malicious purpose, and so on.

Special Equipment

1. Special equipment such as tractors, Hi-Lifts, graders, plows, cranes, or any unit which has special devices added for specific types of work will require formal instructions prior to use by a driver. This special training will include the following:
 - A. Explanation and demonstration of all control devices.
 - B. Explanation and demonstration of all safety equipment.
 - C. Knowledge of maintenance items such as fuel, water, oil, or other minimum operating needs of the unit.
 - D. Demonstration of operation.
 - E. New driver operation under supervision with testing.
 - F. Instruction in driving to and from, or on and off a trailer, parking procedures and method for securing. A report of this training is to be submitted to the Administrative Services Department.
2. Passengers will ride only in seats so designed for passengers and special equipment.
3. Operators will always look around and have a person guiding them when backing.
4. Construction-type equipment will travel at less than 20 miles an hour without exception. This equipment will use the right lane except when a left turn is

required. Right-of-way will be given to all other motor vehicles. Headlights will be on at all times when driving. Triangular orange colored slow moving vehicle signs will be displayed on the rear of the vehicle.

5. Use of special equipment without training on record and authorization will result in disciplinary action.

Accident Control

Vehicular collisions are potentially the most costly losses that can incur when one considers the cost of property damage, bodily injury, fatalities, and liability lawsuits. Unless perfect driving is the rule, the cost of insurance can amount to proportions that will adversely affect every department in efforts to accomplish its mission and maintain good public relations.

Responsibilities

Supervisors having drivers working for them will assume the following responsibilities:

1. Full responsibility for the driving record of their employees while they are on duty.
2. Establish a firm requirement for personnel to fully adhere to established policies.
3. Enforce firm policies on disciplinary actions to be taken against employees who show a disregard for good driving practices and ensure that it is applied consistently.
4. Insist that all assigned vehicles are maintained and inspected for safe operations.
5. Perform a periodic inspection of assigned vehicles for safety discrepancies, malfunction, signs of abuse, unreported damage, and cleanliness and have these repairs made as soon as possible.
6. Review each vehicle collision and unsafe driving report with the employee and emphasize management's intolerance of irresponsibility behind the wheel.
7. Enforce the wearing of seat belts for all drivers and their passengers.
8. Ensure that only authorized personnel are allowed to operate all vehicles.

Employee Responsibility

1. Employees are required to follow all defensive driving practices at all times.
2. Maintain a current valid and proper Florida State Drivers License and report any change in license status.
3. Conduct a daily check of their vehicle for operation of lights, directional signals, brakes and brake fluid, motor oil, windshield wipers and washers, tires, power steering, hydraulic systems, clutch, seat belts, etc.
4. Report all accidents immediately.
5. Follow all safety driving rules established.

Procedures for Reporting Accidents/Breakdowns of Vehicles

In the event that an operator of a vehicle is involved in a collision, regardless of the severity, the law enforcement agency must be called to the scene and required to prepare a report. The operator of the vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved.

If the vehicle is disabled as the result of a collision, or if a vehicle breaks down and becomes inoperable, the responsible department head is to be notified.

Operators of vehicles should be sure that whenever a serious incident occurs, whether a break down, traffic collision, or vandalism, the department head is to be notified immediately.

Any time a City vehicle is involved in an accident the Vehicle Maintenance Specialist is to be notified. The Vehicle Maintenance Specialist will coordinate all repairs to City vehicles and provide Financial Services with costs documentation as a result of any vehicle damaged in an accident. This ensures the tracking of costs and cost information necessary to submit claims for any reimbursements due the City.

Accident Review Procedures

Because of the liability associated with motor vehicle accidents, city drivers must understand the consequences for involvement in accidents. Every motor vehicle accident involving a city driver while operating a city-owned or leased vehicle will be reviewed by the City Safety Officer including: a review of the law enforcement officer's traffic accident investigation report, possible interviews with the driver(s) and witnesses, if any, the supervisor's accident investigation report, and possibly visit to the accident site.

If a vehicle is involved in an accident, the driver's driving privileges **may** be restricted at the supervisor's discretion, pending investigation.

CITY OF STUART

SAFETY EQUIPMENT IN VEHICLES

Each service vehicle of the City of Stuart shall carry the following safety equipment:

- A. 2 City issued fluorescent colored vests
- B. 2 D.O.T. Required fluorescent colored traffic cones
- C. 2 D.O.T. Required fluorescent colored flags
- D. 1 City issued fire extinguisher
- E. 1 City issued first aid kit
- F. 2 sets City issued ear plugs

The driver of each service vehicle shall be responsible for checking the service vehicle to make sure that the items are on the vehicle.

While the vehicle is parked on or near a street or highway, or near other traffic, the following minimum procedures shall be followed:

1. One traffic cone shall be placed at the front of the vehicle and one at the rear of the vehicle on the traffic side during the time that the vehicle is parked.
2. Emergency flashers or yellow lights (if the vehicle is equipped) shall be left on for the entire time that the vehicle is parked.
3. Flagman shall direct traffic when necessary by using red flags. Flagmen/women must wear fluorescent colored vests and comply with D.O.T. traffic work zone requirements.

The requirements listed above are to be used as minimum requirements. Be sure to provide additional protection when you feel that it is required. **Protect yourself.**

APPENDIX I

SAFETY CIRCLE CHECK

SAFETY CIRCLE CHECK - RESPONSIBILITIES

1. Every city driver is responsible for safety circle checking his/her vehicle before it is entered and moved. The absence of safety cones does not relieve the driver of the responsibility of walking around the vehicle to observe for traffic hazards before entering and starting the vehicle.
2. Safety cones are not to be carried in the cab or in front of any vehicle, unless provisions have been made to secure it so that it remains immobile in the event of an accident. No line, rope or wire will be attached to the cone and attached to the vehicle.

Use of Safety Cones

1. Safety cones eighteen (18) inches high or taller, made of red-orange fluorescent plastic will be used to remind the driver to check around the vehicle before it is moved.
2. The safety cones will be carried in the cargo area of all vehicles when not in use.
3. All drivers of city vehicles, including pickup trucks, utility trucks, flatbed trucks, dump trucks, boom trucks etc., must adhere to these guidelines. City sedans and emergency vehicles are excluded from the usage of safety cones.
4. Supervisors are to ensure that the safety cones are being properly used and placed by the vehicle.
5. Failure to comply with the provisions of these guidelines will subject the employee to disciplinary actions.

Parking Vehicles

1. Vehicles are not to park in "No Parking" zones except in an emergency situation or in required performance of official duties. At those times a vehicle is parked in a "No Parking Zone", emergency blinkers will be on.
2. No vehicle is to be left unattended with ignition key left in the ignition.
3. All vehicles will be locked when not in use.

4. Except when working conditions require otherwise, parked vehicles must have motor stopped, emergency brakes set, and left in gear or park for automatic transmissions.
5. If on a down grade, turn front wheels towards the curb. If on an upgrade, turn wheels away from the curb. Set brakes and leave transmission in gear.
6. Vehicles will not be parked on the wrong side of the street facing traffic except in the case of an emergency.
7. Before leaving the curb, look to see that no cars are approaching from either direction and signal intentions.

SAFETY CIRCLE CHECK OF VEHICLE

1. **PARALLEL PARKING** - Walk to the rear of the vehicle, facing traffic, pickup cone and place in the truck. Then safety circle check completely by returning on the curb side around the vehicle to the driver's side before entering the vehicle.
2. **DIAGONAL, 90 DEGREE AND COMPOUND PARKING** - when the front end is in, pickup the cone at the rear of the vehicle and place in truck. Complete safety circle check by checking opposite side of the vehicle.

When the rear of the vehicle is pointed in, pickup the cone and place in the truck. Continue the safety circle check by walking around the entire vehicle.

APPENDIX II

DRIVER SELECTION PROCEDURES

OBJECTIVE

The objective of this standard is to provide comprehensive guidance in the selection of qualified, dependable and safe drivers, in order to minimize accidents/injuries and the liability exposure to the city.

The selection process must focus on choosing the best qualified individuals from a pool of applicants based on the consideration of each person's job related qualifications without regard to race, color, religion, sex, national origin, or occupationally irrelevant handicaps, etc.

SELECTION PROCEDURES

Pre-application Screening

Major emphasis should be placed on finding out the applicant's previous experience while also observing the applicant's general demeanor and manner of answering questions.

Applicant's not meeting minimum qualifications can be eliminated from further consideration at this time. For example:

1. Lack of an appropriate type driver's license, i.e., Class A or B, Commercial Driver License (CDL).
2. Lack of experience in a specific vehicle type.
3. Excessive violations on driving record.

Planned Interview

The planned interview is a formal conversation with the applicant in order to gain more detailed information about qualifications, experience, general suitability as an employee, and additional information about their background.

The format of the interview must be worked out in advance to be sure that all questions have been asked and that nothing is missing or left to chance. The City Interview Form should be followed for applicants of the same job position to prevent discrimination and also for comparison between applicants.

APPENDIX II (Continued)

DRIVER SELECTION PROCEDURES

Driver Applicant's Past Record

All of the applicant's past employers should be contacted, at least within the past three (3) years.

In addition, driver applicants must provide information on all employment as a driver for the past ten (10) years prior to the application.

NOTE: Employment checks with previous employers may be made in writing, by telephone, or other appropriate means.

Driving Record

A check of an applicant's driving record will be conducted and all applicants must authorize the release of this information by signing the top half of the form, "REQUEST FOR CHECK OF DRIVING RECORD"

Information obtained from the MVR's should be cross-checked against the employment application to determine whether or not there are inconsistencies or whether the applicant should be dropped as a candidate.

All MVR's will be reviewed with notations on each MVR; the date of the review, initials and comments. The comments would include requests to gather further information from the applicant or previous employers on the type of vehicle driven, the circumstances surrounding any incidents, and the disposition of any violations on the MVR.

Driver applicants will be automatically eliminated from consideration if the MVR reveals a DUI conviction or two (2) or more moving violation convictions within the past twelve (12) months. Furthermore, excessive speeding, moving violations, excessive points, etc., in a three (3) years period will also be scrutinized strictly and handled on a case by case basis.

An applicant must also certify that they are in possession of only one license, and produce a current CDL. A copy of the current driver's license should be made for the files.

Road Test

An in-house road test will be conducted for proof of the applicant's driving ability by a department designated competent examiner.

14.00 HAZARD COMMUNICATION/RIGHT-TO-KNOW

SCOPE

The City of Stuart is formally committed to providing each of its employees a safe and healthy work environment. It is a matter of City policy, as well as an important regulation under OSHA Hazard Communication Standard, 29CFR, 1910.1200 and Florida Statute, Chapter 442.

These standards were designed to provide employees with information about hazardous chemicals in the workplace and to inform employees that they have the Right-To-Know about the nature and hazard of these chemicals.

TRAINING PROGRAM

The City of Stuart has developed a Hazard Communication/Right-To-Know Training Summary for employees and a Training Outline for supervisory personnel in order to facilitate the dissemination of information to City employees.

Everyone who works with, or is potentially exposed to hazardous chemicals, will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Supervisors will be trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be City policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the Safety Officer will obtain input from employees regarding the training they have received and their suggestions for improving it.

Contractor Employees

Each contractor bringing chemicals on City property must provide the City with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

List of Hazardous Chemicals

The City of Stuart Safety Officer will assure that each department develop an inventory list of all hazardous chemicals and related work practices used in City facilities and keep the list updated, as necessary. The inventory will identify all of the chemicals used in our work process areas. Each list will also identify the corresponding MSDS for each chemical, trade name, chemical hazard, storage location, and storage quantity.

DEFINITION OF HAZARDOUS CHEMICAL

A Hazardous Chemical is any chemical that poses a significant physical or health hazard. This would include: combustible liquid, compressed gas, explosives, flammables, organic peroxide, oxidizer, pyrophoric, reactive (air or water), carcinogen, toxic, reproductive toxin, irritant, corrosive, sensitizer, hepatotoxin (liver), nephrotoxin (kidney), neurotoxin, hematopoietic (blood) toxin, cutaneous (dermal) toxin, pulmonary (lungs) toxin, etc.... (This list is not intended to be all-inclusive).

HAZARD DETERMINATION

The initial hazard determination is coordinated by the Supervisor and Department Head.

Any substance that poses a physical or health hazard will be included in the Hazard Communication Program.

Every hazardous substance known to be present in the work place will be listed on the "Hazardous Chemicals Inventory". A department supervisor/training officer or Department Head designee is responsible for coordinating the update of the list with the assistance of the Safety representative.

The identity of the substance appearing on the "Hazardous Chemicals Inventory" will be the same name that appears on the manufacturer's label, in-house label, and the Material Safety Data Sheets (MSDS) for that substance.

The "Hazardous Chemicals Inventory" will be filed with and will serve as an index to the MSDS files. The "Hazardous Chemicals Inventory" will be available for employee's review at all times.

LABELING

No hazardous chemicals will be accepted for use in the facility, or shipped to any outside location, unless labeled with at least the following information:

- * Identity of the hazardous chemical(s)
- * Appropriate hazard warnings
- * Name and address of the chemical manufacturer, importer, or other responsible party

The Department Head will assure compliance and maintenance of this labeling requirement.

All containers of hazardous chemicals will be labeled with at least the following information:

- * Identity of the hazardous chemical(s)
- * Appropriate hazard warnings

No label is to be defaced or removed when a material is received or in use.

MATERIAL SAFETY DATA SHEETS

A Material Safety Data Sheet (MSDS) containing the information required by the OSHA Hazard Communication Standards, will be kept for each substance listed on the “Hazardous Chemicals Inventory”. The MSDS will be the most current one available by the chemical manufacturer, importer, or distributor. Every employee has the right to view the MSDS’s. Department Supervisor’s or Department Head’s designated representative are responsible for maintaining the file of MSDS’s.

The MSDS’s and the Hazardous Chemical Inventory should be filed in the work and office area, and should be readily accessible to employees in the work area during each work shift.

DEFINITIONS OF MATERIAL SAFETY DATA SHEET TERMS

Carcinogen:	Capable of causing cancer.
Catalyst:	A chemical which changes the rate of the chemical reaction between chemicals without being affected itself.
Ceiling Limit:	The amount of a toxic substance in air that is not to be exceeded for any length of time.
Chronic Effect:	An effect which generally occurs as a result of long term exposure, and is of long duration.
Combustible:	A substance with a flash point at or above 100 degrees F., but below 200 degrees F.
Corrosive:	A chemical which cause destruction or severe damage to living tissue at the point of contact.
E.P.A.:	Environmental Protection Agency (Federal).
Explosive Limits:	The range of vapor concentrations in air that will burn upon contact with an ignition source.
Flammable Liquid:	A substance with a flash point below 100 degrees F.
Flash Point:	The lowest temperature at which a liquid will produce enough vapor to be ignitable in air.
Incompatible:	Materials that could cause dangerous reactions and conditions if allowed to come in contact with one another.
Ingestion:	The intake of materials through the mouth.
Irritant:	A material that causes inflammation and/or irritation upon contact.
LD 50:	The dose of a substance that causes death in 50% of the animals exposed. A measure of acute toxicity.
Mutagenic:	Capable of causing change in the genetic material of a cell in such a way that future generations are affected.
Occupational Exposure Limit:	The maximum allowable concentration of a toxic substance in air to which the employee may be exposed without adverse effect.
Odor Threshold:	The lowest concentration of a substance that can be smelled.

PEL:	(Permissible Exposure Limit) A set standard set by OSHA to limit the concentration of a chemical to which the employee may be exposed.
Sensitizer:	A chemical substance capable of causing an allergic reaction after repeated exposures.
STEL:	(Short-Term Exposure Limit) ACGIH (American Conference of Governmental Industrial Hygienists) recommended exposure limit. Maximum concentration to which workers can be exposed for a short period of time (15 minutes) for only four times throughout the day with at least one hour between exposures.
Teratogenic:	Capable of causing birth defects.
TLV-TWA:	(Threshold Limit Value - Time Weighted Average) A time-weighted average concentration under which most people can work consistently for eight (8) hours a day, day after day, with no harmful effects.
Vapor Density:	The density of a chemical vapor in air, compared to the density of air.

RIGHT-TO-KNOW EMPLOYEE TRAINING SUMMARY

WHAT IS A TOXIC SUBSTANCE?

Any chemical substance or mixture in a gaseous, liquid, or solid state that:

1. Appears on the “Florida Substance List”.
2. Is manufactured, produced, used, applied or stored in the work place.
3. Causes significant risk to safety or health during any customary use.

WHAT IS AN MSDS AND HOW ARE THEY OBTAINED?

A Material Safety Data Sheet (MSDS) is a document containing standardized information about the properties and hazards of substances.

Under Florida’s Right-To-Know Law, manufacturers, importers, and distributors of listed toxic substances are required to prepare and provide MSDS’s to their direct purchasers.

HOW TO REQUEST A MATERIAL SAFETY DATA SHEET (MSDS)

Your supervisor or Department Head designated department Safety Officer can obtain MSDS’s upon your request.

You cannot refuse to work with a hazardous substance if your supervisor or safety officer makes a prompt request to the manufacturer to obtain the MSDS.

LABELS

Labels give valuable safety, health, and first aid information.

ALWAYS read the label on every material or product you use at work.

INFORMATION ON MATERIAL SAFETY DATA SHEETS (MSDS)

- Section I: Manufacturer's Data - Product and manufacturer's names, emergency telephone numbers and date prepared.
- Section II: Hazardous Ingredients - Name of hazardous chemicals and safe exposure limits.
- Section III: Physical/Chemical Characteristics - Physical properties such as odor, color, taste, boiling and melting points; chemical properties or how the chemical reacts with water, air, and other materials.
- Section IV: Fire and Explosive Hazard Data - Flammability and explosion data; fire extinguishing media and special fire fighting procedures.
- Section V: Reactivity Data - Conditions and materials to avoid.
- Section VI: Health Hazard Data - Ways substances enter the body and adverse effects; signs and symptoms of exposure and first aid procedures.
- Section VII: Precautionary Data - Precautions to be taken during handling, use, and storage of a spill. How to dispose of wastes.
- Section VIII: Control Measures - Type of breathing, eye and skin protection to be used. Ventilation requirements for use.

EMPLOYEE RIGHTS

1. The right to know of the listed toxic substances in the workplace.
2. The right to obtain a copy of the MSDS for each toxic substance present.
3. The right to refuse to work under specified circumstances if not provided a copy of the MSDS within five (5) of the employee's working days.
4. The right to instruction within thirty (30) days of employment and annually thereafter.
5. The right to obtain further information.
6. The right to protection against discharge, discipline, or discrimination for having exercised any of these rights.

PROPER AND SAFE HANDLING PROCEDURES FOR HAZARDOUS MATERIALS

Do not enter areas where hazardous materials are used or stored unless you must work there.

Do not allow hazardous materials to come into contact with your skin or eyes.

Do not breathe hazardous vapors, fumes, mists or smoke.

Do not attempt to clean spilled hazardous materials alone - always get help.

Do not mix hazardous materials except as directed on the label.

Do not dispose of unusable hazardous materials in dumpsters, sewers, canals, or the ground.

Do not mishandle or break hazardous materials containers.

Do not overfill hazardous materials containers.

Do not put hazardous materials into containers which may break, dissolve, or leak.

Do not fight chemical fires without fully protective apparel, including Self-Contained Breathing Apparatus.

Frequently check tanks and containers for leaks and corrosion.

Use eye protection to prevent hazardous dusts, mists, and gases from entering your eyes.

Use breathing protection (respirators and gas masks) when safe limits of exposure are exceeded.

Remove contaminated clothing and shoes before eating, smoking, drinking, or taking medications.

Immediately bathe at the end of each work shift after using or handling hazardous materials.

Thoroughly familiarize yourself with emergency response, first aid, and small spill clean up procedures.

Learn the location and proper use of safety showers, eye washes, fire extinguishers, first aid kits, and absorbent materials in your work areas.

GENERAL SAFETY RULES FOR GASES AND PRESSURIZED GAS CONTAINERS

Do not drop, puncture, or burn compressed gas containers.

Store gases in a secure, dry, well ventilated area away from sparks, heat, and flames.

Always use safety chains to prevent compressed gas containers from being accidentally knocked over.

Keep protective covers in place when gas is not being used or when moving compressed gas containers.

Use hand carts to move compressed gas containers.

Wear safety shoes and use appropriate personal protective equipment around compressed gases.

Frequently check for leaks and material failures.

Read the labels and Material Safety Data Sheets for each gas you use at work.

PERSONAL PROTECTIVE EQUIPMENT

Safety goggles protect eyes from splashes and vapors.

Face shields protect eyes and faces from splashes, but not from fumes, vapors, and mists.

Cartridge-type respirators provide short-term (15 minutes) protection against breathing harmful vapors, fumes, and mists. Be sure the respirator is properly fit to your face and that it contains the proper cartridge.

Gas masks protect eyes and against breathing harmful vapors, fumes, and mists. Be sure the gas mask is properly fit to your face and you are using the proper canister.

Aprons protect the front of the body from spills and splashes.

Gloves protect the hands from hazardous materials.

Protective suits protect arms, legs, and body from spills, splashes, and vapors.

Fully protective apparel with Self-Contained Breathing Apparatus protect the entire body from hazardous materials.

MATERIAL SAFETY DATA SHEETS TELL YOU THE PROPER PROTECTIVE EQUIPMENT TO USE FOR EACH HAZARDOUS PRODUCT OR MATERIAL. ALWAYS READ MATERIAL SAFETY DATA SHEETS (MSDS) AND LABELS BEFORE USING OR HANDLING HAZARDOUS MATERIALS. BE SURE YOU UNDERSTAND HOW TO PROPERLY USE EACH TYPE OF PERSONAL PROTECTIVE EQUIPMENT. FOLLOW SAFETY PROCEDURES CAREFULLY.

EMERGENCY EQUIPMENT

Emergency showers are used to wash gross contamination from the body.

Eye washes are used to wash contamination from eyes and under eyelids.

Fire extinguishers (type ABC) are used to put out small paper, wood, liquid, or electrical fires.

First aid kits contain emergency medical supplies.

Absorbent materials (kitty litter, vermiculite, oil dry, or sand) are used to pick up spilled hazardous substances.

LEARN THE LOCATION AND PROPER USE OF ALL EMERGENCY EQUIPMENT IN YOUR WORK AREAS.

GENERAL FIRST AID PROCEDURES FOR HAZARDOUS MATERIALS

1. Move victim to fresh air and call for ambulance (9-1-1) (9-9-1-1 in City system).
2. Remove contaminated shoes and clothing.
3. Administer Cardio-pulmonary resuscitation (CPR) if victim has no pulse or heartbeat.
4. Administer artificial respiration if victim is not breathing. Make sure victim's mouth, nose, and throat are clear of obstructions.
5. Use direct pressure bandages to stop bleeding - Do not use tourniquets except when limbs are severely mangled or amputated.
6. Flush eyes, including under the eyelids with water for at least fifteen (15) minutes - call for medical assistance (9-1-1) (9-9-1-1 in City system).
7. Flush skin with water for at least fifteen (15) minutes. Wash with soap and water and dry. Call for medical assistance if irritation or blistering occurs.

8. Read labels or MSDS and determine whether or not to give milk or water or to make the victim vomit if poison is swallowed. Do not force unconscious victims to drink anything.
9. Keep victim warm and quiet until medical help arrives.
10. Monitor victim for delayed reactions.
11. MSDS should accompany victim during medical treatment.

ALWAYS REFER TO LABELS AND MATERIAL SAFETY DATA SHEETS FOR SPECIFIC FIRST AID INSTRUCTIONS.

EMERGENCY RESPONSE PROCEDURES FOR HAZARDOUS MATERIALS

IN THE EVENT OF A SPILL OR RELEASE OF A HAZARDOUS MATERIAL,
WHICH CAN BE HARMFUL TO PEOPLE OR THE ENVIRONMENT:

1. Evacuate all persons from the spill and affected areas.
2. Secure the spill and affected areas from accidental entry and disconnect ignition sources at the main panel.
3. Determine first aid needs to exposed personnel. (Refer to labels and MSDS for first aid procedures). Call for medical assistance (9-1-1). (9-9-1-1- in City system).
4. Contact your supervisor.
5. Provide the following information:
 - a. Your name, your employer's name, address, and location of the emergency.
 - b. Provide telephone number from which you are calling.
 - c. Provide the trade name and chemical name of substance (and CAS number, if known).
 - d. Provide volume of spill or release (i.e., one gallon, five gallons, drum, tank, etc.)
 - e. Provide known hazards of substance(s) (i.e., flammable, corrosive, toxic or reactive with water).
 - f. Identify other chemicals in spill or affected areas.
 - g. Report if spill or leak is near a ditch, canal, or storm sewer.
 - h. Report injuries, fire, and damages.
6. Assist your supervisor and authorities if your help is summoned.
7. DO NOT re-enter evacuated areas until they are declared safe.
8. Refer all questions from news reporters and regulatory agency representatives to the City Manager's Office (561) 288-5312.

SMALL SPILL CLEAN UP PROCEDURES FOR HAZARDOUS MATERIALS

IN THE EVENT OF A SMALL SPILL OF A HAZARDOUS MATERIAL, WHICH IS NOT DANGEROUS TO PEOPLE OR THE ENVIRONMENT:

1. Clear work area where spill or leak has occurred and get help. Do not try to clean up a hazardous material or spill alone.
2. Call your supervisor.
3. Notify the City's Safety Officer (561) 288-5360.
4. Put on appropriate protective equipment.
5. Absorb liquids with kitty litter, sand, clay, oil dry.
6. Pick up materials with a non-sparking (plastic or brass) tool.
7. Place material in a suitable storage container and label container.
8. Wash down affected area with large amounts of water.

EMPLOYEE RESPONSIBILITIES

- < Always read the label and Material Safety Data Sheet for each material and product you use or handle at work.
- < Request a Material Safety Data Sheet (MSDS) whenever you are not completely familiar with the proper (and safe) procedures for using or handling hazardous materials.
- < If you do not understand label and MSDS information, ask your supervisor for help before using or handling hazardous materials.
- < Immediately report all chemical exposures to your supervisor.
- < Immediately report all safety violations to your supervisor.
- < Immediately report all spills and leaks of hazardous materials to your supervisor.
- < Learn the location and proper use of personal protective equipment and emergency equipment in your work area.

AVAILABILITY OF THE WRITTEN RIGHT-TO-KNOW TRAINING MATERIALS.

MORE DETAILED INFORMATION, INCLUDING A RIGHT-TO-KNOW TRAINING MANUAL, MATERIAL SAFETY DATA SHEETS, AND OTHER CHEMICAL SAFETY INFORMATION CAN BE MADE AVAILABLE TO YOU UPON REQUEST. CONTACT YOUR SUPERVISOR OR THE CITY'S SAFETY OFFICER AT (561) 288-5360.

**HAZARD COMMUNICATION
OR
“RIGHT-TO-KNOW” SUPERVISORY PERSONNEL TRAINING SUPPLEMENT**

A very serious situation exists when the spill or release of a hazardous material results in personal injury, property damage or contamination of the environment. The severity of each situation can vary widely depending on the quantity of spilled or released material, the chemical hazards associated with the material, and the location in which the accident occurs. Good judgment and clear thinking are essential to managing personnel during emergencies.

Supervisory personnel must thoroughly familiarize themselves with emergency procedures. Supervisory personnel must also thoroughly understand and fulfill their responsibilities during emergency situations.

The Right-To-Know Law requires employers to develop and train employees in emergency response, first aid, and small clean up procedures. The following procedure for first aid, emergency response, and small clean up have been developed for your use in the event of a hazardous material incident.

FIRST AID, EMERGENCY RESPONSE, AND SMALL CLEAN UP PROCEDURES

FIRST AID:

First aid is the emergency treatment of an injury or illness which is administered before regular medical treatment is available. Proper first aid may save a life in an emergency situation. You should know the first aid procedures for all hazardous substances used in work areas under your supervision.

Two valuable sources of first aid information for a substance are:

1. Labels
2. Material Safety Data Sheets (MSDS)

In general, Material Safety Data Sheets contain more detailed first aid information than is found on labels. Read first aid information carefully before you administer aid to a co-worker.

The following general first aid procedures are applicable in most cases of improper exposure to hazardous substances:

1. Move the victim to fresh air and call for emergency medical assistance (9-1-1) (9-9-1-1 in City system).

2. Remove and isolate contaminated clothing and shoes at the site.
3. If the victim has no heartbeat or pulse, administer cardiopulmonary resuscitation (CPR).
4. If the victim has stopped breathing, administer artificial respiration and, if available, oxygen.
5. Use direct pressure bandages or compresses to stop bleeding. **DO NOT** use tourniquets except in cases where limbs are severely mangled or amputated.
6. In case of skin or eye contact with substances:
 - a. Eye contact - flush promptly with plenty of running water for fifteen (15) minutes, including under eyelids.
 - b. Skin contact - Wash skin with water, continue for fifteen (15) minutes, then wash with soap, rinse and dry.
7. In cases where the substance is ingested, determine from the label or MSDS whether to give water or milk to drink to dilute poison. Also determine whether or not vomiting should be induced and proceed accordingly. Do not attempt to force an unconscious person to drink fluids because you may drown the victim.
8. Make sure the victim's air passages stay open and free of any obstructions which may impair breathing.
9. Keep the victim warm and quiet until medical assistance arrives.
10. Obtain a Material Safety Data Sheet for the substance to which the victim was improperly exposed. The MSDS should accompany the victim during medical treatment. The MSDS will be useful to the physicians who treat the victim.
11. Monitor the victim for delayed reactions to the exposure. Watch for signs of burns, blisters, allergic reactions, or difficulties in breathing.

Once first aid has been administered and victims are stable, proceed with other necessary emergency response procedures which may be required to deal with the spill or release of the hazardous material. Remain available to assist emergency response teams, fire departments, and police officers.

EMERGENCY RESPONSE PROCEDURES

The following is a summary of the emergency response procedure which is used in the event of a significant spill or release of a hazardous substance.

A significant spill or release is a situation where there is an eminent threat to health, property or the environment, or where injury or death occurs.

It is important that you understand each element of the following procedure.

1. EVACUATE ALL PERSONS FROM THE SPILL AND AFFECTED AREA.

Spills, leaks, or releases of hazardous substances are to be treated as very serious situations. Many chemical vapors are heavier than air and can travel across floors, under doors, and into ventilation ducts. Therefore, spills of volatile or corrosive materials can affect much larger areas than the physical site of the spill.

Evacuate the immediate area of the spill and determine the need to evacuate adjacent areas and traffic paths. Be conservative - it is better to evacuate too many people than too few.

2. SECURE SPILL AND AFFECTED AREAS FROM ACCIDENTAL ENTRY.

With the aid of an assistant, secure the spill area from accidental entry. One person would act as a safety observer to prevent anyone from entering the hazard area. Physical barriers are useful in marking the safe perimeters and restricting entry.

Disconnect ignition sources (electrical switches, machinery, equipment, etc.) at the main electrical panel. Turn off all gasoline and gas filled equipment.

Get assistance - DO NOT attempt to rescue an injured person by yourself or without proper personal protective equipment.

3. BEGIN FIRST AID TREATMENT TO EXPOSED PERSONNEL.

First, determine the extent of any injuries. Determine which victims have breathing problems and/or are bleeding. Treat these victims first. Attend to injuries before dealing with the chemical spill.

Refer to first aid treatment procedures provided on Material Safety Data Sheets and on substance labels. Carefully read and follow the first aid instructions.

4. NOTIFY SUPERVISOR, SAFETY OFFICER AND EMERGENCY RESPONSE TEAM (9-1-1) (9-9-1-1 in City system).

Notify your supervisor of the situation. If you are unable to reach your supervisor, contact the Safety Officer.

If you are unable to reach your supervisor or the Safety Officer, or you are in doubt as to what to do, dial 9-1-1 (9-9-1-1 in City system) to access the local authorities and emergency response team.

5. PROVIDE THE FOLLOWING INFORMATION TO YOUR SUPERVISOR, SAFETY OFFICER OR EMERGENCY RESPONSE TEAM:

- A. Your name, the name of your employer, and work address, including building name and room number. Also provide the telephone number from which you are calling.
- B. Give the trade name of the spilled or released substance and its chemical name and Chemical Abstract Service number (CAS), if known.
- C. Identify the quantity of the spill (i.e., 1 gallon, 5 gallons, 55 gallons, a tank car, etc.).
- D. Identify the hazards of the substance if known (i.e., flammable, corrosive, toxic, or reactive with water).
- E. Identify other chemicals that may be stored in the area and affected by the spill.
- F. Report if spill or release of materials is near a storm sewer or surface water (ditch, canal, pond or lake).
- G. Report injuries, fire, and property damage.

6. ASSIST YOUR SUPERVISOR AND AUTHORITIES, IF REQUESTED.

Make yourself available to assist your supervisors, the emergency response team, and the authorities, if your help is requested. If your help is not needed, stay clear of (and do not interfere with) the clean up and other related actions.

7. DO NOT ALLOW PERSONS TO ENTER EVACUATED AREAS UNTIL THE AREA IS DECLARED SAFE.

Do not enter or allow others to enter the spill or affected areas until all contamination is cleared and removed.

8. REFER NEWSPAPER, TELEVISION, AND RADIO NEWS REPORTERS TO THE CITY MANAGER'S OFFICE.

Do not talk to reporters or other persons about the hazardous material incidents. Statements to reporters and media personnel will be issued by the City Manager's designee as soon as all the facts relating to the incident are available.

ADMINISTRATIVE GUIDELINES FOR MANAGING HAZARDOUS MATERIAL INCIDENTS

The primary responsibilities of supervisory personnel during hazardous material incidents are to:

1. Take immediate action to reduce the potential for personal injury, property damage, or environmental pollution.
2. Acquire, report, and keep factual information concerning the incident.

The affected supervisors, Safety Officer, and their supervisors should stay in close communication with each other during emergency situations.

RESPONSIBILITIES OF WORK AREA SUPERVISORS

In the event of a significant spill or release of hazardous materials, work area supervisors will be responsible for:

1. Evacuating and securing the affected areas.
2. Decontaminating and administering first aid to exposed employees.
3. Shutting off power and equipment and sources of ignition.
4. Notifying and assisting the Safety Officer and providing factual information, as required.
5. Notifying and assisting the Emergency Response Team and public safety officials, if required.
6. Referring questions from news reporters to the City Manager's office.
7. Notifying employees when the affected area is safe to re-enter.
8. Assuring that injured or exposed personnel are medically fit to return to work and that copies of all medical release forms are given to the Safety Officer.
9. Implementing action to prevent the incident from recurring.

SMALL SPILL CLEAN UP PROCEDURES

Small quantities of spilled or leaked hazardous materials may be cleaned up by in-house personnel. A small spill is defined as a situation where the leaked, spilled, or released substance presents no significant threat to health, property, or the environment.

In the event of a small spill or leak of a hazardous material:

1. Clear the work area where the spill or release has occurred and secure the area from unauthorized personnel.

2. Shut off and lock out power equipment and sources of ignition.
3. Notify the Safety Officer. Give information regarding:
 - a. The location of the spill.
 - b. The name of the substance spilled.
 - c. Other information regarding the spill.
4. Put on appropriate personal protective equipment.
5. Direct all aspects of the clean up effort.
6. Absorb liquids with an inert absorbing material. (sand, clay, vermiculite, kitty litter, oil dry, etc.).
7. Pick up materials with a non-sparking (plastic, brass, etc.) tool.
8. Place materials into a suitable storage container (plastic, glass, metal, etc.).
9. Wash down affected area with large amounts of water.
10. Notify employees when it is safe to re-enter affected area.

Once the spilled material is placed into a container, the container must be labeled and a licensed hazardous waste hauler or other authorized contractor must be contacted for its removal.

NOTE: The work area supervisors are responsible for keeping absorbent materials (vermiculite, kitty litter, or baking soda) available in the work area to absorb spills. Work area supervisors are also responsible for keeping all necessary personal protective and emergency equipment in good working order and available to employees. Supervisors must restore all emergency equipment and personal protective equipment to full working order before allowing employees to re-enter the affected area and operations to continue.

RESPONSIBILITIES OF THE SAFETY OFFICER

In the event of a significant spill or release of a hazardous material, the City Safety Officer or department designated Safety Officer will be responsible for:

1. Assisting the affected work area supervisors in implementing the emergency response procedures.

2. Ensuring supervisors have Material Safety Data Sheets (MSDS) information.
3. Acquiring copies of all medical reports and release forms for injured employees.
4. Preparing a news release, if required, at the direction of the City Manager or his/her designee.
5. Acquiring and keeping copies of newspaper articles concerning the incident.
6. Maintaining program files relative to the incident.
7. Keeping administrators informed of the events.
8. Performing other duties, as directed.

As soon as the situation is stabilized, the Safety Officer will begin acquiring factual information and data concerning the incident.

In the event of a small spill, the Safety Officer will assist the work area supervisors in restoring emergency equipment to full working order and in determining when affected work areas are safe to re-enter. The Safety Officer and affected supervisors will work together to identify ways to prevent the situation from recurring.

RESPONSIBILITIES OF WORK AREA SUPERVISORS FOR TRAINING SUBORDINATE EMPLOYEES

Supervisors who are responsible for work areas where hazardous materials are used or stored must furnish certain training to their subordinates. These work area supervisors must train their subordinates in the location and proper use of:

1. Personal Protective Equipment (goggles, face shields, respirators, gloves, aprons, etc.) and;
2. Emergency Equipment (emergency showers, eye washes, first aid kits, fire extinguishers, and spill absorbing materials).

Under the Florida Right-To-Know Law, new hires must be furnished training within thirty (30) days of employment. Therefore, training in personal protective and emergency equipment should be made a part of the normal orientation procedure for all new employees who may be exposed to hazardous materials. Work area supervisors are required to retrain their subordinates in personal protective and emergency equipment on an annual basis.

RESPONSIBILITIES OF WORK AREA SUPERVISORS FOR RESPONDING TO MATERIAL SAFETY DATA SHEET REQUESTS

Under Florida's Right-To-Know Law, employees have a right to request and obtain a form called a Material Safety Data Sheet (MSDS) for each hazardous material to which they may be exposed in the workplace. If you fail to properly respond to an employee's request for a MSDS, the employee has a legal right to refuse to work with material for which the request was made.

RESPONSIBILITIES OF SUPERVISORY PERSONNEL FOR INSPECTING HAZARDOUS MATERIAL CONTAINERS AND FACILITIES

Each supervisory level employee or a department head designated employee will be responsible for inspecting all hazardous material containers and facilities under his/her supervision. All leaks or releases, material faults and failures, and other deficiencies are to be reported immediately to the Safety Officer. A log of inspections performed must be maintained. Routine logs which identify functions performed will suffice. Guidelines for performing the inspections follow:

On a regular basis:

1. All containers must be inspected for leaks, damage, corrosion or deterioration. Make sure containers are tightly closed and that flammable containers are properly grounded.
2. All containers must be inspected to assure each is properly labeled with the name of its contents.
3. All storage areas must be inspected to insure that incompatible materials (particularly reactive and flammable) are not stored in close proximity to each other or the property line.
4. All tanks, which contain hazardous substances must be inspected to insure that there are no visible signs of leaks or evidence of overflow conditions.
5. All storage facilities and surrounding areas must be inspected for signs or evidence of leaks or releases of materials.

On a monthly basis:

1. All storage facilities and associated structures and plumbing must be inspected for signs of leaks, damage or corrosion.
2. All storage facilities must be inspected to assure that emergency equipment (alarms, absorbent materials, overpacks, fire extinguishers, emergency eyewashes, etc.) and personal protective equipment (goggles, face shields, respirators, etc.) are available and in proper working order.
3. All tanks, associated plumbing, valves and monitoring equipment, and surrounding areas must be inspected for signs of leaks, contamination, deterioration or mechanical failures.

RESPONSIBILITIES OF WORK AREA SUPERVISORS RELATIVE TO NON-ROUTINE WORK TASKS

Occasionally, employees will be required to perform non-routine duties which involve the use of hazardous substances. The Florida Right-To-Know Law requires employers to furnish training to employees who may be present during, or be affected by, such non-routine assignments.

Written training information for non-routine work tasks will be furnished to employees through the use of a training update. At a minimum, the training update will describe the non-routine work task and identify the areas in which hazards may be present during its execution. Attached to the update will be a copy of the MSDS for each hazardous substance that will be used or handled in performing the non-routine work task.

A copy of the training update will be made available to affected employees. The work area supervisor will review the information contained in the update with all employees who will use or handle hazardous substances in performing the non-routine work task.

Work area supervisors are responsible for recognizing and immediately notifying the Safety Officer of non-routine work assignments which involve the handling or use of hazardous materials. Work areas supervisors are also responsible for developing the training update which will be used to support the non-routine work task.

GENERAL RESPONSIBILITIES OF SUPERVISORY PERSONNEL

At a minimum, the work area supervisors are responsible for:

1. Training subordinates in the locations and proper use of personal protective and emergency equipment.
2. Keeping personal protective and emergency equipment in good working order and available to employees.
3. Being knowledgeable of first aid, emergency response and small spill clean up procedures and the related administrative responsibilities.
4. Immediately reporting the name of any worker exposed to unacceptable levels of hazardous materials to the Department Head and Safety Officer.
5. Performing routine inspections of hazardous material containers, storage facilities, and emergency equipment.
6. Immediately reporting all spills, leaks, or releases of hazardous materials to the Safety Officer.
7. Immediately reporting any signs of container or storage facility deterioration to the Department Head and Safety Officer.

8. Insuring that hazardous material containers are properly labeled and stored.
9. Immediately notifying the Department Head and Safety Officer of any requirement to perform non-routine work tasks that involve the use or handling of hazardous materials.
10. Reporting all violations of hazardous material procedures to the Department Head and Safety Officer.

15.00

RESPIRATORY PROTECTION PROGRAM

SCOPE

The United States Government, under the Occupational Safety and Health Administration (OSHA), has established a Respiratory Protection Program for General Industry. This standard is defined in Section 1910.134 of the Code of Federal Regulations.

This standard applies to all users of respiratory protection equipment employed in the City of Stuart and to outside personnel entering areas where such equipment may be required.

PURPOSE

To ensure proper protection is provided for all employees exposed to potential respiratory hazards, such as harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors.

To ensure employees using respiratory protection are knowledgeable in the selection, application, limitation, inspection, maintenance and wearing of such equipment.

POLICY

Control of employee exposure in the workplace shall be implemented, as feasible, by industrial hygiene methods such as enclosure and/or confinement, general and local exhaust ventilation, and substitution of less toxic materials.

Respiratory protection shall be provided as:

1. An interim measure pending installation of engineering controls.
2. When effective engineering controls are not feasible.
3. As a safeguard in addition to engineering controls.
4. For emergency response, during a chlorine or ammonia leak at facilities.
5. For work in atmospheres where exposure levels are unknown or oxygen levels are deficient.

RESPONSIBILITY

The department head has the responsibility to implement a Respiratory Protection Program and to specify types of respiratory protection required within the guidelines of this standard.

Line supervision will assure that all employees, visitors and contractors within their area of control comply with this standard.

Employees have the responsibility to maintain their respiratory protective equipment in a clean condition, to wear their protective equipment properly in required areas, and to request replacement or repair from supervision when loss, damage, or wear occurs.

RESPIRATORY SELECTION

Selection of respiratory protective equipment shall be based upon the American National Standards Publication, Practices for Respiratory Protection, ANSI Z88.2-1980 and the respiratory selection guide in Appendix I.

In order to specify respiratory protection equipment for other than emergency use, the potential exposure must be characterized with regard to the following:

1. Nature of the Hazard: In order to make subsequent decisions, the nature of the hazard must be identified to ensure that an overexposure does not occur. See Appendix I, Respiratory Selection for Routine Use of Respirators.
 - a. Oxygen Deficiency.
 - b. Toxic Contaminant.
2. Nature of Hazardous Operation: For proper respirator selection, it is necessary to know the details of operations that require workers to use respiratory devices. These include:
 - a. Operation or process characteristics.
 - b. Work area characteristics.
 - c. Materials used or produced during the process.
 - d. Workers' duties or actions.
 - e. Abnormal situation characteristics that may necessitate different respirator selection; i.e., unusual conditions or emergencies.
3. Location of the Hazardous Area.
4. Time Respiratory Protection is Required.
5. Employee's Health.

6. Work Activity.
7. Respirator Characteristics, Capabilities, and Limitations.
8. Protection Factors.

Air-Purifying Disposable Particulate Masks will be selected when maintenance type work is conducted involving dust and/or mists that do not contain gases, vapors or non-absorbed contaminants. Protection will be against dusts and mists not less than 2 mppcf.

Self-Contained Breathing Apparatus (SCBA) Selection:

1. The contaminant is above the Immediately Dangerous to Life or Health (IDLH) level.
2. There is less than 19.5% oxygen by volume in the area.
3. In areas containing unknown concentrations of toxic materials.
4. Fighting fires.

ISSUANCE OF RESPIRATORS

The correct respirator (including cartridge, canister, filter, etc.) for each job shall be specified in writing by the department head of the specific area, indicating the type(s) of exposure and the type(s) of equipment required.

- a. The correct respiratory protective equipment should be specified in operator log sheets, operating manuals, and job safety analysis (JSA).
- b. Respirator selections shall be reviewed at least annually or whenever process changes occur that could influence such selection.

Verification of the initially issued respirator to an employee shall be made by the employee's supervisor.

Where practical, respirators shall be assigned to individual employees for their exclusive personal use.

Disposable type respirators will be used for the required length of time or until expended, and then disposed of properly.

SPECIAL PROBLEMS

1. A proper seal cannot be obtained if the temple bars of eyeglasses extend through the sealing edge of a full face piece. Where an employee requires corrective eye wear, proper brackets will be used for mounting lenses inside the face piece when routine use of respiratory protection is required.
2. Long side burns and beards extending through the sealing edge of any respirator make it impossible to achieve a proper seal. Any employee or contractor whose work requires the wearing of respiratory protective equipment, or voluntarily wears this type of equipment, will not have visible facial hair such as a beard, mustache, or side burns crossing any sealing edge of the respirator face piece if a good seal cannot be achieved.

TRAINING

Training of persons required to use respiratory protective equipment routinely or during emergencies shall be conducted initially and then annually thereafter. Training shall include a minimum, the following:

1. Respirator familiarization and fit test.
2. Discussion of engineering controls in use, and why respirators are also required.
3. Explanation of the nature of the respiratory hazard and potential effects if the respirator is not used properly.
4. Explanation of why a particular type of respirator has been selected.
5. Review of respirator limitations and instructions in how to recognize when the respirator is no longer working properly or that the ambient concentration exceeds the respirator's capabilities.

Training shall be documented and the records maintained permanently.

APPENDIX II
INSPECTION, MAINTENANCE & STORAGE
(NON-EMERGENCY EQUIPMENT)

All users will familiarize themselves with the company written standards for the routine and emergency use of respiratory protective equipment and OSHA Standard 29CFR 1910.134.

I. Cartridge/Canister Type Respirator:

Respirator cartridges and canisters used will be replaced as follows:

1. Cartridges or canisters used for protection against gases or vapors that do not have adequate warning properties (i.e., smell, irritation) at concentrations at or below threshold limit value shall be replaced at the beginning of each shift.
2. Cartridges or canisters used for protection against gases or vapors that have warning properties (i.e., smell, irritation) at concentrations at or below the threshold limit value shall be replaced as necessary, based upon sensory perception of the warning property.
3. Mechanical filters shall be replaced whenever noticeable breathing resistance occurs.
4. Type N canisters used on gas masks provided for emergency use shall be replaced following each use, when the **indicator changes color, or annually**, whichever comes first.

Note: Cartridges, canisters, filters, etc., and respirators for which they are designed for, are approved as a unit. Interchange of parts among brands voids the approval and is expressly prohibited.

Inspection:

Visually inspect all components for damage or wear, especially rubber parts, every time the respirator is donned and/or on a monthly basis. Parts will be replaced as needed.

1. Check exhalation and inhalation valves to see that they are in place and not mis-shapen and that no dirt or lint is on the valve or valve seating surfaces.

2. Check the face piece body to see that it is clean and has not been unduly softened, hardened, or distorted by chemical agents, body oils, etc.
3. Check the condition and presence of gaskets and that the filter seating surfaces are not damaged.

Storage:

Store in a clean, dry place, inside the respirator's storage container. Rubber and elastomeric parts should not be crushed or stored folded as they will take on this abnormal shape causing a poor fit.

Do not expose the respirator, during storage, to excessive heat (above 140 degrees/F - 60 degrees/C), cold, moisture, contaminating gaseous substances or air-borne particulates.

Periodic Maintenance:

The respirator will be cleaned after each day's use and/or on a monthly basis. Respirators that are re-issued to different employees shall be cleaned and disinfected before re-issuing.

1. Remove filter and face piece parts.
2. Immerse face piece for two minutes in a cleaner/sanitizer solution available from the manufacturer.
3. Rinse completely in clean warm water, then air dry in clean area.
4. Inspect all components per inspection procedures above.
5. Reassemble the face piece and store in its proper container.
6. All O-Rings and gaskets will be replaced at least once a year.

II. Self-Contained Breathing Apparatus

Inspection:

1. Make certain that the apparatus is in good operating condition with a fully charged air cylinder. Cylinders will be tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR Part 178).
2. Check the regulator to see that it is in proper working condition.
3. Check hose to regulator for cracks and loss of resiliency.
4. Check the face piece for cracked or discolored eyepieces and lack of elasticity and pliability.
5. Check the sealing edges of the face piece to see that they are clean and not unduly softened or distorted by chemical agents or body oils.
6. Check the cylinder harness to see that it is in proper condition to hold the cylinder.
7. Any malfunction of the reducing or admission valve shall be reported to the supervisor and department head immediately. Malfunctioning equipment shall be returned to the manufacturer for repair.

Cleaning:

Follow procedures described in Section I, Cartridge/Canister Type Respirators for the face piece only. Hoses may be cleaned in a mild soap solution, as necessary.

APPENDIX III

FIT TESTING

Requirements in 29 CFR 1910.134 (E)(5) state that respirators shall be fitted properly and shall be tested for their face piece to face seal. Also, 1910.134 (E)(5)(i) states that respirators shall not be worn when conditions prevent a good face seal. Examples listed in the standard conditions that may interfere with facial seal are:

1. Side burns and/or skull caps that project under the face piece.
2. Temple bars on glasses (especially when wearing full face respirators) and/or the absence of one or both dentures.

I. Quantitative Fit Test is used to determine the proper fit and degree of integrity of the face fit under actual wearing conditions. It is intended to provide the best method of fitting the respirator or malfunction. ~~This type of testing will not be conducted due to the equipment requirements.~~ *This type of testing will be conducted for employees required to wear SCBA's.*

II. Qualitative Fit Test involves testing a test subject's response (either voluntarily or involuntarily) to a chemical outside the respirator face piece. Since these tests are fast, easily performed and use inexpensive equipment, *they will be used for employees required to wear cartridge and/or canister type respirators.*

These tests are based on the respirator wearer's subjective response to the test chemical, therefore, duplication and accuracy will vary. Three (3) of the most popular methods are an irritant smoke test, an odorous vapor test, and a taste test.

The Odorous Vapor Test procedures are as follows:

1. The odorous vapor test relies on the respirator wearer's ability to detect an odorous material, usually Isoamyl Acetate (Banana Oil) inside the respirator.
2. The test is performed by passing an Isoamyl Acetate ampule around the outside of the respirator. If the wearer is unable to smell the chemical, a satisfactory fit is assumed to be achieved.
3. The use of Isoamyl Acetate as a test agent has the following limitations:
 - a. The odor threshold varies widely among individuals.
 - b. Olfactory fatigue may cause a person to fail to detect the odor.

- c. The test is dependent on the wearer's honest response.
There is no involuntary reaction.
4. When an air purifying respirator is tested, it should be equipped with an organic cartridge or canister which removes the test vapor from the air.

The Irritant Smoke Test procedures are as follows:

1. The irritant smoke test is performed by directing an irritant smoke, usually either stannic chloride, or titanium tetrachloride, from a smoke tube towards the respirator being worn. If the wearer cannot detect the irritant smoke, a satisfactory fit is assumed to be achieved.
2. The respirator wearer will react involuntarily, usually by coughing or sneezing to leakage around or through the respirator. Since this is a qualitative test, the tester is interested in any response to the smoke. The degree of response is not important.

Note: The test substances are irritants to the eyes, skin, and mucous membranes. Therefore, the respirator wearers should keep their eyes closed during testing.

3. When air purifying respirator is tested, it has to be equipped with a high efficiency filter.

III. Field Test Measures are two tests that will be used in the field to check the seal of the respirator: **positive and negative pressure sealing test.**

Each test will be performed every time a respirator is donned.

To don a respirator, the following steps should be followed or the manufacturer's instructions:

1. Visually inspect respirator for all components and the respirator to assure respirator is in good working condition.
2. Adjust the face piece head straps to their full outward position.
3. Grasp the head strap harness and with the thumbs through the bands, spread outward.
4. Push the top of the harness up the forehead and place the chin into the chin cup. Continue up and over the head until the harness is centered at the rear of the head.
5. Make sure the face piece is centered on the face and pull both lower head

straps at the same time towards the rear.

6. Tighten the two upper head straps and any forehead straps.
7. Conduct Negative and Positive Pressure Seal Test.
8. Negative Pressure Seal Test:
 - a. The inlet opening of the respirator's canisters, cartridges, or filters is closed off by covering with the palm of the hands, so that it will not allow the passage of air.
 - b. The wearer is instructed to inhale gently and hold his/her breath for at least ten (10) seconds.
 - c. If a face piece collapses slightly, no inward leakage of air into the face piece is detected, it can be reasonably assured that the respirator has been properly donned, and the exhalation valve and face piece are not leaking.
9. Positive Pressure Seal Test:
 - a. Exhalation valves or breathing tubes are closed off and the wearer is instructed to exhale gently.
 - b. The respirator has been properly donned if a slight positive pressure can be built up inside the face piece without the detection of any outward leakage of air between the sealing surface of the face piece and the wearer's face.
10. Negative and Positive Pressure Tests may be impossible to carry out on valveless respirators and on many disposable (single use) respirators.

APPENDIX IV

SELF-CONTAINED BREATHING APPARATUS USE

Donning and Wearing Face Piece:

1. Check for proper air pressure.
2. Make sure the straps are in the extended position.
3. Check the pressure hose and mask hose.
4. Make sure the mask is clean (to be cleaned after each use).
5. Adjust the cylinder and regulator apparatus securely to body by harness adjustment.

For the “Up and Over Body” Method:

- a. Grasp the tank, pull it out of the cabinet and place your elbows through the straps.
- b. Lift the tank up and over your body and then bend over.
- c. Buckle the regulator first.
- d. Tighten the shoulder straps then straighten up.

For the “Walk Away” Method:

- a. Back up to cabinet.
- b. Place your arms through the shoulder straps and walk forward with the tank on your back and then bend over.
- c. Tighten the shoulder straps and straighten up.

With Either Method:

- a. Buckle and adjust the waist strap.
- b. Put the mask on.
- c. Tighten the mask straps:

1. Bottom straps first;
 2. Then the temple straps;
 3. Top straps last.
6. Check the seal of the face piece before entering any area by either the negative or positive pressure method described:
- a. Close off the inlet opening of the canister by covering it with the palm of the hand or by taping. Inhale so that the face piece collapses slightly and hold breath for ten seconds. If the face piece remains in its slightly collapsed condition and no inward leakage of air is detected, the fit of the mask is satisfactory.
 - b. Close off the exhalation valve and exhale gently so that a slight positive pressure is built-up in the face piece. If no outward leakage of air is detected at the periphery of the face piece, the face fit is satisfactory.

Note: If leakage is detected and is not attributable to a poor face fit, return the mask for proper maintenance.

7. Removal of the Self-Contained Breathing Apparatus (SCBA):
- a. Walk to an uncontaminated atmospheric area.
 - b. Take off the mask.
 - c. Turn off the air valve.
 - d. Take off the air pack.
 - e. Bleed off air pressure from the line.
 - f. Remove the air tank and replace it with a full bottle; place it back in the cabinet.
 - g. Place all of the straps to the fully extended position.
 - h. Clean and disinfect the mask.
 - i. After the mask is dry, store it appropriately in a clean and proper area. The mask and exhalation valves should rest in a normal position to prevent the rubber or plastic from reforming into an abnormal shape.

APPENDIX V

GUIDELINES FOR PREVENTING THE TRANSMISSION OF TUBERCULOSIS FOR EMERGENCY RESPONSE DEPARTMENTS

I. INTRODUCTION

In response to major incidences of multidrug-resistant strains of *Mycobacterium tuberculosis* (MTB), the U. S. Centers for Disease Control and Prevention (CDC) issued new guidelines in 1994 for protecting emergency response personnel from exposure to active TB.

On June 8, 1995, The Department of Health and Human Services, Public Health Service, issued 42 CFR Part 84, Respiratory Protective Devices, defining certified respirators that meet the performance criteria recommended by CDC for protection against *Mycobacterium tuberculosis* (MTB).

II. OVERVIEW

1. Tuberculosis:

Description: An infectious disease characterized by inflammation, lesions, necrosis, abscesses, fibrosis, and calcification. Most commonly affects the respiratory system (i.e. lungs), but other systems may be affected (i.e., gastrointestinal, bones, joints, and nervous system).

Agent: *Mycobacterium Tuberculosis* (MTB)

Symptoms: Fever, fatigue, weight loss (early) chest pain, hemoptysis, and hoarseness (late).

2. *Mycobacterium Tuberculosis* (MTB) Transmission Process:

The transmission of an infectious agent requires three (3) elements:

- (a) The source or carrier of an infectious agent. This can be an asymptomatic or symptomatic human source.
- (b) The host or receiver of the infectious agent. This is an individual who is unable to resist the infectious agent.
- (c) Airborne transmission mode: Aerosolized particles, 1-5 microns in size that contain the infectious agent. These particles may remain suspended in the air for long periods of time and can easily be drawn into the alveoli of the lungs.

3. TB Risk Assessment:

The transmission of the Mycobacterium that causes TB is a recognized risk for emergency response personnel. Transmission is most likely to occur from patients with unrecognized TB and who are not on effective antituberculosis therapy. Environmental factors that may increase the possibility of transmission of the TB mycobacterium include; (1) exposure of susceptible employees to an infectious person in a relatively small and enclosed space, i.e. the back of an ambulance/police vehicle, and (2) close contact with an infectious person during procedures such as endotracheal intubation and deep suctioning.

TB should be suspected in any person with a persistent cough (>2 weeks in duration), and one or more of the following other signs or symptoms compatible with TB. These include; complaints of bloody sputum, night sweats, weight loss, anorexia, fever, history of IV drug use, HIV infection, a history of past TB infection and verbal threats that the person(s) are infected.

III. MANAGEMENT OF PERSONS WHO MAY HAVE ACTIVE TB

1. Triage of persons should include vigorous efforts to promptly identify persons who may have active TB. Personnel should be trained to ask questions that will facilitate identification of persons with signs and symptoms suggestive of TB.
2. Persons with signs or symptoms of suggestive TB should be evaluated promptly to minimize the amount of time they are in emergency response department care.
3. A surgical mask should be placed, if possible, over the patient's mouth and nose (to reduce the expulsion of droplet nuclei into the air) and instructions to keep them on.
4. Because administrative and engineering controls during emergency transport situations cannot be ensured, emergency personnel should wear N95 respiratory protection per 42 CFR Part 84, when transporting such persons.
5. If feasible, the windows of the vehicle should be kept open and the heating and air conditioning system should be set on a non-recirculating cycle.
6. Emergency personnel should be included in a comprehensive PPD screening program and should receive a baseline PPD test. They should also be included in the follow-up of contacts of a person with infectious (active) TB, Ryan-White Comprehensive AIDS Resource Emergency Act

of 1990, P.L. 101-381, Infectious pulmonary TB notification and Section 395.1025, Florida Statute; Section 59A-3.131, Florida Administrative Code.

NOTE: ASSUME ALL PERSONS ARE INFECTIOUS, AND ROUTINELY WEAR APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.

has16.00 EMERGENCY ACTION PLAN

OVERVIEW

Research indicates that less than fifty percent (50%) of U.S. organizations hit by a disaster recover fully; and as a public entity it is vital, that our recovery be swift and immediate.

No entity is immune from disaster, and emergencies can arise at any time and from any causes; but the potential loss is the same - people and property.

An emergency refers to an event of catastrophic nature that adversely affects the entire entity and has possible consequences for persons or property within the City.

SCOPE

This plan applies to all departments and employees within the City, and covers those designated actions the City and employees will take to ensure employee safety during an emergency stated within the plan.

This plan is in compliance with 29 CFR 1910.38 - Employee Emergency Plans and Fire Prevention Plans.

PURPOSE

To assure that on-site emergencies are pre-planned and drilled to minimize the impact of those emergencies to the community, environment and City employees and property.

PRE-PLANNING

Pre-planning will be conducted for emergencies that can adversely affect the City. The items that will be included in the pre-planning are:

- * Fires and Explosions
- * Chemical Leaks or Spills
- * Natural Disasters - Hurricanes, Tornadoes, Floods
- * Bomb Threats
- * Nuclear Power Plant Incident (FPL - St. Lucie)

EMERGENCY NOTIFICATION - (NON-OPERATING HOURS)

During non-operating hours, the supervisor will notify the police and/or fire departments via 9-1-1 of the emergency and then notify the Department Head. Notification listings shall be maintained.

The Department Head (or his/her designee) will respond and promptly report to the location and initiate the following:

1. Contact the appropriate personnel needed to handle the emergency (Public Works, Central Services, etc.)
2. Initiate the portions of the Emergency Action Plan appropriate to handle the emergency in progress.

FIRE ALARMS

1. When the fire alarms sounds in City Hall the Human Resources Office Assistant is to notify the Police and Fire Department's by dialing **9-1-1**. Do not hang up until told to do so unless you are in danger. Advise:
 - a. Your name, your location and address;
i.e. Stuart City Hall
121 S. W. Flagler Avenue
 - b. Status of evacuation: building is being evacuated/has been evacuated.
 - c. Advise 9-1-1 dispatcher whether or not there is visible smoke or fire. If there is smoke or fire, advise whether entire building, or what quadrant of building (i.e. northeast, northwest, southeast, southwest).
 - d. If it is **positively** known to be a "false" alarm, advise the 9-1-1 dispatcher of this and advise how or why it is known to be false.
2. Initiate Evacuation following evacuation procedures.

FIRES AND EXPLOSIONS

Certain actions must be undertaken promptly to minimize the adverse affect of a fire or explosion. Usually, destructive fires originate as “small fires”, the types that can be positively controlled by in-house personnel.

However, once the fire begins growing beyond the “small fire” stage or when the fire is involved from the start; it is time to activate the Emergency Action Plan as follows:

- a) Notify the Fire and Police Department by dialing 9-1-1 (do not hang up until instructed to do so unless you are in danger) and/or pull the manual fire alarm.
- b) Evacuate Building (see Evacuation Procedures)

CHEMICAL LEAKS OR SPILLS

DEFINITIONS:

1. Anhydrous Ammonia (NH₃) is a colorless gas with a penetrating, pungent, suffocating odor. Ammonia is used for water treatment within the City. In sufficient concentration, it is extremely toxic, and has an explosion potential.

Ammonia can affect the body if it is inhaled or if it comes in contact with the eyes or skin.

Short-Term Exposure: Ammonia is a severe irritant of the eyes, respiratory tract, and skin. It may cause burning and tearing of the eyes, runny nose, coughing, chest pain, cessation of respiration, and death. Exposure of the skin to high concentrations of the gas may cause burning and blistering of the skin.

Long-term Exposure: Repeated exposure to ammonia gas may cause chronic irritation of the eyes and upper respiratory tract.
2. Chlorine (Cl₂) is an amber liquid or greenish-yellow gas with a characteristic irritating and pungent odor. Chlorine is used for water treatment and pool sanitizing within the City. Exposure to a sufficiently high concentration can result in difficulty in breathing and, if prolonged, finally death through suffocation.

Chlorine can affect the body if it is inhaled, or if it comes in contact with the eyes or skin.

Short-term Exposure: Chlorine gas may cause severe irritation of the eyes and respiratory tract with tearing, runny nose, sneezing, coughing, choking, and chest pain. Severe exposures may be fatal. Liquid chlorine may cause eye and skin burns on contact.

Long-term Exposure: Repeated or prolonged exposure to chlorine may cause corrosion of the teeth and skin irritation.

When a chemical leak or spill is detected, usually through its strong odor or gaseous cloud, corrective actions must be taken immediately to insure the safety of personnel and to minimize damage.

- a) Pull manual fire alarm.
 - a. Notify the Fire and Police Department by dialing 9-1-1 do not hang up until instructed to do so unless you are in danger.
- b) Evacuate the Building. (See Evacuation Procedures)
- d) Check for injured. Render first aid, if necessary.
- e) Isolation of the area is critical.
- f) Affected Evacuation Leader to meet and direct Fire Rescue and Police Department to the affected area.
- g) All personnel entering the area will utilize the proper chemical protection clothing and SCBA's (respirators).

EMERGENCY EVACUATION PROCEDURES

1. All staff will leave their offices, close (**NOT LOCK**) their office doors behind them, follow the specific escape route diagrammed at the office exit and in this plan.
2. Exit the building using the closest exit, as diagrammed at office exit. No one is to remain in the building.
3. When outside the building, all personnel will meet (at a pre-designated location) and report to a pre-designated Evacuation Leader.
 - City Development Evacuation Leader:
 1. Permit Technician
 2. Occupational License Clerk
 3. Executive Secretary
 - City Manager's Office Evacuation Leader:
 1. Executive Secretary
 2. Legal Assistant
 3. Risk & Emergency Management Coordinator
 - Financial Services Evacuation Leader:
 1. Executive Secretary
 2. Accounting Supervisor
 3. Accountant
 - Public Works/Human Resource's Department Evacuation Leader:
 1. Office Assistant
 2. Public Works Executive Secretary
4. The Evacuation Leader will account for all personnel within their perspective area in the event of a building evacuation.
5. The Evacuation Leader will ensure all visitors/customers evacuate the building.
6. The Evacuation Leader will assign personnel to assist disabled individuals to evacuate.
7. Prior to exit and only as conditions permit, the Evacuation Leaders will verify all offices and restroom facilities in their area have been evacuated.

City Manager's Office Restroom: Office Evacuation Leader

2nd Floor Restrooms: City Development Evacuation Leader

1st Floor Restrooms: Human Resource's Office/Public Works Department Evacuation Leader

Employee Lounge: Human Resource's Office/Public Works Department Evacuation Leader

8. The Evacuation Leader will report to command post (Fire and/or Police) with the location of each disabled person who was evacuated and any injured personnel and accountability of all personnel with their perspective areas.
9. Do no re-enter the building until cleared by the Fire Rescue or Police Officer in Charge.

BUILDING EVACUATION DIAGRAM

FACILITY

Draw in floor diagram denoting exits and stairs

1. Turn off all electrical equipment.
2. Close all doors and leave them unlocked.
3. Walk to the stairwell nearest the elevator, if applicable.
4. If fire or smoke is in the area, go to the nearest exit.
5. Exit building and walk to a distance at least 300 feet from building to your designated assembly area.
6. In case of inclement weather, proceed to alternate location.
7. Do not return to building/facility until “All Clear” signal has been given.

**IF YOU DETECT A FIRE IN YOUR AREA, SOUND THE ALARM AND
CALL 9-1-1**

(Post Copy)

BOMB THREATS

Although many bomb threats turn out to be hoaxes, the small percentage that are not, could have disastrous results. Therefore, all bomb threats received, will be taken seriously and handled in the following manner:

- a.) The receiver of the bomb threat should obtain as much information as possible from the caller, keep the caller on the line as long as possible and inform caller that many innocent people may be injured. (See Bomb Threat Caller Checklist).
- b.) The Department Head will initiate an orderly evacuation of the area. (See Bomb Threat Search and Evacuation).
- c.) All traffic should be routed away from the premises to ensure that emergency vehicles have access.
- d.) Designate an individual to meet the police department.
- e.) Resume normal operations after an “All Clear” is given.

BOMB THREAT SEARCH AND EVACUATION

The evacuation procedure for a bomb threat is slightly different than the evacuation procedure for other emergencies.

1. Personnel will look around the office area for anything looking abnormal.
2. If anything is found, **DO NOT TOUCH IT**. Report immediately what has been found and its location to the Evacuation Leader.
3. Once you have observed your office and the surrounding area, proceed in the same manner as a fire drill except:
 - ⇒ Doors should be left as they are,
 - ⇒ Leave all lights on,
 - ⇒ Leave all electrical and computer equipment in the same mode as when the evacuation was announced,
 - ⇒ Take purses, coats, and personal belongings with you,
 - ⇒ Do not open any recently delivered parcels,
 - ⇒ **NO TWO-WAY RADIO TRANSMISSIONS – INCLUDING CELLULAR PHONES, WALKIE TALKIES, CB RADIOS.**

BOMB THREAT CALLER CHECKLIST

All personnel, especially the switchboard operators will be instructed in what to do if a bomb threat is received.

1. Remain calm, it could result in obtaining additional information. The caller could be your best source of information about the bomb.
2. Keep the caller on line as long as possible, asking him or her to repeat the message. Record every word.
3. If not already provided, ask the caller the time of possible detonation and location of the bomb.
4. Let the caller know that the building is occupied and detonation could result in death to innocent people.
5. Pay particular attention to background noises that may give a clue to caller location.
6. Listen closely to the voice (male/female), voice quality (calm/excited), accents, any speech impediments. Did the caller sound technical regarding explosives.
7. Immediately after caller hangs up, report the threat to Police by dialing 9-1-1.
8. Report the threat to your immediate supervisor. The supervisor will immediately initiate evacuation procedures.
9. **NO TWO WAY RADIO TRANSMISSIONS INCLUDING CELLULAR PHONES, WALKIE TALKIES, AND CB RADIOS.**

EMERGENCY OPERATIONS CENTER (EOC)

- A. The Emergency Operations Center must be secure enough to withstand a Category 5 Hurricane.
- B. The Emergency Operations Center will be staffed by the Emergency Management Coordinator, Department designees (Division Managers) and additional staff, as necessary.
- C. The EOC will be equipped with the following:
 - 1. Emergency Management Plan.
 - 2. Desks/tables, chairs, telephones, fax machine, copy machine.
 - 3. Radio base station.
 - 4. Television and radio.
 - 5. Hurricane tracking map and local street maps.
 - 6. Plant layout showing evacuation routes, sprinkler shut-off valves, fire hydrants, fire extinguishers, compressors, important utilities and hazardous locations.
 - 7. An Emergency Telephone numbers list.
 - 8. Emergency Equipment and Supplies
- D. Access to the Emergency Command Center will be limited to designated staff members only. Separate areas will be set-up in which to brief the media and employees periodically.

EMERGENCY MANAGEMENT COORDINATOR

The City Emergency Management Coordinator duties in the event of an emergency, will be:

- 1) Coordinating the City's actions before, during and post emergency periods.
- 2) Reports directly to the City Manager.
- 3) Ensures that the Emergency Operations Center is properly equipped and staffed.
- 4) Coordinates the activities of City groups such as:
 - Fire Rescue
 - Law Enforcement
 - Public Works/Utilities
 - Central Services
- 5) Coordinates the activities with outside agencies such as:
 - Martin County
 - Law Enforcement and Fire Rescue
 - Medical Services
 - Volunteers
 - Utilities (Phone, Electric, Cable)
 - Contractors
 - State (SERC, National Guard)
 - Federal (FEMA, Military)
 - Civil Defense, Red Cross
- 6) Maintains a record of the activities during all stages of the emergency.

NUCLEAR POWER PLANT INCIDENT

The City is identified as an “AT RISK CITY” because of FPL’s St. Lucie Nuclear Power Plant on Hutchinson Island.

Threat of an incident at the St. Lucie Plant, that would threaten the safety of local residents is extremely remote. The fact that there are approximately 70,000 people living within a ten (10) mile radius of the plant is why a detailed Radiological Incident Annex to the Emergency Management Plan exists.

DEFINITIONS:

St. Lucie Plant: Units 1 and 2, 827 and 837 megawatt electric nuclear power plants, respectively, utilize Combustion Engineering pressurized water reactors. The plant site is operated by Florida Power and Light Company and is located on the Atlantic Ocean in St. Lucie County. The site is located on Hutchinson Island approximately nine (9) miles southeast of the City of Fort Pierce, and approximately 5.5 miles due north of the Martin and St. Lucie Counties’ boundary line; which are within the ten (10) mile plume exposure pathway Emergency Planning Zone (EPZ).

Radioactivity: Radiation exists as a natural part of the environment and is also present on earth as a product of nuclear reactor and medical equipment. Unstable atoms, or radioactive atoms of matter, try to achieve stability by releasing energy (radioactivity). Depending on the type of radiation (alpha, beta, gamma), different precautions have to be taken to protect against it.

There are four (4) classifications of emergencies at nuclear power plants:

1. First Classification - An **Unusual Event** is the most minor event and is declared for any number of incidents at the plant, such as an injured worker, a failure of communications systems or severe weather. Nuclear Regulatory Commission (NRC) regulations require local governments to be notified. No further action required of the City.
2. Second Classification - An **Alert** is a minor incident that may affect reactor safety at the plant. There is a possibility of release of a small amount of radioactive material. No further action required of the City.
3. Third Classification - A **Site Area Emergency** is a serious incident in which there may be a fire in a safety system or a loss of reactor coolant through a major leak. Release of radiological material may be occurring and sirens will be sounded.

The Emergency Management Coordinator will relay instructions to all Department Heads to recall all employees to their base of operation, if necessary. Safety precautions for the City employees and the public may or may not be needed, depending on the condition of the nuclear power plant.

4. Fourth Classification - A **GENERAL EMERGENCY** is a serious condition at the nuclear power plant in which releases of radioactive isotopes may already be occurring and sirens will continue to operate.

The Emergency Management Coordinator will relay safety instructions to all Department Heads via E-Mail and telephone, in order to commence an immediate evacuation of all personnel, per the Radiological Incident Emergency Plan.

NATURAL DISASTERS

DEFINITIONS:

Tropical Depression - A disturbance that has developed a rotary circulation at the surface and a constant wind speed of 38 mph or less.

Tropical Storm - Distinct rotary circulation with a constant wind speed ranging from 39 to 73 mph.

Tornado - A wind spout spawned by severe thunderstorms or hurricanes. Winds within the spout may approach 300 mph, with a ground speed of 35 mph.

Hurricane - Pronounced rotary circulation, constant wind speed of 74 mph or more. The National Weather Service rates hurricanes on the basis of wind speed and intensity, using the Saffir-Simpson Scale of Category 1 being the weakest and Category 5 the strongest.

1. Category 1: Maximum winds of 74 to 95 mph.
2. Category 2: Maximum winds of 96 to 110 mph.
3. Category 3: Maximum winds of 111 to 130 mph.
4. Category 4: Maximum winds of 131 to 155 mph.
5. Category 5: Maximum winds of greater than 155 mph.

Hurricane season starts June 1st and ends on November 30th, but can theoretically strike at any time. The following terms are useful in preparing for a hurricane:

1. Tropical Storm Watch - An announcement for specific areas that a tropical storm poses a possible threat to coastal areas generally within 36 hours.
2. Hurricane Watch - An announcement issued when there is a threat of hurricane conditions within 24 - 36 hours.
3. Hurricane Warning - Issued when hurricane conditions, winds stronger than 73 mph are expected in 24 hours or less.
4. Tornado Warning - Issued when a tornado has been sighted in the area.

Hurricanes, Tornadoes and Flooding:

- a) At the start of hurricane season, the Emergency Management Coordinator will begin tracking tropical activities as announced by the Miami Hurricane Center/National Weather Service, and via Martin County Department of Public Safety (Emergency Management). When a disturbance is upgraded to a Tropical Depression, a computer generated map will be issued to Department Heads for their information.

- b) When a Tropical Storm Watch Advisory is issued, the following will be initiated:
1. Department Heads will organize an emergency action team.
 2. A premises inspection will be conducted for any loose items, unsecured windows/doors, latches, dead tree limbs, etc.
 3. All fuel tanks will be topped off.
 4. Exposed electrical panels will be covered and protected from the rain.
- c) When a Hurricane Watch Advisory is issued for a Category 2 or lower, the following will be initiated:
1. Department Heads will start emergency procedures for securing area with a reasonable cut-off time, in order to give ample time for the employees to prepare their families and homes for the potential hurricane.
 2. Windows and openings will be covered with plywood or hurricane shutters.
 3. Equipment near the water edge will be moved away from the edge/and or moved inland.
 4. Trucks & trailers should be parked as close together as possible and with their rear doors closed to avoid being overturned by high winds.
- d) If the hurricane is upgraded to a Category 3 or higher, with imminent flooding, the following will be initiated:
1. Designated personnel will report to the Emergency Operations Center.
 2. As many trucks and/or trailers as possible will be brought inland to staging area.
 3. All forklifts and other equipment will be placed in a secured building, if possible.
 4. Fire extinguishers and sprinkler valves will be secured.
 5. Important tools, equipment, machinery, etc., will be moved to higher elevations.
 6. Section Fires and Explosions will be reviewed, for additional information.
 7. Two sets of current computer back-up tapes will be made and all original network programs will be sent off-site.

8. Disconnect all computer equipment and data machines, cover with plastic and place elevated in a secured windowless room.
- e) If a Tornado Warning is issued, Emergency Management Coordinator will notify all departments and the Department Head will:
1. Assemble an Action Team, equipped with two-way radios, to watch for the formation of funnel clouds.
 2. If funnel clouds are reported, the Department Head will initiate an orderly evacuation of personnel.
 3. NOTE: There is usually little time to prepare for an approaching tornado.

Natural Disaster Restoration:

- a.) An immediate damage assessment should be made by all department heads and reported to the Emergency Management Coordinator.
- b.) Emergency Action Teams and Salvage Crews will be organized to assist in repairs and restoration.
- c.) If the electrical power is out, contact will be maintained with FPL and length of the power outage determined. If the outage will last for several days, arrangements for the delivery and hook-up of emergency generators will be made.
- d.) All employees will be recalled as soon as possible to assist in the repair and restoration of services.
- e.) Temporary repairs will be made on structures to minimize rain damage.
- f.) FPL will be contacted to handle downed electrical lines.
- g.) Roof drains will be cleared of debris to prevent water from ponding and causing the roof to collapse.
- h.) Emergency Action Teams and Salvage Crews will be cautioned to avoid live wires.
- i.) The Emergency Management Coordinator will act as liaison for the City with Federal and State agencies via Martin County Emergency Management.
- j.) Tri-County Risk Management Self-Insured Fund (TRICO) personnel will be contacted immediately by the Emergency Management Coordinator .

17.00 HEARING CONSERVATION PROGRAM

PURPOSE

To provide a hearing conservation program that will protect the hearing of City employees.

DEPARTMENT COMPLIANCE ACTIVITIES

A. Area Monitoring

1. Perform general survey to identify areas where noise levels are 85 dBA or greater.
2. Post signs requiring the use of hearing protectors in the area where noise levels exceed 85 dBA.

B. For Employees Having Average Exposure Above 85 dBA (Eight Hour Dose).

1. Provide hearing protection.
2. Provide annual employee training which includes the effect of noise on hearing, the selection, fitting, use and care of protectors, and the purpose of audiometric testing.
3. Provide annual audiometric testing on affected employees. Baseline audiogram should be conducted within 30 days of hire date.
4. Determine feasibility of engineering or administrative controls. If feasible, implement controls. If not feasible, document reasons.

SELECTION OF PERSONAL HEARING PROTECTION DEVICES

- A. Hearing protection selected must reduce noise exposure levels to a TWA of 85 dBA or less.
- B. Personal hearing protection devices must be used in areas where noise exposure is greater than 85 dBA TWA until such time engineering or administrative controls can reduce exposures to a TWA of 85 dBA or less.
- C. For employees who have experienced a significant threshold shift, hearing protector attenuation must be sufficient to reduce employee exposure to a TWA of an 85 dBA or less.
- D. The following evaluation methods may be used to determine the noise exposure reductions of various protective devices.
 1. The Noise Reduction Rating (NRR) or equivalent is adjusted by subtracting 7 dBA. The NRR value is supplied by the manufacturer and is shown on the hearing protector package.

Example: If a manufacturer's reported NRR for a hearing protection device is 22 dBA, then a reduction of 15 dBA should be assumed.

2. Where both an ear muff and ear insert device are worn to increase hearing protection, an additional 5 dBA reduction, in addition to the reduction provided by the device of greatest attenuation may be assumed.

Example: If a manufacturer's reported NRR is 32 dBA for a muff and 27 dBA for an insert, the total NRR is 30 dBA.

E. OTHER HEARING PROTECTORS SELECTION CONSIDERATION

1. Hearing protectors are to be provided at no cost to employees exposed to an eight hour average level of 85 dBA or greater.
2. Employees shall be given a choice of hearing protectors.
3. Hearing protectors should fit properly so that maximum attenuation and comfort is provided. For this reason, employees should be fitted by a knowledgeable person who is familiar with the manufacturer's instructions. Due to a wide variation in ear canal shapes, more than one style or type of ear insert, ear plug, and muff may be needed to fit several employees.
4. Where ear inserts are to be worn, employees must be trained in proper insertion techniques and other applicable procedures, such as cleaning, storing, and replacing.
5. Where glasses must be worn, ear muffs cannot be used because an adequate seal cannot be obtained.

FOLLOW-UP PROCEDURES FOR EMPLOYEES HAVING SIGNIFICANT THRESHOLD SHIFT

1. Inform effective employees in writing within thirty (30) days of the determination of the existence of a significant threshold shift.
2. Require employees to wear hearing protectors to reduce their noise exposures below 85 dBA. They shall be fitted with protectors, trained in their use and care annually.

RECORD KEEPING

The following records must be retained indefinitely as proof of compliance with this hearing conservation program.

A. Exposure Measurements

1. Retention

Noise exposure measurement records shall be retained indefinitely.

B. Employee Notification of Exposure Measurements

1. Retention

Records shall be retained for at least five years.

C. Audiometric Test Results

1. Content

Name of the employee
Identification Number
Job Classification
Date of Audiogram
Employee's most recent noise exposure measurement

2. Retention

Audiometric test records shall be retained indefinitely.

D. Training and Fitting Record

1. Content

Name of Employee
Date
Trainer
Hearing protection type
Signature of employee

2. Retention

Records must be retained indefinitely.

APPENDIX I
HEARING CONVERSATION PROGRAM
Training Summary

The City of Stuart is committed to helping you conserve your hearing. OSHA (Occupational Safety & Health Administration) has established guidelines for on-the-job prevention of hearing loss. Hearing protectors are of first importance. Hearing tests determine an employee's base line hearing and are followed up by annual tests to discover any changes in hearing. Work place noise measurements will access noise exposure.

Hearing Tests

Every employee in an identified high-risk area is given a hearing test to establish a baseline audiogram and show whether a hearing problem already exists. Hearing tests will then be given every year thereafter to compare the baseline hearing results with the current hearing results.

A Standard Threshold Shift has occurred when the hearing threshold has changed by an average of 10 dB or more in either ear in 2000, 3000, or 4000 hz. The audiogram is then reviewed to determine whether the results are consistent with excessive noise exposure; if an employee shows a change in hearing, he/she will be notified.

It is important to avoid high noise exposure for 14 hours prior to having hearing test. Ideally, the hearing test should take place first thing on Monday morning prior to beginning your shift for the day. If this is not possible, during the day prior to having the hearing test, it is advised that hearing protection be worn so as to provide a noise free environment.

Hearing Protectors

Any employee exposed to a noise level of 90 dBA over an 8 hour period must be provided with hearing protection. The effectiveness of hearing protection depends on proper fitting. Training will be provided as to how to properly use hearing protection and how to care for it. The wearing of hearing protection is an extremely important part of an overall hearing conservation program.

Work Place Testing

Periodically, noise levels will be measured in the work area utilizing sound level meters as well as personal dosimeters. By using the sound level meter, we will be able to determine the noise frequency at any given time. By using the personal dosimeters, we will be able to equip individuals with a dosimeter to wear for an 8 hour period. Over this 8 hour period, we will be able to determine the exact average noise exposure so as to determine the level they are exposed to throughout the day.

Summary

The best hearing protection insurance is to wear your hearing protectors when necessary and where required. We have identified high risk noise areas where hearing protection must be worn. Training and education in the proper use, fit, and care has been provided.

You will be notified of noise exposure for your job if it reaches the action level of 85 dBA or greater for an 8 hour period.

Education

We will provide you with training and education on how your ear works and how noise effects your hearing as well as use and care of hearing protection.

Responsibility

Hearing protection must be worn where mandated. Take the responsibility for wearing the hearing protection and take the responsibility for protecting your ears and protecting the hearing protection provided to you.

Wear What's Right

Be sure you have the maximum hearing protection when entering a high risk area. If your plugs or muffs are not right for the job, or if they feel uncomfortable, inform your supervisor immediately so that steps may be taken to provide you with proper hearing protection.

The reduction of noise benefits you and us. You are protected from on-the-job noise and have fewer injuries. Protect your ears from noise damage and they will go on serving you faithfully for a long, long time.

HEARING PROTECTORS - YOUR EARS' BEST FRIEND

Hearing protectors act as barriers to reduce sound entering the ear. They may be inconvenient at times and take some getting use to, but wearing them now is your best insurance for hearing well in the future.

We have provided you with a selection of protectors and will re-evaluate their suitability if there's a change in working conditions. Choose the kind that fit well and is comfortable. A **Noise Reduction Rating** (NRR) system tells how much noise each type attenuates, usually between 20 - 29 dBA. In general, if you can hear co-workers over the background noise without hearing protectors, you will hear them better with hearing protectors.

Remember, ear protectors only work when worn properly and constantly! If you have a problem with your protectors, see your supervisor. Often, a simple adjustment or switch to another type may solve the problem.

TYPES	HOW THEY WORK	USE AND CARE	COMFORT TIPS
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Disposable Plugs	Disposable plugs come in a variety of styles. All are placed inside the ear canal to help block out noise. Plugs are almost invisible and also help prevent dirt and grease from entering the ear.	Wash your hands and inspect plugs for wax, dirt, or grease before inserting them. Some disposable plugs need to be shaped before you use them. Don't share plugs. Throw plugs away after your shift.	Plugs should be pliable and fit snugly into the ear canal. Never break off the tips. After inserting plugs, if they are working, your voice should sound louder to you.
Reusable Plugs	Reusable plugs come in a variety of styles and fit into the ear canal to block out noise, dirt, and grease. Some plugs come in pairs joined by a string so they are not easily lost.	Wash hands and inspect plugs for dirt and grease before using. Wash reusable plugs at least once a day, rinse, and dry. Store in a plastic case or clean pill bottle. Replace them when they harden or become discolored.	Plugs should fit snugly into the ear canal. Try different kinds to see which are most comfortable. Check the fit of reusable plugs the same way you check disposable plugs.
Headband Plugs	Headband plugs provide a snug, yet comfortable fit. They can be worn along with safety glasses, helmets, or other headgear. They are, in many ways, more versatile than muffs.	Headband plugs are made of washable materials and should be cleaned often. Although they are durable and long wearing, they must be subjected to twisting and bending. Store them safely.	The headband ensures uniform pressure on the ear tips. Again, don't bend the headband; this will interfere with the performance of the protectors. If you experience problems, see your supervisor.
Muffs	Ear muffs have cushions that form a seal around the ear, covering it completely and blocking out noise. The ear cushions may be foam or liquid filled.	Keep muffs clean by washing cushions. Since the cushions may harden with use, periodic examination will determine the need for replacement. Store muffs in a safe place, such as a shelf or locker.	All muffs should be fitted carefully for maximum comfort. Don't loosen muffs; that will reduce their noise reduction efficiency. If you wear glasses, muffs may not fit properly; you'll need another type of ear protector.

HEARING CONSERVATION TRAINING CERTIFICATION FORM

I certify that I, on this date, received training in Hearing Conservation provided by my employer, and I acknowledge receipt of a written Training Summary. I also understand that willful violation of safety practices is reason for immediate dismissal for cause.

Employee Name (print): _____

Employee Signature: _____

Date Training Received: _____

Supervisor's Name (print): _____

Department/Division: _____

a18.00 PROCESS SAFETY MANAGEMENT

PREFACE

One important part of the overall safety and health program involves the prevention of unwanted releases of hazardous chemicals into locations which could expose employees and others to serious hazards, as well as the environment and people in the surrounding community. This Process Safety Management (PSM) Program describes the management system for protecting people, property, and the environment from catastrophic releases of highly hazardous chemicals in the workplace. This is accomplished by systematically evaluating the process(es) using approaches to assess the effectiveness of the process design, technology, operations, maintenance, non-routine activities, procedures, emergency preparedness, training, and other process elements. These are described in more detail throughout this PSM Program.

This PSM Program complies with OSHA Standard CFR 1910.119, Process Safety Management of Highly Hazardous Chemicals; Explosives and Blasting Agents issued on February 24, 1992, and which became effective on May 26, 1992.

I. INTRODUCTION

The major objective of this Process Safety Management (PSM) Program is to prevent unwanted releases of hazardous chemicals into locations that could expose employees and others to serious hazards including those in the surrounding community.

The PSM Program involves a systematic approach to evaluating the entire process, including the design, technology, operation, maintenance, procedures, emergency plans, training programs, and other pertinent process elements. A proactive identification, evaluation and mitigation, or prevention of chemical releases is utilized.

The necessary expertise, experience, judgment, and proactive initiative is provided within the line organization or obtained from outside resources as needed to assure an effective PSM Program. There are continuing efforts to strengthen and improve the process safety knowledge and expertise within the line organization. Alternative avenues of decreasing the risks associated with highly hazardous chemicals in the workplace are considered, including the reduction in the inventory of the highly hazardous chemicals and dispersing hazardous chemical storage locations where one location will not cause a release in another location.

The PSM Program describes how employees are involved in the programs, how process hazard analyses are conducted, preparation of operating procedures and practices, training, contractors, pre-startup safety, mechanical integrity, managing change, incident investigation, emergency preparedness, and compliance audits.

II. PROCESS SAFETY MANAGEMENT SYSTEM

The facility's process safety management system is a part of the facility's safety, PSM health and environmental program. The Task Force (PSM-TF), chaired by the Utilities Coordinator and/or Public Works Director serves as the decision making and policy setting body. All chief plant operators, reporting to the Utilities Coordinator and Public Works Director will serve on the PSM-TF, as members. Additional members of the PSM-TF are the City Safety Officer and the TRICO Risk Management Specialist.

A brief description of the PSM-TF and each task group, and how they are involved in the PSM Program follows.

A. Process Safety Management Task Force (PSM-TF)

The PSM-TF meets monthly to manage the overall process program. The task force chairman reports on his or her task force reviews, audits, findings, conclusions, and recommendations at each meeting. The PSM-TF meeting minutes are maintained. When recommendations are accepted they are assigned to specific individuals for follow-up, for completion, and for resolving by specified time periods.

The Task Force is composed of supervisory and employee members. Usually there would be an equal number of supervisors and employees on the task group.

B. Safety Activities

The Public Works Department promotes the overall safety, health, and environmental program to ensure that it effectively protects people, property, and the environment. They would help communicate the importance of the PSM Program to employees and the surrounding community and solicit employee participation.

C. Rules and Procedures

The Task Group coordinates all PSM facility safety rules and procedures to ensure that the rules and procedures are known, understood, and followed. They manage the preparation and maintenance of the rules and procedures.

Also, one member of the group serves on the process safety management compliance audit team.

D. Education and Training

The Utilities Divisions coordinate all facility safety, health and environmental training programs to ensure high quality training and good comprehension. The

PSM training programs are coordinated by the PSM-TF, including management, supervisors, employees, and contractors.

E. Health and Environment

All facility health and environmental program activities are coordinated by the City's Utilities Divisions, including the Hazard Communication Program, Respiratory Protection Program, Hearing Conservation Program, and Bloodborne Pathogens Program.

F. Inspections and Audits

The Utilities Divisions manages all facility safety, health, and environmental inspections, including OSHA required inspections and audits. They determine what should be inspected, when the inspections should be conducted, who should inspect, and how the inspections should be performed.

G. Fire and Emergency

The Utilities Division coordinates all facility emergency plans, including the Emergency Action Plan, Fire Prevention and Emergency Response. The PSM-TF also manages the Emergency Preparedness requirements of the Process Safety Management Program.

H. Incident Investigation

The Department Head and Supervisors coordinate all accident investigations (Workers' Compensation, Property Damage, Liability) for their respective departments within the City of Stuart. All facility incident investigations are managed by the PSM-TF. This Task Force appoints a process incident investigation team. They also review all accident and incident reports, including process incident investigations.

I. Housekeeping

The Utilities Divisions coordinate all facility housekeeping activities, including routine audits. Recommendations for improving housekeeping and orderliness are made as needed.

J. Process Hazard Analysis (PHA) Team

The PHA team of the City's Process Safety Management Task Force conducts the required process hazard analyses per the OSHA Process Safety Management Standard. The PHA team leader is a member of the PSM-TF and meets each month with the task force. When PHA team reports are completed, the team

leader accompanies the PSM-TF chairman to the PSM-TF meeting and presents a verbal report of the PHA findings, conclusions, and recommendations.

The PHA team leader is fully knowledgeable in the proper implementation of the PHA methodology used and is impartial in the evaluation. Other full and part time team members provide the team with expertise in areas such as process technology, process design, operating procedures and practices, including how the work is performed, alarms, emergency procedures, instrumentation, maintenance procedures, both routine and non-routine tasks. This will include how tasks are authorized, procurement of parts and supplies, safety and health, and other relevant subjects, as needed. One team member must be familiar with the process being analyzed.

The PHA team has an intimate knowledge of the standards, codes, specifications and regulations applicable to the process being analyzed.

See the Process Hazards Analysis section to the Process Safety Management Program for more details concerning PHA methodology.

K. Employee Participation

Employees participate in process safety management by serving on task groups and teams. Also, employees are consulted concerning the various aspects of the Process Safety Management Program.

III. PROCESS SAFETY MANAGEMENT SYSTEM

A compilation of written process safety information is provided for each facility process to enable managers, supervisors, and employees to identify and understand the process hazards. This pertinent process safety information is also provided to the Process Hazard Analysis (PHA) team. This information includes, but is not limited to:

- hazards of highly hazardous chemicals used and processed;
- process technology, and
- process equipment

A. Highly Hazardous Chemicals Information

Information pertaining to highly hazardous chemicals provided to managers, supervisors, employees, and the PHA team includes, but is not limited to:

- Toxicity;
- Permissible exposure limits;
- Physical data;
- Reactivity;
- Thermal and chemical stability; and

- Hazardous effects of inadvertent mixing of different materials.

Most of the above information is provided by Material Safety Data Sheets located at the Water Plant, which is part of the City's Hazard Communication Program outlined in Section 14 of the City's Safety and Health Loss Control Manual.

B. Process Technology Information

The process technology information provided to enable managers, supervisors, employees, and the PHA team to identify and understand process hazards includes, but is not limited to:

- Block flow diagrams or process flow diagrams;
- Process chemistry;
- Maximum intended inventory
- Safe upper and lower limits of temperature, pressure, flows, compositions and;
- Evaluations of consequences of deviations, including those affecting employee safety and health.

In those cases where the original process technical data no longer exists, the data is developed during the initial PHA. This information can be located at the Water Plant in the Wallace & Tiernan Operations Manual and Fisher Porter Operations Manual.

C. Process Equipment Information

Some of the process equipment information available to managers, supervisors, employees, and the PHA team include, but is not limited to:

- Materials of construction;
- Piping and instrument diagrams;
- Electrical classification
- Relief system design and design basis;
- Ventilation system design;
- Design codes and standards employed;
- Material and energy balances;
- Safety systems (i.e. interlocks, detection or suppression systems).

Documents are maintained showing that the process equipment complies with recognized and generally accepted good engineering practices. Also, documents are provided that show existing equipment designed and constructed in accordance with codes, standards, or practices that are no longer in general use, is designed, maintained, inspected, tested, and is operating in a safe manner.

Where process technology requires a design which deviates from applicable codes and standards, documents are provided which show that the design and construction is suitable for the intended purpose.

Process Safety Information is in the following manuals:

- Wallace & Tiernan Operations Manual
- Fisher Porter Operations Manual; and can be located in the Water Plant's Control Room.

IV. PROCESS HAZARDS ANALYSIS (PHA)

Process Hazards Analysis (PHA) is one of the most important elements of the Process Safety Management (PSM) Program. It is an organized and systematic effort to identify and analyze the significance of potential hazards associated with the processing or handling of highly hazardous chemicals.

The PHA provides information to assist management and employees in making decisions for improving safety and reducing the consequences of unwanted and unplanned releases of hazardous chemicals. A PHA analyzes potential causes and consequences of fires, explosions, releases of toxic or flammable chemicals, and major spills of hazardous chemicals.

Each PHA focuses attention on equipment, instrumentation, utilities, human actions (routine and non-routine), and external factors that might impact the process. These considerations assist in determining the hazards and potential failure points or failure modes in processes. PHA's are conducted initially and updated at least every five (5) years. Each PHA is conducted appropriately for the complexity of the process being evaluated, and to properly identify, evaluate, and control the hazards involved.

A. Priority

The priority for conducting PHA's is determined and documented based on the:

- Extent of process hazards;
- Numbers of potentially affected employees;
- Age of the process, and
- Operating history of the process.

See form for ranking PHA's.

PRIORITY RANKING FOR PROCESS HAZARDS ANALYSIS

Operating Rank Process History	Extent of Process Hazards	Number of Potentially Affected Employees	Process Age
1	Chlorine	1 - 10	20 Years
2	Ammonia	1 - 10	Not within TQ

Prepared by: Jim Parks

Title: Chief Operator

Date: 03/03/1997

- | | | |
|----|--|----------------------------|
| 1. | Location <u>Chlorine Containment Room</u> | Date: <u>March 3, 1997</u> |
| 2. | Location <u>Yard Tank 2000 gallon/shed</u> | Date: <u>March 3, 1997</u> |
| 3. | Location: _____ | Date: _____ |
| 4. | Location: _____ | Date: _____ |
| 5. | Location: _____ | Date: _____ |

B. Initial PHA's

All the initial PHA's are conducted as soon as possible, but no later than:

% Completed	May 26
25	1994
50	1995
75	1996
100	1997

Chlorine has been identified as the only highly hazardous chemical at or above the threshold quantity.

C. PHA Methodology

The PHA methodology utilized depends on many factors, including the existing process knowledge, operating expertise, process changes, process size and complexity. One or more of the following methodologies may be used:

- What if;
- Checklist;
- What if checklist;
- Hazard and operability study (HAZOP);
- Failure mode and effects analysis (FMEA);
- Fault tree analysis (FTA); or
- An appropriate equivalent methodology.

The application of a PHA to a particular process may involve the use of different methodologies for various parts of the process. For example, a process involving a series of unit operations of varying sizes, complexities, and ages may use different methodologies and PHA team members for each operation. When this is done, the PHA findings and conclusions are integrated into one final study and evaluation.

In some cases, generic PHA's are also used for batch type processes where there are only small changes of ingredient ratios at individual facilities, and therefore, integrated into one final report.

D. PHA Procedure

Each PHA addresses the following items:

- Hazards of the process;
- Previous incident(s) with catastrophic consequences;
- Engineering and administrative controls including; detection methodologies for early warning of releases such as process monitoring and control instrumentation with alarms, detection hardware, etc.
- Consequences of failure of engineering and administrative controls;
- Facility siting;
- Human factors; and
- Qualitative evaluation of a range of possible safety and health effects of failure of controls on employees' safety and health.

E. Performing PHA's

PHA's are performed by a PHA team with expertise in engineering and process operations, including at least one employee having experience and knowledge specific to the process being evaluated. Also, one team member must be knowledgeable in the specific process hazard analysis methodology used.

As previously addressed, the PHA team leader is a member of the PSM-TF. The PHA team has the major responsibility for coordinating the overall facility Process Safety Management Program.

F. PHA Report Follow-up

All PHA reports are prepared by the PHA team, the ranking line manager of the process analyzed, and the Process Safety Management Task Force. The PSM-TF chairman assigns specific individuals to be responsible for completing and/or resolving all PHA report recommendations. The PHA team leader maintains a log of all recommendations and reports to the PSM-TF chairman monthly concerning the status of all unresolved recommendations.

The actions to be taken as a result of the PHA report recommendations, including a schedule for completion, are communicated by the PHA team leader to the process managers involved, maintenance, and other employees whose work assignments are in the process and who may be affected by the recommendations or actions.

G. PHA Updates

The PHA's are updated and revalidated by the PHA team at least every five years after completion of the initial PHA to assure that the PHA is consistent with the current process.

H. PHA Retention

All PHA's and updates or revalidations are retained for the life of the process.

V. OPERATING PROCEDURES

Operating procedures have been developed and implemented which describe tasks to be performed, dates to be recorded, operating conditions to be maintained, samples to be collected, and safety and health precautions to be taken.

The procedures are thoroughly reviewed and approved to ensure they are technically accurate. Employees assist in the preparation of the procedures and verify that they

are understandable to employees. All operating procedures are routinely reviewed and revised as necessary to ensure they reflect current operations.

Process safety information, compiled to assist in conducting process hazards analyses, is also used as a resource for assuring the process operating procedures and practices are consistent with the known hazards and operating parameters are accurate.

The operating procedures are reviewed by the engineering staff and operating personnel to ensure they are accurate and provide practical instructions on how to perform jobs safely.

The operating procedures address the following elements for each operating phase:

- Initial start-up;
- normal operations;
- temporary operations;
- emergency shutdown (executed in a safe and timely manner);
- emergency operations;
- normal shutdown, and
- start-up following a turnaround or after an emergency shutdown.

Specific instructions and details are included in the operating procedures describing what steps are to be taken or followed, including applicable safety precautions and implications, pressure limits, temperature ranges, flow rates, and what to do when the operating limits, ranges, and rates are abnormal. Also, the actions needed to correct and/or control upset conditions are included in the procedures.

The training program ensures that operating personnel have a full understanding of the operating procedures including verification that workers not fluent in English understand the procedures.

All process and equipment changes are included as necessary in operating procedures and personnel trained to ensure they are properly informed of all pertinent changes. The operating procedures also include controls for maintenance personnel and contractors to enter the process area and to verify they have completed their authorized jobs.

Non-routine work performed in process areas is controlled in a consistent manner. The hazards identified involving the work to be accomplished is communicated to those performing the work and to operating personnel whose work could affect the safety of the process.

A work permit procedure describing the steps the maintenance supervisor, contractor representative or other person needs to follow to obtain the necessary

clearance to get the job started. The procedure references and coordinates applicable:

- lockout/tagout procedures,
- line breaking procedures,
- confined space entry procedures, and
- control over entrance into a facility by non-City personnel. These safe work practices shall apply to employees and contractor employees.

All operating procedures can be located at the City's Water Plant in the following manuals:

- Wallace Tiernan Operations & Maintenance Manual
- Fisher Porter Operations & Maintenance Manual
- Utilities Divisions' Standard Operating Procedures Manual
- City's Safety & Health Loss Control Manual

VI. EMPLOYEE TRAINING

All employees, including maintenance and contractor employees, involved with highly hazardous chemicals are trained to ensure they fully understand the safety and health hazards of the chemicals and processes they work with to protect themselves and citizens living near the facility.

The training employees receive is in compliance with OSHA's Hazard Communication Standard CFR 1910.1200, which helps them become more knowledgeable about the chemicals they work with as well as familiarize them with reading and understanding MSDS's. However, additional training is provided concerning operating procedures; safe work practices; emergency procedures including alarms, special assignments, evacuation, and emergency response; safety rules and procedures; routine and non-routine work authorization; and other pertinent process safety information (refer to the City's Safety and Health Loss Control Manual).

The employees to be trained and the subjects to be covered have been defined and documented. Also, the training goals and objectives have been established and written in clear measurable terms. These training goals and objectives are tailored to each specific training module or segment. The important actions and conditions under which employees demonstrate competence and knowledge as well as acceptable performance have been described and documented.

Hands-on training is provided to employees to enhance their senses beyond listening, including dry runs and simulated operations to help employees feel the full reality of the situation under controlled conditions. Along with hands-on training, employees receive traditional classroom instruction including lectures, videos, programmed instruction, and on-the-job instruction. Employees are

encouraged to actively participate in all training activities and practice their skills and knowledge.

The training programs are periodically evaluated to see if the necessary skills, knowledge, and routines are being properly understood and implemented by the trained employees.

The means/methods for evaluating the training programs has been developed and implemented including assigned responsibility and reports. Any training program deficiencies detected during the evaluation are documented and recommendations made to correct them. Retraining or more frequent refresher training is provided as needed to ensure an effective training program.

Trainees are consulted on how to improve the training programs. Maintenance and contract employees receive current and updated process safety training, including training about process changes that may affect their jobs. Responsibility is assigned for maintenance and contractor employee training and records maintained. They are also consulted about the effectiveness of their training programs.

VII. CONTRACTORS

A screening process has been established for hiring contractors to perform work in and around processes that involve highly hazardous chemicals. The screening process is designed to ensure that the contractors hired or used can accomplish their assigned tasks without compromising the safety and health of employees at the facility. The screening program involves obtaining information on the contractor's safety performance, including injury and illness rates and experience. Also, contractor references are contacted concerning the contractor's safety performance.

In addition to reviewing the contractor's safety performance, the contractor's job skills, knowledge, and certifications (such as pressure vessel welders) are also reviewed.

A site injury and illness log is maintained for contractors working on or adjacent to processes to provide full knowledge of process injury and illness experience. This information is used by those auditing the Process Safety Management Program compliance and those investigating process incidents.

Workplace controls have been established to ensure that contractors perform their work safely. These controls specify that work permits are required for all contractor work on or adjacent to a process. The permit keeps all operating personnel and affected personnel informed concerning contractor work activities. A work requisition or order and/or contractor checklist will be used as the site work permit.

See Section 19.00 “Safety Standard - Contractor and Non-City Personnel” for the contractor and non-City personnel rule.

VIII. PRE-STARTUP SAFETY

Process hazard analyses (PHA’s) are used for new processes to improve the design and construction of the process from a reliability and quality standpoint. The PHA recommendations are implemented before final installations are complete. Other items completed prior to the initial process startup include piping and instrument diagrams, operating procedures, and training operating personnel.

The initial startup and normal operating procedures are fully evaluated as part of the pre-startup review to assure a safe transfer into the normal operating mode for meeting the process parameters.

Management of change procedures is required for changes to existing processes that have been shut down for turnaround or modifications. Also, all changes other than “replacement in kind” made to the process during shutdown go through a management of change procedures. Piping and instrument diagrams and operating procedures are updated, as necessary, following changes. Significant changes impacting the process result in refresher and/or additional employee training.

Incident investigations, compliance, audits, and PHA reports are evaluated to determine the impacts they may have prior to startup of new processes.

Pre-Start-Up safety review files are located at the City’s Water Plant in the Process Safety Management Program Manual.

IX. MECHANICAL INTEGRITY

An on going mechanical integrity program is used to ensure safe process operation. Reviews of maintenance programs and schedules are periodically reviewed to see if only “breakdown” maintenance is being used. Where such is the case, corrections will be made. Equipment used to process, store, or handle high hazardous chemicals are designed, constructed, installed, and maintained to minimize releases. To accomplish this, an effective mechanical integrity program has been established to ensure the continued integrity of process equipment.

A. Elements

The elements of the mechanical integrity program include the identification and categorization of equipment and instrumentation, inspections and tests, testing and inspection frequencies, development of maintenance procedures, training of maintenance personnel, criteria for acceptable test results,

documentation of test and inspection results, and documentation of manufacturer's recommendations as to the meantime for failure of equipment and instrumentation.

These manuals are located at the City's Water Plant in the Operation & Maintenance Manuals.

B. Priority

The priority for safe process equipment operation is:

1. Primary Lines of Defense

- a. Operate and maintain the process as designed and keep chemicals contained.
- b. Vacuum type piping that automatically shuts down the flow of chlorine minimizing the release of chlorine gas.
- c. Chemical containment building that automatically shuts down the chlorine room minimizing the release of chlorine gas to the environment and community.

2. Secondary Lines of Defense

- a. Fixed chlorine detection systems alert personnel to activate the Emergency Action Plan, thereby controlling or mitigating hazardous chemicals once an unwanted release occurs.

The mechanical integrity program protects the above lines of defense and ensures effective highly hazardous chemical control.

C. Steps

The mechanical integrity program includes the following stages:

1. Process Equipment and Instrumentation List

A list of all process equipment and instrumentation has been compiled and categorized including:

- Pressure vessels;
- Storage tanks;
- Process piping;
- Relief and vent systems;
- Fire protection systems components;
- Emergency shutdown systems and alarms and interlocks;
- and;

- Pumps.

The equipment and instrumentation is categorized on a priority basis for items requiring closer scrutiny than other items. This priority and the manufacturer's data or operating experience determines the inspection and testing frequency and associated procedures.

Applicable codes and standards that provide information for the inspection and testing frequency and appropriate methodologies include:

- National Boiler Inspection Code, or
- American Society For Testing and Material,
- American Petroleum Institute,
- National Fire Protection Association,
- American National Standards Institute
- American Society of Mechanical Engineers, and
- Other groups,
- Plant Operations & Maintenance Manuals.

2. Inspections

The applicable codes and standards are used to provide criteria for external inspections for such items as foundation supports, anchor bolts, concrete or steel supports, guy wires, nozzles and sprinklers, pipe hangers, grounding connections, protective coatings and insulation, and external metal surfaces of piping and vessels, etc. These codes and standards also provide information on methodologies for internal inspection and a frequency formula based on the corrosion rate of the materials of construction. The erosion of internal and external surfaces are considered along with corrosion effects of pipes and valves. When the corrosion rates is not known, a maximum inspection frequency is followed until the specific corrosion rates has been determined.

The internal inspection covers items such as vessel shell, bottom and head; metallic linings; non-metallic linings; thickness measurements for vessels piping; inspection for erosion; corrosion, cracking and bulges; internal equipment like trays, baffles, sensors and screens for erosion, corrosion or cracking and other deficiencies.

Although some inspections may be performed by state and local government inspectors under state and local statutes, procedures have been established to ensure that tests and inspections are conducted properly an consistency is maintained even when different employees may be involved.

3. Training

Appropriate training is provided for maintenance personnel to ensure they understand the preventative maintenance program procedures, safe practices, and

the proper use and application of special equipment or unique tools that may be required.

4. Quality Assurance

A quality assurance system is provided to help ensure that the proper materials of construction are used, that fabrication and inspection procedures are proper and that installation procedures recognize field installation concerns.

The quality assurance program is an essential part of the overall mechanical integrity program and helps maintain the primary and secondary lines of defense for preventing unwanted chemical releases or those which control or mitigate a release.

“As built” drawings, together with certifications of coded vessels and other equipment, and materials of construction are verified and retained in quality assurance documentation.

Equipment installation jobs are inspected in the field for use of proper materials and procedures and to assure that qualified craftsmen are used. Also, the use of property gaskets, packing, bolts, valves, lubricants, and welding rods are verified in field inspections. The procedures for installation of safety devices are verified in the field, such as the torque on the bolts for rupture discs, uniform torque on flange bolts, proper installation of pump seals, etc.

Where the quality of parts is a problem, audits of equipment supplier’s facilities are conducted to ensure the equipment is suitable for its intended service.

All necessary changes in process equipment go through the management of change procedures.

X. HOT WORK PERMIT

Hot Work, which is conducted in process areas, is controlled in a consistent manner by the issuance of a “Hot Work Permit”.

The permit documents that all Fire Prevention and Protection Requirements 29 CFR 1910.252(a) has been implemented prior to beginning the Hot Work operations. The permit indicates the date(s) authorized for Hot Work and identify(ies) the object on which hot work is to be performed. The permit is kept on file until completion of the Hot Work operations.

The “Hot Work” authorization is included on the “Confined Space Work Permit”, as outlined in Section 12 “Confined Space” of the City’s Loss Control Manual.

XI. MANAGING CHANGE

Temporary and permanent changes to process chemicals, technology, equipment, and facilities is managed to ensure effective process safety management. This Process Safety Management Program describes the overall management system used to assure a safe and healthful workplace from process hazards. Management of change is part of the process safety management system. Both technical and mechanical changes must be authorized.

Process changes include all modifications to equipment, procedures, raw materials, and processing conditions other than “replacement in kind”. The changes are identified, reviewed, and authorized prior to implementing the change. A Process Change Authorization is required for all changes to ensure the operating procedures contain the operating parameters (pressure limits, temperature ranges, flow rates, etc.) and the importance of operating within the limits.

Management of change covers changes such as process technology changes and changes to equipment and instrumentation. Changes in process technology requiring authorization include, but are not limited to, changes in production rates, experimentation, equipment unavailability, new equipment, new product development, change in catalyst and changes in operating conditions to improve yield or quality.

Equipment changes requiring authorization include, but are not limited to, changes in materials of construction, equipment specifications, piping pre-arrangements, experimental equipment, computer program revisions, and changes in alarms and interlocks. The process change authorization is not only used to assure that temporary and permanent changes can be accomplished safely, but to ensure that following the change that processes are returned to the normal operating state and original designed state. Also, the process change authorization assures that the pertinent safety and health considerations are incorporated into the operating procedures and the process.

All Process Change Authorizations are filed for reference by the PHA teams and others reviewing, evaluating, and/or inspecting processes.

XII. INCIDENT INVESTIGATIONS

Process incidents that result in or could reasonably have resulted in a catastrophic release of highly hazardous chemicals are investigated, including “near misses”, within forty eight (48) hours of the incident (initiated). The purpose of incident investigations is to identify the underlying causes of the incident and to

implement corrective action to prevent similar incidents and avoid repeating past mistakes.

A. Team

Process incidents are investigated by a process incident investigation team under the Accident Investigation task. One task force member chairs the team and reports through the task force chairman of the PSM-TF. The process incident investigation team has special training in process incident investigation, including how to conduct interviews and reports preparation. Team members include both management and employees and is multi-disciplinary.

One supervisor and one employee knowledgeable of the process is added to process incident investigation teams to ensure effective investigations. The team gathers the facts of the incident, analyzes them, and develops plausible scenarios as to what happened and why.

Employees and supervisors in the process area where the incident occurred are consulted and interviewed to obtain incident facts. The focus of the investigation is to obtain facts and not to place blame. The team and the investigation process deals with all involved individuals in a fair, open, and consistent manner. An incident report is prepared following the investigation that includes the findings, conclusions, and recommendations. The written report, which is directed to the ranking manager of the process involved, is verbally reviewed with him or her prior to distribution. Copies of the report are distributed to the ranking manager of the entire facility, the accident investigation task group, and other affected groups and individuals. The process incident investigation team is responsible for assuring that all report recommendations are completed or resolved by those responsible for follow up. Monthly status reports are to be presented on incident recommendations at each PSM-TF meeting by the Accident Investigations Team.

XIII. EMERGENCY PREPAREDNESS

The PSM-TF is responsible for assuring proper emergency preparedness and response including what actions employees are to take when there is an unwanted release of highly hazardous chemicals.

Emergency Action and Fire Prevention Plans have been established that comply with OSHA Standard 29 CFR 1910.38. These plans describe the actions employees must take in the event of an emergency. These actions may involve special emergency duties or evacuation. Refer to the Emergency Action Plan, Section 16.00 of the City's Loss Control Manual for specific details. The Emergency Action Plan includes the prompt evacuation of employees due to an unwanted release of highly hazardous chemicals. This plan involves emergency alarms to alert employees to evacuate. Prompt evacuation is essential, including physically impaired employees who are provided the necessary support and

assistance. Also, the use of process control centers in process areas as safe areas is prohibited since they may not have been designed for safe refuge.

When unwanted releases of highly hazardous chemicals may occur outdoors, wind direction indicators have been placed at the highest point that can be seen throughout the process area. These indicators allow employees to move across wind to upwind to gain safe access to refuge areas.

Minor emergency or incidental releases of unwanted highly hazardous chemicals in the process area are handled by highly trained, designated employees wearing appropriate personal protective equipment and following specific procedures. Pre-planning for handling incidental releases for minor emergencies in the process area has been accomplished, including hazard communication training per OSHA Standard 29 CFR 1910.1200, Emergency Action and Fire Prevention Plans per OSHA Standard 29 CFR 1910.38, and emergency response per OSHA Standard 29 CFR 1910.120.

The specific employee actions that must be taken for incidental and major unwanted releases of highly hazardous chemicals have been designated in the Emergency Action Plan. Also, the required actions to obtain outside assistance from mutual aid groups or local government emergency response organizations have been defined in the Emergency Action Plan.

The Emergency Action Plan and Fire Prevention Plan describe the emergency organization and command system, including an on-scene incident commander and staff. This fully trained organization has been properly equipped to carry out their assigned duties. Drills, training exercises, and simulations with local community emergency response planners and responsible organizations have been conducted and are conducted on a periodic basis. This cooperation with local emergency agencies also assists in complying with EPA's Risk Management Plan Criteria.

An emergency control center has been established at the facility in a safe area away from the process area. This center serves as the major communication link between the on-scene incident commander and plant or corporate management, as well as with local emergency organizations and officials. Communication equipment in the center includes a network for receiving and transmitting information by telephone, radio, or other means. A backup communications network is provided in case of power failure or if one communication system fails. The emergency control center is equipped with plant layout and community maps, utility drawings, including fire water, emergency lighting, appropriate reference materials such as government agency notification lists, company telephone lists, SARA Title III reports, material safety data sheets, emergency plans and procedure manuals, listing of local emergency response equipment, mutual aid information, and access to meteorological or weather condition data and dispersion modeling data.

See the Emergency Action Plan (Section 16.00) of the City's Safety and Health Loss Control Manual.

XIV. COMPLIANCE AUDITS

The PHA team is responsible for assembling a compliance audit team to audit compliance with OSHA's Process Safety Management Standard 29 CFR 1910.119 at least every three years. The entire Process Hazards team and the City's Safety officer are assigned to the team.

The audit includes an evaluation of the design and effectiveness of the process safety management system and a field inspection of the safety and health conditions and practices to ensure compliance. The essential elements of the audit program include:

- Planning,
- Staffing,
- Conducting the audit,
- Evaluation,
- Recommendations,
- Corrective action,
- Follow-up, and
- Documentation.

A copy of OSHA Standard 29 CFR 1910.119 is used by the audit team to conduct the audit. Also, a standardized form is used to document each audit step and ensure an effective audit is conducted and proper follow-up is accomplished. All team members and their expertise are listed. If the needed expertise is not available, it is obtained prior to conducting the audit.

The standardized audit form includes:

- Process description and documentation,
- Process safety information,
- Training,
- Procedures,
- Physical inspection of the facility,
- Work authorizations,
- Interviews with all levels of facility personnel,
- Findings,
- Conclusions,
- Recommendations, and
- Follow-up.

The compliance audit team issues the final audit report to the chairman of the PHA team, with copies to the PSM-TF chairman. The audit team is responsible for ensuring that all report recommendations are completed for resolved.

All affected persons and groups are informed of the audit findings, conclusions, and recommendations. The PSM-TF chairman assigns specific responsibility for follow-up, including revision of the Process Safety Management Program, revised operating procedures, improved training, etc. The PHA team has the overall responsibility to ensure that the necessary actions are taken to maintain an effective Process Safety Management Program.

See Appendix A for the form for conducting PSM Compliance Audits.

**APPENDIX A
CITY OF STUART
PROCESS SAFETY MANAGEMENT CHECKLIST**

CHEMICALS USED IN THE PROCESS

Written information collected on the process technology	OK () If Not OK, action needed:
Written information collected on process chemicals in use	OK () If Not OK, action needed:
MSDS readily available on all chemicals used in the process	OK () If Not OK, action needed:
Written information and original equipment manuals collected on process equipment	OK () If Not OK, action needed:
Written information collected on process intermediates	OK () If Not OK, action needed:
Written information includes process chemistry information, runaway reaction, and overpressure hazards	OK () If Not OK, action needed:

TECHNOLOGY OF THE PROCESS

Diagrams developed to help users understand the process	OK () If Not OK, action needed:
Block flow diagrams show major process equipment and interconnecting flow lines and flow rates, stream composition, temperatures, and pressures	OK () If Not OK, action needed:
Process flow diagrams show all main flow streams, including valves, pressures, and temperatures on feed product lines within all major vessels, and in and out of headers and heat exchanges and points of pressure and temperature control	OK () If Not OK, action needed:
Piping and equipment diagrams show relationships between equipment and instrumentation	OK () If Not OK, action needed:
Equipment design information shows codes and standards relied on	OK () If Not OK, action needed:
Codes and standards relied on are still suitable for intended use	OK () If Not OK, action needed:
Maximum inventory levels for process chemicals reviewed semi-annually for current needs	OK () If Not OK, action needed:

EMPLOYEE INVOLVEMENT

Management has consulted with employees (and their representatives) in developing the PSM program	OK () If Not OK, action needed:
Appropriate employees informed of results of accident investigations	OK () If Not OK, action needed:

PROCESS HAZARD ANALYSIS

Team members have detailed knowledge of the codes, standards, specifications, and regulations applicable to the process under study	OK () If Not OK, action needed:
Designate what methodology used in process hazard analysis: “what if” checklist, hazard and operational study, failure mode and effects analysis, fault tree analysis, or an appropriate equivalent methodology	OK () If Not OK, action needed:
Analysis team understands methodology to be used in the process hazard analysis adapted to the facility	OK () If Not OK, action needed:
Where a number of processes are involved, systems to be analyzed have been prioritized in a preliminary hazard analysis. Priority system considers: <ul style="list-style-type: none"> ● Potential for adversely affecting the largest number of employees ● Potential severity of a chemical release ● Operating history of the process 	OK () If Not OK, action needed:
Process hazard analysis addresses: <ul style="list-style-type: none"> ● Hazards of the process ● Identification of any previous incident that had potential for catastrophic consequences ● Engineering and administrative controls applicable to the hazards ● Consequences of failure of engineering and administrative controls ● Facility siting ● Evaluation of possible safety and health affects of employees if there is a failure of controls 	OK () If Not OK, action needed:

<p>Operating practices are:</p> <ul style="list-style-type: none"> ● Consistent with the known hazards of the chemicals in the process ● Reviewed by engineering staff and operating personnel to ensure accuracy ● Reviewed by engineering staff and operating personnel to ensure that they provide accurate information to carry out the job safely ● Certified annually to be sure they are current and accurate - Date of next certification: 	OK () If Not OK, action needed:
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OPERATING PROCEDURES

<p>Specific Operating Instructions:</p> <ul style="list-style-type: none"> ● Provide applicable safety precautions and information on safety implications ● Indicate clearly distinctions between startup and normal operations ● Are adequately understood by operators (training in another language required?) ● Change promptly when there is a change in the process ● Provide training on how to handle upset conditions ● Indicate what to do in the event of emergencies ● Provide training in the handling of non-routine tasks ● Call for operating personnel to provide closure to the job when repair work is completed 	OK () If Not OK, action needed:
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EMPLOYEE TRAINING

Employees needing to be trained clearly identified	OK () If Not OK, action needed:
Goals for training sessions detailed in writing in clear terms	OK () If Not OK, action needed:
Hands on training provided	OK () If Not OK, action needed:
Videos available to assist in training	OK () If Not OK, action needed:
Initial training held:	OK () If Not OK, action needed:

Refresher training required by: (within three (3) years from date of last session)	OK () If Not OK, action needed:
Training material documented with names of attendees, date(s) of training, names and qualifications of trainer(s)	OK () If Not OK, action needed:
Training program evaluated at completion of training session	OK () If Not OK, action needed:

CONTRACTORS AND PSM

Screening process developed to hire only contractors who will not compromise the safety and health of other employees at the facility	OK () If Not OK, action needed:
Contractor references obtained	OK () If Not OK, action needed:
Contractor injury and illness record obtained and examined for performance	OK () If Not OK, action needed:
Work permit system developed and used by contractors performing potentially hazardous tasks	OK () If Not OK, action needed:
Contractor and personnel advised of known hazards of the facility	OK () If Not OK, action needed:
Emergency Action Plan reviewed with contractor personnel	OK () If Not OK, action needed:
Entrance and exit of contractor personnel in process areas monitored	OK () If Not OK, action needed:
Develop and implement safe work practices for contract workers entering or exiting a process area	OK () If Not OK, action needed:
Document that each contractor employee has received and understands training required by this section	OK () If Not OK, action needed:

PRE START UP SAFETY REVIEW

Process hazard analysis recommendations reviewed before final decision made on buying new equipment	OK () If Not OK, action needed:
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TURNAROUND OR MAINTENANCE SHUTDOWNS

Only "replacement in kind" changes made without going through management of change process	OK () If Not OK, action needed:
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<p>Any other changes go through the management of change process:</p> <ul style="list-style-type: none"> ● Operating procedures and instructions updated ● Operators re-instructed in changes in process ● Maintenance staff updated on changes ● Compliance audit forms updated with changes 	<p>OK () If Not OK, action needed:</p>
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MECHANICAL INTEGRITY PROGRAM

<p>Is breakdown maintenance approach used rather than a mechanical integrity program?</p>	<p>OK () If Not OK, action needed:</p>
<p>Mechanical integrity program includes:</p> <ul style="list-style-type: none"> ● Identifying and categorizing <i>each</i> piece of equipment and instrumentation for regular “Running Maintenance” ● Frequency of inspections and tests listed and actually take place ● Maintenance personnel trained to perform tests ● Test results monitored for conformance to guidelines ● Tests and inspection results documented and reviewed by higher levels 	<p>OK () If Not OK, action needed:</p>

“SECOND LINE OF DEFENSE”

<p>Release of chemicals is controlled through:</p> <ul style="list-style-type: none"> ● Venting to scrubbers or flares ● Surge or overflow tanks ● Fixed fire protection sprinkler systems, water spray or deluge systems, dikes, monitor guns, designed drainage systems available where applicable 	<p>OK () If Not OK, action needed:</p>
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INSPECTION AND TESTING

Mean time to failure of various equipment and instrumentation is known	OK () If Not OK, action needed:
Codes and standards applicable to the operation reviewed – ANSI, NFPA, ASTM, etc.	OK () If Not OK, action needed:
Internal and external erosion considered with corrosion for piping and valves	OK () If Not OK, action needed:
Results of state and local government inspections also reviewed	OK () If Not OK, action needed:
Inspection reports from insurance companies, boiler inspection services, and loss control service organizations also reviewed	OK () If Not OK, action needed:

QUALITY ASSURANCE

Drawings and certifications retained in a quality assurance file	OK () If Not OK, action needed:
Equipment installation jobs inspected during course of and at completion to assure that proper materials used	OK () If Not OK, action needed:
Appropriate gaskets, packing, bolts, valves, lubricants, and welding rods used	OK () If Not OK, action needed:
Procedures for installing safety devices verified during course of installation and at completion	OK () If Not OK, action needed:

NON-ROUTINE WORK AUTHORIZATIONS

Hazards involved in non-routine work communicated to operators and to maintenance personnel involved	OK () If Not OK, action needed:
Work authorization permit system in effect outlining approvals required to do the job	OK () If Not OK, action needed:
Work authorization permit coordinates: <ul style="list-style-type: none"> ● Lock-out/Tag-out procedures ● Line breaking procedures ● Confined Space Entry procedures ● “Hot Work” authorizations and any other OSHA standards 	OK () If Not OK, action needed:
Procedure outlines steps to closure for those who need to know the job is now completed and equipment can be returned to normal	OK () If Not OK, action needed:

MANAGING CHANGE

Time limit set to identify “temporary” changes. If permanent they come under management of change provisions	OK () If Not OK, action needed:
Management of change provisions used to ensure that equipment and procedures are returned to their original conditions at the end of temporary change	OK () If Not OK, action needed:
Clearance form in use to verify that conditions returned to original status	OK () If Not OK, action needed:

INCIDENT INVESTIGATION

Management policy prepared and communicated that all incidents will be formally investigated and a written report prepared with date and description of incident, factors contributing to it and recommendations resulting from the investigation	OK () If Not OK, action needed:
Multi-disciplinary investigation team trained in principles of incident investigation, how to conduct interviews with witnesses, assemble needed documents, and write reports	OK () If Not OK, action needed:

EMERGENCY PREPAREDNESS

Emergency Action Plans consider: <ul style="list-style-type: none"> ● Will employees be asked to stop and handle small or minor incidental releases? ● Does employer wish to mobilize the available resources at the facility and have them respond on a more significant release? ● Will employees be directed to evacuate the danger area and promptly escape to a pre-planned safety zone, allowing community response organizations to handle the release? ● Or will the employer use some combination of these actions? 	OK () If Not OK, action needed:
Written instructions developed for preceding procedures?	OK () If Not OK, action needed:
Employee involved trained in preceding procedures?	OK () If Not OK, action needed:
Employees trained in emergency evacuation procedures and type of notice they will receive of an emergency	OK () If Not OK, action needed:
Employer’s plan activated by an alarm system?	OK () If Not OK, action needed:
Disabled employees identified and will receive assistance to evacuate to a safe zone?	OK () If Not OK, action needed:
In exterior processes, employees can notice wind direction from a wind direction indicator or wind sock?	OK () If Not OK, action needed:

Mutual aid agreement reached with outside assistance under HAZWOPER (Hazardous Waste Operations and Emergency Response) standard	OK () If Not OK, action needed:
Drills, training exercises, or simulations conducted with community emergency response team?	OK () If Not OK, action needed:
Communications equipment in the center allows transmission by radio or telephone	OK () If Not OK, action needed:
Center equipped with plant layout maps, community maps, utility drawings, emergency lighting, government agency notification list, MSDS availability	OK () If Not OK, action needed:

COMPLIANCE AUDITS

Compliance with OSHA standard audited by a trained team?	OK () If Not OK, action needed:
Verification sheet outlines findings of audit and what needs to be corrected and signed by auditors	OK () If Not OK, action needed:
Audit correction items are prioritized for correction, timetables set, responsibilities assigned, and resources allocated	OK () If Not OK, action needed:

19.00 SAFETY STANDARDS FOR CONTRACTOR/NON-CITY PERSONNEL

19.10 PURPOSE

The purpose of this standard is to assure that contractors, sub-contractors and any non-City personnel working at City facilities will:

- ▶ Adhere to all City Health and Safety requirements.
- ▶ Comply with all government regulations (OSHA, EPA, DEP, DOT, DOS, etc.) applicable to their work. This is a requirement for working at City locations.
- ▶ Be aware of the potential chemical hazards associated with City operations prior to or at the time they enter into the location.

19.20 SCOPE

This standard represents minimum requirements for all facilities in the City of Stuart. Facilities are encouraged to develop their own rules and regulations for contractors and any non-City personnel working at their sites. Site standards may substitute for this standard providing they meet the minimum requirements as outlined, and their publication has been reviewed and approved by Risk Management and the legal department.

This standard applies to City facilities under the normal operating conditions only.

19.30 DEFINITIONS

“City Representative” – The project engineer or other individual (maintenance supervisor or superintendent, etc.) who has the responsibility for the job. This person has primary responsibility for assuring that contractors and non-City personnel working at City facilities follow Safety and Health procedures and established safe work practices.

“Contractor” – Any non-City personnel who perform construction, demolition, maintenance, repair work requiring the handling of construction materials, tools or other equipment on property where the work is awarded on a competitive bid, fixed price or time and materials basis.

“Facilities” – Any locations where the City conducts any operations, projects or contract projects.

“Subcontractor” – Any non-City personnel contracting to perform part or all of the contractor’s contract listed in this standard.

“Truck Driver” – Any non-City personnel using transportation carriers such as automobiles, etc. to pick up and/or deliver materials to and/or from City locations.

“Railroad Worker” – Any non-City personnel using locomotives to pick up and/or deliver materials to and/or from City facilities.

“Service Company” – Any non-City personnel conducting cleanup, repair, calibration, maintenance, inspection or other service work not awarded on a competitive bid basis.

“Consultant” – Any non-City personnel paid by the City to perform administrative, technical, systems, training, and other services not involving maintenance, repairs or other physical work.

“Visitor” – Salespersons, vendor representatives, contractor representatives bidding for jobs, company visitors, visiting dignitaries, government inspectors, tour groups, and other such non-City personnel making one time, non-routine or infrequent visits to City facilities.

19.40 HAZARD COMMUNICATION NOTICE

Any non-City personnel visiting or working at a City facility must be made aware of the potential chemical hazards at the facility.

- 4.1 Each and every non-City personnel visiting the production (facility, warehouse, plant) must be given visitor safety instructions (see Appendix 1). The visitor safety instructions shall include, at a minimum, the information listed below.
 - ~ A Statement advising the individual that he or she is entering into a chemical (or warehouse) location.
 - ~ The name and telephone number of City Representative.
 - ~ A map of the facility with the name and location of major hazardous chemicals indicated.
 - ~ The location of the written hazard communication program which includes MSDS’s, labeling system used, personal protections for normal operations and emergencies.
 - ~ An outline of safety instructions and emergency procedures.
- 4.2 A notice to third-party employers at multi-employer workplace (see appendix 2) must be distributed to the employer of any non-City personnel working at the facility (such as contractor employees, subcontractor employees, truck drivers, railroad workers, service company employees and consultants). The notice to third-party employers at a multi-employer workplace shall include at a minimum the information listed below:

- ~ A statement that the notification is being provided in accordance with OSHA Standard 1910.1200(e).
- ~ The name of the City facility.
- ~ The name and telephone number of the City Representative.
- ~ Acknowledgment that the facility is a chemical (or warehouse) facility where hazardous chemicals are stored, processed or otherwise handled.
- ~ A list of major chemicals and their locations of use and/or storage in the facility.
- ~ Notice to the third-party employer of its obligation to notify and train its employees on the potential chemical hazards associated with the work at the City facility.
- ~ The location of the written hazard communication program which includes MSDS, labeling system used, personal protections for normal operations and emergencies.
- ~ An outline of safety instructions and emergency procedures.

19.50 PROCEDURES FOR CONTRACTORS

- 5.1 Contractors covered by Section 19.50 of this standard shall include all non-City personnel who perform construction, demolition, and other such work requiring the handling of construction materials, tools or other equipment. Section 19.50 of this standard shall not apply to service company personnel, truck drivers or other non-City personnel.
- 5.2 The Purchasing Department shall provide all bidding contractors with the most recent editions of “Pre-Bid Documentation” as part of the quotation inquiry package.
- 5.3 All bidding contractors shall be informed at the Pre-Review Meeting that the requirements, as outlined in the “Pre-Bid Documentation” are part of the overall work specifications. Normally the Project Engineer will be the City representative for capital jobs and will be responsible for this section.
- 5.4 The contractor is responsible for the safety training of each of the employees that the contractor brings into the City facility or onto its site in all of the elements listed in the “Pre-Bid Documentation”. The main contractor is responsible for seeing that this is done for his direct employees and all employees of any contractors to which he sub-lets. All training must be documented and a copy of training documentation must be submitted to City representatives. Employees must be trained prior to admittance to the plant.
- 5.5 All contractors hired to perform maintenance or repair jobs will be informed of the requirements outlined in “Pre-Bid Documentation”.

The Department Superintendent, Day Coordinator, Engineer, Shift or Night Supervisor for all maintenance or repair contractors performing work in their area of responsibility are responsible to ensure contractors are informed.

- 5.6 All information outlined in the “Pre-Bid Documentation” shall be provided to the contractor awarded the contract, along with the written contractual agreement to perform the work.

This shall be the responsibility of the Purchasing Department.

- 5.7 The contractor’s agreement to comply with “Pre-Bid Documentation shall be considered as part of the agreement to perform the work. This shall be indicated in the contract. Refusal to follow the rules outlined in these documents shall be considered as grounds for dismissal from the facility and forfeiture of the contractual agreement.

- 5.8 The City representative and contractor shall review and sign the “Contractor Safety Checklist”. See Appendix 3.

- ~ The Contractor Safety Checklist shall be filled prior to the starting date of the job. The Checklist shall **NOT** take the place of the safety work permit or mechanical work order.
- ~ A single checklist will be filled out for each job. This shall be sufficient as long as the work conditions remain the same.
- ~ It is the responsibility of the City representative to monitor the job and advise the contractor of any safety concerns as they become apparent.
- ~ It is the responsibility of the City representative to insure that the facility’s safety work permit and work order procedures are followed.

- 5.9 Copies of the signed “Contractor Safety Checklist” and “Notice to Third-party Employer at Multi-Employer Workplace” form shall be forwarded to the Purchasing and Risk Management Departments/Divisions by the City representative.

- 5.10 Contractor’s equipment (tools, vehicles, protective equipment, etc.) must meet the minimum federal, state, and local requirements.

- 5.11 Subcontractors

The contractor shall be informed by the City representative that subcontractors involved in the work must also review and comply with Section 5.4, 5.5, 5.7, 5.9 and 5.10.

Review of the general rules and the Contractor Safety Checklist with subcontractors shall be the responsibility of the contractor and shall be done in a

similar manner as the City representative's review with the contractor (section 5.8).

A copy of the Checklist reviewed with and signed by the subcontractor shall be forwarded to the City representative by the contractor. The City representative shall then forward a copy to the Risk Management and Purchasing Divisions.

19.60 PROCEDURES FOR SERVICE COMPANY PERSONNEL

- 6.1 Non-City personnel covered by Section 6.0 shall include people such as cleaning and waste disposal specialists, food vendors, and other non-plant personnel providing services to the plant on a one-time or repetitive basis. It shall not apply to contractors, truck drivers, public service utility personnel, technician specialists, consultants, salespeople, repair people, or visitors.
- 6.2 The most recent edition of the Pre-Bid Documentation shall be provided by the Purchasing Division to the service company, along with a written contractual agreement.
- 6.3 Agreement(s) to follow Section 6.2 shall be considered as part of the agreement to perform the work. This shall be indicated in the contract. Refusal to follow the rules shall be considered as grounds for dismissal from the facility and forfeiture of the contractual agreement.
- 6.4 Copies of the signed "Contractor Safety Checklist" and "Notice to Third Party at Multi-Employer Workplace" shall be forwarded to Purchasing and Risk Management Divisions by the City representative.

19.70 PROCEDURES FOR TRUCK DRIVERS

- 7.1 Non-City personnel covered by Section 7.0 shall include all bulk and non-bulk truck drivers transporting materials into or out of the City facility.
- 7.2 Trucks drivers shall comply with Pre-Bid Documentation. Truck drivers shall report any abnormal or potentially hazardous situations observed.
- 7.3 Where bulk material truckers make the connection from the truck to the City storage vessel and toxic or corrosive materials are involved, the trucker shall be equipped with, and required to use in proper fashion, personal protective equipment as required for the hazardous materials (goggles, gloves, face shield, acid hood, vinyl suit, boots, respiratory protection, etc.). This equipment shall be provided by the trucker's employer unless other agreement is made between the trucker's employer and the City.

19.80 PROCEDURES FOR OTHER NON-CITY PERSONNEL

- 8.1 Non-City personnel covered by Section 8.0 shall include railroad personnel, public service personnel, utility personnel, technical specialists, consultants, repair persons, and any other non-City personnel not covered by Sections 5.0, 6.0, and 7.0 hereon.
- 8.2 All persons covered shall comply with Pre-Bid Documentation.
- 8.3 Employers of personnel covered by Section 8.0 shall be trained at the direction of the responsible manager as part of issuance of the Purchase Agreement, or annually, or at time of blanket purchase agreement renewal. The Purchasing Division will coordinate with the appropriate City representative to provide training.
- 8.4 All employers of personnel covered by Section 8.0 shall be responsible for training each of their employees who enter the facility or any person(s) to which the sub-contract.
- 8.5 Refusal to comply with facility safety regulations will result in expulsion from the facility.

19.90 CONTRACT WORK BASED ON TIME AND MATERIALS

- 9.1 A single "Contractor Safety Checklist" can be reviewed with contractors working on long term (i.e. annual) contracts based on time and materials, provided that:
 - * The work is done in the same facility and under the same conditions each time it is performed, or
 - * The potential hazards associated with the work do not vary with the location in the facility where it is performed.
- 9.2 If the conditions in (1) or (2) of section 9.1 do not apply, then a new checklist must be reviewed and filled out for each request or when a request is put in from work in a location where the work conditions have changed.

19.100 TERMINATION OF CONTRACTOR'S WORK

Any City employee observing a potentially dangerous, dangerous, unapproved or unauthorized work practice by non-City personnel should report such occurrence to the project engineer/manager in charge, City supervisor, or City Safety Officer so the practice can be terminated and/or corrected. Depending on the severity of the practice, action to terminate or bar the non-City personnel from the plant shall be taken by the appropriate management.

19.110 USE OF CITY SAFETY EQUIPMENT

It shall be City policy that unless it is predetermined and agreed upon on the contract agreement City equipment of any kind cannot be used by non-City personnel.

19.120 AUDIT

The City Risk Management Division shall develop a procedure to perform random audits to ensure compliance of this standard.

APPENDIX I

HAZARD COMMUNICATIONS

VISITOR SAFETY INSTRUCTIONS

As a visitor of the City of Stuart _____
you must be made aware of the following:

This City facility is a facility where hazardous materials are stored, processed and otherwise handled. These hazardous materials include, but are not limited to the following:

Only those hazardous materials that are present in relatively large quantities at the facility are included in the above list. Material Safety Data Sheets (MSDS) for all hazardous materials at the facility are available at the location designated below.

Because the City of Stuart produces, uses, and stores hazardous chemicals at this facility, there is a possibility that you will be exposed to such hazardous chemicals during the performance of your duties at the facility. The City's written Hazardous Communications Program, located in the City of Stuart Safety and Health Loss Control Manual, Section 14.00, the MSDS's, the precautionary measures that need to be taken to protect employees during normal operations and in foreseeable emergencies and an explanation of the labeling system used at this facility is available to you at:

In addition, please contact your City representative at _____ for
(telephone number)
questions concerning the information contained in the City's Hazardous Communications Program, or for any other questions regarding possible exposure to hazardous chemicals at the facility.

If you observe what appears to be an abnormal or potentially hazardous situation, you should follow the emergency procedure by leaving the area immediately and report it to a City representative. Moreover, for the safety of everyone working at our facility, it is essential that you strictly adhere to the safety rules and established work procedures at the facility.

APPENDIX II

HAZARD COMMUNICATIONS
NOTICE TO THIRD PARTY EMPLOYERS AT
MULTI-EMPLOYER WORKPLACE

OSHA Standard 1910.1200(e) requires the City of Stuart to provide certain third party employers with employees working at City facilities with this Notice. The information in this Notice is being provided to you in order that you may notify your employees of the hazardous materials stored at the facility and provide your employees with appropriate information and training. As an employer with employees working at the City _____, you must be made aware of the following:

This facility is a facility where hazardous materials are stored, processed and otherwise handled. These hazardous materials include, but are not limited to the following:

Only those hazardous materials that are present in relatively large quantities at the facility are included in the above list. Material Safety Data Sheets (MSDS's) for all hazardous materials at the facility are available at the location designated below.

Because the City of Stuart produces, uses, and stores hazardous chemicals at this facility, there is a possibility that you will be exposed to such hazardous chemicals during the performance of your duties at the facility. The City's written Hazardous Communications Program, located in the City of Stuart Safety and Health Loss Control Manual, Section 14.00, the MSDS's, the precautionary measures that need to be taken to protect employees during normal operations and in foreseeable emergencies, and an explanation of the labeling system used at this facility, is available to you at _____

In addition, please contact your City representative at _____
(telephone number)

for questions concerning the information contained in the City's Hazardous Communications Program, or for any other questions regarding possible exposure to hazardous chemicals at the facility.

If you observe what appears to be an abnormal or potentially hazardous situation, you should follow the emergency procedures by leaving the area immediately and report it to a City representative. Moreover, for the safety of everyone working at our facility, it is essential that you strictly adhere to the safety rules and established work procedures at the facility.

APPENDIX III

PURCHASING OR JOB ORDER NO. _____

Contract No. _____

By: _____

Date: _____

CONTRACTOR SAFETY CHECKLIST

It is the responsibility of the City designated representative to review the points and procedures outlined in this Checklist with the primary contractor before any on-site work may commence. In a similar manner, it is the responsibility of the contractor to review this Checklist with all subcontractors.

1. SPECIFICATION OF WORK AND WORK AREAS

a. Type of Work (Summarize): _____

b. Work Area(s): _____

c. Start Date: _____

2. PRIMARY CONTRACTOR/COMPANY NAME

a. Field Representative or supervisor:

Name: _____ Field Phone No.: _____

b. Contractor Representative (office):

Name: _____ Field Phone No.: _____

CONTRACTOR SAFETY CHECKLIST CONTINUED

3. **CONTRACTORS**

NOTE: The primary contractor has the responsibility of reviewing this Checklist and other pertinent safety information with subcontractors prior to their starting work on the job site. Copies of the Checklist must be forwarded to the City representative.

Company Name:	Company Name:
Field representative or superintendent: Name:	Field representative or superintendent: Name:
Subcontractor representative: (office) Name:	Subcontractor representative: (office) Name:
Telephone:	Telephone:
Trade(s)	Trade(s)

See Page 19 for additional subcontractor listings.

4. **CITY OF STUART REPRESENTATIVES – PROJECTS**

Check appropriate box to indicate the designated City representative in charge of the work.

_____ Project Engineer Name: _____

Field Phone No. _____

_____ Resident Engineer/Inspector: Name: _____

Field Phone No. _____

Plant Projects

City Representative: Name: _____

Telephone/Radio: _____

Purchasing Agent/Buyer Name: _____

Telephone No. _____

5. Have the following been specified to the primary contractor or subcontractor?

	YES	NO
a. Work Areas	_____	_____
b. Access Routes	_____	_____
c. Parking Areas	_____	_____
d. Storage Areas	_____	_____
e. Sanitary facilities	_____	_____
f. Rest and smoking areas	_____	_____
g. Field Office	_____	_____
h. Medical facilities	_____	_____
i. Telephone	_____	_____

6. UTILITIES

Have type and location of utilities (electrical, gas, oil, steam, condensate, water, process materials) been reviewed and identified for work areas?

YES _____ N/A _____

Has the contractor or subcontractor been advised of type and source of utilities to be supplied?

YES _____ N/A _____

7. Has the contractor been advised that, in general, no City equipment or materials will be loaned? YES _____

8. GENERAL RULES

Has the contractor been provided a copy of the latest "General Safety Rules and Regulations for Contractors and Subcontractors"? YES _____

Does the contractor understand that all of these general rules are a requirement for working (including use of head protection, foot protection, goggles and safety glasses, eating and smoking in approved areas only, etc)? YES _____

COMMENTS: _____

9. Does the contractor fully understand that adherence to all City and Federal, State, and Local regulations applicable to the work is a requirement for working and that failure to follow such regulations can result in forfeiture of the contractual agreement? YES ____

10. Has the City received copies of the contractor's safety rules?
YES ____
Contractor has no such written rules ____

11. FIREFIGHTING

Has the contractor been shown the location of fire alarms, sprinklers, fire extinguishers, fire blankets, and other fire fighting equipment available in or near the work area? YES ____ NO ____

Has the contractor been informed of the City's emergency procedures and the plant emergency number in the event of a fire or other emergency?
YES ____ NO ____

12. SECURITY

Has the contractor been advised of the plant entry and exit procedures?
YES ____ NO ____

Has the contractor been advised of his/her responsibility for control and safekeeping of tools, materials and supplies?
YES ____ NO ____

13. If the contractor will be working near plant operation, has he/she been informed of all hazards inherent to such operations?
YES ____ NO ____

14. Has the contractor informed the City of the hazards or potential hazards of any materials being used on the job that may have any affect on plant employees?
YES ____ N/A ____

15. MECHANICAL WORK ORDERS AND SAFETY WORK PERMITS

Has the contractor been informed that the safety work permit filled out by the City supervisor in charge of the job outlines any special safety precautions or personal protective equipment required for the work?
YES ____ N/A ____

COMMENTS: _____

16. SCAFFOLDS AND LADDERS

Is the contractor aware of the most recent plant requirements for scaffolds?

YES _____ N/A _____

Is the contractor aware of the most recent plant requirements for ladders?

YES _____ N/A _____

17. SHORING AND TRENCHES

Is the contractor aware of the most recent plant requirements for shoring associated with earthen trenches and pits?

YES _____ N/A _____

18. LOCKOUT/TAGOUT

Is the contractor fully aware of the plant lockout/tagout requirements?

YES _____ N/A _____

Does the contractor understand he/she must provide locks for lockout points required by his/her work?

YES _____ N/A _____

19. HOTWORK, WELDING AND BURNING

Is the contractor fully aware that no hot work, welding or burning is to be done unless a gas test has been conducted and the safety work permit approved for the work to be done?

YES _____ N/A _____

Is the contractor aware that lead burning and other operations that generate lead dust or fumes require special precautions?

YES _____ N/A _____

Is the contractor aware that air supplied respirators are required for all welding and burning operations conducted in confined spaces?

YES _____ N/A _____

Is the contractor aware that welding on toxic metals (stainless steels, galvanized steels, zinc, copper, chromium, nickel, etc.) conducted in open areas with no local exhaust ventilation provided requires the use of air purifying respirators (high efficiency filters)?

YES _____ N/A _____

COMMENTS:

24. ASBESTOS

Is the contractor complying with all applicable asbestos standards?

YES ____ N/A ____

Did the contractor obtain a valid license, which is required by the State and Local authorities?

YES ____ N/A ____

Is the contractor aware of the handling and disposal procedures required for the removal of asbestos?

YES ____ N/A ____

COMMENTS: _____

25. INSTALLATION OF NEW INSULATION

Is the contractor aware that asbestos-bearing insulation cannot be installed in the plant?

YES ____ N/A ____

26. RESPIRATORS

Is the contractor aware that if respiratory protection is required, they must comply with applicable respiratory protection standard(s), which include medical surveillance, selection, issuance, fit test, maintenance, training, recordkeeping, etc.?

YES ____ N/A ____

Is the contractor aware that employees who are required to wear negative pressure respirators for work in the plant must be fit tested?

YES ____ N/A ____

Is the contractor aware that facial hair could prohibit an adequate seal for the respiratory protection?

YES ____ N/A ____

If respiratory protection has been deemed necessary for the work, has the contractor selected the correct type?

YES ____ N/A ____

27. NOISE AND HEARING PROTECTION

Is the contractor aware that hearing protection is required for employees operating jackhammers, chipping guns, and other power tools which produce over 85 dBA?

YES ____ N/A ____

Is the contractor aware that hearing protection is required for employees exposed to over 85 dBA as an 8 hour TWA (Time Weighted Average)?

YES _____ N/A _____

28. Is the contractor aware that he will be monitored at the job site for adherence to the applicable safety and health requirements?

YES _____ N/A _____

29. The contractor(s) has (have) reviewed and understand(s) the requirements for safety and health rules and regulations pertinent to the work to be performed?

YES _____

30. FIRST AID

Has (have) the contractor(s) been informed that first aid must be provided by them for their own people? YES _____ N/A _____

This document in no way amends or replaces the written contract for this work.

Comments:

CONTRACTOR:

Company:

Representative's Signature:

Date:

SUBCONTRACTOR(S)

Company:

Representative's Signature:

Date:

Company:

Representative's Signature:

Date:

Company:

Representative's Signature:

Date:

ADDITIONAL SUBCONTRACTOR LISTINGS

Company Name:	Company Name:
Field representative or superintendent: Name:	Field representative or superintendent: Name:
Subcontractor representative: (office)	Subcontractor representative: (office)
Name:	Name:
Telephone:	Telephone:
Trade(s)	Trade(s)

Company Name:	Company Name:
Field representative or superintendent: Name:	Field representative or superintendent: Name:
Subcontractor representative: (office)	Subcontractor representative: (office)
Name:	Name:
Telephone:	Telephone:
Trade(s)	Trade(s)

Company Name:	Company Name:
Field representative or superintendent: Name:	Field representative or superintendent: Name:
Subcontractor representative: (office)	Subcontractor representative: (office)
Name:	Name:
Telephone:	Telephone:

SIGNATURES

Company Name: _____

Representative Signature: _____

Date: _____

20.0 BLOODBORNE PATHOGENS: EXPOSURE CONTROL PLAN

Effective: July 12, 1993

Date Issued: June 25, 1993

Date Revised: July 01, 1997

Date Revised: August 30, 2001

20.1 PURPOSE

The purpose of this policy is to provide guidelines for City employees with occupational exposure in preventing the contraction of Bloodborne Pathogens, including, but not limited to HIV (Human Immunodeficiency Virus), HBV (Hepatitis B Virus) and HCV (Hepatitis C Virus).

20.2 POLICY

It is the responsibility of the City to ensure that employees are able to perform their duties in a safe and effective manner. The safe performance of daily operations has become threatened by life endangering bloodborne pathogens. Therefore, it shall be the policy of the City of Stuart to continuously provide employees with up-to-date safety procedures and information that will assist in minimizing potential exposure, while increasing their understanding of the nature and potential risks of these viruses.

20.3 DEFINITIONS

- A. Bloodborne Pathogens: means pathogenic microorganisms that are present in human blood and can cause disease in humans. The pathogens include, but are not limited to, Hepatitis B virus (HBV), Hepatitis C virus (HCV) and human immunodeficiency virus (HIV).
- B. Body Fluids: Liquid secretions including blood, semen, and vaginal or other secretions that might contain these fluids such as saliva, vomit, urine or feces.
- C. Communicable Disease: Those infectious illnesses that are transmitted through contact with body fluids of an infected individual.
- D. Contaminated: The presence or reasonably anticipated presence of blood or other potentially infectious materials on an object or surface.
- E. Decontamination: means the use of chemical or physical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.
- F. Occupational Exposure: Reasonably anticipated skin, eye, mucus membrane, or parenteral (needle stick) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. This excludes incidental exposures that may take place on the job and that are neither reasonably nor routinely expected and that the worker is not required to incur during the normal course of employment.
- G. Parenteral: means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.
- H. Regulated Waste: means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated

sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

- I. Sharps: An object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, exposed wires.
- J. Universal Precautions: is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other bloodborne pathogens.

20.4 EXPOSURE DETERMINATION

- A. ALL employees in the job classifications listed in Appendix A are deemed to have potential occupational exposure by performing the described tasks.
- B. Some of the employees in the job classifications listed in Appendix A are deemed to have potential occupational exposure by performing the described tasks.

20.5 EDUCATION AND TRAINING

- A. Education and training is required to be provided:
 - ◆ *To all employees with potential exposure prior to July 26, 1993;*
 - ◆ *Prior to initial assignment in potential exposure areas to all individuals hired for such duties;*
 - ◆ *At least annually to all employees with potential exposure; and*
 - ◆ *Whenever changes occur in work practices, engineering controls, use or availability of personal protective clothing and equipment or other aspects of the Infection Control Program that will affect the way(s) in which employee exposure to bloodborne pathogens are controlled. Education related to these changes may be limited to addressing new exposures or control practices and upon transfer of employees into new job classifications entailing exposure or potential exposure to new hazards or involving the use of new or different work practice controls.*
- B. Education material will be appropriate in content and vocabulary to the educational level, literacy, and language of exposed employees.
- C. A copy of 1910.1030 Bloodborne Pathogens Rule (Appendix B) and the City's Exposure Control Plan will be made available to employees.
- D. Training records will be maintained for at least three (3) years from the date of training and made available upon request for examination and copying to employees.
- E. Education Materials:
The following are required elements of employee training:
 - ◆ *An explanation of the content of the Bloodborne Pathogens Rule;*

- ◆ *An explanation of the epidemiology and symptoms of bloodborne diseases;*
- ◆ *An explanation of the modes of transmission of bloodborne pathogens;*
- ◆ *An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;*
- ◆ *An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;*
- ◆ *An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective clothing and equipment;*
- ◆ *Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective clothing and equipment;*
- ◆ *An explanation of the basis for selection of personal protective clothing and equipment;*
- ◆ *Information on the Hepatitis B vaccine, including information on its efficiency, safety, method of administration, the benefits of being vaccinated, and that the vaccination will be offered free of charge to the employee;*
- ◆ *Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;*
- ◆ *An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;*
- ◆ *Information on the post-exposure evaluation and follow up that the employer is required to provide for the employee following an exposure incident;*
- ◆ *An explanation of BioHazard labeling (Appendix C).*

F. The following documentation must be completed as it pertains to training and education for employees with potential for exposure to blood or other potentially infectious materials:

- ◆ *Each employee, and any new employee, must sign the Documentation of Initial Education (Appendix D) to verify the fact that he/she has received training;*
- ◆ *Annual training of all employees to be documented with Documentation of Annual Education (Appendix E);*
- ◆ *Training upon any changes in exposures or exposure control practices and document with Follow Up Education Related to Changes In Exposure or Work Practices (Appendix F).*

20.6 WORK PRACTICE CONTROLS AND PREVENTION

- A. The following precautions will be used to minimize potential exposure to body fluids or infectious materials:
- ◆ *Disposable gloves will be worn when in the presence or reasonably anticipated presence of blood or other potentially infectious materials on an object or surface;*
 - ◆ *Masks, protective eyewear, and coveralls will be worn when exposed to infectious materials;*
 - ◆ *Plastic mouthpieces or other authorized barrier resuscitation devices shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation.*
 - ◆ *All sharp instruments such as knives, scalpels, needles and broken glass shall be handled with extraordinary care and should be considered contaminated items and disposed of properly;*
 - ◆ *Employees shall not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area should be conducted, using a flashlight where necessary. When search is necessary with the hands protective gloves shall be worn;*
 - ◆ *Employees shall not smoke, eat, drink, or apply makeup or contact lenses around any contaminated fluid spills or area.*
- B. The following procedures and precautions will be followed with regard to disinfections of equipment and areas:
- ◆ *Worksites shall be maintained in a clean and sanitary condition;*
 - ◆ *All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials;*
 - ◆ *Any unprotected skin surfaces that come into contact with blood, body fluids or other infectious materials shall be thoroughly washed with soap and water. Eyes, mouth or other mucous membranes are to be flushed with clear water or saline upon contamination;*
 - ◆ *Hydrogen peroxide, alcohol or antiseptic towelettes may be used where soap and water are unavailable;*
 - ◆ *Disposable gloves should be rinsed before removing. The hands and forearms should then be washed;*
 - ◆ *All open cuts and abrasions shall be covered with waterproof bandages or protective barrier tape before reporting for duty;*
 - ◆ *All disposable equipment, cleaning materials, or evidence contaminated with body fluids or other infectious materials shall be bagged and disposed of by incineration or at a medical disposal site.*

C. Supplies:

- ◆ *Each division/department will make items of personal protective equipment available to employees with potential for occupational exposure. The department will designate a supervisor to be responsible for continuously and storing in a convenient location an adequate amount of supplies;*
- ◆ *Supervisors are responsible for dissemination of supplies for infectious disease control. Protective gloves, other first aid supplies, and disinfecting materials will be made readily available at all times;*
- ◆ *All department vehicles shall be continuously stocked with the following disease control supplies:*
 - a) disposable gloves
 - b) puncture resistant containers
 - c) saline eye flush kit
 - d) hydrogen peroxide or other antiseptic
 - e) antiseptic towelettes
- *Police, Fire and EMS personnel are required to carry additional supplies because of their duties.*

20.7 IMPLEMENTATION PROCEDURES IN THE EVENT OF AN EXPOSURE INCIDENT

- ◆ *Any employee who has had physical contact with body fluids of another person or has contact with infectious materials on an object or surface shall be considered to have been exposed to bloodborne pathogens.*
- ◆ *A supervisor shall be contacted and all appropriate injury and medical forms shall be completed by the supervisor. (Appendix G)*
- ◆ *Immediately after exposure the employee shall be directed to the appropriate health care facility for clinical and serological testing for evidence of infection.*
- ◆ *The City shall ensure follow up testing of the employee for evidence of infection. The employee may seek counseling through the City's Employee Assistance Program 1-800-272-3626.*
- ◆ *All test results will be maintained and kept confidential. Any employee who tests positive for a bloodborne pathogen shall be treated fairly, courteously and with dignity.*
- ◆ *Employees who test positive for any bloodborne pathogens may continue working with the approval of the City Manager as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or other employees.*
- ◆ *The City will continue to monitor the Center For Disease Control for rule changes affecting the Bloodborne Pathogens Standard.*

20.8 RECORDKEEPING

The City Human Resources office(s) shall maintain written records of all incidents involving employees who have potentially had an exposure to bloodborne pathogens during work hours. The records shall be stored in a secured area with limited access and maintained in conformance with applicable privacy laws.

20.9 HEPATITIS B VACCINATION – SEE APPENDIX H

Hepatitis B vaccinations will be offered to all employees with the potential for occupational exposure to bloodborne pathogens or other potentially infectious materials and to all employees within ten (10) days of initial assignment to work activities entailing potential exposure, unless:

- *The employee has previously received the complete Hepatitis B vaccination series;*
- *Antibody testing reveals that the employee is immune; or*
- *Medical reasons prevent taking the vaccinations.*

Pre-screening is not required before receiving the Hepatitis B vaccination series. The vaccine and vaccinations, as well as all medical evaluations and follow-up will be made available at no cost to the employee. Vaccinations will be administered according to the current recommendations of the U. S. Public Health Service. Any booster doses of the Hepatitis B vaccine recommended by the U. S. Public Health Service will also be provided.

Any employee who wishes to decline the vaccination series may do so, however he/she must sign a declination form (see Appendix I). The employee may request and obtain the vaccinations at a later date, at no cost, if he or she continues to have a potential to be exposed.

APPENDIX A

**JOB CLASSIFICATIONS IN WHICH
ALL OR SOME
EMPLOYEES HAVE EXPOSURE**

<u>JOB CLASSIFICATION</u>	<u>TASK & PROCEDURES INVOLVING EXPOSURE</u>
Facilities Maintenance	
<ul style="list-style-type: none"> • Custodians • Building Maintenance Mechanics 	Housekeeping and maintenance of surfaces or equipment contaminated with potentially infectious materials
Sanitation/Trash	
<ul style="list-style-type: none"> • Equipment Operators • Sanitation Workers 	Cleaning and operating waste vehicles Handling waste material, dumpsters and green carts Cleaning of waste vehicles, dumpsters and green carts Maintenance of surfaces or equipment contaminated with potentially infectious material
Public Works - Water and Wastewater - Distribution & Collection	
<ul style="list-style-type: none"> • Supervisor • Assistant Supervisor • Equipment Operators • Utility Service Workers • Inspectors • Meter Reader 	Repairing waster/wastewater line breaks Installing water/wastewater lines Inspection of water line and/or wastewater line sites Installing/reading/repairing water meters at various locations
Garage	
<ul style="list-style-type: none"> • Diesel/gas mechanics • Auto Service Worker • Auto Mechanic • Welder 	Repair of waste vehicles
Fire Rescue	
<ul style="list-style-type: none"> • EMS Division Chief • Battalion Chief • Fire Lieutenant • Paramedics • Firemedics • Firefighters • EMT's • Fire Inspector/Investigator 	Handling of blood, body fluids and tissue Performs rescue functions at accidents, emergencies, and disasters Administration of medication and intravenous solutions Initialize and maintain airways Housekeeping, laundry, maintenance activities involving the handling of medical waste or the cleaning or decontamination of surfaces or equipment contaminated with blood or other potentially infectious materials
Streets/Stormwater	
<ul style="list-style-type: none"> • Equipment Operator • Laborer I and II • Supervisor • Assistant Supervisor 	Maintenance of public streets and right-of-ways Maintenance of public stormwater system
Turf & Grounds	
<ul style="list-style-type: none"> • Equipment Operator • Groundskeeper • Maintenance Mechanic • Laborer • Nursery Worker • Supervisor • Assistant Supervisor 	Maintenance and cleaning of public areas, restrooms, parks, possible handling of waste material Maintenance of surfaces contaminated with potentially infectious material

Job Classification	Task & Procedures Involving Exposures
Police	
<ul style="list-style-type: none"> • Police Officer • Police Sergeant • Detective • Criminalist/Evidence Technician • Reserve Police Officers • Youth Intervention Counselor 	Effecting arrests Searching people, vehicles, buildings Detecting and collecting evidence and substances that provide the basis of criminal offenses and that indicate the presence of dangerous conditions Contact and/or handling of blood and body fluids Performing rescue functions at accidents, emergencies, and disasters to include administering emergency medical aid; lifting, dragging and carrying people away from dangerous situations Housekeeping, laundry, maintenance activities involving the handling of medical waste or the cleaning or decontamination of surfaces or equipment contaminated with blood or other potentially infectious materials
Development	
<ul style="list-style-type: none"> • Inspector • Code Enforcement Officer 	Potential exposure to infectious material while performing inspections of buildings, projects, structures
Recreation	
<ul style="list-style-type: none"> • Recreation Supervisors 	Supervising children who may require first aid in case of injury
<ul style="list-style-type: none"> • 	

APPENDIX C

BIOHAZARD LABELING

- A.** Warning labels shall be affixed to containers of regulated waste, refrigerators, and freezers containing blood or other potentially infectious material; and other containers used to store, transport, or ship blood or other potentially infectious material, except that red bags or red containers may be substituted for labels.

- B.** Labels shall included the following legend:

And shall be fluorescent orange or orange-red or predominantly so, with lettering or symbols in a contrasting color. Labels are required to be affixed as close as feasible to the container by string, wire, adhesive or other method that prevents loss or unintentional removal. Such labels are required for contaminated equipment and shall also state which portions of the equipment remain contaminated.

APPENDIX D

DOCUMENTATION OF INITIAL EDUCATION

By my signature below, I acknowledge that I have received information and training regarding:

- * Transmission of bloodborne pathogens
- * Methods for recognizing activities with exposure to bloodborne pathogens
- * Explanation of methods to prevent or reduce exposure including engineering controls, work practice controls, protective equipment
- * The types, use, location, handling, decontamination, and disposal of protective equipment
- * Hepatitis B vaccination
- * Appropriate procedures for exposure incidents
- * Labeling of BioHazards
- * Methods for disposal of medical waste

I have received an explanation of the OSHA Standard 1910.1030 Bloodborne Pathogens Rule and my employer’s Exposure Control Plan and have been informed as to how I may obtain written copy of these.

The training session was conducted by: _____

Qualifications of individual conducting training session:

Name	Job Title	Training Date	Signature

These records shall be maintained for at least three (3) years from training date and shall be made available upon request for examination and copying to employees or employee representatives.

APPENDIX E

DOCUMENTATION OF ANNUAL EDUCATION

By my signature below, I acknowledge that I have received information and training regarding:

- * Transmission of bloodborne pathogens
- * Methods for recognizing activities with exposure to bloodborne pathogens
- * Explanation of methods to prevent or reduce exposure including engineering controls, work practice controls, protective equipment
- * The types, use, location, handling, decontamination, and disposal of protective equipment
- * Hepatitis B vaccination
- * Appropriate procedures for exposure incidents
- * Labeling of BioHazards
- * Methods for disposal of medical waste
- * Changes in exposures or exposure control methods

The training session was conducted by: _____

Qualifications of individual conducting training session:

Name	Job Title	Training Date	Signature

These records shall be maintained for at least three (3) years from training date and shall be made available upon request for examination and copying to employees or employee representatives.

APPENDIX F

DOCUMENTATION OF FOLLOW-UP EDUCATION RELATED TO CHANGES IN EXPOSURE OR WORK PRACTICES

The following changes in possible exposure, work practices, or procedures have occurred since the last documented exposed employee training session:

The following employees are potentially affected by these changes and have been provided education and training regarding how these changes may affect exposure to bloodborne pathogens.

By my signature below, I acknowledge that I have received additional training regarding ways the above listed changes will affect my occupational exposure to bloodborne pathogens and the ways to prevent or reduce exposure.

The training session was conducted by: _____
Qualifications of individual conducting training session:

Name	Job Title	Training Date	Signature

These records shall be maintained for at least three (3) years from training date and shall be made available upon request for examination and copying to employees or employee representatives.

APPENDIX G

IMPLEMENTATION PROCEDURES

No implementation steps are required except in the event of an exposure incident EXCEPT to establish a clear mechanism for the reporting of possible exposure incidents. This should include immediate notification of the Infection Control Representative.

In the event of an exposure incident:

COMPLETE BLOODBORNE PATHOGEN EXPOSURE INCIDENT INVESTIGATION

Provide immediate referral for confidential medical evaluation. The healthcare professional evaluating an employee after an exposure incident should be provided:

- * INFORMATION TO THE HEALTHCARE PROFESSIONAL PROVIDING EVALUATION FOR BLOODBORNE PATHOGEN EXPOSURE INCIDENT (fill in the * information prior to sending)
- * BLOODBORNE PATHOGEN EXPOSURE INITIAL MEDICAL EVALUATION
- * BLOODBORNE PATHOGEN EXPOSURE MEDICAL FOLLOW-UP
- * A copy of 29 CFR 1910.1030 Bloodborne Pathogens Rule (see Appendix B)
- * Copies of relevant available medical records (including vaccination records) for the exposed employee

Determine applicable State or Local laws and the feasibility of identification and testing of the source individual (your local Public Health Department or Infection Control Representative from your local hospital should be able to assist) and follow requirements regarding such identification and testing described above; fill in information regarding such laws and allowed information regarding source identification and testing on INFORMATION TO THE HEALTHCARE PROFESSIONAL PROVIDING EVALUATION FOR BLOODBORNE PATHOGEN EXPOSURE INCIDENT.

Collect and test the exposed employee's blood as soon as feasible after consent is obtained according to the guidelines described above. You may request that the healthcare professional providing the medical evaluation of the exposed employee perform such testing, but note that this requirement is NOT mentioned on any of the forms to the healthcare professional and will need to be addressed separately.

Continue post-exposure follow-up, as recommended by the healthcare professional providing evaluation.

APPENDIX G (CONTINUED)

BLOODBORNE PATHOGEN EXPOSURE INCIDENT INVESTIGATION

Organization: _____

Employee Name: _____

SS #: _____

Occurrence Date: _____ Reported Date: _____

*Describe circumstances of exposure incident (include route(s) of exposure):

*Describe employee's duties as they related to the exposure incident:

The following contributed to the exposure incident:

- ____ failure to follow prescribed work practice procedures
- ____ lack of control by engineering or work practice controls
- ____ other

Describe: _____

Describe corrective or disciplinary action(s) taken (including education, personnel actions, implementation of new or additional engineering or work practice controls):

Infection Control Representative (signature)

Date

APPENDIX G (CONTINUED)

**INFORMATION TO THE HEALTHCARE PROFESSIONAL PROVIDING
EVALUATION FOR BLOODBORNE PATHOGEN EXPOSURE INCIDENT**

To: Physicians or other healthcare professionals evaluating employees exposed to blood or other potentially infectious materials.

*Exposed Employee: _____ SS #: _____

*Employer Contact: _____ Title: _____

*Organization: _____

*Address: _____ City: _____

State: _____ Zip: _____ Telephone: _____

Enclosed, you will find documents related to regulatory requirements regarding evaluation, follow-up, and testing for individuals that may have been exposed to blood or other potentially infectious materials through an exposure incident during work activity. You should have the following documents:

- **BLOODBORNE PATHOGEN EXPOSURE INITIAL MEDICAL EVALUATION**
- **BLOODBORNE PATHOGEN EXPOSURE MEDICAL FOLLOW-UP**
- **A copy of 29 CFR 1910.1030 Bloodborne Pathogens Rule**
- **Copies of relevant available medical records for the exposed employee**

Please follow the Post-Exposure Evaluation and Follow-Up Guidelines described in the attached and fill out **BLOODBORNE PATHOGEN EXPOSURE INITIAL MEDICAL EVALUATION** – the completed original should be returned according to the above and a copy should be given to the patient. If medical follow up is indicated, please use the **BLOODBORNE PATHOGEN EXPOSURE MEDICAL FOLLOW-UP** for all follow-up visits.

Your report(s) should be limited to your opinion as to whether Hepatitis B vaccination is indicated, if the employee has received such vaccination, documenting that the employee has been informed of the results of the evaluation, and documenting that the employee has been told about medical conditions resulting from exposure to blood or other infectious materials which require further evaluation, treatment, and follow-up modalities and offer these to the exposed employee according to the most recent recommendations from the U. S. Public Health Service or CDC. The CDC telephone number is (404) 639-3311.

APPENDIX G (CONTINUED)

BLOODBORNE PATHOGEN EXPOSURE INITIAL MEDICAL EVALUATION

*Organization: _____

*Employee Name: _____

*SS #: _____

*Occurrence Date: _____ Reported Date: _____

*Describe circumstances of exposure incident (including route(s) of exposure):

*Describe employee's duties as they related to the exposure incident:

The following information should be determined and documented and provided to the exposed individual UNLESS PROHIBITED BY STATE OR LOCAL LAW or unless it is infeasible to do so. If the information is given to the exposed individual, applicable State or Local laws regarding the confidentiality of such information should also be described.

*Applicable State or Local law(s) regarding identification and testing of source individual AND feasibility of such identification and testing:

Name of source individual: _____

_____ Unknown

Status of source individual, if known or tested:

HbSag: _____

HIV: _____

APPENDIX G (CONTINUED)

BLOODBORNE PATHOGEN EXPOSURE INITIAL MEDICAL EVALUATION

*Organization: _____

*Employee Name: _____

*Exposed Employee: _____

*Previous HBV vaccination: ____ Yes ____ No – If yes, give dates of doses:

Dose 1: _____ Dose 2: _____ Dose 3: _____

*Other Information: _____

*Antigen or antibody testing results of exposed employee: HIV: _____ HBV: _____

HEALTHCARE PROFESSIONAL RECOMMENDATIONS

Healthcare Professional Examination Date: _____

Indicated: _____ Administered: _____ Hepatitis B vaccination

This Patient has been informed of the results of the medical evaluation and told of any medical conditions which result from exposure to blood or other potentially infectious materials which require further evaluation or treatment. A copy of this document has been provided to the patient.

Follow-up required: ____ Yes ____ No (If yes, date of next visit): _____

Healthcare Professional (name/signature)

Date

These records shall be maintained in a confidential medical file for the duration of the employee's employment plus 30 years and will not be disclosed or reported to any person within or outside the workplace except as required by 1910.1030 or applicable law. The employee medical records will be provided upon request for examination or copying to the employee or to anyone having written consent of the employee.

APPENDIX G (CONTINUED)

**BLOODBORNE PATHOGEN EXPOSURE
MEDICAL FOLLOW-UP**

Organization: _____

Employee Name: _____

SS #: _____

HEALTHCARE PROFESSIONAL RECOMMENDATIONS

Healthcare Professional Examination Date: _____

Indicated: _____ Administered: _____ Hepatitis B vaccination

This patient has been informed of the results of medical evaluation and told of any medical conditions which result from exposure to blood or other potentially infectious materials which require further evaluation or treatment. A copy of this document has been provided to the patient.

Follow-up required: _____ Yes _____ No (If yes, date of next visit): _____

Healthcare Professional (name/signature) _____ Date _____

These records shall be maintained in a confidential medical file for the duration of the employee's employment plus 30 years and will not be disclosed or reported to any person within or outside the workplace except as required by 1910.1030 or applicable law. The employee medical records will be provided upon request for examination or copying to the employee or to anyone having written consent of the employee.

APPENDIX H

HEPATITIS B VACCINATIONS

Name: _____

SS #: _____

HBV Antibody Testing Results (Circle One)

Not Tested

Not Immune

Immune

I understand that the vaccine should not be given to anyone that is immunocompromised, allergic to yeast or any other component of the vaccine, or to pregnant women or nursing mothers unless clearly necessary. Relative contraindications include any serious active infection, severely compromised cardiopulmonary function, or any person to whom a febrile or systemic reaction could cause a serious health risk. I certify, to the best of my knowledge, I do not have any of the above listed conditions, have been informed of the potential risks and benefits of the HBV vaccination, and request to receive vaccination.

Signature

Date

HBV Vaccination Schedule

	Planned	Administered	Received by (Signature)
First Dose	_____	_____	_____
Second Dose	_____	_____	_____
Third Dose	_____	_____	_____

Detach and give to employee for reminder if desired.



Name: _____

Your Hepatitis B Vaccination schedule is:

1st Dose
Date: _____

2nd Dose
Date: _____

3rd Dose
Date: _____

APPENDIX I

HEPATITIS B VACCINATION REFUSAL

Name: _____

SS #: _____

THE FOLLOWING MUST BE SIGNED BY THE EMPLOYEE IF HEPATITIS B VACCINATION IS REFUSED.

I understand that due to my possible occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have potential occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signature

Date

SECTION 21.00 WORKPLACE VIOLENCE PREVENTION PROGRAM

Purpose

To establish policies and procedures for the protection of employees from workplace violence.

Policy

The City of Stuart recognizes the need of a violence free work environment for all City employees, volunteers and visitors.

The City does not tolerate workplace violence, or the threat of violence, by any of its employees, customers, the public and/or anyone who conducts business with the City. The City will respond to any violence or threatened violence with strong prosecution and disciplinary efforts in close cooperation with law enforcement. It is the intent of the City to provide a workplace that is free from intimidation, threats, or violent acts. Employees will report all threats and acts of violence, either physical or verbal, to their supervisors.

Weapons Policy

The City of Stuart has a zero tolerance philosophy with regard to the possession (physical and/or constructive), by an employee, of any dangerous/deadly weapon on City premises. This includes, but is not limited to, any firearm, knife, blunt instrument, brass knuckles, or any other object that can cause bodily injury, serious bodily injury, or death.

No employee or third party, excluding law enforcement personnel, is permitted to bring weapons or firearms into the workplace, into any City facility, or into any City vehicle or on City property. It should be duly noted that any violation of this policy or refusal to submit to a lawful inspection for the presence of a weapon on City property would result in disciplinary action, up to and including discharge from employment.

There may be exception made to carry self defense devices (i.e. pepper spray) for those employees authorized and trained to do so.

Responsibility

All employees, including directors and supervisors are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

City directors and supervisors are responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Directors and supervisors are expected to enforce the rules fairly and uniformly. Every effort will be made to educate employees about steps they can take to maximize safety at work.

It is the responsibility of all employees to **IMMEDIATELY** report any threats, disturbed employees or citizens/visitors or acts of workplace violence.

Procedures

1. Threat Assessment Team. A Threat Assessment Team (TAT) will be established by the City Manager to assist management in assessing the vulnerability to workplace violence at City facilities and recommend preventative actions to be taken. The Threat Assessment Team will consist of representatives from the offices of the City Manager, Public Works Department, Police Department, Human Resources, and other agencies as warranted by the situation (e.g., management, affected departments, finance, law enforcement, employee assistance program, medical profession, etc.) The TAT will be responsible for:
 - a. Evaluating workplace violence situations and recommending immediate courses of action to resolve the problem.
 - b. Recommending and implementing employee education and training programs on workplace violence.
 - c. Recommending and implementing plans for responding to acts of violence.
 - d. Auditing the overall Workplace Violence Program.
 - e. Assessing an employee's fitness for duty (through Mental Health Professionals).
 - f. Coordinating with affected parties such as; victims, families, employees, media, or law enforcement personnel.
 - g. Assuring that immediate (within 24 hours) and on-going counseling is available to traumatized individuals.

The Threat Assessment Team will meet at least quarterly to review incidents of workplace violence, assess workplace trends and recommend corrective actions. The Team will also meet as necessary, in response to developing workplace violence situations, to evaluate the situation and recommend immediate courses of action to resolve the problem.

The Threat Assessment Team will assist departments in evaluating the work tasks of City employees to determine the presence of hazards, conditions, operations and other situations which might place employees at risk of occupational assault incidents. Employees will be periodically surveyed to identify the potential for violent incidents and to identify or confirm the need for improved security measures.

2. Managing Potentially Violent Situations. Early intervention is most important in assuring a safe and secure work environment and handling workplace violence situations. Supervisors and employees are encouraged to seek assistance and consultation from the City Manager's office when dealing with situations that may create a potentially volatile work environment and do not require immediate Police Department assistance.
 - a. Incidents of Abuse, Verbal Attacks or Aggressive Behavior. If confronted by a distraught, harassing or angry person, the employee should courteously attempt to calm the person down. A violent person is more likely to de-escalate if dealt with calmly by someone who sounds confident and responds without anger or defensiveness. Do not try to physically force the person to leave or touch the person. If the behavior persists, the employee should seek assistance from his/her supervisor.

- b. Threats of bodily harm. If the employee feels that he/she or another person is physically threatened, that is, in danger of imminent bodily harm:
 - (1) Attempt to leave the scene, if it can be done safely. Do not challenge or try to bargain with a threatening individual or make promises. If the person has a weapon, don't resist and do not attempt to disarm the person.
 - (2) Call 9-1-1 and report the situation immediately. Law enforcement will be notified and the assistance of law enforcement personnel obtained in any situation where there is potential danger of imminent bodily harm.
 - (3) Notify the supervisor as soon as it can be done safely. The Department Director, as well as the City Manager's office shall be contacted as soon as possible by the supervisor or the employee who has been threatened, witnesses, or anyone who has knowledge of a situation with danger of imminent bodily harm. Police Officers need only properly document such incidents in their official police reports unless threat is involving fellow employees.
- c. External Threats. Employees who have been subjected to threats or aggressive/violent behavior while off work should report such incidents to law enforcement and also their supervisor if it could intrude into the workplace.

- 3. Workplace Security. Department Directors will conduct periodic evaluations of the workplace and work tasks of employees to determine the presence of hazards, conditions, operations and situations that might place employees at risk of occupational assault incidents. Appropriate action will be taken to eliminate or minimize any identified risks or hazards.

Employees who have contact with the public may have their work areas designed to facilitate protection from possible threats. Workplace design may include, but not be limited to, arranging desks and chairs to prevent entrapment of the employee, removing items that can be used as potential weapons (i.e. scissors, letter openers, etc.) and establishment of a means of communication to notify appropriate agencies in a violent situation.

- 4. Reporting Incidents. All incidents of workplace violence including abuse, verbal attacks, and/or aggressive behavior that may be threatening to an employee will be documented and reported to the City Manager's office. Police Officers shall document such incidents in their official police reports. In instances when an official police report is not written such incidents shall be documented utilizing Attachment I "Workplace Violence Incident Report Form". These incidents will be evaluated on a regular basis by the Threat Assessment Team.
 - a. For an act involving the threat of bodily injury, the supervisor must notify the City Manager's office and the Department Director as soon as it can be done safely, to them aware of the situation.
 - b. Any City employee having knowledge of a violent act involving another City employee (as victim or perpetrator) must report it immediately. The employee may

report the incident to his/her supervisor, or to the Department Director, or City Manager's office, as appropriate.

- c. The supervisor shall complete an incident report (Attachment I) and forward the report to the City Manager's office immediately, but no later than two work days of a workplace violence incident.
5. Investigations and Resolution. All incidents of workplace violence that involve threats of physical harm or result in assault and/or battery reported via Attachment I shall be investigated by the City Manager's office with assistance of the Threat Assessment Team, Department Director, and/or law enforcement, as required.
- a. In cases where the perpetrator is not a City employee or in any other case the City deems advisable, the City Manager's office and/or the Threat Assessment Team may request that the investigation be conducted by law enforcement personnel.
 - b. The City Manager's office and/or the Threat Assessment Team will review the data and determine if further intervention is required. When necessary, the City Manager's office will contact appropriate intervention agencies for assistance.
 - c. The Department Director and/or Division Supervisor shall ensure that corrective action is taken in response to incidents of workplace violence, including communicating the action taken to the victim, when appropriate.
6. Disciplinary Actions. Any employee that perpetrates an act of workplace violence will be subject to disciplinary action according to the City's personnel policies. The employee may be placed on administrative leave pending the outcome of the investigation and/or disciplinary hearing and a mandatory referral made to the City's Employee Assistance Program.
7. Follow-up Actions. All employees affected by an incident of workplace violence will be afforded appropriate medical and psychological treatment and follow-up. Counseling assistance will be provided through the City's Employee Assistance Program.

Should an employee commit an act of violence or threaten violence, he or she may be referred to the EAP for mandatory counseling, depending on the circumstances. In these cases, failure by the employee to keep any appointments with the EAP may be grounds for termination of employment.

8. Education and Training. The City shall provide on-going educational and training programs to inform all employees of methods and procedures to prevent, identify and handle violence at an early stage in themselves or others, including co-workers, which may contribute to workplace violence.
- a. Training for employees shall include the following, as a minimum:
 - (1) A review and definition of workplace violence;
 - (2) A full explanation and description of the City's Workplace Violence Prevention Policy and Procedures;
 - (3) Instructions on reporting all incidents of workplace violence including threats and verbal abuse;
 - (4) Methods of recognizing and responding to workplace security hazards;

- (5) Review of current measures that have been instituted to prevent workplace violence including use of security equipment, how to diffuse hostile or threatening situations, how to summon assistance and post-incident procedures.
 - b. Supervisory and management personnel will be provided with training to recognize and react to early warning signs or potentially violent or troubled employees and situations that may create a volatile environment.
 - c. Workplace Violence Training will be given to new employees at the time of their initial orientation and to all employees every two years. Training will be coordinated by the City Manager's office (Human Resource Coordinator).
 - d. Employees with job tasks or locations that place them higher risk for violent incidents will be provided specialized training in addition to those topics outlined above. This training will be designed to deal with the nature of the risk.
9. Record Keeping. An accurate record of all workplace violence incidents will be maintained on file in the City Manager's office. Records shall include incident report forms, investigation reports and recommendations, employee training records, surveys, and meeting minutes. Records will be maintained for the time specified by applicable regulations.
10. Policy Review. This policy has been established for the benefit of all employees, volunteers and visitors to ensure a violence-free workplace. Any questions or suggestions regarding this policy or violence in the workplace may be directed to the City Manager's office. This policy shall be reviewed and revised as necessary by the City Manager's office.

ATTACHMENT I

**CITY OF STUART
WORKPLACE VIOLENCE INCIDENT REPORT FORM**

This form is to be used to document and report all acts of workplace violence including physical and verbal threats. After completing this form forward to City Manager's office (Human Resources Director). Do not include any medical information on this form.

Employee Data

Name:	
Title:	Department:
Work Location(s)	
Specific Job Function(s):	

Threat Information

Subject Data:	<input type="checkbox"/> Employee	<input type="checkbox"/> Former Employee	<input type="checkbox"/> Non-Employee	<input type="checkbox"/> Other:
Type of Threat:	<input type="checkbox"/> Act of Violence	<input type="checkbox"/> Implied Threat	<input type="checkbox"/> Act of Sabotage	<input type="checkbox"/> Other:
Date & Time Threat Made:	Location:			

Name and/or description of person making the threat:

Verbatim of Threat:

Describe what was stated when the subject was asked for specifics of threat or to explain/comment?

Known Factors Which May Increase Credibility of Threat

<input type="checkbox"/> Financial debt	<input type="checkbox"/> Known to have weapons	<input type="checkbox"/> Obsessive Behavior
<input type="checkbox"/> Domestic difficulties	<input type="checkbox"/> Death of family member	<input type="checkbox"/> Previous violence or disruptive behavior
<input type="checkbox"/> Work related problems	<input type="checkbox"/> Significant behavior changes	<input type="checkbox"/> Other/Explain:

Supervisor Signature:	Date:

ATTACHMENT II DEFINITIONS

Assault – The intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that such violence is imminent.

Battery – Actual and intentional touching or striking another person against the will of the other, or intentionally causes bodily harm to another person.

Criminal Mischief – Willful and malicious injury or damage by any means any real or personal property belonging to another, including but not limited to, the placement of graffiti thereon or other acts of vandalism thereto.

Disorderly Conduct – Intentionally causing public inconvenience, annoyance or alarm or recklessly creating a risk thereof by fighting (without injury) or in violent numinous or threatening behavior or making unreasonable noise, shouting abuse, misbehaving, disturbing an assembly or meeting or persons creating hazardous conditions by an act which serves no legitimate purpose.

Employee – Any person subject to the City of Stuart Personnel Policies, as well as contractual employees and volunteers working on behalf of the City.

Harassment – The term “harassment” includes, but is not limited to: slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, color, sex, religion, national origin, citizenship, age, or disability. “Harassment” also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, slander or spreading rumors as to another’s sexual preferences or behavior, and other verbal, graphic, or physical conduct of a sexual nature.

Intentionally places or attempts to place another person in fear of imminent serious physical injury.

Perpetrator –

An employee inflicting acts or threats of violence on his/herself or another employee.

An employee inflicting acts or threats of violence on a third party.

A third party engaging in violent acts or threats against his/herself, an employee, or another third party.

Reckless Endangerment – Subjecting individuals to danger by recklessly engaging in conduct which creates substantial risk of serious physical injury.

Robbery – Forcible stealing of another’s property by use of threat of immediate physical force. (Victim is present and aware of theft).

SEX OFFENSES

Lewdness; Indecent Exposure – Unnatural and lascivious act – Exposure of sexual organs

Sexual Battery – means oral, anal, or vaginal penetration by or union with the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include acts done for bona fide medical purposes.

Sexual Abuse – Sexual Battery

Sodomy – Sexual Battery

Rape – Sexual Battery

Theft – A person commits any theft if he or she knowingly obtains or uses, or endeavors to obtain or to use, the property of another with intent to, either temporarily or permanently;

- a. deprive the other person of a right to the property or a benefit from the property;
- b. appropriate the property to his or her own use or to the use of any person not entitled to the use of the property.

Third Party – Any visitor to a City workplace, including a former employee.

Violent Act – An act by a third party or an employee that may range from verbal or physical threats or intimidation to assault or battery.

Workplace Violence – The attempted, threatened or actual conduct of a person that endangers or is likely to endanger the health and safety of an employee, including any threatening statements, harassment or behavior that gives an employee reasonable cause to believe that the employee's health and safety is at risk.

Weapon – An instrument or device of any kind used to threaten, injure, or kill.

Definition References:

Florida Statute Chapters: 784, 794, 800, 806, 812, 877

City of Stuart Personnel Policies (October 1, 1996) Section 44.1

ATTACHMENT III
HAZARD ASSESSMENT

LOCATION: _____

On _____, the Threat Assessment Team completed the hazard assessment. This consisted of a records review, inspection of the workplace and employee survey.

- a. Records Review – The Threat Assessment Team reviewed the following records:
 - _____ Workers’ Compensation logs for the last three (3) years
 - _____ Incident Reports
 - _____ Records of or information compiled for recording of assault incidents or near assault incidents
 - _____ Insurance Records
 - _____ Police Reports
 - _____ Accident Investigations
 - _____ Training Records
 - _____ Grievances
 - _____ Other relevant records or information _____

From these records, we have identified the following issues that need to be addressed:

- * _____
- * _____
- * _____

- b. Security Inspection – The Threat Assessment Team identified the following security issues:

- * _____
- * _____
- * _____

- c. Review of tasks – The Threat Assessment Team reviewed the work tasks of employees to determine the presence of hazards, conditions, operations and

situations that might place workers at risk of occupational assault incidents. The following factors were considered:

- * *Exchange of money with the public*
- * *Working alone or in small numbers*
- * *Enforcement of City Codes and Ordinances*
- * *Working late at night or early in the morning hours (off hours in general, i.e. holidays, weekends)*
- * *Working in a high crime area*
- * *Guarding valuable property or possessions*
- * *Working in community settings*
- * *Staff levels*
- * *Public meetings*
- * *Department sponsored activities*

From this analysis, the following issues have been identified:

- * _____
- * _____
- * _____
- * _____

ATTACHMENT IV
SELF INSPECTION SECURITY CHECKLIST

Facility: _____

Inspector: _____

Date of Inspection: _____

- | | | |
|--|-------------|------------|
| 1. Security Control Plan: | ___ Yes | ___ No |
| If yes, does it contain: | | |
| (A) Policy Statement | ___ Yes | ___ No |
| (B) Review of Employee Incident Exposure | ___ Yes | ___ No |
| (C) Methods of Control | ___ Yes | ___ No |
| If yes, does it include: | | |
| Engineering | ___ Yes | ___ No |
| Work Practice | ___ Yes | ___ No |
| Training | ___ Yes | ___ No |
| Reporting Procedures | ___ Yes | ___ No |
| Record Keeping | ___ Yes | ___ No |
| Counseling | ___ Yes | ___ No |
| (D) Evaluation of Incidents | ___ Yes | ___ No |
| (E) Floor Plan | ___ Yes | ___ No |
| (F) Protection of Assets | ___ Yes | ___ No |
| (G) Computer Security | ___ Yes | ___ No |
| (H) Plan Accessible to all Employees | ___ Yes | ___ No |
| (I) Plan Reviewed and Updated Annually | ___ Yes | ___ No |
| (J) Plan Reviewed and Updated When Tasks Added or Changed | ___ Yes | ___ No |
|
2. Policy Statement by Employer |
___ Yes |
___ No |
|
3. Work Areas Evaluated by Employer |
___ Yes |
___ No |
| If yes, how often? _____ | | |
|
4. Engineering Control |
___ Yes |
___ No |
| If yes, does it include: | | |
| (A) Mirrors to see around corners and in blind spots | ___ Yes | ___ No |
| (B) Landscaping to provide unobstructed view of workplace | ___ Yes | ___ No |
| (C) "Fishbowl effect" to allow unobstructed view of the interior | ___ Yes | ___ No |
| (D) Limiting the posting of signs on windows | ___ Yes | ___ No |
| (E) Adequate lighting in and around the workplace | ___ Yes | ___ No |
| (F) Parking lot well lighted | ___ Yes | ___ No |
| (G) Door control(s) | ___ Yes | ___ No |
| (H) Panic button(s) | ___ Yes | ___ No |
| (I) Door Detector(s) | ___ Yes | ___ No |
| (J) Closed Circuit TV | ___ Yes | ___ No |

- | | | |
|-------------------------------------|---------|--------|
| (K) Stationary Metal Detector | ___ Yes | ___ No |
| (L) Sound Detection | ___ Yes | ___ No |
| | | |
| (M) Intrusion Detection System | ___ Yes | ___ No |
| (N) Intrusion Panel | ___ Yes | ___ No |
| (O) Monitor(s) | ___ Yes | ___ No |
| (P) Video Tape Recorder | ___ Yes | ___ No |
| (Q) Switcher | ___ Yes | ___ No |
| (R) Hand Held Metal Detector | ___ Yes | ___ No |
| (S) Hand Held Video Camera | ___ Yes | ___ No |
| (T) Personnel Traps (“Sally Traps”) | ___ Yes | ___ No |
| (U) Other | ___ Yes | ___ No |

5. Structural Modifications: Plexiglas, glass guard, wire glass, partitions, etc. ___ Yes ___ No
 If yes, comment:
-

6. Security Guards: ___ Yes ___ No
 (A) If yes, are there an appropriate number for the site? ___ Yes ___ No
 (B) Are they knowledgeable of the company WPVP Policy? ___ Yes ___ No
 (C) Indicate if they are:
 ___ Contract Guards (1)
 ___ In house Employees (2)
 (D) At Entrance(s) ___ Yes ___ No
 (E) Building Patrol ___ Yes ___ No
 (F) Guards provided with communication? ___ Yes ___ No
 If yes, indicate what type: _____
 (G) Guards receive training on Workplace Violence situations? ___ Yes ___ No

Comments:

7. Work Practice Controls: ___ Yes ___ No
 If yes, indicate:
 (A) Desks Clear of Objects which may become Missiles ___ Yes ___ No
 (B) Unobstructed Office Exits ___ Yes ___ No
 (C) Vacant (Bare) Cubicles Available ___ Yes ___ No
 (D) Reception Area Available ___ Yes ___ No
 (E) Visitor/Client Sign In/Out ___ Yes ___ No
 (F) Visitor(s)/Client(s) Escorted ___ Yes ___ No
 (G) Barriers to separate clients from Work Area ___ Yes ___ No
 (H) One Entrance Used ___ Yes ___ No
 (I) Separate Interview Area(s) ___ Yes ___ No

- (J) I. D. Badges Used Yes No
- (K) Emergency Numbers Posted by Phones Yes No
- (L) Internal Phone System Yes No
- If yes, indicate:
- Does it Use 120 VAC Building Lines Yes No
- Does it Use Phone Lines Yes No
- (M) Internal Procedures for Conflict (Problem) Situations Yes No
- (N) Procedures for employee Designated Areas Yes No
- (O) Key Control to the Workplace Yes No
- (P) Access Control to the Workplace Yes No
- (Q) Objects that may become Missiles Removed
from Area Yes No
- (R) Parking Prohibited in Fire Zones Yes No
- Other: _____

7a. Off Premises Work Practice Controls: (For staff who work away from a fixed workplace, such as; social services, real estate, utilities, police, fire, sanitation, taxi/limo, construction, sales/delivery, messengers, and others.)

- (A) Trained in hazardous situation avoidance Yes No
- (B) Briefed about areas where they work Yes No
- (C) Have reviewed past incidents by type and area Yes No
- (D) Know directions and routes for day's schedule Yes No
- (E) Previewed client/case histories Yes No
- (F) Left an itinerary with contact information Yes No
- (G) Have periodic check in procedures Yes No
- (H) After hours contact procedures Yes No
- (I) Partnering arrangements if deemed necessary Yes No
- (J) Know how to control/defuse potentially violent situation Yes No
- (K) Supplied with person alarm/cellular phone/radio Yes No
- (L) Limit visible clues of carrying money/valuables Yes No

Know procedures if involved in incident (see Training Section also) Yes No

8. Training Conducted: Yes No

If yes, is it

- (A) Prior to Initial Assignment Yes No
- (B) At least annual thereafter Yes No
- (C) Does it Include:
- Components of security control plan Yes No
- Engineering and Workplace Controls Yes No
- Techniques to Use in Potentially Volatile Situations Yes No
- How to Anticipate to Read Behavior Yes No
- Procedures to Follow After An Incident Yes No
- Periodic Refresher for On Site Procedures Yes No
- Recognizing Abuse/Paraphernalia Yes No
- Opportunity for "Q" and "A" with Instructor Yes No
- On hazards unique to job tasks Yes No

9. Written Training Records Kept Yes No
10. Are Incidents Reported Yes No
 If yes, are they:
 (A) Reported in Written Form Yes No
 (B) First report of Injury form Yes No
11. Incidents Evaluated: Yes No
 (A) EAP Counseling Offered Yes No
 (B) Other Action (Reporting Requirements, suggestions, reporting to local authorities, etc.) Yes No
 (C) Are steps taken to Prevent Recurrence? Yes No
12. Floor Plans Posted showing Exits, Entrances, Location of Security Equipment, Etc. Yes No
 If yes, Does It:
 (A) Include an Emergency Action Plan, Evacuation Plan, and/or a Disaster Contingency Plan? Yes No
13. Do Employees feel Safe? Yes No
 (A) Have employees been surveyed to find out their concerns? Yes No
 (B) Has the employer utilized the crime prevention services and/or Lectures provided by the local law enforcement? Yes No

Comments:

General Comments/Recommendations:

BOMB THREAT CALLER CHECKLIST

All personnel, especially the receptionists will be instructed in what to do if a bomb threat is received.

- Remain calm. It could result in obtaining additional information. The caller could be your best source of information about the bomb.

- Keep the caller on line as long as possible, asking him or her to repeat the message. Record every word.

- If not already provided, ask the caller the time of possible detonation and location of the bomb.

- Let the caller know that the building is occupied and detonation could result in injury and/or death to innocent people.

- Pay particular attention to background noises that may give a clue to caller location.

- Listen closely to the voice (male/female), voice quality (calm/excited), accents, speech impediments. Did the caller sound technical regarding explosives.

- Immediately after caller hangs up, verbally report the threat to an on site supervisor. (Do not use a radio or cellular phone.)

- The supervisor will immediately report the information to law enforcement officials and initiate evacuation procedures.

