


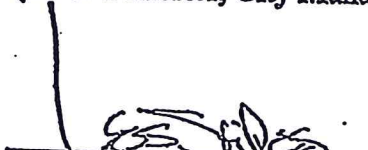
# City of Prineville Safety Committee Mission Statement

The City of Prineville holds in high regard the safety, welfare and health of our employees. We have a responsibility to make every reasonable effort to maintain a safe and healthful working environment. No job will be considered so important or urgent that we cannot take time to perform our work safely.

We are committed to making our loss prevention program a success and we expect all employees to assist in this effort.

  
(Steve Forrester, City Manager)

date: 2/11/15

  
(Les Stiles, Interim Police Chief)

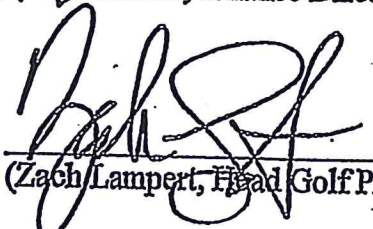
date: 2/11/15

  
(Eric Klann, City Engineer/Public Works Director)

date: 2/11/2015

  
(Liz Schueffe, Finance Director)

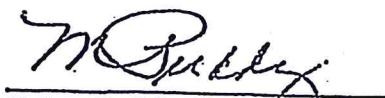
date: 2/11/2015

  
(Zach Lampert, Head Golf Professional/Facility Manager)

date: 2/11/15

  
(Matt Wiederholt, COPR Operations Manager)

date: 2-11-15

  
(Mary Puddy, HR/Risk Manager)

date: 2-11-15

## **NOTICE**

**This manual is not intended to outline every specific rule requirement that may apply to our operations, but is to establish the basic safety rules and procedures. For a specific rule question, please refer to the various Safety Regulations.**

**The Oregon Occupational Safety and Health Division (OSHA) website is located at [www.orosha.org](http://www.orosha.org).**



# Safety Manual

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## **SAFETY GOALS & OBJECTIVES**

### **A. Safety Policy**

#### **1. Management Commitment**

The City of Prineville regards employee safety and health as fundamental to our City. City Management, which includes the City Manager and all managers and supervisors, is committed to employee safety and health protection. They will provide the motivating force and the resources for organizing and controlling safety activities for all our employees.

#### **2. Accountability**

All our employees are accountable for meeting their safety responsibilities. Authority and resources have been provided so that all assigned safety responsibilities can be met.

The City Manager and the Department Managers, who have authority for the City's administration, manage the City of Prineville's overall safety program. These safety responsibilities include:

- Ensuring that safety and health regulations are observed.
- Developing and implementing the safety program.
- Assisting in preparation and revision of safety policies and implementation of the safety rules.
- Monitors and audits each facility for safety and health hazards.
- Involved in investigations of accidents, and conduct assessments of near misses, and hazardous conditions.
- Establishes or approves procedures for hazardous operations.
- Retain exposure and medical monitoring records.
- Adopt, support and enforce the programs within the Safety Manual
- Establish departmental safety rules, procedures, and policies that are not identified in this manual
- Work at identifying, reducing or eliminating hazards through regular inspections and accident investigations
- Allocate time for employee safety training
- Utilize the services of Risk Management as needed
- Support the efforts of the departmental safety committee by encouraging participation
- Discuss safety issues regularly during employee and management meetings
- Instill by action and example a sincere safety attitude throughout all levels of the department
- Become familiar with OSHA regulations that govern the jobs and tasks being performed by your team members

The City's Human Resources Manager's safety responsibilities include:

- Administers our worker's compensation program.
- Maintain the OSHA injury and illness logs and comply with state and federal injury reporting requirements.
- Assists all management staff with safety performance issues, if requested, or sees a specific trend of injuries.
- Administers employee health insurance and offers employee's assistance.

## **Employees**

- Report all injuries and accidents to your supervisor immediately. Obtain first aid or medical treatment when necessary
- Be familiar with the Safety Manual as well as departmental rules, policies, and procedures
- Ask questions if there is any concern or lack of understanding regarding safety protection, procedures, and/or policy
- Report unsafe acts, conditions, or concerns to your supervisor
- Do not perform any job assignment or use any heavy equipment without proper training or authorization
- Participate in safety meetings and provide suggestions/recommendations whenever possible
- Operate equipment in the manner in which it was intended
- Inspect all equipment including tools, machinery, vehicles, and personal protective equipment prior to use
- Report damaged or unsafe tools or equipment immediately. Do not attempt to repair equipment without authorization
- Use machine guards and maintain them in good condition. Machines without adequate guards or guards in questionable condition must not be used and are to be reported to your supervisor
- Wear personal protective equipment (PPE) when required
- Report to your supervisor the use of medication whenever a caution or warning is provided by a pharmacist, physician, or in writing. Employees are to ensure that the use of any medication does not interfere with their ability to perform their job safely.
- Employees' role in safety is critical. Employees are responsible to follow proper safety and health practices after proper training. **It is important that everyone report unsafe conditions to their supervisors so that it can be corrected immediately.** Safe work practices are for all our employees' benefit.

The Safety Committee reports to the City Manager and its role is advisory.

### **3. Hazard Identification & Control**

Our Safety Committee and our management personnel will specifically do hazard identification. This involves:

- a) Conducting quarterly comprehensive work site surveys for safety and health hazards.
- b) Evaluating and reviewing our facilities, processes, materials, and equipment for proper safety features.
- c) Performing routine job hazard analyses.
- d) Assuring that routine equipment maintenance is performed and that inspections are done to ensure that machinery is functioning properly and safely.

The Safety Committee will conduct quarterly safety inspections of all city work sites so that new and previously missed hazards or failures in hazard controls are identified. These hazards are to be reported to the Department Managers for correction. Management's first priority will be to ensure hazard correction and compliance with OSHA regulations.

Employees are required to report unsafe conditions to their supervisor. Employees are also to submit recommendations for improved safety or efficiency of any operation to their supervisor and the safety committee.



When hazards are identified, our staff will work to prevent the conditions by effective design of the job process or operations. Where it is not feasible to eliminate the hazards, they are to be controlled using various procedural and personal protective equipment methods. Once a hazard or potential hazard is recognized, elimination or hazard control will be accomplished in a timely manner.

#### **4. Safety & Health Training**

Our safety and health training addresses the safety responsibilities of all personnel at the City's facilities. It is essential that employees understand the hazards and necessary controls for the chemicals and equipment with which they are working, know what hazards are involved in the operations, and how those hazards are controlled.

Table 1 shows the overall employee training requirements.

Due to the variety of operations of the City, our employees are required to use a variety of tools and machines. This equipment, if handled improperly, can cause serious injury. In order to eliminate any such injuries, the City will train employees in the correct and safe operation of the tools and equipment used in their job.

Our employees are not to use equipment, which can result in safety hazards, without training or prior approval. If for any reason an employee is asked to use any equipment that they have not received training approval for, they must inform their supervisor.

Supervisors will show new employees where each fire extinguisher is located, where the fire exits are and where the first aid supplies are kept during their first day of work. The supervisor will also train the new employee proper type of fire protection equipment necessary to control each major hazard. (OAR 437-002-0043 (3)(b) Fire Prevention Plan)

Special training in the safe handling of chemicals, such as Chlorine, will be given before any employee is assigned responsibility to work around or with it.

**Table 1**

**OSHA Training Requirement Summary**

<b>Program</b>	<b>Initial Annual</b>		<b>Training Frequency Retraining</b>	<b>Written Program Required</b>
Bloodborne Pathogens	X	X	Also when plan changes	yes
Confined Space	X		If plan changes	yes
Electrical	X		Job duties change	no
Emergency Medical Plan	X		If plan changes – update	yes
Emergency/Fire Plan	X		If plan changes – update	yes
Fire Extinguishing Systems	X	X		no
First Aid	X		1-2 years	no
General Duty to Train*	X		If program/hazards changes	no
Hazard Communications	X		if new chemicals are used	yes
Haz. Materials Response CHLORINE	X	X		yes
Lockout/Tagout	X		If plan changes or problems noted	yes
Noise	X	X		no
Respirators	X		If program changes	yes
Safety Committee	X			yes
Welding	X			no

\*General Duty includes all processes or equipment safety training. This list does not include all possible training including construction related issues.



## INJURY REPORTING PROGRAM

### Frequently Asked Questions

#### *Why is injury reporting necessary?*

Reporting all injuries is important to the success of the safety and loss control program because it identifies where losses are occurring and helps to determine what level of intervention is required to prevent reoccurrence. Ideally the goal is to minimize or eliminate the potential hazards that cause injuries or illnesses to employees.

#### *What is the difference between an accident and a near miss?*

An accident is considered an unplanned event that resulted in some form of injury or illness, which may or may not require immediate medical attention. A near miss is an event that occurred that could have resulted in an accident, but did not. In other words, it was a close call.

#### *What is a first aid case?*

A first aid case is defined as basic or limited treatment for an illness or injury until definitive medical treatment can be accessed or until the illness or injury is dealt with (as not all illnesses or injuries will require a higher level of treatment).

#### *How do I report an injury?*

If you receive a work related injury you should immediately report it to your supervisor. The severity of your injury will determine what steps for reporting are required. If you require immediate professional medical attention, you will be required to complete an 801 form and an Incident Report form. If your injury is very minor and only requires first aid, then you will be required to fill out only the Incident Report Form.

#### *Will I receive training on the Injury Reporting Program?*

Yes, you will be trained initially and retrained if program has changes that affects the employees

Also see OAR 437-001-0760 (b)

## INJURY REPORTING PROGRAM

### PURPOSE

To establish procedures for reporting and investigating work place incidents resulting in a near miss, first aid, or any occupational injury or illness.

### RESPONSIBILITIES

#### *Human Resources*

- Administer and maintain the injury reporting program
- Support the supervisors and employees during an investigation
- Assist departments with developing corrective action recommendations
- Maintain OSHA logs for all City of Prineville departments
- Audit the Injury Report Program for effectiveness

#### *Managers and Supervisors*

- Control hazards in the workplace to minimize the risk of incidents
- Conduct accident investigations for all medical treatment injuries
- Ensure immediate and long term corrective actions are taken to prevent recurrence
- Ensure Workers Compensation 801 form and Incident Report Form are completed by the injured employee(s) and turned in to Human Resources for processing in a timely manner (within 72 hrs)
- Maintain Incident Investigation Reports permanently on file.

#### *Employees*

- Identify and control hazards in the workplace to minimize the risk of incidents
- Report hazardous conditions, near misses, and all injuries to your supervisor
- Complete Workers Compensation 801 form (medical treatment or time loss only) and Incident Report Form when injured
- Assist as requested in all incident investigations

### DEFINITIONS

**Incident:** An occurrence or event that could have serious consequences: an accident, near miss, or the need for first aid.

**Accident:** An unexpected and undesirable event, especially one resulting in damage, injury or illness.

**Near miss:** A narrowly avoided mishap that could have caused property damage, injury, or illness, but did not.

**First Aid case:** Basic or limited treatment for an illness or injury until definitive medical treatment can be accessed, or until the illness or injury is dealt with (as not all illnesses or injuries will require a higher level of treatment).

### REPORTING SYSTEM AND FORMS

#### **Near Miss Reporting**

It is the responsibility of each department to make a near miss reporting system available to all employees. Possible options could include utilizing a lockbox or equivalent with 3 X 5 index

cards. If an employee is involved in a near miss, they may record the information on the card and place it in the box. Names are not required on the cards. The Safety Committee will address each item at their monthly meetings.

**Note:** If an employee is involved in, or witnesses a near miss and thinks it requires immediate mitigation, they shall contact their Supervisor and/or their Department Safety Representative to immediately investigate and recommend corrective actions.

### **Incident Report Form**

All incidents that require the use of this form shall be investigated promptly. If employee(s) needs to seek immediate medical treatment, the investigation should be completed as soon as the employee(s) returns to the workplace.

The Incident Report Form covers the following types of incidents:

- Injuries that require immediate medical treatment (Emergency Room, Urgent Care Unit or medical clinic)
- Injuries that do not require immediate medical treatment but may in the future
- Work related illnesses (heat stress, chemical exposure, etc)
- All other injuries that are beyond the scope of First Aid treatment

### **Workers Compensation Claim (Form 801)**

The 801 form is used when an employee is injured and seeks medical treatment from a physician or other licensed health care professional or has time loss (time away from their normal position). Completed 801 form and Incident Analysis Report and Employee Responsibilities notice shall be sent to Human Resources.

If an employee is incapacitated and cannot complete and/or sign the required forms, the supervisor should complete as soon as possible and forward to Human Resources.

## **GENERAL REQUIREMENTS**

### **Investigation Teams**

The supervisor of each department is responsible for the investigation of each incident that requires medical treatment beyond first aid.

The goal of an investigation is to answer the following questions:

- Who was involved
- What happened to cause the injury
- Where did the incident take place
- When did the incident occur
- Why did the incident occur (root cause)

When feasible, a team approach should be used. Each team should consist of the Department Manager (or their designee), a member of the City's Safety Committee, and the employee(s) and any witnesses involved in the incident. After the investigation is completed, the investigation team is responsible for analyzing the information and developing and implementing corrective action to prevent reoccurrence.

### **Conducting an Investigation**

The Department Manager or team should be assembled and the investigation completed as soon as possible after the incident. Photos, diagrams, and notes made at the scene and during follow-

up analysis shall all be preserved and kept with the final investigation report. Interviews with witnesses and those involved shall be conducted in a confidential setting.

In some cases, law enforcement, OSHA, and/or some other regulatory agency may be conducting an investigation. The investigation team shall cooperate fully and assist when necessary. Law enforcement or other agency reports may be obtained and attached to other documentation concerning the incident.

**Training**

Employees will be trained on the Injury Reporting Program initially at the time of hire. Retraining may occur anytime if program changes are made that impact the employees. Some program changes may warrant the need for retraining.



# New Employee Orientation Checklist

Employee name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

## Personnel Issues & Benefit

1. Reporting to Work Policy
2. Salary/Performance Evaluation
3. Reporting of work related injuries
4. Vacation/Leave policy
5. Insurance/Retirement benefits
6. Other:

## General Safety & Health Orientation

1. Overview of General Safety Policy
2. Access to Medical & Exposure Records
3. Accident Reporting and Investigation
4. Role of the Safety Committee
5. Emergency Action Plan
6. Use of Personal Protective Equipment
7. General Safety Hazards related to tools, machines, electrical, etc.
8. Hazard Communication
9. Noise Exposure
10. Respirators & Protective Clothing
11. Defensive Driving
12. Hazmat Protocol

Will this employee be a first aid/CPR responder? Yes \_\_\_\_\_ No \_\_\_\_\_

Police Academy Trained? Yes \_\_\_\_\_ No \_\_\_\_\_

Lockout/Tagout Training: Will employee be authorized? Yes \_\_\_\_\_ No \_\_\_\_\_

Forklift Training: Will employee be authorized? Yes \_\_\_\_\_ No \_\_\_\_\_

Confined Space Entry: Will employee be authorized? Yes \_\_\_\_\_ No \_\_\_\_\_



For SAIF Customer Use  
Area \_\_\_\_\_  
Dept. \_\_\_\_\_  
Shift \_\_\_\_\_ CC \_\_\_\_\_

CLAIM NO \_\_\_\_\_  
SUBJECT DATE \_\_\_\_\_  
CLASS \_\_\_\_\_  
DEFAULT DATE \_\_\_\_\_  
EMPLOYER'S ACCOUNT NO \_\_\_\_\_

Toll Free Phone: 1-800-285-8525  
Toll Free FAX: 1-800-475-7785

# Report of Job Injury or Illness

## Worker

Workers' compensation claim

To make a claim for a work-related injury or illness, fill out the worker portion of this form and give to your employer. If you do not intend to file a workers' compensation claim with SAIF Corporation, do not sign the signature line. Your employer will give you a copy.

1 Date of injury or illness:		2 Date you left work:		3 Shift on day of injury: (from) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. (to) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		4 Regularly scheduled days off: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> M T W T F S S	
5 Time of injury or illness: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		6 Time you left work: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		7 Check here if you are employed by more than one employer: <input type="checkbox"/>			
8. What is your illness or injury? What part of the body? Which side? (Example: sprained right foot)				<input type="checkbox"/> Left <input type="checkbox"/> Right		9 Worker's language preference other than English: <input type="checkbox"/> Spanish <input type="checkbox"/> Other (please specify):	
10. What caused it? What were you doing? Include vehicle, machinery, or tool used (Example: fell ten feet when climbing an extension ladder carrying a 40-lb box of roofing materials)							
11 Name of witnesses:				12. Have you previously injured this body part? <input type="checkbox"/> Yes <input type="checkbox"/> No			
13 Your legal name:				14. Birthdate:		15. Gender: <input type="checkbox"/> M <input type="checkbox"/> F	
16. Mailing address, city, state and zip:						17 Home phone:	
18 SSN (See #25 below):			19 Occupation:			20 Work phone:	
21. Name of physician or health-care professional:				22 If medical treatment was given away from the worksite, print name and address of facility:			
23. Were you hospitalized overnight as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No							
24. Were you treated in the emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No							
25. By my signature, I am giving notice of a claim for workers' compensation benefits. The above information is true to the best of my knowledge and belief. I authorize health care providers to release relevant medical records to the workers' compensation insurer, self-insured employer, claim administrator, and the Oregon Department of Consumer and Business Services. Notice: Relevant medical records include records of prior treatment for the same conditions or of injuries to the same area of the body. A HIPAA authorization is not required (45 CFR 164.512(I)). Release of HIV/AIDS records, certain drug and alcohol treatment records, and other records protected by state and federal law require separate authorization. I authorize the use of my SSN in the processing of this claim. (Authorizing the use of your SSN will ensure prompt processing of your claim and that your medical records are not released to unauthorized parties. If you do not authorize the use of your SSN, check here <input type="checkbox"/> .)							
26 Worker signature:			27. Completed by (please print):			28 Date:	

## Employer

Complete the rest of this form and give a copy of the form to the worker. Notify SAIF Corporation within five days of knowledge of the claim. Even if the worker does not wish to file a claim, maintain a copy of this form.

29 Employer legal business name:		30 Phone:		31 FEIN:	
32. If worker leasing company, list client business name:				33. Client FEIN:	
34. Address of principal place of business (not P.O. box):				35. Insurance policy no.:	
36. Street address from which worker is/was supervised:				37. Nature of business in which worker is/was supervised:	
38. Street address, city, and state where event occurred:				ZIP:	
39 Was injury caused by failure of a machine or product, or by a person other than the injured worker? <input type="checkbox"/> Yes <input type="checkbox"/> No				40. Class code:	
41. Were other workers injured? <input type="checkbox"/> Yes <input type="checkbox"/> No		42. Did injury occur during course and scope of job? <input type="checkbox"/> Unknown <input type="checkbox"/> Yes <input type="checkbox"/> No		43 OSHA 300 log case #:	
44 Date employer knew of claim:		45 Worker's weekly wage: \$		47 If fatal, date of death:	
46 Date worker hired:		48 Return-to-work status: <input type="checkbox"/> Not returned <input type="checkbox"/> Regular Date: _____ <input type="checkbox"/> Modified Date: _____		49 If returned to modified work, is it at regular hours and wages? <input type="checkbox"/> Yes <input type="checkbox"/> No	
50 Employer signature:		51 Name, title, and phone (please print):			52 Date:

CITY OF PRINEVILLE  
**Employee Work Related  
 Accident / Incident Analysis Report**

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION AND RETURN TO HUMAN  
 RESOURCES MANAGER WITHIN 24 HOURS FROM THE TIME OF INJURY.

Employee Name: _____	Location: _____
Job Title: _____	Date of Hire: _____
Date of Accident/Incident: _____	Time of Accident/Incident: _____
Date Reported: _____	To Whom Reported: _____
Dates of Work Lost: _____	Supervisor: _____
Accident / Incident Location: _____	801 Claim Form Filed? Y ( ) N ( )
Complete if medical treatment sought or time lost from work	

Parts of Body Affected		
Head/Neck	Left Side	Right Side
<input type="checkbox"/> Scalp	( )	( )
<input type="checkbox"/> Neck	( )	( )
<input type="checkbox"/> Ears	( )	( )
<input type="checkbox"/> Eyes	( )	( )
<input type="checkbox"/> Mouth	( )	( )
<input type="checkbox"/> Teeth	( )	( )
<input type="checkbox"/> Face	( )	( )
Upper Extremities	Left Side	Right Side
<input type="checkbox"/> Shoulder	( )	( )
<input type="checkbox"/> Upper Arm	( )	( )
<input type="checkbox"/> Elbow	( )	( )
<input type="checkbox"/> Forearm	( )	( )
<input type="checkbox"/> Wrist	( )	( )
<input type="checkbox"/> Hand	( )	( )
<input type="checkbox"/> Fingers	( )	( )
Lower Extremities	Left Side	Right Side
<input type="checkbox"/> Thigh	( )	( )
<input type="checkbox"/> Lower Leg	( )	( )
<input type="checkbox"/> Knee	( )	( )
<input type="checkbox"/> Ankle	( )	( )
<input type="checkbox"/> Foot/Toes	( )	( )
Trunk	Left Side	Right Side
<input type="checkbox"/> Lower Back	( )	( )
<input type="checkbox"/> Upper Back	( )	( )
<input type="checkbox"/> Chest	( )	( )
<input type="checkbox"/> Abdomen	( )	( )
<input type="checkbox"/> Hip	( )	( )
<input type="checkbox"/> Groin	( )	( )

Names of Witnesses: (Please provide witness information on a separate sheet of paper)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature of Injury	
<input type="checkbox"/> Cut	<input type="checkbox"/> Foreign Body in Eye or Sliver
<input type="checkbox"/> Scrape	<input type="checkbox"/> Burn
<input type="checkbox"/> Bruise	<input type="checkbox"/> Electric Shock
<input type="checkbox"/> Skin Rash	<input type="checkbox"/> Difficulty Breathing
<input type="checkbox"/> Numbness	<input type="checkbox"/> Pain in Body Part Identified at Left
<input type="checkbox"/> Inflammation	<input type="checkbox"/> Dizziness
<input type="checkbox"/> Jammed Finger	<input type="checkbox"/> Other: _____
or Toe	

Contributing Factors
<input type="checkbox"/> Machinery Defect (Save defective parts & pieces)
<input type="checkbox"/> Tool or Equipment Broke (Save broken parts & pieces)
<input type="checkbox"/> Equipment Guarding
<input type="checkbox"/> Proper Tools/Equipment Not Available
<input type="checkbox"/> Floor, Work Surface, or Walking Surface
<input type="checkbox"/> Housekeeping
<input type="checkbox"/> Lighting
<input type="checkbox"/> Clothing or Jewelry
<input type="checkbox"/> Improper Ergonomics
<input type="checkbox"/> Other: _____

Work Behavior At Time of Injury	
<i>(Please check all items that pertain)</i>	
<input type="checkbox"/> Lifting	
<input type="checkbox"/> Carrying	
<input type="checkbox"/> Reaching	
<input type="checkbox"/> Pushing	
<input type="checkbox"/> Pulling	
<input type="checkbox"/> Bending or Twisting (circle correct item)	
<input type="checkbox"/> Running	
<input type="checkbox"/> Stepping (walking or moving from one level to another)	
<input type="checkbox"/> Typing / Office Related Repetitive Motion	
<input type="checkbox"/> Other Repetitive Motion Tasks	
<input type="checkbox"/> Jumping	
<input type="checkbox"/> Driving (If so, what vehicle?)	
<input type="checkbox"/> Operating Equipment	
<input type="checkbox"/> Innocent Bystander	
<input type="checkbox"/> Other _____	

Distribution of Copies: Original: Risk Manager within 24 hours 1<sup>st</sup> copy: Employee 2<sup>nd</sup> copy: Supervisor/Dept. Head Page 1



<b>Safety Equipment/ Personal Protective Equipment In Use At Time of Accident/Incident:</b>

Describe what happened (include sequence of events; equipment, materials, and substances being used; and environment – PLEASE BE SPECIFIC): \_\_\_\_\_  
\_\_\_\_\_

How long have you been doing this particular job?: \_\_\_\_\_

Have you had any similar incidents in the past? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, please describe by including date, type of incident, and if any action was taken): \_\_\_\_\_  
\_\_\_\_\_

Have you injured this part(s) of your body previously or is there any pre-existing condition that could affect the injury? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes, please explain): \_\_\_\_\_  
\_\_\_\_\_

What do you think can be done to prevent this incident from reoccurring? \_\_\_\_\_  
\_\_\_\_\_

<b>To Be Completed By Employee's Supervisor:</b>
Why did the accident/incident happen or the condition exist? _____ _____
What could have been done, or should be done, to prevent this accident/incident?: _____ _____
Have there been accidents or incidents in this same activity? Was action taken? _____ _____
****Please Provide Witness Information On A Separate Piece of Paper****

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Risk Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>SAFETY COMMITTEE EVALUATION OF ACCIDENT/INCIDENT</b>
Corrective Action Needed: _____ _____
Corrective Action Assigned To (if applicable): _____
Date Corrective Action Completed: _____
Committee Recommendations: _____ _____

## **SAFETY COMMITTEES**

### **Frequently Asked Questions**

#### ***What will I do as a committee member?***

You will be responsible to assist in coaching workers on safe work practices and helping them correct unsafe behavior or conduct periodic work group safety meetings that affect your department. Members may also assist in investigating accidents or injuries or develop corrective actions recommendations for safety suggestions from other employees. Conduct worksite inspections.

#### ***Do we have to conduct inspections?***

Yes, the safety committee is required to conduct quarterly safety inspections of their facilities. This consists of site tours and documenting your findings. The committee is then responsible to develop corrective action recommendations so the department can mitigate the hazards and comply with OR-OSHA rules.

#### ***How often are safety committees supposed to meet?***

Safety committees meet on a monthly basis.

#### ***What are the duties of the Committee Chairperson?***

The chairperson is responsible for keeping the meeting on track so the agenda can be completed in the allotted time. By taking time to prepare, the chairperson can ensure that the agenda is not too lengthy, and that the information and resources (people and materials) will be available. Some conclusion should be reached on each agenda item.

#### ***Will I be trained on my responsibilities as a committee member?***

Yes, you will receive the training on all aspects of membership from the Human Resources department.

Also see OAR 437-001-0765

## **SAFETY COMMITTEES**

### **PURPOSE**

The safety committee's purpose is to assist management in creating and maintaining a safe work environment for all employees. The safety committee plays an important role and serves as a valuable communication link between employees and management on safety issues.

As a safety committee member, employees may be asked by their supervisor to take part in:

- Coaching workers on safe work practices and helping them correct unsafe behavior
- Conducting periodic work group safety meetings affecting their department
- Helping to investigate accidents or safety suggestions from employees.
- Promoting programs to improve the safety, health training and education of employees.

Each member has an additional responsibility to serve as an example to co-workers. Employees' attitudes are influenced by their observance of safety rules and procedures, wearing protective equipment, and making suggestions for improved working conditions and safety procedures.

Activities include not only being involved in safety matters that arise, but also participation in the ongoing safety and prevention program. This includes:

- Workplace inspections
- Review of accidents and near-misses
- Review of employee complaints/concerns
- Review of occupational safety programs
- Review of injury and illness statistics

### **RESPONSIBILITIES**

#### **Human Resources**

- Assist departments in establishing safety committees
- Offer Safety Committee training to all safety committee members
- Act as a liaison between committee members and management if needed
- Train members to conduct workplace inspections
- Motivate and encourage the development and efficiency of all the safety committees.

#### **Managers and Supervisors**

- Allow employees to attend monthly meetings and attend training as needed
- Encourage employee participation in safety activities
- Understand the roles and responsibilities of safety committee members

#### **Employees**

- Attend Safety Committee training, through Oregon OSHA
- Attend monthly safety committee meetings
- Assist in conducting workplace inspections
- Assist in the development of Accident Investigation procedures for their department
- Work safely to set a good example for co-workers
- Report all unsafe acts or conditions
- Act as a liaison between fellow workers and management on safety related issues.



## **MOTIVATION**

One of the ways to motivate safety committees is to help them be successful and give them visibility. A great way to do this is to create a safety committee where employees feel privileged to be members and can see they actually can make a difference in the safety culture of their department.

State law, through the Oregon Occupational Safety and Health Administration (OR-OSHA) requires safety committees. Effective committees are an integral part of a successful safety culture. They can create enthusiasm among employees concerning work place safety as well as recognition of the cost of job-related injuries and illnesses.

People who are motivated and committed to making safety a priority should be encouraged to serve as safety committee members. There should be strong department support with high visibility and attention from upper management. Recommendations should be acted on quickly.

Examples of what an effective safety committee can achieve are:

- Seek out and respond to employee's safety concerns
- Identify workplace hazards through workplace inspections
- Make recommendations to management to eliminate hazards
- Assist in creating accident investigation procedures
- Identify causes of accidents and determine preventative measures
- Assist in providing safety information and training to all employees

An empowered safety committee headed by a committee chairperson is one of the keys to a positive safety culture.

### **Membership Requirements**

- The safety committee must be composed equally of both employer and employee representatives. If agreed upon by labor and management the committee may have more employee representatives.
- The employee representatives shall be volunteers or elected.
- Each department should be represented on the safety committee.
- Each committee member shall serve a minimum of 2 years.
- The committee shall elect the chairperson.
- Employee representatives attending the committee meetings, inspections, and training shall be compensated by the employer at their regular hourly wage.

### **Duties and Responsibilities**

The duties and responsibilities of an effective safety committee include:

- Meeting monthly.
- Conducting each meeting with a prepared agenda.
- Taking minutes at each meeting and retaining those records for three years.
- Posting and/or distributing the minutes to all departments for the employees.
- Making recommendations for improved workplace safety to management.
- Establishing a system to allow members to obtain safety-related suggestions, report of hazards, or other information, directly from all persons involved in the operation of the workplace.
- Establishing procedures for investigating all safety-related accidents.
- Conducting quarterly workplace inspections.
- Monitoring safety programs and procedures.

### **Training**

- All safety committee members shall be trained at a minimum in:
- Safety committee purpose and operation
- OR-OSHA Rules (how to find them online)
- How to conduct a safety committee meeting
- Hazard identification
- Accident Investigation

### **Safety Inspections**

The committee is responsible for regular review of the safety programs, work conditions, and work procedures. This includes regular workplace inspections to identify hazards arising from the work conditions or practices and to ensure that established safety procedures and programs are being followed.

If the committee identifies safety deficiencies, these shall be brought to the attention of the Department Manager so that corrective action can begin. Inspections should take place at least quarterly. A written recommendation identifying the hazards and suggesting corrective action should be presented to management.

### **Investigations**

The members are responsible for ensuring that accidents are investigated by Department Managers to determine their causes so corrective action may be taken.

### **Employee Safety Concerns**

Employees should first contact their immediate supervisor if they have safety complaints or concerns. An employee should then notify their safety committee representative. Safety Committee members represent all employees and serve as an important communication link with employees.

Employees will be informed by their supervisor and/or the safety committee as to the disposition of their safety concerns. Even if no action is possible or the committee considers the concern unjustified, the employee should be told of the decision and the reasoning behind it. The department's safety committee representative shall inform the employee within a reasonable time frame.

### **Meetings**

Each safety committee member should understand that their duties do not begin and end once a month at the meeting. There should be time allowed for preparation and assignments given between meetings.

Attendance is important. If the safety committee member is unable to attend, they are responsible to send an alternative member in their place.

The meetings can be worthwhile and productive depending on the attitudes and behavior of the various members and support of management. Meetings will be productive if they are considered as problem-solving sessions, using knowledge and experience to develop solutions. Working as a team should be the goal. Meetings will not be a political forum or a place to air grievances. Participation from all members should be encouraged.

### **Chairperson's Duties**

The chairperson is responsible for keeping the meeting on track so the agenda can be completed in the allotted time. By taking time to prepare, the chairperson can ensure that the agenda is not too lengthy, and that the information and resources (people and materials) will be available.

The meeting should close on a positive note of achievement so the members feel that their time spent was providing a valuable service to their fellow workers.

Other important tips for getting the most out of your meeting:

- Respect other member's time
- Keep an open mind
- Recognize communication problems
- Recognize team goals and efforts
- Concentrate on one subject at a time
- Share credit for team effort
- Thank others for their contributions
- Present solutions
- Don't be discouraged by the first obstacle you encounter
- Know the facts
- Use available resources
- Finish the job – make a decision and/or a recommendation.

### **Meeting Minutes**

- Date, time and place of meeting
- Listing of members present
- Approval of the previous meeting minutes
- Consideration of unfinished business
- Consideration of employee concerns
- Review of recent accidents and/or incidents
- Reports by members of investigations
- Reports on safety inspections and recommendations
- Reports on progress on safety and health programs
- Discussion of new business
- Training of committee members
- Action item responsibilities
- Adjournment and setting of next meeting date



## FIRST AID PROGRAM

### Frequently Asked Questions

***What is considered “First Aid” treatment?***

Any injury or illness that needs minimal treatment, such as a bandaid or other supplies from our First Aid kits. Anything requiring a visit to a professional medical provider is not considered First Aid treatment.

***We can’t get the bleeding to stop. What do we do?***

Remain calm. Either call 911 and ask for ambulance assistance or if the wound is comparatively small, give the employee a ride to a doctor’s office, a local clinic, or the ER (depending on time of day, what may or may not be open, and the location of the nearest facility). Note: The expense of the ER will be higher than the cost of a local doctor’s office or clinic visit.

***I’ve been accidentally sprayed in the face with a chemical. What should I do?***

There should be either an eyewash station or a shower close to you. Get to the eyewash or shower facility as quickly as possible and rinse your eyes with water. Generally the longer you rinse your eyes, the better the chances of little or no damage to them.

Also see OAR 437-002-0161

## **FIRST AID PROGRAM**

### **First Aid Supplies [437-002-0161(2)]**

The City of Prineville shall provide first-aid supplies based upon the intended use and types of injuries that could occur at the place of employment. The first-aid supplies shall be available in close proximity to all employees. Either bulk pack or unit pack supplies are acceptable.

First aid supplies must be stored in containers adequate to protect the contents from damage, deterioration, or contamination. The container shall be clearly marked, available when needed and must not be locked, but may be sealed. First aid supplies are available for each shift.

**Note:** Supplies such as gloves and a mouth barrier device are considered personal protective equipment.

### **Emergency Medical Plan [437-002-0161(4)]**

An emergency medical plan is in place to ensure the rapid provision of medical services to employees with major illnesses and injuries.

Crook County Fire and Rescue has ambulance services with Emergency Medical Technicians and is readily available to all City facilities. In case of an emergency medical event, dial 911.

### **Emergency Eyewash and Shower Facilities. [437-002-0161(5)]**

Where City employees handle substances that could injure them by getting into their eyes or onto their bodies, the City has provided them with an eyewash, or shower, or both based on the hazard. Emergency eyewash and showers must meet the following:

- Locate it so that exposed employees can reach it and begin treatment in 10 seconds or less. The path must be unobstructed and cannot require the opening of doors or passage through obstacles unless other employees are always present to help the exposed employee.
- Water must flow for at least 15 minutes.
- Install the equipment according to the manufacturer's instructions.
- The eyewash must have valves that stay open without the use of the hands. The shower must not be subject to unauthorized shut-off.
- Follow the system manufacturer's criteria for water pressure, flow rate and testing to assure proper operation of the system.
- Emergency shower and eyewash facilities must be clean, sanitary and operating correctly.
- In self-contained systems, do not use solutions or products past their expiration date.

If the product label, SDS or other information about the expected contaminant gives treatment instructions different from those required in this section, follow the most protective of those instructions.



If the contaminant manufacturer requires specific decontaminants or procedures, you must provide them in addition to the eyewash or shower. The City must assure this treatment is available.

If eyewash facilities or showers can freeze, take protective measures to prevent freezing.

## EMERGENCY ACTION PLAN

### Frequently Asked Questions

***What kind of emergencies could happen at work?***

A variety of manmade and natural emergencies could occur while in the workplace. Such natural events could include inclement weather, fire, flood or earthquakes. A hazardous material spill or suspicious objects could also be introduced into the City.

***Is there an emergency evacuation plan?***

Yes, each department is responsible to have an evacuation map posted in conspicuous locations throughout the facility. Department Managers ensure all employees are evacuated and assist disabled persons out of the building.

***When we evacuate, where do we meet?***

Each department has a designated assembly area pertinent to their facility. When arriving at the area, check in with the designated Assembly Point Monitor. The monitor is responsible to take roll call and to hold everyone there until further directed by emergency services, or any other higher official.

***What do I do if I see a suspicious package or object in my work area?***

If you observe a suspicious object, clear the persons out of the area and immediately report it to your supervisor and dial 911. Do not attempt to touch, move, or disarm anything. Let the Police or Fire personnel take care of it.

Also see OAR 437-002-0042

## EMERGENCY ACTION PLAN

### PURPOSE

The Emergency Action Plan outlines the personal security and emergency response procedures necessary to protect City of Prineville employees. Such emergency scenarios may include flood, earthquakes, terrorist activity, or other natural or man-made disasters.

### RESPONSIBILITIES

#### Department Manager

- Provide or coordinate training on evacuation procedures, terrorism awareness, and other aspects of this program.
- Participate in disaster preparedness planning and drills.
- Review and revise this program to reflect applicable regulations and industry best practices.
- Ensure compliance with City-wide security policies.
- To the extent it is practicable; ensure that facilities and furnishings are protected from earthquake damage and hazardous shifting or falling.

#### Employees

- Immediately report violations of this written program to appropriate supervisor.
- Attend provided training regarding fire safety, earthquake preparedness, terrorism awareness and other emergency response as appropriate to jobs.

#### Emergency Action Plan

The Emergency Action Plan covers the following events:

- Building Evacuations
- Fire
- Flood, wind, thunderstorms, snow or other weather-related events
- Hazardous Material Incidents/Explosions
- Earthquakes
- Bomb Threats
- Violence, Active Shooter, Terrorism
- Suspicious Packages or Objects

#### Definition

The standard definition of an emergency goes something like this: “a sudden unforeseen crisis, usually involving danger, which requires immediate action.”

### GENERAL INFORMATION FOR ALL DEPARTMENTS

#### Emergency Exits

All emergency exit routes shall be mapped out and posted in conspicuous locations throughout the department. All emergency routes and exits shall be free of obstructions, clearly marked, and visible. Illuminated signs shall mark exits with a light source providing not less than 5 foot-candles on the illuminated surface.



There must be two or more exit routes depending on the size and layout of the work area and the number of people involved. A single exit route is acceptable only if all workers can get out through it safely during an emergency.

Any doorway or passageway which is not an exit or access to an exit but which may be mistaken for an exit shall be identified by a sign reading "Not an Exit" or a sign indicating its actual use (i.e. "storeroom"). Exits must open from the inside without keys, tools or special knowledge. Devices that lock only from the outside are acceptable. There must be nothing on an exit door that could hinder its use during an emergency. An exit must lead directly outside or to a street, walkway, refuge area, or to an open space with access to the outside.

### **Emergency Action Monitor**

Each department shall designate a primary person and an alternate to be the Emergency Action Monitor. The monitor will visually and verbally check all rooms to ensure that everyone has left the building. They shall ensure any disabled or injured employees are assisted out of the danger area, as long as they can safely do so.

Once outside, all employees shall go to the designated assembly areas. If, due to personal danger, the monitor is unable to check or assist in any part of his/her assigned area, s/he must notify a member of the responding fire or other emergency crew immediately.

Emergency Action Monitors, or their alternate, shall be responsible to establish their departments designated assembly area and take roll call during emergency evacuation. (The assembly area may change depending on what type of emergency is occurring. For example a fire might require a different area than a bomb threat.)

### **Assembly areas**

Upon leaving the building, each individual shall proceed to the predetermined assembly area and check in with the Emergency Action Monitor. The Emergency Action Monitor will have a roster of all employees and will check off names as each employee checks in. At the first opportunity, supervisors or lead workers must indicate to the Emergency Action Monitor which employees were in the field or otherwise not in the building at the time of evacuation. This notation will be made on the roster.

### **Emergency Notification**

Employees shall be notified of an emergency situation by:

- A fire alarm system
- An announcement over intercom system
- A departmental supervisor or other authority

### **Building Evacuation**

Upon notification of an evacuation, employees shall stay calm, take only essential items with them, and depart the building at the nearest exit. While leaving the building, employees shall assist challenged personnel or any other person(s) who are unable to navigate efficiently.

When outside, employees shall go directly to their designated assembly area and wait for roll call and further instructions. The supervisors or higher authorities will determine when it is safe to reenter the building.

**Fire**

If you discover a fire or smell smoke, dial 911 to summon the Crook County Fire and Rescue. If necessary, evacuate first, and then call 911. After summoning the fire department, pull the fire alarm if applicable or notify all other employees via word of mouth or other means.

*Note: See the Fire Extinguisher Program for specific information on extinguisher use.*

**Hazardous Materials Incident**

If there is a hazardous materials incident in your work area or in the general vicinity, evacuate the building first, then call 911 and follow the instructions given by safety officials.

**Flood**

Follow the building evacuation guidelines. For a major catastrophic flood event follow the Crook County Emergency Plan. Supervisor or higher authority will determine what you need to do. This may include moving to higher ground as quickly as possible.

**Earthquake**

If an earthquake occurs, all building occupants shall duck under a desk or sturdy table; cover your head and neck with your arms, and hold on until the quaking stops. Do not attempt to evacuate the building while the earth is trembling. After the shaking stops and you are ordered to do so, evacuate the building and report to your designated assembly area.

**Explosions**

Any City facility that handles or stores flammable gasses, liquids, and solids risk an explosion. Explosions offer no warnings, causing disorganization and panic. An employee shall assess damage to the workplace and estimate human casualties. Contact 911 for Police and Fire response.

**Bomb Threats**

The City of Prineville employee receiving the bomb threat call shall use the Bomb Threat Information card and collect as much information about the bomb and the caller as possible.

As soon as possible the employee receiving the bomb threat shall:

Call 911 and summon the Police Dept

Notify your supervisor of the bomb threat and start evacuation

Create and maintain a written timetable of the incident

**Suspicious Packages or Objects**

If any City of Prineville employee identifies a suspicious package or object in their work area, they shall notify a supervisor immediately and dial 911 and summon the Police Dept. Do not touch the suspicious item. Employees shall evacuate the building immediately when notified by an alarm or announcement, or when notified by a supervisor or other authority.

**Suspected Biological Agents**

If any City of Prineville employees encounter suspicious looking or unlabeled letters or mail packages, they shall notify their supervisor immediately. Such items may include:

- Unopened envelope or letter that appear empty
- Envelopes that contain or are leaking powder
- Any mailing marked with threatening message such as “Anthrax”



- Or any other mailing that is aerosolizing, exploding, or letter stating a threatening message.

If any of the above items are found, employees shall contain the area and notify their immediate supervisor and call 911 for the Police Dept.

**Other suspicious mail characteristics may include:**

Excessive postage  
No return address  
Handwritten or poorly typed address  
Incorrect titles or titles without a name  
Misspellings of common words  
City/State in postmark not matching return address  
Visual distractions or unusual sound (i.e. ticking)  
Oily stains, discolorations, odor  
Excessive tape, string, or packaging  
Excessive weight  
Lopsided or uneven envelope  
Protruding wires or aluminum foil

*Note:* Legitimate mail commonly has some of the aforementioned characteristics. Each case of “suspicious” mail should be evaluated based on the information and circumstances at hand.

**Catastrophic Weather Events**

Follow the building evacuation plan as appropriate for the catastrophic weather event. Strong winds, thunderstorms, snow, hail, etc may be cause to stay put and not evacuate. Follow direction from your Dept Manager as to what action is appropriate.

**Active Shooter Event**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active Shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to occupants of the building. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.
- Only as a last resort, attempt to take the active shooter down.
- Call 911 when it is safe to do so!

**Terrorism**

Although terrorist acts pose minimal risks to most workplaces, the devastating effects of terrorist acts worldwide have changed the perception of a secure workplace and added a new dimension to emergency planning. Be aware of our critical resources that could potentially be involved in a terrorist attack for example:

- Mail and HVAC systems



- Electronic communication, power, data, and systems hardware
- Real estate and other physical property
- Finance and administrative transactions
- Employees – where they work.

**Employee Training**

All newly hired employees shall be instructed as to the evacuation routes, locations of the diagrams, evacuation assembly points, and specific evacuation procedures. All employees shall be trained on the Emergency Action Plan initially and as the plan or employee responsibilities change.

## **FIRE EXTINGUISHER PROGRAM**

### **Frequently Asked Questions**

***What kind of fire extinguishers do we have?***

The most commonly supplied extinguisher throughout City facilities is a multipurpose ABC Fire Extinguisher. This type may be used on all Class A, B and C type fires.

***How do you use a fire extinguisher?***

Remember the acronym P.A.S.S. Pull pin, Aim hose, Squeeze handle and Sweep at the base of the fire.

***When do I use a fire extinguisher?***

A fire extinguisher should only be used after the fire alarm has been pulled, employee evacuation has begun, and the fire department notified. If at that time the fire is still in the beginning stage and it is safe to do so, you may use the extinguisher to put out the fire.

***Do I need to be trained on fire extinguisher use?***

Yes, before you use an extinguisher to fight a fire, you must receive initial training.

***Even though I am trained, am I required to use a fire extinguisher?***

No, you will not be expected to use a fire extinguisher in the event of a fire in your area.

Also see OAR 437-002-0187 (Portable Fire Ext)

## **FIRE EXTINGUISHER PROGRAM**

### **PURPOSE**

The purpose of this program is to educate and train employees on the classes of fire, classes of extinguishers, proper use, and assessing the fire hazard to determine whether or not an employee should attempt to extinguish the fire.

### **RESPONSIBILITIES**

#### **Human Resources**

- Provide or coordinate fire extinguisher training and support
- Review and revise this program to reflect applicable regulations and industry best practices

#### **Managers and Supervisors**

- Ensure fire extinguishers are regularly (monthly) inspected and maintained
- Ensure the annual inspections are being completed

#### **Employees**

- Attend fire extinguisher training as required

### **POTENTIAL FIRE HAZARDS**

Fire hazards can exist in almost any work area. Potential hazards that may warrant the use of an extinguisher may include:

- Improper storage or use of flammable liquids and combustibles
- Smoking in prohibited areas
- Accumulation of trash and debris
- Unauthorized hot work operations
- Faulty electrical equipment
- Vandalism
- Kitchen fires

### **GENERAL INFORMATION**

Portable fire extinguishers have been installed in the workplace regardless of availability and rapid response of the local fire department. City of Prineville employees are allowed to use fire extinguishers if the following conditions are true:

- Fire alarm has been pulled and employee evacuation has begun
- Fire dept has been notified
- The fire is small and not spreading
- The employee using the extinguisher is not endangered by the fire or smoke
- The user has an unobstructed exit route
- If the employee needs to use it to protect life
- If the employee is comfortable using an extinguisher. IF NOT, evacuate the building

**Note:** City of Prineville employees are not required to use a fire extinguisher in the event of a fire.

#### **Distribution of Extinguishers**

When feasible, fire extinguishers shall be installed on hangers or brackets and shall be conspicuously located along normal paths of travel so they are readily accessible for immediate



use. In locations where visual obstruction cannot be completely avoided, directional arrows or other markings shall indicate the location of extinguishers.

Extinguishers having a gross weight less than 40 pounds shall be installed so that the top of the extinguisher is not more than 5 feet above the floor, while those weighing more than 40 pounds shall be mounted so that top is no more than 3 ½ feet above the floor. Extinguishers mounted in cabinets, wall recesses, or set on shelves must be placed so that operating instructions face outward. The location of such extinguishers will be conspicuous by marking the cabinet or wall recess in red, which will distinguish it from the normal décor.

### **Inspection and Maintenance**

All extinguishers shall be inspected monthly to ensure adequate charge, that hoses are in good condition and connections are tight, and that they have not been tampered with or physically damaged. The tag attached to the extinguisher shall list the date of the monthly inspections and initials of person completing the inspection.

If an extinguisher has been tampered with or is not in operable condition, it shall be reported to our contracted provider for immediate removal from service. An operable extinguisher shall be put in place while the damaged extinguisher is being serviced.

In addition, all fire extinguishers shall be serviced annually by a qualified contracted vendor and noted on the extinguisher tag. Annual inspection documentation must be retained and stored within the department for three years. Invoices received for these services may act as documentation of completion.

### **Training**

City of Prineville employees who may chose to use an extinguisher shall complete Fire Extinguisher Training. The training curriculum includes:

- Fire tetrahedron
- Classes of fire
- Classes of extinguishers
- Using an extinguisher – P.A.S.S.
- When to use an extinguisher

**Note:** Documentation of training shall be maintained for three years within the Human Resources Department.

## FIRE PREVENTION PLAN

### *Frequently Asked Questions*

***Why can't I just throw an oily rag in the garbage can?***

Proper disposal of potential fire sources is imperative.

***Do I need to use a fire extinguisher on a fire?***

No, employees are not required to use fire extinguishers.

***If I'm welding just a small project, do I need to wear PPE?***

Proper personal protection equipment should always be worn when working with a heat source and potential fire hazard.

Also see OAR 437-002-0043

## **FIRE PREVENTION PLAN**

### **PURPOSE**

This plan address fire emergencies reasonably anticipated occurring through all phases of the construction, repair, alteration, or demolition at our facility sites.

This fire prevention plan is in place to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This plan addresses the following issues:

- Major workplace fire hazards and proper handling and storage procedures for hazardous materials
- Potential ignition sources and their control
- The type of fire protection equipment necessary to control each major hazard
- Procedures to control accumulations of flammable and combustible waste materials
- Procedures for regular maintenance of safeguards installed on heat-producing equipment to prevent the accidental ignition of combustible materials
- Certain employee will be trained and responsible for maintaining equipment to prevent or control sources of ignition or fires
- All employees are responsible for the control of fuel source hazards

This plan is closely tied to our Emergency Action Plan, where procedures are described for emergency evacuation procedures and exit route assignments, procedures to account for all employees after emergency evacuation has been completed, and rescue and medical duties for those employees who perform them. Please refer to the Emergency Action Plan for this information.

This plan is also closely tied to our Fire Extinguisher Program, where knowledge of the location of fire extinguishers is encouraged, proper emergency evacuation procedures are again reviewed, extinguisher use training availability for those employees interested are also explained. Please refer to the Fire Extinguisher Program for this information.

### **FIRE HAZARDS**

Fire can be represented by a simple equation: Fire = Ignition Source + Fuel + Oxygen. Without any one of these three elements, a fire cannot start. Likewise, during a fire, if you take away any one of these three elements, you can successfully put out a fire. It is our City's intent to prevent these three elements from reacting to produce a fire.

Fire prevention measures involving proper handling and storage of hazardous materials have been developed. Proper control of fuels, flammable materials and heat sources will help to control the potential of fire.

#### **Potential Ignition Sources**

Flammable or combustible materials and other fuel sources may not ignite on their own without an external source of ignition. The following procedures are used to control known ignition sources:

- Shielding heat sources
- Using heat sources at safe distances from flammable substances
- Use of proper safety gear.



**Fire Protection Equipment**

Fire protection equipment includes fire extinguishers, facility-specific sprinkler systems and in specific cases, heavy equipment.

**Maintenance of Equipment/Systems**

The City of Prineville employees shall follow the manufacturer's inspection guidelines and immediate repair, replacement or replenishment of utilized equipment.

**Housekeeping Procedures**

Our City shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire. We have identified the following potential hazards within the various departments:

Oily rags, fuel containers, paints and other flammable liquids, cooking oils, paper supplies, and other flammable or combustible waste materials.

To eliminate or minimize the risk of fire due to improperly stored or disposed of materials, the City uses the appropriate containers, frequently removes waste items and physically separates flammable items from heat sources.

**Training**

At the time of a fire, employees should know how to evacuate and what their role is in the process.

Training, conducted on initial assignment to their position, includes:

- Fire hazards to which an employee is exposed
- What to do if employee discovers a fire
- Demonstration of alarm, if more than one type exists
- How to recognize fire exits
- Evacuation routes
- Assisting employees or visitors with disabilities
- Measures to contain fire (e.g. closing office doors, windows, etc in immediate vicinity)
- Head count procedures (See Emergency Action Plan)
- Return to the building after the "all-clear" signal
- Parts of Fire Prevention Plan necessary to protect oneself

Our operation is housed in several facilities. City of Prineville has informed its employees of their duties and responsibilities under the plan. Each employee in the City's employ has a copy of the Safety Manual and knows how to obtain a copy, if their copy is unavailable.

## RESPIRATORY PROTECTION PROGRAM

### Frequently Asked Questions

#### *What is appropriate respiratory protection?*

Only NIOSH-certified respirators can be used. This certification establishes filter efficiency and filter efficiency degradation classifications. Respirators must be used in compliance with the conditions of their certification.

#### *What is the requirement for medical evaluations?*

Medical evaluations are required prior to the fit-test before respirator use. Beyond the initial medical evaluation, there are no annual or periodic requirements. However, certain conditions could trigger medical re-evaluation.

#### *What are the training requirements?*

The City of Prineville must provide training to each employee that may be required to use a respirator. As a part of the training the employee(s) must be able to demonstrate respirator use competency and an understanding of the training components.

#### *What are the fit-testing requirements for full-face respirators?*

Mandatory use of negative or positive pressure tight fitting, full-face respirators (including dust masks) require fit testing. Fit testing is required prior to initial use or whenever a different size, style, or manufacture's respirator face piece is used. Employees must pass an appropriate qualitative fit test administered in accordance with accepted protocols and procedures contained in OSHA 29 CFR 190.134 Fit Testing Procedures. Fit-test records shall be maintained until the next fit test.

**Note:** Fit testing is not required for *voluntary* use of a disposable dust mask.

#### *What are the cleaning, inspection, and storage requirements?*

Prior to use, each employee shall visually inspect the respirator to ensure a safe working condition. Respirators shall also be cleaned and sanitized after each use and stored in a sealed container to prevent contamination.

Also refer to 29CFR 1910.134 and OAR 437-002-0120

## RESPIRATORY PROTECTION PROGRAM

### PURPOSE

This program will outline the respiratory protection guidelines to better protect employees from respiratory hazards that cannot be engineered out of the workplace. This program covers all City employees who may have potential of being exposed to airborne contaminants.

### RESPONSIBILITIES

#### Safety Committee

- Administer and maintain the respirator program
- Continue to identify and evaluate respiratory hazards within the City
- Coordinate fit testing and training as needed
- Support departments that require the use of respirators and make recommendations as needed
- Evaluate program effectiveness with departments that participate in the respiratory program

#### Managers and Supervisors

- Implement and monitor the respirator program within their department
- Ensure employees are using the respirators properly and at appropriate times
- Notify Safety Committee if there are any program deficiencies noted or if a change in process or procedures warrants the current program invalid
- Allocate time for employee training and fit testing as needed

#### Employees

- Participate in the fit testing and training
- Use the respirators as directed by the manufacturer and at appropriate times or job tasks
- Report any concerns or changes in processes or procedures that warrants the current program invalid
- Report any safety or health related issues that occur as a result of using a respirator.
- Clean and maintain respirators.

### DEFINITIONS

*Air-purifying respirator* means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

*Canister or cartridge* means a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the canister.

*End-of-service-life indicator (ESLI)* means a system that warns the respirator user of the approach of the end of adequate respiratory protection.

*Fit test* means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

*High efficiency particulate air (HEPA) filter* means a filter that is at least 99.97 percent efficient in removing monodisperse particles of 0.3 micrometers in diameter.



*Immediately dangerous to life or health (IDLH)* means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

*NIOSH* stands for National Institute for Occupational Safety and Health.

*Physician or other licensed health care professional (PLHCP)* means an individual whose legally permitted scope of practice (i.e. license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by this standard.

*Qualitative fit test (QLFT)* means a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

*Quantitative fit test (QNFT)* measures the challenge agent leakage into the respirator.

*Service life* means the period of time that a respirator, filter, or sorbent or other respiratory equipment provides adequate protection to the wearer.

*User Seal Check* means an action conducted by the respirator user to determine if the respirator is properly sealed to the face.

## **GENERAL REQUIREMENTS**

### **Respirator Selection**

The City bases its respirator selection on the potential exposure to particulate and/or various gas and vapor contaminants. Departments are allowed to select the respiratory equipment necessary to protect the employees from harmful exposures. All equipment used must be compliant with OR-OSHA and meet or exceed the NIOSH requirements. The City does not issue individual respirators to each employee. It does furnish employees with a respirator when work dictates that respirator use is necessary. The City also furnishes replacement parts, cartridges and filters when requested. The types of respirators employees will be using consist of the following:

1. Self-contained breathing apparatus (SCBA)
2. Paint and pesticide respirator
3. Scott (ato) respirator
4. Dust mask

The Public Works Department considers the following operations hazardous:

- Changing the chlorine cylinders
- Breathing dust from numerous operations
- Breathing fumes from welding

### **Medical Certification**

All City employees who may be expected to or voluntarily wish to wear a full face respirator to complete their job duties shall be certified by a physician or other licensed health care professional prior to first use.

A PLHCP will determine if the employee is capable of wearing a respirator. If an employee does not get certified by the PLHCP, the employee will be required to schedule a follow up

appointment with the PLHCP for further examination. Upon certification, employees can be fit tested and trained on respirator use.

### **Respirator Fit Testing**

A respirator fit test is performed once a worker has properly donned the respirator and checked for any obvious gaps or leaks in the seal. The fit test is conducted while the wearer performs a series of exercises, including breathing, deep breathing, moving their head in all directions and talking. The qualitative procedures used are compliant with OR-OSHA testing protocols.

The qualitative fit test relies on the respirator wearer to detect (by taste, smell, or feel) if the test substance is present inside the respirator, which would indicate a leak or unacceptable fit. If an employee does not pass the fit test with the original respirator, then other styles or sizes may be used until a proper fit is made.

Fit testing records shall contain the following information:

- Name of the employee being tested
- Type of test performed (QLFT or QNFT)
- Specific make, model, style, and size of respirator
- Date of test
- The pass/fail results of test

**Note:** Fit testing records shall be retained for respirator users until the next fit test is administered.

### **Cleaning/Maintenance/Storage**

Proper respirator cleaning, maintenance, and storage are essential to ensure that the respirator will function properly when needed. Respirators need to be dismantled, cleaned with a disinfectant, rinsed, and air-dried in a clean atmosphere. Respirators require regular inspection of the face piece, exhalation valves, and straps for wear, deterioration, and defects. If any defects are noted, the respirator shall be immediately removed from service and repaired with manufacturer's parts or replaced entirely.

Respirators shall be stored in a cool, dry, and clean location free from contaminants. Air-purifying respirators at the worksite should be stored in a sealed plastic bag or a Tupperware-like container. If improperly stored, the inside of the respirator may become contaminated and the chemical cartridges may continue to absorb chemicals, shortening the service life.

### **Cartridge Change Schedule**

The cartridges are immediately activated when removed from the manufacturer's packaging. The service life of the cartridge is dependent on several criterions. The cartridges are no longer acceptable for use when:

- The shelf life of the cartridge expires as indicated by the manufacturer
- Six months after opening the cartridge package
- The contaminant penetrates the filter so that the respirator user can detect the chemical odor
- When breathing becomes difficult

**Note:** Employees shall be required to write the date (with Sharpie) on the cartridges immediately after opening a new pair. The cartridge shall be disposed of six months from the written date or as indicated by the manufacturer, whichever occurs first.



## **Employee Training**

All employees who are required to wear a respirator shall be properly trained prior to first use.

Training topics shall include:

- Why respirators are necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator
- Capabilities and limitations
- How to inspect, don/doff, use, and seal check the respirator
- How to recognize the medical signs and symptoms that may limit or prevent the effective use of the respirators

**Note:** Retraining is necessary if an employee demonstrates the lack of knowledge of the training requirement, if new respiratory hazards are introduced to the workplace, or if there is a change in respirator styles or cartridges.

## **Facial Hair**

Respirators that are required to be worn cannot be donned with facial hair that interferes with the seal. Respirator users need to be clean-shaven. (Some well groomed mustaches and goatees are acceptable if the user can ensure a good seal.)

## **Communication**

Respirators can interfere with verbal communication in some work environments. Respirators are not to be removed in a contaminated atmosphere when speaking.

## **Temperature extremes**

Extreme temperatures may interfere with respirator performance. At low temperatures, a full-face respirator may fog, exhalation valves may freeze and supply-air pressure connectors may leak. Face pieces may stiffen and distort when stored at low temperatures.

At high temperatures there is additional stress on the wearer, and breathing air may need cooling. Storage at extreme temperatures may distort face pieces and accelerate face piece degradation. The user of the respirator will be responsible to monitor these conditions and evacuate the area they are working in if the respirator is malfunctioning.

## **Inspection Criteria (Half/Full Face Piece)**

Employees that use full respirators must care for, inspect and maintain their respirator before and after each use. The following is a list of items that need to be maintained and inspected to ensure a clean, sanitary, and properly functioning respirator.

Rubber face piece should be checked for:

- ✓ Excessive dirt, cracks, tears, or holes
- ✓ Broken or missing mounting clips
- ✓ Tightness of connections

Head straps should be checked for:

- ✓ Breaks, tears, or loss of elasticity
- ✓ Broken or malfunctioning buckles or attachments

Inhalation and exhalation valves should be checked for:

- ✓ Detergent residue, dust particles or dirt on valve seat
- ✓ Cracks, tears or distortion in the valve material or valve seat
- ✓ Missing or defective valve covers



Filter elements should be checked for:

- ✓ Proper filter for the hazard
- ✓ Tightness of connections
- ✓ Overall condition of filter canister

**Note:** All rubber and elastic parts of the respirator need to be inspected for signs of deterioration or loss of elasticity.

## PERSONAL PROTECTIVE EQUIPMENT

### Frequently Asked Questions

#### *What does Personal Protective Equipment do?*

Personal Protective Equipment such as gloves, boots, and ear plugs, or face shields protect you from the physical, chemical, thermal or biological hazards that can not be eliminated from a certain job task or group of tasks.

#### *How do I know what Personal Protective Equipment (PPE) to wear and when?*

In some instances, a job safety analysis (JSA) has been performed that identifies the hazards associated with your job tasks. Every effort should be made to use PPE as needed or directed by your supervisor(s).

#### *Where do I get my PPE?*

Your supervisor will issue the appropriate PPE before you perform the tasks that require PPE use.

#### *What do I do if my PPE gets damaged, or is in an unusable condition?*

If your PPE is damaged or in a state that does not offer the intended protection, you should notify your supervisor and have it replaced immediately.

#### *Will I receive training on using PPE?*

Yes, you will be trained at the time of hire, during the department orientation.

Retraining will occur if the hazards associated with your job position change, there is a change in the PPE used, or if an employee is observed not using their PPE properly or at the appropriate times.

Also see OAR 437-002-0134, OAR 437-002-0135

## PERSONAL PROTECTIVE EQUIPMENT

### PURPOSE

This program provides guidance to managers, supervisors and employees regarding selection, use, care and disposal of personal protective equipment.

### RESPONSIBILITIES

#### Safety Committee

- Review the PPE program annually and revise it to reflect any changes in OR OSHA rules and/or departmental procedure or policy.
- Perform JSA's as necessary if hazards or job requirements change.

#### Managers and Supervisors

- Implementation and enforcement of the PPE program
- Provide training to employees affected by the PPE program
- Periodic inspection of employees' PPE to ensure that it is being properly worn and maintained, and is appropriate for the tasks performed
- Ensuring that PPE is issued to any employee required to perform tasks requiring PPE, that the PPE fits the employee for whom it is intended, and that new PPE is issued with instruction as to its use, limitations, care and fit.

#### Employees

- Complying with all aspects of the PPE program
- Conducting inspections prior to use
- Reporting defective, outdated and worn out PPE to the supervisor
- Replacing PPE that is defective, outdated, worn out, or which does not fit properly.

### GENERAL REQUIREMENTS

Personal protective equipment (PPE) is to be used only when it is impractical or impossible to eliminate a hazard through a change in engineering design, administrative means, or elimination of the hazard.

Protective equipment includes shields, barriers, restraints and equipment for protection of any part of the body.

When required, PPE is to be provided by the employer at no expense to the employee, unless it is of a highly personal nature, such as prescription lenses for safety glasses. When an employee provides his/her own PPE, it must be adequate for the purpose for which it will be used. As for all PPE, it must be sanitary and properly maintained and shall be worn and used in a manner which will make full use of its protective properties.

Jewelry or loose clothing, which could contact electrical circuitry or become entangled in moving machinery, shall be prohibited. Long hair should be restrained to prevent entanglement in moving machine parts or a potential fire hazard in the presence of an ignition source.



The American National Standards Institute (ANSI) sets criteria for the durability and performance of many personal protective items. The City will meet or exceed the ANSI standards outlined in the applicable OR OSHA regulations.

Failure to comply with this policy could result in injury, illness or permanent incapacitation. Additionally, noncompliance with this policy is a violation of OR-OSHA Regulations. The general rule is that eye and face protection should be worn while performing tasks where there is probable risk of injury. This may include grinding, sawing, chipping, welding, cutting, brazing, machining, pressure hosing, and chemical handling.

### **Employee Training**

The department supervisors shall accomplish Training and PPE distribution.

General PPE training includes:

- Types of PPE available
- How the PPE can provide protection
- How to don/doff the PPE
- How to select and fit PPE
- How to inspect, clean and store the PPE.
- Limitations and useful life of the PPE
- Replace PPE as necessary to provide ultimate protection

Retraining shall be required for any employee who demonstrates that s/he does not have a full understanding of the PPE training or when new tasks or hazards and/or new styles or models of PPE are introduced.

**Note:** When PPE is not being immediately used, it shall be stored in an orderly fashion in employee lockers, hooks, or cabinets, and kept in a clean and sanitary condition.

### **General Work Clothing**

Every employee must be appropriately attired for the tasks s/he is performing. For field maintenance personnel and inspectors, this includes:

*Long pants* – Should be made of sturdy material (i.e. denim jeans) and cover entire leg and ankle.

*Shirt* – Will cover the entire torso from the point of the shoulder. No tank tops or shortened midriff shirts.

*Work boots* – Lace-up boots for ankle support while walking on uneven ground. No open heels, toes or tops. Footwear should have non-skid sole and heel with tread for traction and be constructed of leather or other sturdy material.

*Adverse weather clothing* - as appropriate for conditions, including rain gear, utility type jacket and gloves.

### **High Visibility Clothing**

A high visibility safety vest shall be worn by all City employees while working in the public right-of-way outside the confines of the shop yard, office or while directing traffic. The reflective properties must be visible in the wearer's full range of motion and the clothing material shall be strong orange or yellow-green chartreuse in color.

### **Eye and Face Protection**

The presence of flying particles, molten metals, hot liquids, chemical liquids or gases, or injurious light radiation presents a risk of eye and/or face injury. When any of these hazards are present, appropriate eye and face protection shall be worn. Potential hazards and required eye protection are:

*Flying particles* – Safety glasses with side shields or impact resistant goggles, or a combination of a face shield and eye protection.

*Molten metals* – Eye protection plus a face shield made of a material that can withstand heat.

*Chemical liquid and gas hazards* – Chemical goggles. A face shield may also be necessary for highly corrosive materials (such as chlorine) or if a splash potential exists.

*Light radiation* – Eye protection of the appropriate shade for the arc current or gas process while welding, torch cutting, or brazing.

Eye and face protections, like all other PPE, must be routinely inspected for scratches, cracks, dents, missing parts, and other defects. Safety glasses should fit the face so as to not leave more than ¼” gap around the eyes and nose. Any PPE that is defective must be removed from service and replaced immediately.

### **Head Protection**

All City employees, visitors, contractors, vendors, etc., must comply with this policy concerning head protection. People working in area where there is possible danger of head injury from impact, or from flying objects, or from electrical shock and burns, shall be protected by protective helmets (hard hats). Hard hats shall meet the specifications listed by the American Standards Institute.

All work areas that include equipment such as composters, settling tanks, aeration basins, final clarifiers, digesters, mechanical lifting equipment (crane, hoist, or any overhead lifting device), or power driven machinery (forklifts, tractor, scissor jacks, mowers, or heavy equipment) hard hats shall be required. Hard hats shall also be worn in confined spaces, high voltage areas, low clearance areas, traffic controlled work sites and construction sites.

MLGC Maintenance crew is required to wear hard hats when they are on the course with golfers playing through.

The hardhat must be inspected regularly and removed from service if:

- It has been impacted by an object that cracked, dented, or significantly marred the shell
- It does not pass the “squeeze” test. Gently compress the sides one to two inches. The hat should not make popping or cracking noises, and upon release should return to its original shape
- The shell material has been compromised by chemical, thermal, or radiant exposure
- It is past the useful life span according to the manufacturer
- The suspension system must also periodically be replaced when it shows signs of wear, or cannot be adequately cleaned or adjusted.

Employees who are exposed to power-driven machinery or to sources of ignition shall wear caps or other head covering which completely covers the hair.



### **Foot Protection**

Protective footwear shall be worn by those employees that are exposed to foot injuries due to objects falling on or rolling over the foot, objects piercing the sole or electrical hazards to the feet.

All required protective footwear should meet ANSI standards. Foot protection includes:

- Steel or composite toe protection for impact hazards to the toes and front of the foot
- Puncture and slip resistant soles
- Electrical hazard protection from limited voltage under dry conditions.

**Note:** Meter readers/water locators are exempt from this protective footwear, unless they assist other work groups that are not exempt from this section.

### **Hand Protection**

Gloves shall be worn to protect against hazards to the hands. Hazards and protective gloves include:

*Thermal extremes* – insulated gloves will help protect against significant skin injury due to extreme hot or cold, including thermal chemicals.

*Chemical exposure* – corrosives and chemicals that can be absorbed through the skin require specialized hand protection. The glove material and structure must be such that chemicals will not degrade, permeate, or penetrate the glove and reach the skin.

*Mechanical hazards* – sharp objects and rough surfaces can cause cuts and scrapes to hands. General work gloves made of leather or cloth material, or a combination of the two will protect against many mechanical hazards. Employees shall not wear gloves around moving equipment in which the glove could become entangled in the equipment.

*Food preparation* – cut resistant gloves shall be used at the restaurant during prep time and when cleaning the slicing machine.

### **MISCELLANEOUS PPE**

Employees who are working in, over, or near water which is deeper than five feet will be provided with buoyant protective devices and rescue equipment.

Drivers and passenger restraints will be used in vehicles. Wearing a seatbelt and shoulder harness is required under Oregon law on public roads.

Chaps, gauntlets, and other body protection should be worn while operating a chainsaw and other handheld equipment.

Ergonomic braces, supports, and belts as prescribed by a physician, physical therapist or other qualified healthcare professional shall be worn as required by the healthcare professional. These items must be used correctly to be effective and under the instruction of a Certified Health Care Professional.



## HEARING CONSERVATION PROGRAM

### Frequently Asked Questions

***When should I wear hearing protectors?***

Whenever you are exposed to occupational noise levels exceeding 85 dB.

***How will I know if I am being exposed?***

The workers' compensation carrier will work with your department in identifying environments, equipment or job conditions that may potentially expose workers to an unacceptable level of noise.

***Will I receive training?***

All affected employees will be provided training on 1) the effects of noise on hearing, 2) the purpose of hearing protectors, and 3) the purpose of audiometric testing.

***What is audiometric testing (or audiogram)?***

An audiogram is a test that monitors your hearing over time. The City provides an annual hearing test, with voluntary participation, at no cost to the employees.

***What happens if there is a change from my prior test?***

If your audiogram indicates you have experienced a Standard Threshold Shift (STS), you will be informed in writing within 21 days of the determination. One of two things could happen: 1) you could be re-fitted with different hearing protectors, or 2) you could be referred for further evaluation and/or testing.

Also refer to 29 CFR 1910.95 and OAR 437-002-0080

## HEARING CONSERVATION PROGRAM

### PURPOSE

The purpose of this program is to establish training and education guidelines and necessary procedures to protect employees hearing while in the workplace.

### RESPONSIBILITIES

#### Safety Committee

- Maintain the Hearing Conservation Program
- Monitor program to ensure effectiveness and compliance within applicable departments

#### Human Resources

- Administer and maintain the Hearing Conservation Program, including training
- Maintain training records for at least three years
- Schedule mobile audiometric testing for affected City personnel
- Retain audiologist reports of employees for the duration of their employment
- Follow up on employees who experience a standard threshold shift (STS) and ensure they are notified and arrangements are made for follow-up evaluation
- Ensure proper recording on the OSHA 300 log of verified hearing loss.

#### Managers and Supervisors

- Ensure that hearing protectors are available to all employees who are exposed to noise in excess of 85 dBA, and require their use by any employee who has a known hearing loss
- Ensure that annual audiometric testing is made available to all affected employees
- Work with Human Resources in the implementation, training and testing components.

#### Employees

- Compliance with this program
- Use hearing protectors whenever working in an environment where the noise level exceeds 85 dBA. Employees who have a known hearing loss (Standard Threshold Shift) shall use hearing protection whenever performing tasks which expose them to noise in excess of 85 dBA.

#### Monitoring

The City must use a noise sampling strategy that determines which employees need to be part of a hearing conservation program. This sampling will also determine their need for hearing protection or when to consider engineering controls.

- Use a sound level meter or a dosimeter to do noise level surveys over an 8-hour period to get a time weighted average. When the employees are mobile or there are significant changes in sound level or impulse noise components, you must use representative personal sampling.
- Repeat the noise surveys when there is a change in production, process, equipment or controls that increases noise levels or exposures to or above the action level. Also repeat the surveys if the increase in noise may require additional noise reduction from hearing protection already in use.
- Notify each monitored employee of the noise monitoring results if the exposure was at or above the 85 decibel TWA (Time Weighted Average).
- The employer must give affected employees or their representatives the opportunity to observe the noise survey process.

**Note:** Employer responsibilities in this standard require special knowledge and equipment to be done successfully. In most cases it is advisable, and in some mandatory, to have these tests done by a professional.

The City provides all hearing protection equipment and devices without cost to the employee. Employees may voluntarily elect to use their own equipment but the employer is responsible to assure that it provides adequate protection.

All hearing protection equipment and devices must be kept serviceable and clean according to the manufacturer's recommendations or accepted audiological practices.

### **Testing**

There are two types of hearing tests required by this standard. A baseline hearing test must be done within 6 months of the employee's first exposure to noise at or above the action level. This test is the comparison base for future tests. After the baseline audiogram is done, each employee still exposed at or above the 8 hour TWA must have annual hearing tests. Compare the annual tests to the baseline tests to determine if there has been a standard threshold shift. The audiologist, otolaryngologist or physician evaluation of the audiogram may revise the baseline when the standard threshold shift in hearing revealed by the test is persistent or the hearing threshold shows an improvement over the baseline audiogram.

For purposes of this standard a standard threshold shift of hearing compared to the baseline hearing test is called a standard threshold shift and is an average of 10dB or more at 2000, 3000 and 4000Hz in either ear. In Oregon there is no allowance from age correction charts for this calculation.

### **Follow up**

The qualified person doing the hearing test will compare the results of the annual hearing test to the baseline audiogram to see if it is valid and if there has been a standard threshold shift change in hearing as described above.

- The employer may retest to assure validity within 30 days and use that as the annual test.
- An audiologist, otolaryngologist or physician must review all problem audiograms to determine the need for more evaluation. This may include follow up as described below.
- The employer is responsible to pay for this evaluation.
- The employers must assure that the reviewing audiologist, otolaryngologist, or physician has the following information:
  - A copy of the requirements for hearing conservation in this section.
  - The employees' baseline and most recent audiogram.
  - Measurements of the noise levels in the audiometric test room.
  - Records of audiometer calibrations as required by this section.

If an employee's hearing test reveals a standard threshold shift, the employer must do certain things unless the physician determines that the shift is not work related or aggravated by work related noise exposure. Supervisors shall fit employees with hearing protection; train them in its use and care. Require them to use it. Refit and retrain employees already using hearing protectors. Give them hearing protectors that offer more noise reduction. Refer the employee for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary. Also refer the employee to the physician if the wearing of hearing protectors causes or aggravates a medical problem of the ear. Inform the employee of the need for an



otological examination if a medical pathology of the ear could be unrelated to the use of hearing protectors.

If a future hearing test shows that the standard threshold of hearing is not persistent and the noise exposure is less than an 8 hour TWA of 90 decibels, the employer must tell the employee of the new results and may end the required use of hearing protectors.

**Training:** All employees exposed at or above the 8 hour TWA of 90 decibels must receive initial and annual training. Update the training program if there are changes in the hearing protection or work processes. The training program must include:

- The effects of noise on hearing.
- The purpose of hearing protectors, the advantages, disadvantages and attenuation of various types and instructions on selection, fitting, use and care.
- The purpose of the hearing test and an explanation of the test procedures.

### **Record Keeping**

The City must keep employees' noise exposure records for two years and audiometric test records until the worker leaves the company. The records must be available to employees, former employees, representatives designated by the employee and Oregon OSHA. The test record must include:

- Name and job classification of the employee.
- Date of the audiogram.
- The examiner's name.
- Date of the last acoustic or exhaustive calibration of the audiometer.
- Employee's most recent noise exposure assessment.

**Note:** The professional who does your audiometric work will supply most of the records required by this section.

### **Hearing Protectors**

As with any personal protective equipment (PPE), hearing protectors are to be considered a last resort, used when engineering and administrative controls fail to reduce noise in the work environment to acceptable levels.

All employees will be encouraged to use hearing protection whenever performing a task or operating equipment that is sufficiently loud to require raising one's voice to communicate with co-workers in close proximity. Generally, if you must shout to be heard, the level of noise is above the action level of 85 dB. Any employee operating equipment or performing a task that exposes him/her to 90 dB or more will be required to use hearing protection for the duration of the task. Any employee with a documented hearing loss shall wear hearing protection whenever exposed to noise at or above 85dB.

Selection of hearing protection should be based on the noise level in the environment, the noise reduction rating (NRR) of the protectors, practicality of the style of protector when used with other PPE, and the comfort of the wearer. The goal is to reduce the noise affecting the employees to 85 dB or less.

## CRANE SAFETY PROGRAM

### Frequently Asked Questions

***How do I know how much a crane is capable of lifting?***

Each crane is required to have its rated capacity designation affixed to it. Commonly, you will find the rating on hoisting block or on the bridge. Markings shall be visible from ground level at all times.

***How often do I have to inspect a crane?***

Cranes are required to be inspected daily, prior to each use, monthly, and annually. The inspection criterion is contained within this written program.

***What if our crane is only used occasionally?***

Cranes that sit idle for a period of 1-6 months needs to be carefully inspected and the inspection shall be documented. Documentation shall be filed and maintained for the life of the crane.

***Is riding the load or hook an acceptable practice?***

No, employees are absolutely prohibited from riding the hook or a load at any time. If an employee needs to assist in load movement, tag lines shall be used.

***Will I receive training on crane safety and using a crane?***

Yes, you will be properly trained on crane safety and inspections prior to first use on the job.

Also see OAR 437-002-0228

## CRANE SAFETY PROGRAM

### PURPOSE

The purpose of this program is to provide guidelines for proper inspection, maintenance, and use of cranes within the City of Prineville. Only authorized employees are permitted to use any lifting devices, however, all employees are required to follow the safeguards in this program.

The term “crane” in this program refers to the styles utilized within the City of Prineville: Truck mounted mobile cranes, bridge cranes, or Gantry cranes.

### GENERAL RESPONSIBILITIES

#### Safety Committee

- Administer and maintain the Crane Safety Program
- Annually evaluate program effectiveness.

#### Managers and Supervisors

- Coordinate or conduct the required employee training
- Allow only trained and authorized employees to operate a crane
- Ensure the required inspections and preventive maintenance is done in a timely manner, with records
- Ensure employees are complying with the components of this program.

#### Employees

- Immediately tag out of service and report unsafe equipment conditions
- Follow safe operating procedures and inspections for all lifting equipment used
- Attend required training sessions when offered.

#### General Requirements:

No person shall operate any crane until he or she has received sufficient training and practical instruction to ensure that he or she is competent to operate it in a safe and efficient manner. All training and instruction must be documented and that documentation shall be kept in the person’s personnel file.

The user shall comply with the manufacturer’s specifications and limitations applicable to the operation of any and all cranes and derricks. Where manufacturer’s specifications are not available, the limitations assigned to the equipment shall be based on the determinations of a qualified engineer competent in this field and such determinations will be appropriately documented and recorded.

Attachments used with cranes shall not exceed the capacity, rating, or scope recommended by the manufacturer. No modifications or additions that affect the capacity or safe operation of the equipment shall be made without the manufacturer’s written approval. If any modifications or changes are made, the capacity, operation and maintenance instruction plates, tags or decals, shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced. Only the manufacturer or other competent shop with suitable equipment and with personnel trained for the work shall be permitted to perform welding or other repair work on cranes or derricks.



Rated load capacities, recommended operating speeds, special hazard warnings, or instruction, shall be conspicuously posted on all equipment. Instructional or warning signs shall be visible to the operator while h/she is at his or her control station.

### **Inspections**

The operator shall inspect all machinery and equipment prior to each use, and during use, to make sure it is in safe operating condition. Any deficiencies shall be repaired, or defective parts replaced, before continued use. Only an authorized person, such as the vendor or manufacturer, shall make repairs. Authorized City employees may conduct preventative maintenance such as greasing, lubing and inspections.

A thorough annual inspection of all cranes shall be made by the vendor or outside resource (qualified technician). The City shall maintain a record of the dates and results of inspections for each crane.

### **Crane operator training requirements:**

The City will ensure that employees who operate cranes and derricks are properly trained, have sufficient practical experience, and follow operating procedures for the safe operation of the crane or derrick. The level of training and experience received by the employee to meet this OAR standard shall be recorded in writing. The employer shall maintain all written records of crane or derrick operator's training and experience, and shall make such records available for review by the Oregon Occupational Safety and Health Division (OR-OSHA) upon request.

### **Handling the Load**

The size of the load a crane can safely maneuver is dependent on its individual rated lifting capacity. The rated capacity is not to be exceeded, unless for load testing purposes at 125%. The hoisting chain or rope shall be free of kinks, knots, frays, or twists and shall not be wrapped around the load. The load to be lifted shall be attached to the load block by means of a sling or other approved lifting device.

Once attached, the operator shall ensure the load is balanced and test the crane brake if the load weighs 75% or greater of the crane's lifting capacity. The brake can be tested by lifting the load 2-3 inches off the floor and allowing it to suspend for a short amount of time. If the brake is functioning properly, the load should not descend back to the floor. If it does, the crane lift shall be terminated and the crane taken out of service for repair.

When moving the load, ensure there are no obstructions such as people or other objects that may create a trip, crush, or struck by hazard. If an employee is on the load or handling the hook, movement of the crane is not allowed. An employee riding the hook or load is prohibited. If an employee needs to assist in positioning the load while in motion, then tag lines shall be used. Lifting loads overhead of people is absolutely prohibited.

When lowering the load, ensure area is clear and ready for load placement. If the crane has wire rope versus chain links, the load shall not be lowered to the point where there are less than two full wraps of rope remaining on the hoisting drum.

## HAZARD COMMUNICATION PROGRAM

### Frequently Asked Questions

#### *What is a Hazardous Chemical?*

A hazardous chemical is defined as “any element, chemical compound, or mixture that is a physical hazard or a health hazard.” Common chemicals used in the workplace include chlorine gas, ammonia, various acids and caustic soda.

#### *How do hazardous chemicals affect me?*

Chemicals that pose health hazards can damage an exposed person’s tissue, vital organs, or internal systems. The effects may vary from person to person and are dependent on the dose, toxicity, and the duration of exposure to the chemical. Overexposures to hazardous chemicals may cause temporary irritation, discomfort or worse, permanent damage to the body.

#### *What are some physical hazards of chemicals?*

Chemicals that are physical hazards are unstable, and when handled improperly, can cause fires or explosions. Common physical hazard characteristics include combustibility, compressed gases, explosive capabilities, flammability, or reactivity with water.

#### *How can I learn more about the chemical materials used in the workplace?*

Your employer is required to maintain Safety Data Sheets (SDS) for each hazardous chemical in the workplace. The SDS will provide health and safety information such as safe handling and use, PPE requirements, first aid measures, physical and health hazards, and emergency contact information.

#### *When will I be trained?*

Employee training occurs at time of hire on the components of the Hazard Communication Program. Additional training will occur when new chemicals are introduced to the work place, if there is a deficiency noted in the existing program, or if an employee is unable to demonstrate adequate knowledge of the program.

Also see OAR 437-002-0100

## HAZARD COMMUNICATION PROGRAM

### PURPOSE

The essence of hazard communication is a warning. We use thousands of chemical products throughout our lives, at home and at work. But most of us would be hard-pressed to distinguish safe products from hazardous ones without a warning – the familiar skull-and-crossbones, for example. The warning tells us the product is hazardous, that it can harm us if we use it improperly.

Employees have the right to know what chemicals they are using and what chemicals they may be exposed to in the workplace. The purpose of this program is to ensure workers who may be exposed to hazardous chemicals understand the hazards, how to read a Safety Data Sheet (SDS) and how each employee can protect his/herself and his/her co-workers from an exposure.

### RESPONSIBILITIES

#### Safety Committee

- Provide training to employees affected by Hazard Communication procedures
- Review the Hazard Communication Program and revise it to reflect changes in OR OSHA rules and/or departmental procedure or policy

#### Managers and Supervisors

- Implement and enforce the Hazard Communication Program
- Collect the proper SDS for any non-exempt chemical that is brought into the department
- Ensure the affected employees are trained on new products prior to first use
- Ensure the chemicals and pipes used within the department are properly labeled. (Note: This could be achieved through quarterly site inspections of your department.)

#### Employees

- Comply with the components of this program
- Ensure that the chemicals and pipes within the department are properly labeled
- Employee shall use chemicals in the workplace for the purpose for which they were intended, and will review health and safety data concerning hazardous chemicals prior to using them.

### GENERAL INFORMATION

#### Safety Data Sheets (SDS)

Safety Data Sheets provide important safety and health information on the products the sheets represent. The SDS is required to be provided by the vendor who manufactures the product.

The SDS is required to be in English. If an employee is unable to read an SDS, a co-worker or supervisor must explain the information to the employee as it is found on the SDS before the employee has any contact with the product.

SDS shall be available to all employees during every work shift.

Employees who travel away from their shop or base facility will have information from the SDS readily available, either by telephone, radio, or by having a copy of the applicable SDS with them.



The Safety Data Sheets are to be kept in hard copy form; they shall be added to the chemical index and a copy inserted in the SDS binder.

Each department will maintain a hard copy SDS Binder that contains the following information:

- Current chemical index
- Glossary of common SDS terms
- Secondary labeling labels and instructions
- Current SDS

**Uniform formatting required on safety data sheets:**

The Hazard Communication Standard requires chemical manufacturers, distributors, or importers to provide SDSs that provide specific information about the hazards of chemical products. As of June 1, 2015, the HCS requires all SDSs to be in a uniform format and include the section numbers, the headings, and associated information under the 16 headings below:

1. Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
2. Hazard identification includes all hazards regarding the chemical and required label elements.
3. Composition/information on ingredients includes information on chemical ingredients and trade secret claims.
4. First-aid measures include important symptoms or effects (acute or delayed) and required treatment.
5. Fire-fighting measures list suitable extinguishing techniques, equipment, and chemical hazards from fire.
6. Accidental release measures list emergency procedures, protective equipment, and proper methods of containment and cleanup.
7. Handling and storage lists precautions for safe handling and storage, including incompatibilities.
8. Exposure controls/personal protection lists OSHA's permissible exposure limits (PELs), the ACGIH's threshold limit values (TLVs), appropriate engineering controls, and personal protective equipment (PPE).
9. Physical and chemical properties list the chemical's characteristics.
10. Stability and reactivity lists chemical stability and possibility of hazardous reactions.
11. Toxicological information includes routes of exposure, related symptoms, acute and chronic effects, and numerical measures of toxicity.
12. Ecological information
13. Disposal considerations
14. Transport information.
15. Regulatory information.
16. Other information includes preparation and revision dates of the SDS.

The SDS must clearly indicate that information is not available if no relevant information is found for any given subheading within a section.

**Chemicals that are physical hazards:**

Chemicals that are physical hazards are unstable and, when handled improperly, can cause fires or explosions. Chemicals are physical hazards when they are classified as posing one of these hazardous effects:

- Corrosive to metals
- Explosive

- Flammable (includes aerosols, gases, liquids, and solids)
- Pressurized gasses
- Organic peroxides
- Oxidizers (includes gases, liquids, and solids)
- Pyrophoric (includes liquids and solids)
- Self-heating substances
- Self-reactive substances
- Substances that emit flammable gases in contact with water

**Chemicals that are health hazards:**

Chemicals that are health hazards can damage an exposed person's tissue, vital organs, or internal systems. Generally, the higher the chemical's toxicity the lower the amount or dose necessary for it to have harmful effects. The effects vary from person to person, ranging from temporary discomfort to permanent damage, depending on the dose, the toxicity, and the duration of exposure to the chemical.

Health effects range from short-duration symptoms that often appear immediately (acute effects) to persistent symptoms that usually appear after longer exposures (chronic effects).

Chemicals are health hazards when they are classified as posing one of these hazardous effects:

- Acute toxicity (any route of exposure)
- Aspiration toxicity
- Carcinogenicity
- Germ cell mutagenicity
- Reproductive toxicity
- Respiratory or skin sensitization
- Serious eye damage or eye irritation
- Skin corrosion and irritation
- Specific target organ toxicity (single or repeated exposure)

When we no longer use a hazardous chemical, we need to keep a record for at least 30 years of the chemical's identity, locations, and the years in which it was used in our workplace.

**Using container warning labels.**

The purpose of a container warning label is to warn employees about the container's contents and to refer employees to an appropriate SDS for more information about the chemical's physical and health hazards. If you use hazardous chemicals at your workplace, you must ensure that each hazardous chemical container has a legible label, in English that identifies the chemical, warns of its hazards, and lists the contact information for the manufacturer, importer, and/or distributor.

Original containers of hazardous chemicals from a manufacturer, importer or distributor must have warning labels. **Don't** remove or deface them. If you transfer a hazardous chemical from a labeled container to an unlabeled container, label the new container. Any chemical containers missing or bearing unreadable labels shall be reported to the department supervisor immediately.

As of June 1, 2015, the chemical manufacturers and importers must ensure that any hazardous chemical product shipped to you has a GHS-aligned label that includes:

- A product identifier
- A signal word
- A hazard statement
- A pictogram



- Precautionary statements
- The supplier's name, address, and telephone number.

### **Training Employees**

If your position may be exposed to hazardous chemicals, you must be informed about the chemicals and trained on them when you are hired and whenever you are exposed to a new chemical hazard or a process change. Required employee training:

- Where to find and how to read the hazard-communication plan, the list of hazardous chemicals, and SDSs.
- The operations in which hazardous chemicals are used.
- The physical and health hazards of hazardous chemicals used by employees.
- The meaning of warning labels on hazardous-chemical containers and on pipes that contain hazardous substances.
- How to recognize emergencies involving hazardous chemicals.
- How to use personal protective equipment.

### **Exemption:**

Consumer products may be exempt from the Hazard Communications Program and SDS requirements if all four conditions exist:

- Purchased at a local, non-industrial store
- Used at relatively the same frequency and quantity as a typical consumer would use
- Use as intended by the manufacturer
- If the consumer product is not assigned to a specific individual for a specific job task.

**Note:** Exempt materials, including consumer products shall bear the appropriate labels and be stored and used in accordance with any safety precautions provided by the manufacturer.

### **Pipe Labeling System (437-002-0378)**

Pipes carrying hazardous chemicals through any City facility shall be labeled indicating the contents, hazard, and direction of flow of the material. The labeling shall be located at the beginning and end of continuous pipe runs and where confusion may occur; such as close to valves, branches, and where pipes pass through walls, floors, and ceilings. If the pipe has a long run, it is recommended that the labels be placed every 50 feet.

Where pipes are located above or below the normal line of vision, the lettering shall be placed above or below the horizontal centerline of the pipe, so it is clearly visible. SDS shall be maintained for all hazardous chemicals carried in pipes.

### **Non-Routine Tasks**

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee shall be instructed by the responsible supervisor about hazardous chemicals to which s/he may be exposed during such activity. This information will include:

- Specific physical and health hazards
- Protective measures to reduce exposure, including PPE, ventilation, and safe handling procedures, and emergency procedures.
- SDS shall be made readily available.



## **Contractors**

When a contractor is brought onto a City property to perform any type of work, the responsible supervisor of that area will inform the contractor of the following:

- Any hazardous chemicals to which the contractor or his/her employees may be exposed
- The procedure for obtaining pertinent SDS
- An explanation of the chemical labeling system in use
- Precautions the contractor and his/her employee may take to lessen the possibility of exposure by using appropriate protective measures
- Who to inform if there is a release of hazardous chemical
- The contractor shall also inform the Supervisor for the particular project of the hazardous chemicals they may be bringing onsite to complete their work and supply us with the required SDS for those products.

### **Accidental Release**

If a small scale chemical spill occurs, the responsible employee(s) shall notify their supervisor or designee immediately and consult the SDS. Follow the manufacturer's directions for PPE use, spill clean-up materials, safe work procedures, and proper disposal requirements. Examples of a small scale spill may include but not limited to: Vehicular fluids such as antifreeze, transmission fluid, oil, and less than 10 gallons of gasoline.

All appropriate personal protective equipment shall be used when cleaning up any chemical spill. All used absorbent material and recovered chemical must be contained, stored, and disposed of appropriately. Notify Prineville Disposal for storage and disposal of hazardous waste debris.

If the spill is large, or has the potential to place any employee in danger from exposure to a toxic chemical, fire, explosion, or if the chemical may react with other chemicals stored or used in the area, evacuate the area and notify the Crook County Fire and Rescue by calling 911.

### **Employee Exposure**

Any employee suffering an injury or illness due to chemical exposure should follow normal procedures for reporting a work related injury or illness; seek medical attention and complete the Incident Report form and 801 form if medical treatment is necessary. A copy of applicable SDS should be presented to the employee's medical provider.

### Some examples of chemicals classified as physical hazards

#### CHEMICAL CLASSIFICATION:

Corrosive to metals

Explosive

Flammable (includes aerosols, gases, liquids, and solids)

Pressurized gas

Organic peroxide

Oxidizer (includes gases, liquids, and solids)

Pyrophoric (includes liquids and solids)

Self-heating substance

Self-reactive substance

Substance that emits flammable gases in contact with water

#### EXAMPLES:

Hydrochloric acid, sulfuric acid

Trinitrotoluene (TNT), nitroglycerin

Aerosols – spray paint, hairspray  
Gases – acetylene, hydrogen  
Liquids – gasoline, acetone  
Solids – aluminum powder, sulfur

Oxygen, acetylene, helium

Methyl ethyl ketone peroxide, benzoyl Peroxide, acetone peroxide

Gases – oxygen, fluorine, chlorine  
Liquids – perchloric acid, bromine  
Solids – strontium peroxide, aluminum Nitrate

Liquids – tributylphosphine, triethylborane  
Solids – lithium, pentaborane, phosphorus

Rags impregnated with linseed oil

Benzene sulpho-hydrazide

Sodium, lithium, calcium carbide

## **CONTROL OF HAZARDOUS ENERGY PROGRAM (Formerly referred to as Lock Out/Tag Out)**

### **Frequently Asked Questions**

#### ***When do I need to perform a lockout?***

Anytime you are performing service or maintenance to a machine, a system, or a piece of equipment, or when any other activities such as set-up, inspections, and modifications could potentially expose an employee to hazardous energy sources.

#### ***What types of hazardous energy could I possibly be exposed to?***

There are several types of hazardous energy, including: Electrical, pneumatic, mechanical, hydraulic, chemical, or thermal energy. Each piece of equipment, machine, or system may have one or any combination of energy sources, all at various energy levels.

#### ***What do I use to lockout a machine?***

You will have a written procedure to follow and have immediate access to the lockout devices necessary to perform the process. Such devices shall include lockout locks, circuit breaker devices, ball or gate valve lockout devices, and scissor locks.

#### ***What if more than one person is involved in a lockout situation?***

If more than one person is involved in the lockout process, each individual will need to attach his or her own lock to each energy source. This can be accomplished with the use of a scissor lock. Each employee would then attach his or her lock to the scissor lock to complete the lockout process.

#### ***Will I be trained on using the lockout system?***

Yes, employees will be trained at the time of hire. Additional training is required if an employee cannot demonstrate that he/she has a full understanding of the lockout requirement, if there is an equipment or process change, or if the current program is deemed inadequate.

Also refer to 29CFR1910.147 and OAR 437-002-0140



## CONTROL OF HAZARDOUS ENERGY PROGRAM

### PURPOSE

The purpose of this program is to ensure all City of Prineville employees are protected from accidental or unexpected activation of mechanical, pneumatic, stored energy, and/or electrical equipment during maintenance, repairing, cleaning, servicing, or adjusting of prime movers, machinery, or equipment.

### RESPONSIBILITIES

#### Safety Committee

- Review Lockout/Tagout program and revise it to reflect changes in OR OSHA rules and/or departmental procedure or policy.

#### Managers and Supervisors

- Provide training to employees affected by lockout/tagout procedures
- Ensure that each employee and contractor engaging in work requiring the lock out of energy sources understands and adheres to the lockout procedures
- Assure that employees have received training in energy control procedures prior to operating the machinery or equipment.
- Provide and maintain necessary equipment and resources, including accident prevention signs, tags, padlocks, seals and/or other similarly effective means
- Each supervisor shall maintain a file of all equipment, machinery, and operations that require the use of lockout procedures. The file will include the location, description, power source, and primary hazards of equipment/machinery, a list of the primary operators and maintenance personnel, and a list of lockout/tagout equipment that is used and maintained on site.

#### Employees

- Comply with specific procedures, as outlined in this document, for all tasks that require the use of lockout/tagout procedures as defined
- Maintain lockout/tagout supplies in maintenance vehicles where needed.

#### Definitions

*Affected employee* – an employee whose job requires him/her to operate or use a machine or piece of equipment on which servicing or maintenance is being performed under the lockout program or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

*Authorized employee* – an employee who locks out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance.

*Energy isolating device* - a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, a gate valve; ball valve; and similar device used to block or isolate energy. **Note:** Push buttons, selector switches, and other control circuit type devices are not energy isolating devices.

*Energy source* – any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

*Lockout* – the placement of a lockout device on an energy device, in accordance with an established procedure, ensures that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

*Lockout device* – a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent energizing of a machine or equipment.

*Servicing/Maintenance* – workplace activities such as constructing, installing, setting up, major adjustments, modifying, maintaining and/or servicing machines or equipment.

### **Lockout Devices**

Lockout/tagout refers to Oregon OSHA's requirements for protecting workers from *hazardous energy* when they do *service or maintenance* work on machines or equipment.

Lockout means locking the mechanism that isolates an energy source from a worker. When that mechanism – an energy-isolating device – is locked, it allows a worker to safely service or maintain potentially hazardous equipment. Each lock must have its own unique key or combination. When an energy-isolating device is locked out, the equipment it controls will not work until the lock is removed.

Tagout means placing a warning tag or sign – a tagout device – on an energy-isolating device. Tagout devices must control hazardous energy at least as effectively as lockout devices. But, because tagout devices don't provide the same physical barrier to hazardous energy as lockout devices, it may be difficult to demonstrate that they are equally effective. The tag must state that the equipment being serviced or maintained *can't* be operated until the tag is removed.

Sequence of Lockout:

1. Notify by verbal or written notice all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
  - a. Affected employee – an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
  - b. Servicing and/or maintenance – workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying and maintaining and/or servicing machines or equipment. This includes but is not limited to lubrication, cleaning, or unjamming of machines or equipment, making adjustments or tool changes where the employee may be exposed to the unexpected energization or start-up of the equipment or release of hazardous energy.
2. The authorized employee shall refer to the manufacturer's service and maintenance section on the machine or equipment to identify the following:
  - a. Type and magnitude of energy used.
  - b. To understand the hazards of the energy used.
  - c. To find the procedures or method for controlling the energy.
  - d. Safe and proper servicing and maintenance procedure.



3. If the machine or equipment is operating, shut it down by the normal stopping procedure. Examples: push the stop button, open switch, close valve, etc.
4. De-activate the energy isolating device or devices so that the machine or equipment is isolated from the energy source or sources.
  - a. Energy isolating device: a mechanical device that physically prevents the transmission or release of energy, including by not limited to the following:
    - i. A manually operated electrical circuit breaker.
    - ii. A disconnect switch.
    - iii. A line valve.

NOTE: Push buttons and selector switches are **not** energy isolating devices.

- b. Energy source: any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.
5. Lockout the energy isolating device or devices with assigned individual lock or locks.
  - a. Lockout: the placement of a lockout device on an energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
  - b. Lockout Device: a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment.
    - i. Lockout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
    - ii. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.
6. Stored or residual energy must be dissipated or restrained by methods such as grounding, repositioning, blocking, and bleeding down. Examples of stored residual energy:
  - a. Capacitors (stored electricity).
  - b. Air, gas, steam or water pressure.
  - c. Springs.
7. Ensure that the machine or equipment is disconnected from the energy source by:
  - a. First checking that no persons are exposed.
  - b. Second verify the isolation of the machine or equipment by operating the normal operating control.

**Note:** Return the operating control or controls to neutral or “off” position after verifying the isolation of the machine or equipment.

8. The machine or equipment is now locked out.
 

**Note:** Lockout device shall indicate the identity of the authorized employee applying the device.
9. Tag out procedures shall be the same as lockout. When tagging out a machine or equipment, the employee will follow steps one (1) through eight (8) of the lockout procedure.
  - a. Tag out – the placement of a tag out device on an energy isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag out device is removed.
  - b. Tag out device – a prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy-isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag out device is removed.



- c. Tag out devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.
  - d. Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled or stored.
  - e. Tag out devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal.
  - f. Tag out device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all-environment-tolerant nylon cable tie.
  - g. Tag out devices shall warn against hazardous conditions if the machine or equipment is energized.
  - h. Tag out devices shall indicate the identity of the authorized employee applying the device.
10. Restoring the equipment to service: When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be followed:
- a. Check the machine or equipment and the immediate area around the machine or equipment to ensure that all nonessential items have been removed, and that the machine or equipment components are operationally intact.
  - b. Verify that all other machinery or equipment that may be affected by the start-up of this machinery or equipment is safely controlled.
  - c. Check the work area to ensure that all persons have been safely positioned or removed from the area.
  - d. Verify that the controls are in neutral or “off” position.
  - e. Remove the lockout devices and re-energize the machine or equipment. Note: the authorized employee who installed the device shall remove Lockout/tag out devices. The only exception to this is when the authorized employee who applied the lockout/tag out device is not available to remove the device, that employee’s supervisor may remove the device if the following procedure is followed:
    - i. Verification by the supervisor that the authorized employee who applied the device is not at the facility.
    - ii. Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tag out device has been removed.
    - iii. The supervisor shall make sure that the authorized employee who applied the device has this knowledge before he/she resumes work at the facility.
  - f. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.
11. Additional Requirements: In situations in which lockout or tag out devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment, or component, the following sequence of actions shall be followed:
- a. Clear the machine or equipment of tools and materials.
  - b. Remove employees from the machine or equipment area.
  - c. Remove the lockout or tag out devices.
  - d. Energize and proceed with testing or positioning.
  - e. De-energize all systems and re-apply energy control measures.
12. Outside Personnel (Contractors, etc)

- a. Whenever outside servicing personnel are to be engaged in activities covered by the scope and purpose of this program, the on-site employer and outside employer shall inform each other of their respective lockout or tag out procedures.
  - b. The on-site employer shall ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.
- 13. Periodic inspections of the energy control procedure will be conducted at least once a year to ensure that the requirements of this program are being followed.
  - a. An authorized employee who is not involved in utilizing the energy control procedure that is being inspected shall conduct these inspections.
  - b. Reason for inspection is to correct any deviations or inadequacies with the procedure or its implementation.
  - c. To review with each authorized employee his/her responsibilities under the lockout/tag out procedure.
  - d. To ensure that employees are receiving training in the lockout and /or tag out program.
- 14. Training and Communication
 

The City of Prineville shall provide training to ensure that employees understand the purpose of this energy control program. To ensure employees have the knowledge and skills required for safe application, employees shall acquire training on usage and removal of the energy controls.

Training shall include:

  - a. Recognition of applicable hazardous energy sources, type and magnitude of available energy methods and means necessary for isolation and control.
  - b. Instructed in the purpose and use of the energy control procedure.
  - c. How to instruct other employees in the work area of the energy control procedure.
  - d. Trained in limitations of tags.
    - i. Tags are essentially warning devices and do not provide the physical restraint of a lock.
    - ii. Tags are not to be removed without authorization of the authorized employee who placed the tag.
    - iii. Tags must be legible and understandable.
    - iv. Tags must withstand environmental condition of the workplace.
    - v. Tags may evoke a false sense of security, and their meaning needs to be understood.
    - vi. Tags must be securely attached to energy isolation devices so that they cannot inadvertently or accidentally detach during use.
- 15. Employee Retraining
  - a. Employees shall be retrained when:
    - i. A change in their job assignments.
    - ii. Change in the machines or equipment.
    - iii. Change in the process that presents a new hazard.
    - iv. Change in the energy control procedures.
  - b. Additional retraining shall also be conducted when a periodic inspection indicates an inspector is not satisfied with the employees' knowledge of procedure or believes that deviations from or inadequacies in employees' use of the energy control procedures are happening.
  - c. The retraining shall re-establish employee proficiency and introduce new or revised control methods and procedures.

d. The employer shall certify that employee training has been accomplished and is being kept up-to-date. The certification shall contain each employee's name and date of training.



## CONFINED SPACE PROGRAM

### Frequently Asked Questions

#### *What is Confined Space?*

A confined space is a space that is large enough for a human to enter, has limited means of entry or exit, and is not designed for continuous human occupancy. A Permit Required Confined Space also has the following characteristics: Hazardous atmosphere potential, engulfment hazards, converging sidewalls that taper off to a smaller cross section, or any other recognized hazards.

#### *What potential hazards could be in a Confined Space?*

Confined spaces may contain many potential hazards such as electrical, chemical, thermal, mechanical, or biological. Certain spaces may also have fall hazards, water build-up, or even insects or snakes. Commonly, the major hazards in a confined space are the atmospheric conditions including oxygen deficiencies, carbon monoxide, hydrogen sulfide, or flammable gases.

#### *How do I know if the air quality is acceptable prior to entering a space?*

Atmospheric testing shall be completed for all confined space work prior to entry. If the gas detector sounds an audible alarm, entry shall not occur. If the alarm sounds while in the space, immediate evacuation of the space is required. No person shall enter any space that has unacceptable air conditions until the air has been ventilated and brought back within acceptable entry conditions.

#### *Is there a safe work procedure to follow prior to entry?*

Yes. The City of Prineville uses two forms for entry: **Form A:** Entry Checklist, and **Form B:** Entry Permit. Each of the forms outlines the proper procedures for safe entry.

#### *Can I enter a confined space without receiving any training?*

Employees are not allowed to enter any confined spaces without proper training. If you are asked to make an entry prior to receiving the formal training, stop what you are doing and talk to your supervisor. **DO NOT ENTER THE SPACE.**

Also see OAR 437-002-0146

## CONFINED SPACE ENTRY PROGRAM

### PURPOSE

The purpose of this program is to establish a procedure for evaluating every confined space for safe entry, to determine whether or not it meets the criteria of a permit required confined space per the OR-OSHA definition, and to establish specific procedures for the management of any permit requiring confined space entry, including hazard assessment, training, monitoring, and record keeping.

### POLICY

Unless otherwise specified herein, all confined spaces within the City of Prineville shall be considered Permit Required Confined Spaces (PRCS) fully evaluated for atmospheric, physical, and other potential hazards. Only employees who are trained in the recognition of confined spaces, and the potential hazards thereof, shall be allowed to enter to do work in confined spaces. No employee shall enter any confined space without an attendant present that shall remain outside the confined space to monitor, protect, and communicate with the entrant.

### RESPONSIBILITIES

#### Safety Committee

- Provide or coordinate training for confined space entrants, attendants, and entry supervisors and maintain employee training records for a minimum of three years,
- Assist and support the Departmental Managers and Supervisors in the administration and maintenance of the Confined Space Program.

#### Managers and Supervisors

- Implement and monitor compliance with the *Confined Space Entry Program*,
- Ensure that employees are trained to recognize confined spaces and potential hazards,
- Ensure the equipment necessary for Confined Space Entry is available and in working order. This includes fall protection devices, safety harnesses, retrieval systems, ventilation equipment, respiratory protection, air monitoring equipment, and rescue equipment.
- Whenever possible, the City of Prineville will attempt to eliminate the hazards of confined spaces by means of engineering controls and design.
- Designate an Employee to calibrate and maintain Gas Detection Equipment on a monthly basis.

#### Employees

- Do not enter a confined space without the expressed permission of the appropriate supervisor(s). Only trained and authorized employees are allowed to enter and work inside a confined space.
- Comply with this program in its entirety and follow all steps of the entry procedure as shown on the entry permit or other comparable entry document.
- Any employee who observes others failing to follow safety procedures shall report his/her observations to their supervisor. If an entrant or other employees are in imminent danger, every employee has the right and obligation to stop work on the hazardous task.
- Ask questions if you do not fully understand the requirements of the Confined Space Program.

## TYPES AND CHARACTERISTICS OF CONFINED SPACES

The two types of Confined Spaces are defined as:

**1. A Confined Space is one that:**

- Is large enough and so configured that an employee can bodily enter and perform assigned work,
- Has limited or restricted means for entry or exit, and
- Is not designed for continuous employee occupancy.

This type of space is considered a **Non-Permit Required Confined Space** and does not contain any hazard capable of causing death or serious harm.

**2. Permit Required Confined Space (PRCS) is one that:**

- Is large enough and so configured that an employee can bodily enter and perform assigned work,
- Has limited or restricted means for entry or exit, and
- Is not designed for continuous employee occupancy.

And contains one or more of the following characteristics:

- Contains or has the potential to contain a hazardous atmosphere,
- Has the potential for engulfment,
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller section,
- Contains a fall hazard from a fixed industrial ladder 24 feet or greater in length,
- Contains any other recognized serious safety or health hazard.

**Permit Required Confined Spaces** require employees to use the Confined Space Entry Permit and follow the safe entry procedures.

**Note:** Doorways and other portals through which a person can *walk through* are not considered limited means of entry or exit, therefore “walk in” access to a space may eliminate the need for a Confined Space Entry Permit.

The employees shall use the training and established work practices to identify, evaluate, and control any hazards that may render a Non-Permit Confined Space to a Permit Required Confined Space.

If in the evaluation of the Confined Space, the identified hazards cannot be eliminated or controlled, the Space shall be considered a Permit Required Confined Space. This will require the implementation of the *Confined Space Entry Permit*.

**Note:** Manholes exceeding five feet or greater in depth shall be considered Permit Required Confined Spaces and a Confined Space Entry Permit shall be used.



## ACCEPTABLE ENTRY CONDITIONS

Acceptable entry conditions must exist in a Confined Space to allow an employee to enter and safely work within the space. An acceptable atmospheric condition is the absence of any substance that is capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects. Atmospheric testing is required for two distinctive purposes: Evaluation of the hazards of the Confined Space and to verify that acceptable entry conditions in the space exist. This verification will be documented on the entry checklist and/or permit.

Acceptable Oxygen levels in a confined space must remain between 19.5% and 23.5% by volume.

- Levels below 19.5% are considered an Oxygen deficient atmosphere and may result in adverse health effects to the entrant. Levels above 23.5% are considered Oxygen enriched which enhances combustion. Acceptable Oxygen levels must remain between 19.5% and 23.5% at all times. If oxygen levels are below normal atmospheric level (20.8%) every effort shall be made to determine why normal oxygen has been displaced or if there is a calibration problem with the gas detector.
- A combustible or flammable atmosphere in a confined space is a flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL) or Lower Explosive Limits (LEL); or an airborne combustible dust at a concentration that meets or exceeds its LFL (this concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less).
- An atmosphere is considered toxic when concentrations of any substance for which a dose exceeds the Permissible Exposure Limit (PEL) as established by OSHA. The City of Prineville tests for the following toxic gases: Carbon Monoxide (CO) at 35 ppm and Hydrogen Sulfide (H<sub>2</sub>S) at 10 ppm.

**Note:** For air contaminants where OSHA has not determined a dose or PEL, other sources of information shall be consulted, such as the Hazard Communication Program and/or an SDS in order to provide guidance in establishing acceptable atmospheric conditions and appropriate personal protective equipment.

The City of Prineville gas detectors are equipped with Oxygen (**O<sub>2</sub>**), Hydrogen Sulfide (**H<sub>2</sub>S**), Carbon Monoxide (**CO**) and Flammable (**LEL**) sensors. It is the City of Prineville policy that the atmosphere of the confined space be tested and monitored prior to and continuously throughout all confined space work. If the gas detector should alarm, acceptable entry conditions no longer exist and entry shall be immediately terminated and employees evacuated.

The confined space shall be re-evaluated and efforts will be made to determine the exact cause of the alarm. Entry will not be allowed until the hazard has been corrected or controlled by other acceptable means. Air sampling is required before re-entry into the space.

The City of Prineville provides gas detection equipment and all employees involved with confined space work will be trained in the proper and appropriate use of gas detection equipment including maintenance and calibration. Each affected department shall designate and train one individual to calibrate and maintain the equipment on a monthly basis. (**Appendix A**)

## ISOLATION

Isolation is the process by which a confined permit space is removed from service and completely protected against the release of energy and material into the space by such means as:

- Blanking or blinding: The absolute closure of a pipe, line, or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate,
- Misaligning or removing sections of lines, pipes, or ducts,
- Double block and bleed system,
- Lockout of all energy sources,
- Blocking or disconnecting all mechanical linkages.

**Note:** If total lockout cannot be achieved, (since water service cannot always be interrupted), all valves must be accessible so as to provide immediate and rapid shut down.

## VENTILATION

Mechanical ventilation equipment shall be used when necessary for all confined space entries in order to obtain or maintain acceptable entry conditions. Forced air ventilation shall be so directed as to ventilate the immediate area where an employee is or will be present within the space. The air supplying the ventilator shall be from a clean air source and not increase the hazards in the confined space. Specific ventilation needs are a part of the evaluation process of the space. The surrounding atmosphere and conditions such as traffic or adjacent processes must be taken into consideration.

**Note:** If mechanical ventilation **eliminates** an atmospheric hazard, the space may be considered a non-permit required space and Form A: Entry Checklist can be used. If mechanical ventilation is necessary to **maintain** acceptable entry conditions, then the space shall be classified as a permit required space and Form B: Entry Permit shall be used.

**Exception:** Mechanical ventilation may not be necessary if the entry point of the space provides adequate natural ventilation with no atmospheric hazards present.

## COMMUNICATION

The employees involved with confined space entry must communicate with each other during all phases of the entry. The attendant will remain in continuous contact with the entrant during the confined space work. If visual/vocal communication cannot be maintained, radio communication shall be provided.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Standard personal protective equipment (PPE) shall be required for all confined space work. All PPE shall be appropriate for the task being performed and potential hazards in the space. Additional PPE may be required as determined by the supervisor, qualified person, or as required on the entry permit. An SDS may also be consulted for additional information.

**Respiratory Protection – City employees are prohibited from entering a confined space with an atmosphere that cannot be brought into acceptable parameters. No work or rescue**



requiring respiratory protection will be performed by City employees. For nuisance level dust, mist, and odors, a disposable filtering face piece may be voluntarily donned.

#### **Additional Safety Equipment:**

- Ladders for safe access and egress must be in place, in use, and extend 3' above the landing.
- Lighting equipment and/or flashlights will be used if needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency. (All electrical equipment will be equipped with ground fault protection.).
- Electrical tools used in confined space work shall be protected with a ground fault circuit interrupter (GFCI).
- For known chemical hazards, the Safety Data Sheets (SDS) shall be readily available and reviewed (prior to entry) by employees involved in the entry. Refer to the *Hazard Communication Program* for additional information.
- Rescue and emergency equipment will be provided and used when and where appropriate. (See Rescue Procedures).

#### **FALL PROTECTION**

Fall protection equipment shall be provided and used as required to protect the entrant, other City of Prineville employees, and pedestrians in the area. When there is a potential hazard created by vehicular or pedestrian traffic, the entrance and work area around the confined space shall be barricaded or otherwise protected. Such protective equipment shall include:

- Portable guardrails or barricades for protecting floor openings such as open vaults or manholes,
- Or traffic cones and a competent stand-by person to prevent accidental entry by pedestrians or other City of Prineville employees,
- Ladders for ingress/egress. **Note:** When an employee uses a ladder to enter/exit a confined space they shall always face the ladder and maintain 3-point contact (two hands and a foot, or two feet and a hand) on the ladder,
- Utilizing a tripod or davit arm with a full body harness to protect employees from falls from a fixed ladder of 24 feet or greater.

#### **HOT WORK PERMITS**

A hot work permit is required while performing the following tasks in a confined space: Welding, torch cutting, brazing, or cutting with a gas operated chop saw. These types of activities create an ignition source and/or smoke within the space. Mechanical ventilation is likely required to maintain acceptable entry conditions. The Hot Work Permit is in addition to the entry permit, and must be completed by the entry supervisor.

**Note:** The performance of hot work inside a Non-Permit Required Confined Space shall automatically re-classify the space as a Permit Required Confined Space.



## ROLES AND EMPLOYEE TRAINING

Three roles, requiring a minimum of two people, are required for any confined space entry:

- Authorized Entrant
- Attendant
- Entry Supervisor

Either the Authorized Entrant or the Attendant may assume the role of the entry supervisor, if adequately trained to do so.

***Entry Supervisor*** – Ensures that the conditions required by the entry permit or alternative entry checklist are met prior to and during entry. The Entry Supervisor:

- Must be able to recognize the potential hazards that may be encountered during an entry.
- Verifies that all tests specified by the entry permit or alternative entry checklist have been performed and that all procedures and equipment specified by the entry document are in place before authorizing entry.
- Signs the entry permit or alternative entry checklist authorizing entry.
- Terminates entry and cancels the entry permit or alternative entry checklist when:
  - The entry operations are completed, or
  - A condition that is not allowed under the entry document develops in or near the space.
- Removes unauthorized individuals who enter or attempt to enter the confined space.
- Determines that entry operations remain consistent with terms of the entry permit or alternative entry checklist and that acceptable entry conditions are maintained.

***Authorized Entrant*** - Only someone trained as an entrant will be allowed to enter and perform work in a confined space regardless of other skills possessed to do work in the space. The Authorized Entrant:

- Must know the potential hazards associated with the specific confined space,
- Shall use tools and equipment properly,
- Will communicate frequently and effectively with the attendant,
- Will leave the space immediately when the attendant orders evacuation, when a hazardous or prohibited condition exists, and/or when any gas detector alarm sounds.

***Attendant*** - All confined space entries require an attendant to be present during the entire entry. The attendant:

- Shall hold a valid First Aid and CPR certification card,
- Must know the hazards that may be encountered during an entry,
- Is aware of signs, symptoms, and behavioral effects of hazard exposure in authorized entrants,
- Remains outside the space during entry operations until relieved by another attendant,
- Communicates with entrant as necessary to monitor entrant status and to alert entrant of the need to evacuate the space if needed,
- Monitors activities inside and outside the space to determine if it is safe for entrant to remain in the space,

- Keeps unauthorized personnel from entering the space,
- Operates non-entry rescue equipment,
- Summons rescue personnel (911) when necessary. The attendant is not to enter the space under any circumstances,
- Performs no duties that would interfere with the primary duty of monitoring the safety of the entrant.

A safety briefing involving all participants shall be held prior to each confined space entry to review the potential hazards, documentation, and entry procedure.

Formal training shall be completed at least every three years by all authorized entrants, attendance, and entry supervisors. The formal training shall include classroom instruction as to the content of the *Confined Space Entry Program*, the potential hazards of confined spaces, and entry documentation as well as hands-on instruction and demonstration of air monitoring, ventilation, and rescue equipment to be used for confined space entry.

New hire employees are prohibited to enter a Permit Required Confined Space prior to receiving formal confined space training. New employees shall review the *Confined Space Entry Program* and mentor with an experienced, competent peer prior to assuming any role in a confined space entry. The employee's supervisor shall oversee the completion and documentation of the independent training.

## RESCUE TECHNIQUES

The City of Prineville utilizes three rescue techniques: Self-rescue, non-entry rescue, and emergency rescue.

For Non-Permit or Permit Required Confined Spaces:

- Self-rescue is the immediate evacuation of the confined space under the authorized entrant's own power. Self-rescue of all entrants is mandatory under the following conditions: When ordered by the attendant, if the gas monitor sounds the alarm, acceptable entry conditions no longer exist, or anytime the entrants perceive they are in danger.
- Non-Entry Rescue is performed by the authorized attendant if the entrant has been injured, fallen unconscious, or unable to self-rescue. **A mechanical retrieval system (tripod/davit arm) for non-entry rescue shall be available for vertical, unobstructed Permit Required Confined Space entries of more than five feet deep.** When non-entry rescue is to be performed, at least one individual on site other than the authorized entrant shall hold current certification in First Aid and Cardiopulmonary Resuscitation (CPR).
- The entry attendant shall alert Crook County Fire and Rescue when necessary. CCFR is not trained in confined space rescue, however, they may assist outside the confined space and will request assistance from other agencies that are trained in confined space entry rescue.

## **CONTRACTORS**

When contractors are hired to perform tasks in PRCS, the responsible Manager, Supervisor, Project Manager, Engineer, or Project Inspector is responsible for ensuring that the following occurs:

- The contractor is to be informed that the work will involve PRCS and that entry is allowed only through compliance with applicable OR-OSHA rules.
- The contractor will be informed of known conditions and hazards that may designate a confined space as permit required.
- This written program will be made available to a contractor upon request.
- The contractor will be responsible for training and equipping its personnel to make confined space entry, and will develop specific procedures for personnel to evaluate, enter, and conduct work in a confined space on a City project.
- There shall be coordinated entry operations with the contractor when City of Prineville personnel and contractor personnel will be working in or near the PRCS.
- A debriefing with the contractor shall occur at the conclusion of the contracted work regarding any hazards confronted or created in the PRCS during entry operations.

## **CONFINED SPACE ENTRY DOCUMENTATION**

Each confined space entry made by City of Prineville personnel shall be documented and maintained for a minimum of one year at the respective department. For spaces that are entered less than once a year, at a minimum, the two most recent entry documents shall be on file. All Permits and Entry/Exit Checklists shall be readily available upon request for internal or external review.



**CITY OF PRINEVILLE  
ENVIRONMENTAL HEALTH & SAFETY  
CONFINED SPACE ENTRY PERMIT**

Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Location & Description of Confined Space:

Purpose of Entry:

\_\_\_\_\_  
\_\_\_\_\_

Scheduled Start _____ a.m. _____ p.m. Day / Date / Time	Scheduled Finish _____ a.m. _____ p.m. Day / Date / Time
--	---

è Employee(s) in charge of entry: \_\_\_\_\_

Entrants:

Attendants:

\_\_\_\_\_  
\_\_\_\_\_

è Pre-Entry Authorization: \_\_\_\_\_

*{Check those items below which are applicable to your confined space permit.}*

**TYPES OF HAZARDS**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Oxygen-Deficient Atmosphere | <input type="checkbox"/> Engulfment           | <input type="checkbox"/> Energized Electrical Equipment |
| <input type="checkbox"/> Oxygen-Enriched Atmosphere  | <input type="checkbox"/> Toxic Atmosphere     | <input type="checkbox"/> Entrapment                     |
| <input type="checkbox"/> Welding/Cutting             | <input type="checkbox"/> Flammable Atmosphere | <input type="checkbox"/> Hazardous Chemical             |

Note: If welding/cutting operations are to be performed, attach form (3039) to entry form.

**SAFETY PRECAUTIONS**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Self-Contained Breathing Apparatus | <input type="checkbox"/> Protective Gloves  | <input type="checkbox"/> Barricade Job Area       |
| <input type="checkbox"/> Air-Line Respirator                | <input type="checkbox"/> Lifelines          | <input type="checkbox"/> Signs Posted             |
| <input type="checkbox"/> Fire-Retardant Clothing            | <input type="checkbox"/> Respirators        | <input type="checkbox"/> Clearances Secured       |
| <input type="checkbox"/> Ventilation                        | <input type="checkbox"/> Lockout/Tagout     | <input type="checkbox"/> Lighting                 |
| <input type="checkbox"/> Remarks                            | <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Ground Fault Interrupter |

**ENVIRONMENTAL CONDITIONS**

TESTS TO BE TAKEN	DATE / TIME	RE-TESTING	DATE / TIME
Oxygen: _____ %	_____ a/p	Oxygen: _____ %	_____ a/p
Lower Explosive Limit: _____ %	_____ a/p	Lower Explosive Limit: _____ %	_____ a/p
Toxic Atmosphere: _____		Toxic Atmosphere: _____	
Instruments Used: _____		Instruments Used: _____	

è Employee Conducting Safety Checks  SIGNATURE: \_\_\_\_\_

Remark on the overall condition of the confined space.  
\_\_\_\_\_  
\_\_\_\_\_

<b>ENTRY AUTHORIZATION</b>	<b>ENTRY CANCELLATION</b>
All actions and/or conditions for safe entry have been performed. Person in Charge of Entry _____ <small>PLEASE PRINT</small>	Entry has been completed and all entrants have exited permit space. Person in Charge of Entry _____ <small>PLEASE PRINT</small>

**IN CASE OF EMERGENCY CALL 911  
{CFR 1910.146 (f)(11)}**

**Appendix A**  
**Gas Detection Equipment**  
**Calibration and Maintenance**

Designated Employee:

---

Date Designated:

---

Date trained to perform Calibration and Maintenance:

---

Name of person/company providing training:

---

Supervisor:

---

## BLOODBORNE PATHOGEN PROGRAM

### Frequently Asked Questions

#### *What are blood borne pathogens (BBP)?*

Blood borne pathogens are microorganisms that are capable of causing severe illness or death when transmitted from an infected individual to another through contact with blood or certain body fluids.

#### *How could a person be exposed to BBP?*

Exposure to BBP occurs in many ways. BBP can be transmitted through contact with eyes, nose, and mouth or through broken skin.

#### *What are the most common forms of BBP?*

The most common illnesses caused by BBP are: Hepatitis B (HBV), Hepatitis C (HCV), and AIDS from Human Immunodeficiency Virus (HIV).

#### *How can I protect myself from BBP's?*

Personal Protective Equipment (PPE) helps prevent occupational exposure to infectious materials. PPE is considered appropriate only if it prevents blood or other potentially infectious material (OPIM) from reaching the employee's skin, eyes, mouth, or other mucous membranes.

#### *What do I do if I think I have been exposed to a BBP?*

If you think you have been exposed to BBPs, report it to your supervisor or their designee immediately. Your supervisor or designee should begin an investigation and contact Human Resources at 541-447-5627 for assistance or further instructions.

Also see OAR 437-002-1030



## **BLOODBORNE PATHOGEN PROGRAM**

### **PURPOSE**

The purpose of the Bloodborne Pathogen Program (BBP) is to educate employees of the potential hazards associated with exposure to human blood or other potentially infectious materials (OPIM). This program establishes the procedures necessary to minimize risk of exposure and to establish a follow-up protocol in the event an employee suspects or is exposed to a BBP.

The occupational hazards of viral hepatitis, HIV, tuberculosis, and other communicable diseases are apparent and it is imperative that all personnel take special precautions to minimize exposures to infectious/contagious people or material. Personal protection shall be used as appropriate and personal decontamination shall routinely occur to safeguard the health and welfare of others. Equipment, clothing, and medical waste shall be cared for as outlined herein. These guidelines apply to all personnel who have been identified in this plan as “at risk” personnel and/or those employees who may come in contact with blood or OPIM as part of their regular duties.

### **RESPONSIBILITIES**

#### **Safety Committee**

- Administer a comprehensive Exposure Control Plan, review annually and update as needed based on OR-OSHA regulations,
- Provide support to department managers, supervisors, and employees in the implementation and maintenance of this program,
- Coordinate training for all City of Prineville personnel,
- Maintain training and exposure records for all City of Prineville employees.

#### **Managers and Supervisors**

- Implementation and enforcement of the BBP Program
- Provide at no cost to the employees, the equipment and PPE necessary to minimize the risk of disease exposure,
- Monitor personnel to insure compliance and the proper use of PPE. If deficiencies are noted, appropriate counseling or retraining shall be provided.

#### **Employees**

- Comply with all aspects of this program
- Report exposures or potential exposures to their supervisor or designee immediately
- Attend annual BBP training as outlined in the BBP program

### **GENERAL REQUIREMENTS**

#### **Exposure Determination**

The City of Prineville is required to determine the probability of exposure based on job positions and requirements and determines the necessary level of training for each employee. The Exposure Determination table below categorizes the department’s probability of being exposed based on job position and general job tasks, and the level of training each employee will receive.

**Note:** Individual departments may select employees to be trained at different levels if their jobs' positions do not already require the training.

Category	Probability Of exposure	Departments/ Job Positions	Job Tasks	Level of Training
1 – All procedures or job-related tasks may very likely involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, and/or spills or splashes of infectious materials.	High Risk	Police Department	Emergency Response	Advanced
		Division Personnel:	First Aid/CPR	BBP
		Sworn Officers	Handling of crime scene/ accident evidence	
		Police Reserves	Accident Scenes	
		Police Evidence Techs	Clean up activities	
		Public Works – Sewer	Motor Vehicle Accidents	
2 – Under normal work conditions, employees are not exposed to BBPs. However, due to the nature of the department, employees may be exposed to blood or OPIM if an accident or an injury occurs or if BBP materials are identified.	Moderate Risk	Public Works	First Aid/CPR	Advanced
		Street	Containment, clean up, or disposal activities	BBP
		Traffic		
		Water Operations/ Water Treatment Plant		
		Facilities Maintenance		
3 – (Non “At-Risk” Employees) Involve no exposure to blood, Body fluids, or tissues, and Category I Tasks are not a condition of employment.	Low Risk	All other City of Prineville	If employees in this	BBP
		Departments:	category identify a	Awareness
		Administration	BBP spill, needles, or	
		Planning	OPIM, they shall notify supervisor immediately.	
		Meadow Lakes Golf Course		

**Occupational Exposure** – This is a quick reference guide concerning the different levels of exposure that personnel may encounter.

Communicable Disease Guidelines		
Exposure Level	Exposure Description	Action Required
<b>Level One</b>	Contact limited to being in the presence of a person suspected of having a communicable disease.	No special action required unless the person has or is suspected to have an airborne disease such as TB or meningitis. If so, follow Appendix A, Exposure Reporting Process.
<b>Level Two</b>	Contamination of intact skin, clothing, or equipment with blood and/or body fluids.	Follow decontamination procedures, such as hand washing and laundry requirements.
<b>Level Three</b>	Exposure of open skin, cuts or breaks, mucous membranes, such as eyes, nose or mouth, to blood or other bodily fluids. This also includes needle sticks or human bites.	See physician and file exposure report.



## **COMPLIANCE METHODS**

### **Universal Precautions**

All blood and OPIM shall be treated as though it contains pathogenic agents. All necessary steps shall be taken to prevent contact with such materials, including engineering controls, administrative controls, and the use of PPE.

### **Personal Protective Equipment**

The City shall provide appropriate PPE to minimize the risk or exposure to blood and OPIM. PPE includes protective barriers for eyes, face, head and extremities. The use of PPE is required for all personnel with a risk of exposure to potentially infectious materials (PIM).

### **Gloves**

Disposable gloves (nitrile or equivalent) shall be used by City personnel with risk of exposure to blood or OPIM. All emergency response personnel shall don impervious gloves before initiating any emergency care tasks involving patient contact. Gloves must be of appropriate material, size and quality for the procedures to be performed.

When gloves become contaminated they should be removed when possible, taking care to avoid contact with the exterior of the gloves. Hand washing should occur after glove removal. All gloves that have been exposed to body fluids or substances shall be considered contaminated and must be disposed of in an approved red biohazard container. If significant body fluids are encountered, personnel may consider double gloving to reduce the risk of personal exposure. Personnel should never leave soiled gloves or other materials used at the scene of the emergency.

### **Resuscitation Equipment**

Pocket masks or protective barriers shall be included in all City first aid kits. A protective barrier shall be used whenever an individual voluntarily comes to the aid of a person in need of mouth-to-mouth breathing, in the absence of or while awaiting the arrival of EMS.

### **Bloodborne Pathogen Clean-up Kits**

Ready-made clean up kits for body fluid spills are available in various City facilities. These kits shall contain the appropriate PPE and clean up and disposal materials to ensure adequate protection for the user. The kits are to be used only to clean up spills from solid surfaces like vinyl floors or countertops. If the spill affects carpeting, upholstery, or other cloth materials, additional precautionary steps will need to be implemented and affected materials removed or replaced on an as-needed basis. Contact our Safety Committee for additional instructions. Only trained Category 1 or Category 2 employees are authorized to use the kits to clean up blood or other potentially infectious spills.

### **Specific BBP Clean-Up Protocol**

In the event a City of Prineville employee encounters a BBP spill of blood or other potentially infectious materials (OPIM), the following protocol shall be used to ensure a safe clean up operation:

#### **Assessment**

The BBP spill shall be assessed to determine the resources necessary to perform the clean up. If the amount of blood or OPIM is minimal, then any trained Category 1 or Category 2 employee can perform the clean-up and disposal. In example: A few drops or small pool of blood or OPIM on the floor/counter top. If the spill is larger in size, out of our scope of clean up or has affected



the carpeting, furniture, wood surfaces, walls, ceiling, blinds, etc., then a restoration service shall be contacted.

### **Secure the Affected Area**

If trained clean-up personnel are not readily available, employees should attempt to secure the area with caution tape, barricades, or signage, etc., to keep all other personnel or citizens out of the affected area. If the spill is isolated to a single room and if it is possible and safe to do so, lock the door to prevent unauthorized entry.

### **Restoration Services**

The City of Prineville may utilize either of the restoration services below for BBP clean up that is out of the City's scope. Such instances may include when blood or OPIM has saturated carpeting, upholstery, or other fabric materials, or if walls, wood, or concrete have been affected by large amounts of infectious materials. The department supervisor, manager, or designee shall initiate and authorize the additional services as needed.

1. Spectrum Building & Restoration (Bend) 541-385-0752
2. Belfor Property Restoration (Medford) 541-664-5454 or 1-888-664-5454

### **CARE AND CLEANING**

Specific information regarding individual City department cleaning policies will be kept at each department.

#### **Cleaning**

Cleaning is the physical removal of dirt and debris. Personnel should use soap and water, combined with scrubbing action. The scrubbing action is the key to rendering all items safe. Cleaning is generally sufficient for non-critical equipment. However, if non-critical equipment has become grossly contaminated with blood or body fluids, they also must be disinfected.

#### **Disinfecting**

Disinfecting is reducing the number of disease-producing organisms by physical or chemical means. Personnel should clean the item with soap and water and then apply a disinfecting solution. Solutions such as bleach and water, at a 1:10 dilution ratio or other commercially available solutions are acceptable disinfectants. A fresh disinfectant solution must be made every 24 hours. DO NOT use bleach solution in the cleaning of electronic equipment. Refer to the Safety Data Sheet (SDS) for each commercial disinfectant solution to decide what personal protective equipment may be needed.

Remember, disinfectants can be toxic or caustic. Disinfecting solutions should have an EPA registry number. Routine disposal of the germicidal cleaning water in the drainage is acceptable.

#### **Cleaning/Disinfecting Areas**

Used equipment from an emergency incident should be bagged and properly labeled, or otherwise identifiable as a biohazard, and transported to the designated cleaning area. The police station will allocate a specific area for cleaning contaminated equipment. The area:

- Must only be used for cleaning contaminated equipment.
- Should not be used for the cleaning of SCBA face pieces.
- Must be conspicuously marked with limited access to prevent accidental exposures.

SDS for each disinfectant shall be on file in the departmental office and is available to all personnel.

### **Hand Washing**

Hand washing is the single most important means of preventing the spread of infection. After removing gloves, hands and other affected skin surfaces shall be washed thoroughly. Personnel should scrub hands briskly for 10-15 seconds with warm water and non-abrasive soap.

In areas where occupational exposure risks may occur, personnel shall not eat, drink, smoke or apply cosmetics or lip balm or handle contact lenses. When facilities are not available, personnel should use a waterless hand cleaner according to manufacturer's directions.

### **Showering**

Shower facilities are available to City personnel located at the Police Department, City Hall, Public Works, and Water Treatment Plant. A full shower is highly recommended when there is extensive splash by blood or other potentially infectious materials in hair, on clothing, etc. Thoroughly wash in warm, not hot, water with a non-abrasive soap.

### **Contaminated Clothing**

If an individual's clothing becomes soiled with blood or OPIM, it should be changed at the first opportunity. The soiled clothing should be handled as little as possible, and never without gloves or other appropriate personal protective equipment. It should be bagged and sealed for disinfection or disposal.

### **Laundry**

Personnel who have clothing contaminated with blood or OPIMs should bag and seal the contaminated clothing in a biohazard bag and deliver it to a professional cleaner.

## **BIOHAZARDOUS WASTE / REGULATED WASTE**

### **Biohazard Waste Containers**

The Department of Environmental Quality mandates the proper disposal of biohazard waste. Medical vendors supply biohazard containers that meet or exceed OSHA and EPA specifications.

### **Sharps Containers**

When personnel generate biohazard waste (regulated waste) at an incident, it is their responsibility to dispose of that material in a properly marked red Sharps container. When transporting biohazard waste aboard vehicles, the employees shall place such waste upright and in appropriately marked leak-proof containers.

### **Biohazard Bags**

Objects contaminated with potentially infectious materials must be placed in an impervious bag. If outside contamination of the primary bag is likely, it shall be placed inside a secondary bag. The bag will have the signal word "BIOHAZARD" or other biological hazard symbol. The items may then be transported to a designated disinfecting/cleaning area for disposal or appropriate cleaning. Protective equipment shall be worn when handling used biohazard waste containers.



## **POST EXPOSURE FOLLOW-UP/ REPORTING**

### **Documentation**

If an employee suspects an exposure to potentially infectious material, he/she is to notify his/her immediate supervisor, and fill out an *Exposure Report Form* (see **Appendix A**). The incident must be documented within 24 hours of the suspected exposure. The *Exposure Report Form* shall be forwarded to Human Resources in a confidential envelope. Human Resources shall maintain all confidential testing and medical information in a secure location according to applicable State and Federal standards.

### **Treatment**

Treatment is medical care given to reduce the chances of contracting a communicable disease after exposure. Post-exposure testing and treatment shall be based on current guidelines from OSHA, CDC and applicable State and Federal standards.

### **Healthcare Professional's Written Opinion**

The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information.

- Whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination;
- That the employee has been informed of the results of the evaluation; and
- That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

All other findings or diagnoses shall remain confidential and shall not be included in the written report.

### **OSHA 300 Log**

All exposure incidents need only be recorded on the OSHA 300 log when medical treatment is initiated as part of the post exposure evaluation. These incidents are recorded as injuries until or unless the employee is diagnosed with an illness, such as Hepatitis B/C or HIV, upon which the OSHA log must be changed accordingly.

These particular types of incidents must be recorded as "privacy-concern" cases. The individual's name is not to be used, and a case number shall be assigned. Human Resources will keep the separate confidential list of privacy-concern case numbers and corresponding individual.

## **EMPLOYEE TRAINING**

The level of BBP training an employee receives is dependent upon the category of his/her job description. The categories are 1, 2, or 3.

Category 1 and 2: Employees in these categories will receive BBP training that covers the following elements:

- What are blood and airborne pathogens?
- Epidemiology.
- Modes of transmission.
- Prevention and exposure risks to viral hepatitis and HIV.



- BBP clean up kits and use.
- Disposal sites.
- Proper reporting procedures.

**Note:** Additional communicable diseases may be added to the training as appropriate.

Category 3: Employees in this category will be trained to the awareness level of BBP. Topics covered shall include:

- What are blood and airborne pathogens?
- Epidemiology.
- Modes of transmission.
- Prevention.
- How to report a spill or potential exposure.

### **CONFIDENTIALITY OF PATIENT INFORMATION DISCLOSURES**

All personnel and patient related information must be considered confidential. The City of Prineville will comply with all State and Federal statutes, including HIPAA to the extent that the regulations require.

APPENDIX A

CITY OF PRINEVILLE EXPOSURE REPORT FORM

Name \_\_\_\_\_  
Date / Time \_\_\_\_\_

Agency / Dept. \_\_\_\_\_ Station # / Facility \_\_\_\_\_  
Shift \_\_\_\_\_

Phone # Work \_\_\_\_\_  
Phone # Home \_\_\_\_\_

Description of Exposure \_\_\_\_\_  
\_\_\_\_\_

Date / Time of Exposure \_\_\_\_\_

Address \_\_\_\_\_

Fire / Police: Incident/Case # (if applicable) \_\_\_\_\_ Alarm# \_\_\_\_\_

Nature of the Call \_\_\_\_\_

**Type of Exposure:** (check one)  Potentially Infectious Materials  Hazardous Material

**Route of Entry:** (check all that apply)  Presence only  Respiratory  Intact Skin

(  human ) Mucous Broken Sharp  
 Bite (  animal )  Membrane  Skin  Stick

Other, describe \_\_\_\_\_

**Source of Exposure:**  Blood  Vomit  Sputum/Saliva

Urine / Feces  Other body fluid, describe \_\_\_\_\_

Smoke  Chemical (s), list \_\_\_\_\_

Other, describe \_\_\_\_\_

**Precautions Taken:**  Exam Gloves  Chemical Gloves  Leather/Work Gloves

\_\_\_\_\_ Eyewear, type \_\_\_\_\_ Mask, type \_\_\_\_\_

\_\_\_\_\_ Filtering Facepiece \_\_\_\_\_ SCBA/Airline \_\_\_\_\_ Turnout Gear

\_\_\_\_\_ Other, describe \_\_\_\_\_

Signs and Symptoms Experienced at Scene:

\_\_\_\_\_  
\_\_\_\_\_

Delayed Signs and Symptoms:

\_\_\_\_\_  
\_\_\_\_\_

Decontamination: (describe procedure followed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Patient: \_\_\_\_\_ DOB \_\_\_\_\_

Transported

To: \_\_\_\_\_

Additional

Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This form completed by:

(print) \_\_\_\_\_ (sign) \_\_\_\_\_

Title/Rank \_\_\_\_\_ Dept./Agency \_\_\_\_\_ Date \_\_\_\_\_

1. For **immediate** medical care consultation and source of exposure testing, contact St. Charles Health System, Prineville at (541) 447-6254.
2. Email a copy of this report to Mary Puddy at mpuddy@cityofprineville.com.
3. Keep a copy for your own records.



## **EXITS & EXIT ROUTES**

There must be permanent, unobstructed exit routes to get out of work areas safely during emergencies. Exits must open from the inside without keys, tools or special knowledge. Devices that lock only from the outside are acceptable. There must be nothing on an exit door that could hinder its use during an emergency.

An exit must lead directly outside or to a street, walkway, refuge area, or to an open space with access to the outside. This area must be large enough to accommodate all building occupants likely to use that exit. The exit route must be at least 6' 8" high at all points and it must be at least 28" wide at all points.

Exit routes must have adequate lighting. Each exit must be clearly visible and must have a distinctive sign reading "Exit". Install additional directional signs to exits where necessary.

Also see OAR 437-002-0041

## OREGON RULES FOR COMMERCIAL & INDUSTRIAL VEHICLES

This rule shall apply to all motor vehicles used in employment.

### Operation of Vehicles:

1. No employee under 18 years of age shall be permitted to operate a commercial or industrial type vehicle, tractor, power industrial truck or other vehicles of like character.
2. No operator shall operate any vehicle that is not in safe condition. Any unsafe condition found on any vehicle shall be corrected before the vehicle is placed in service.
3. Only trained and authorized operators shall be permitted to operate a vehicle. Methods shall be devised to train operators in the safe operation of industrial-type vehicles.
4. No one but the operator shall be permitted to ride on vehicles unless safe riding facilities are provided for each additional person authorized to ride.
5. Vehicles shall not be driven up to anyone standing in front of a stationary object.
6. Vehicles shall not be routed across principal plant thoroughfares and plant exits while work shifts are changing unless pedestrian lanes are provided and suitably guarded.
7. The right-of-way shall be yielded to all emergency vehicles.
8. Drivers of vehicles shall be required to stop at blind crossings and corners where necessary for safe operation.
9. Drivers of vehicles shall not overtake and pass other vehicles at intersections, blind spots, curves and other dangerous locations.
10. The operator shall be required to look in the direction of travel, and to have a clear view of the path of travel, unless guided by a signal person who has a clear view of the route.
11. Vehicles shall be controlled manually while being pushed or towed except when a tow bar is used. Special precautions shall be taken when pushing vehicles where view is obstructed.
12. No person shall be allowed to stand or pass under the elevated portion of a vehicle whether loaded or empty.
13. Workers shall not remain under or work under loads of units of materials being moved.
14. Workers riding in motor vehicles having adequate seating facilities or in vehicles not equipped with sides and end gates at least 48 inches high shall not stand while the vehicle is in motion. Passengers must wait for the vehicle to come to a complete stop before boarding or leaving.
15. No vehicle shall be loaded beyond its safe operation capacity, and all loads shall be stable and well balanced.
16. Employees shall not occupy cargo space in a loaded or partially loaded vehicle while vehicle is in motion unless the load is adequately shored, braced, or otherwise secured.
17. No vehicle shall be driven if so loaded as to be unstable or insecure.
18. Wheels of vehicles being loaded shall be properly blocked, in addition to having brakes set, where this additional precaution is necessary to prevent movement of vehicles.
19. When vehicles are parked, the parking brake shall be set. The wheels of vehicles parked on an incline shall be blocked or chocked.
20. All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.

Hauling of explosives is prohibited. No explosives shall be hauled on any vehicle while it is engaged in transporting workers.

**Railroad Cars.**

1. Spotted railroad cars shall have their brakes set, or wheels blocked, to prevent cars from moving while being loaded.
2. Derail or bumper blocks shall be provided on spur railroad tracks where a rolling car could contact cars being worked, or could enter a building or a work area or traffic area.
3. Workers shall not crawl under or pass between railroad cars to cross tracks.

**Golf Carts.**

The Oregon Bureau of Labor and Industries requires a certificate for youth workers (ages 14 up to age 18). The certificate indicates the limitations of these workers to only use a 3 wheel bunker rake, 4 wheel Cushman, and golf carts (on premises only).

Also see OAR 437-002-0223



## EXCAVATION SAFETY

### Frequently Asked Questions

#### *What is an Excavation?*

An excavation is any man-made hole in the ground. The hole may be round, square, or a trench. A trench is defined as a long, narrow excavation. While working in or around such conditions, proper safe work procedures and shoring techniques shall be utilized.

#### *When is shoring required?*

Shoring is required in any excavation that is 5 feet or greater in depth, or if the competent person on the jobsite deems it necessary due to poor soil conditions in shallower excavations.

#### *Who is a competent person?*

A competent person is an employee who has participated in the Excavation/Trenching training offered by the Safety Committee. A competent person understands the fundamentals of excavation and trenching safety, sloping, shoring, and shielding techniques, soil classification, and hazard identification and abatement.

#### *What are the soil classifications?*

There are four classifications of soil. The first being hard rock. This is the most stable ground and often shoring is not required. Class A soil is a very cohesive, native soil such as undisturbed clay. Class B soils are moderately cohesive with some granular soil. Class C is the loosest or least cohesive soil class and typically requires the use of a protective system.

#### *Will I have the opportunity to receive this training?*

Yes, if your job requires you to work in, on or around excavations.

Also see 29 CFR 1926.651, 1926.652 and OAR 437-003-0096

## EXCAVATION SAFETY

### PURPOSE

To establish safe work practices for work in and around excavations, including trenches and ditches. This program provides guidance concerning excavation, trenching, and cave-in protection to all employees within the City of Prineville.

### RESPONSIBILITIES

#### Safety Committee

- Review the Excavation Program annually and revise it to reflect changes in OR-OSHA rules and/or Departmental procedures.

#### Managers and Supervisors

- Provide initial and refresher training to employees whose job requires them to work in or around excavations,
- Implement and enforce the Excavation Program,
- Ensure affected employees are trained,
- Ensure that the excavation equipment is in good working condition and used properly.

#### Employees

- Comply with the components of this program,
- Ensure proper use of all protective systems,
- Report equipment damage to the supervisor so repairs or replacement may take place,
- Use proper PPE while working in or around an excavation site.

### GENERAL REQUIREMENTS

An excavation is any man-made hold or trench in the ground. Hazards of excavations include air quality, water accumulation, cave-ins, etc which can occur when soils are greater than five feet in depth, or are unstable. While working in or around such conditions, the proper safe work and shoring techniques shall be utilized.

#### Pre-Planning

Prior to breaking ground on any excavation, careful planning is required so hazards can be eliminated or controlled. Considerations for planning an excavation shall include:

- *Underground utilities.* A utility locate must be performed on the site before any digging occurs.
- *Soil type and moisture content.* At least two tests should be performed by a competent person on the soil at the dig site; one visual and one manual hand test. A competent person has the training and experience to recognize types A, B, C, and C60 soils. Moisture in the soil also impacts safety of the excavation.
- *Previous disturbance of soil.* Ground that has been excavated previously is often less stable than ground that has never been disturbed by excavation or construction.

- *Size of the excavation.* The size of the excavation and the tabulated data will assist in determining what protective equipment to use and spacing requirements for that equipment.
- *Time the excavation will be open.* If the excavation is left overnight, barricades, plates, and/or other security measures must be taken to prevent accidental fall through by pedestrians.
- *Surface encumbrances.* Anything that may fall into the excavation or cause other hazards must be removed or supported.
- *Proximity of structures.* Support systems may be required to control or eliminate effects on footings, foundations, and other adjacent structures.
- *Equipment required.* Heavy items that closely parallel an excavation add to the stress applied to the sides of the excavation. Operating certain equipment inside the excavation could affect the stability of the sides, or the air quality.
- *Placement of spoils.* Ensure adequate room for the spoils pile. The spoils must be placed at least two feet away from the edge of the excavation. Large rocks, soil clumps, lumber, and other items that could roll down the pile and into the excavation must be controlled or removed.
- *Water.* Reasonable efforts will be made to prevent the accumulation of water in an excavation entered by city personnel. This may include the use of water removal equipment, diversion ditches or dikes. When water accumulation within the excavation cannot be prevented or eliminated, precautions must be taken to protect employees against the hazards posed by water accumulation, such as: Special shield systems or safety harnesses with lifelines. These precautions will vary with each situation and will be determined and closely monitored by the competent person.
- *Traffic.* A traffic control plan will be needed if the excavation will affect the flow of traffic. Traffic causes vibration, which affects the stability of excavations. Any employee exposed to vehicular traffic must wear a warning vest or other reflectorized garment.
- *Fall Protection.* Guardrails or other fall protection is required for any structure that allows a person or equipment to work or cross over the excavation. Fall protection is required for any person working over impalement or other serious hazards.
- *Personal Protective Equipment.* Hardhats, protective footwear, personal fall restraints, gloves, and/or eye protection may be required, depending on the excavation and the activities in and around the excavation.
- *Hazardous atmosphere.* If there is any reason to believe that a hazardous atmosphere may occur (i.e.: Hot Work) in an excavation four feet or more in depth, the air within the excavation must be tested for oxygen content, flammability, and expected toxic materials. If atmospheric hazards exist, treat the excavation as a confined space, and comply with all permitting and planning requirements in the **Confined Space Entry Program**. A hazardous atmosphere may be anticipated if the excavation is over a landfill, near an



abandoned or leaking underground fuel tank, or there has been other evidence of chemical ground contamination.

- *Rescue Plan.* In the event an employee is trapped in an excavation and self-rescue is not possible, the Crook County Fire and Rescue Department shall be summoned immediately.

**Competent Person** – A competent person must be assigned to every excavation project. The competent person has the authority to stop work whenever she/he sees a problem with an excavation that could pose a hazard to workers, and to correct conditions that may be hazardous.

Ideally, the competent person is onsite for the entire project. At the very least, the competent person must inspect the excavation daily and after any change of conditions that may affect the stability of the excavation. Such conditions include but are not limited to heavy rain, earthquake, blasting or other construction activities, and any cave-in event—even if it occurs in an unoccupied portion of the excavation.

**Protective Systems**—Whenever an excavation exceeds a depth of five feet *or* if the competent person determines that the risk of injury from cave-in exists at a lesser depth, a protective system is required. Protective systems include: Sloping, benching, speed shoring, and shields or trench boxes. Refer to Trench Safety Standards, Appendix A.

**Note:** A registered professional engineer must design any protective system used in an excavation over 20 feet in depth.

**Access and Exit**—A ladder, ramp, or other means of access and exit is required for any excavation greater than four feet in depth. If a protective system is to be used, the means of exit must be within the structure of the protective system. There must be a means of exit no more than 25 lateral feet from any person in the excavation. A ladder must be secured and extend three feet above the top of the excavation. Refer to Trench Safety Standards, Appendix A.

## **EMPLOYEE TRAINING**

All affected employees shall be informed of the hazards associated with excavations, and safe practices and procedures prior to working in or around excavations. The training will consist of classroom and/or one-on-one discussion of this document, portions of the Oregon Standard Specifications for Construction and the City's Standard Specifications.

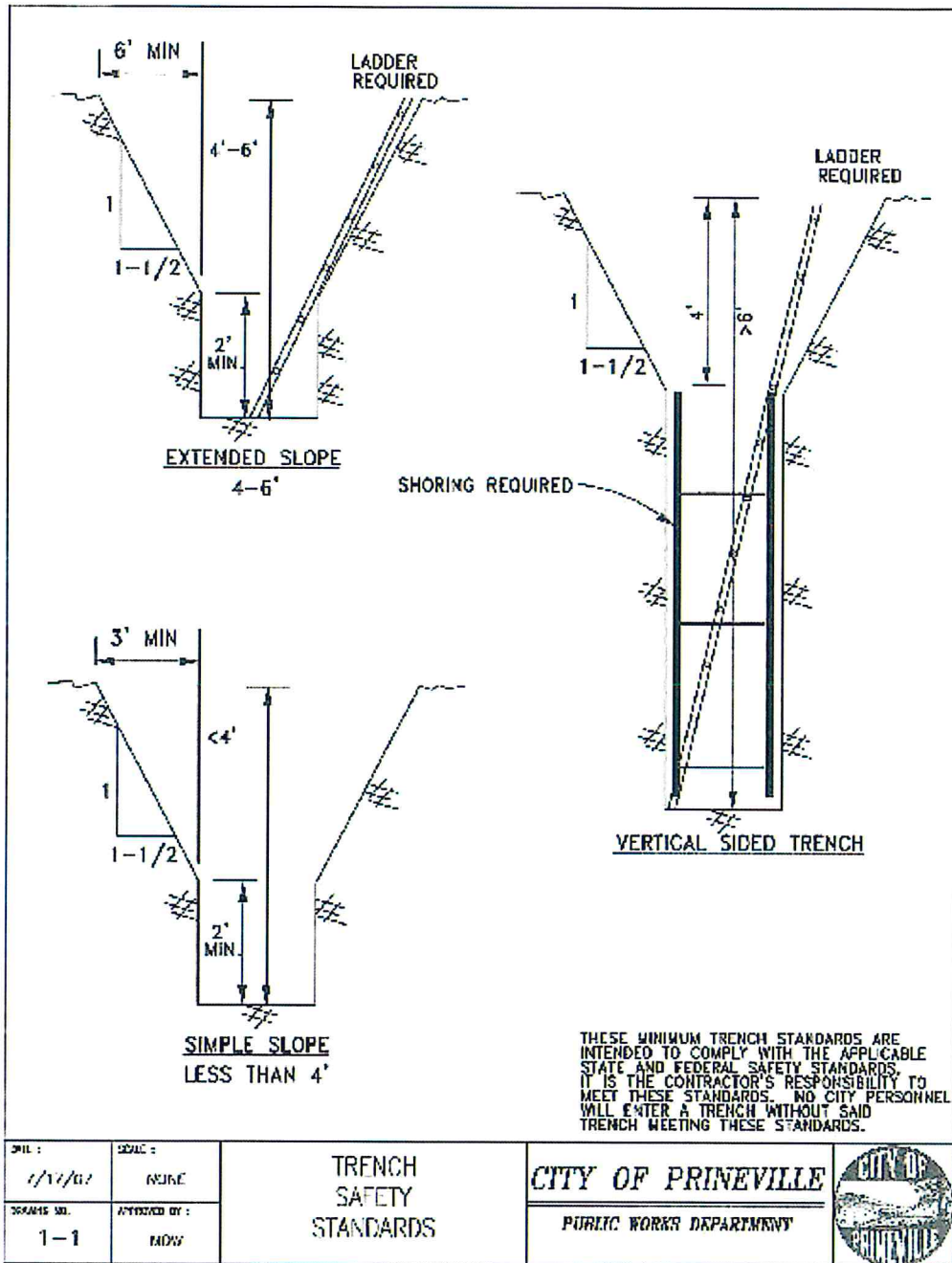
Any employee designated a competent person shall receive additional hands-on training and demonstrate knowledge in:

- Soil analysis
- The use of protective systems,
- The requirements of portions of the Oregon Standard Specifications for Construction and the City's Standard Specifications,,
- Identifying existing and predictable hazards,
- Hazard abatement.

Documentation of competent person training will be kept for three years. Each employee who is designated as a competent person needs to attend training provided by a qualified instructor.

Retraining is required for any employee who demonstrates a lack of understanding of this document and general safe practices.

# Appendix A





## FALL PROTECTION

### Frequently Asked Questions

***When do I need to use fall protection?***

Anytime you are working from an unguarded work surface or platform that is greater than four feet above a lower level, working out of a lift truck, or when there is a fall hazard of 10 feet or greater, such as in a vault or manhole, fall protection is required.

***What kind of fall protection do I use for a confined space 24 feet deep or greater?***

A tripod or davit arm with a full body harness shall be used for this type of entry. Also, you will need to guard the opening of the space to prevent an accidental fall in.

***Are there any inspection requirements for fall protection equipment?***

Yes. The user, prior to each use, shall inspect all fall protection equipment. The harnesses or body belts shall be inspected for cuts, tears, frays, or abrasions in the stitching and “D:” rings should be blemish-free, without cracks or signs of wear. All lanyards and rigging equipment shall be inspected to ensure proper functionality and that all equipment is in good condition.

***What is a personal fall arrest system?***

A personal fall arrest system prevents an employee from free falling more than 6 feet without contacting a lower level.

***Will I be trained on using fall protection equipment?***

Yes. You will receive training at time of hire or at the next scheduled training. You will also receive additional training if there is a change in fall protection equipment or if new hazards are introduced onto the work site.

Also see OAR 437-002-0125

## FALL PROTECTION

### PURPOSE

This program provides the necessary guidelines and safe work practices required to protect City of Prineville employees from potential fall hazards from elevated platforms, floor openings, boom trucks, and fixed industrial ladders.

### RESPONSIBILITIES

#### Safety Committee

- Conduct routine inspections to ensure all walking and working surfaces are free from slip, trip, and fall hazards.

#### Managers and Supervisors

- Provide Fall Protection training for employees whose job tasks involve potential fall hazards,
- Provide adequate personal fall prevention and arrest equipment,
- Ensure employees comply with the Fall Protection Program,
- Conduct quarterly inspections on the employees' fall protection equipment,
- Ensure all fall hazards within the department have been adequately addressed.

#### Employees

- Attend Fall Protection training as required,
- Use appropriate personal fall prevention and arrest equipment,
- Inspect all personal fall prevention and arrest equipment prior to each use,
- Report and remove from service, any damaged personal fall prevention and arrest equipment to Supervisor.

### HAZARD CONTROL

The City of Prineville utilizes the following Engineering Controls to eliminate or reduce potential fall hazards:

- When feasible, standard guardrails along leading edges, ramps, or platforms.
- Well-maintained aerial lift trucks and other powered platforms.
- Use of hand, knee, and toe rails where required.
- Proper construction of elevated platforms, fixed ladders, and stairs.
- Adequate lighting in all areas.

The City of Prineville utilizes the following Administrative Controls to eliminate or reduce potential fall hazards:

- Maintain appropriate personal fall prevention and arrest equipment.
- Training for all employees who work on elevated locations and platforms.
- Routine inspections of ladders, stairs, walking and working surfaces.
- Good housekeeping practices.
- Immediate clean up of material spills.

### PERSONAL FALL PROTECTION SYSTEMS

Employees working from bucket trucks, raised platforms, rooftops, etc. shall utilize personal fall protection that will either prevent or arrest a fall from an elevated surface. Such systems consist of anchor points, connectors, and body harnesses or belts, and may include a deceleration device, lifeline, or suitable combinations.

Fall Arrest Systems must:

- Limit maximum arresting force on an employee to 1,800 pounds,
- Be rigged so that an employee can neither free fall more than 6 feet nor contact any lower level,
- Bring an employee to a complete stop and limit the maximum deceleration distance an employee travels to 3.5 feet,
- Have sufficient strength to withstand twice the potential impact energy of a) an employee free fall distance of 6 feet, or b) the free fall distance permitted by the system, whichever is less,
- Be secured to an anchorage capable of supporting at least the potential impact load of 5,000 pounds,
- Develop a rescue plan prior to performing the work.

Positioning Systems must: (i.e., inside the bucket of an aerial lift truck)

- Prevent the user from falling more than 2 feet,
- Anchorage points must be capable of supporting at least twice the potential impact load of an employee's fall, or 3,000 pounds, whichever is greater.

Fall Restraint Systems must:

- Prevent the user from falling any distance,
- Anchorage points used for attachment of personal fall restraint equipment shall be independent of any anchorage being used to support or suspend platforms and shall be capable of supporting 3,000 pounds per employee attached.
- Body belts are acceptable to use in a fall restraint system.

### **Emergency Rescue**

When personal fall arrest systems are used, employees are required to develop a rescue plan to reach the victim within ten minutes of the fall. She/he may be able to perform self-rescue, depending on the situation. A boom truck or other means may be used if feasible and does not create other potential hazards for the victim or the rescuer. If self rescue or a lifting device is not possible, the Crook County Fire and Rescue Dept may respond. Rescue options include:

- Tiller/Ladder truck to extend and remove victim,
- Top Side Haul System (rope rescue),
- Lower-Lower Rescue (rope rescue).

Note: The checklist in **Appendix A** may be used to determine the need for a plan and aid in its development. Please contact our Safety Committee representative for assistance if necessary.

### **Inspection Criteria**

Personal fall protection equipment must be inspected prior to each use for defects, damage, and other deterioration. In addition, all vital components are to be inspected by a qualified technician annually. Defective components must be removed from service and repaired or replaced immediately. Any component of a personal fall protection system that has been impact loaded (subjected to a fall), shall be removed from service and replaced or reconditioned. Those items,



which cannot be reconditioned by the manufacturer, must be destroyed and disposed of properly so employees do not attempt to re-use.

## **WALKING WORKING SURFACES**

### **Housekeeping**

Simple housekeeping methods can prevent slip-trip-fall hazards:

- All work areas, passageways, storerooms, and service rooms shall be kept clean and in a sanitary condition.
- The floors of all work areas shall be maintained in a clean and, so far as possible, dry condition. Where wet processes are used, drainage shall be maintained and gratings, mats, or raised platforms shall be provided.
- Every floor, work area, and passageway shall be kept free from protruding nails, splinters, holes, loose boards or other obstructions.

### **Aisles and Passageways**

Aisles and passageways shall be kept clear and in good repair with no obstructions across or in aisles that could create a hazard. Permanent aisles and passageways shall be appropriately marked.

### **Floor Loading Protection**

Load rating limits shall be determined and conspicuously posted on loft floors. It is unlawful to overload such a floor.

### **Protection for Stairways**

Standard railings shall be provided on all exposed sides of a stairway opening, except at the stairway entrance. A standard railing consists of top rail, mid rail, and posts and shall have a vertical height of 42 inches from the upper surface of top rail to floor, platform, runway, or ramp level. The height of mid rail is 21 inches.

For infrequently used stairways, where traffic across the opening prevents the use of a fixed standard railing, the guard shall consist of a hinged floor opening cover of standard strength and construction with removable standard railings on all exposed sides, except at the stairway entrance.

### **Protection for Floor Openings**

Floor openings shall be protected to prevent employees or other personnel from accidentally falling into the space. Floor openings shall be guarded by either:

- A floor hole cover of standard strength and construction,
- A standard railing with toeboard. A standard toeboard is four inches in height, with not more than ¼-inch clearance above floor level,
- Portable guardrails, barricades, or cones,
- A competent standby person to warn all pedestrians of the fall hazard.

### **Protection of Open-Sided Floors and Platforms**

All open-sided floors or platforms four feet or more above an adjacent floor or ground level shall be guarded by a standard railing on all open sides, except where there is an entrance to a ramp, stairway, or fixed ladder. The railing shall be provided with a toeboard wherever:

- Persons can pass beneath the open sides,
- There is moving machinery beneath the open sides,
- There is equipment with which falling materials could create a hazard.

**Stairway Railings and Guards**

Every flight of stairs with four or more risers shall have standard stair railings or standard handrails.

**Employee Training**

Employees who are required to use personal fall protection shall be trained in the recognition of hazards, the protective systems, equipment inspection, care, and maintenance. Those expected to use a personal fall arrest system shall also be trained on various rescue techniques.

Training shall be provided prior to a new employee's initial assignment. Additional training will be provided any time new hazards are introduced to the work area, the program or equipment changes or if an employee demonstrates a lack of understanding of the requirements.

## APPENDIX A

### Fall Emergency Response Checklist

Yes  No Is there a fall hazard that cannot be eliminated?

Yes  No Will one or more individuals be using a personal fall arrest system?

If the answer to both questions above is YES, develop a **Fall Emergency Response Plan** for the task(s) that present the hazard.

Yes  No Can workers on the site perform rescue using an aerial lift truck, ladders, or other available equipment?

Yes  No Are there individuals present trained to use available equipment for rescue?  
Name of individual(s) \_\_\_\_\_  
\_\_\_\_\_

Yes  No Is there a radio or cellular phone on site to call for emergency service (911)?

Yes  No Has the individual(s) using the personal fall arrest system been trained to perform self-rescue?

Yes  No Does everyone on the work site know the procedure and his/her role in the event of an emergency?

Yes  No Is there someone on site who is certified in first aid and CPR?  
Name: \_\_\_\_\_



## VEHICLE SAFETY PROGRAM

### Frequently Asked Questions

***What do I do if my vehicle is in an unsafe condition?***

Vehicles shall be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle shall be immediately placed out of service. When a vehicle is placed out of service, the appropriate supervisor and Fleet Manager or mechanic is to be notified. The vehicle shall not be returned to service until repair is verified by the Fleet Manager or mechanic.

***Can I leave my vehicle unattended while fueling?***

No. A vehicle is never to be left unattended while fueling; however, utility vehicles shall only be fueled when unoccupied.

***Can I haul passengers in a vehicle that is designed for one person?***

No. Passengers are only allowed if the Department Manager gives permission. Seat belts shall be used as intended by the manufacturer whenever the vehicle is under way. Riding on a pickup tailgate, trailer hitch or tongue, or the bed of a flatbed or dump truck is prohibited, even for a few feet.

***What safety equipment should we have in our vehicles?***

Each fleet vehicle shall have a serviceable fire extinguisher and well-stocked first aid kit. The extinguisher shall be securely stowed but accessible by the operator. Monthly checks are required on all fire extinguishers. First aid kits shall be restocked when needed, and inspected for contents at least quarterly.

***Can I use my cell phone while driving a City owned vehicle?***

Except for personnel who operate emergency equipment, use of any cell phone while operating a moving vehicle is against Oregon state law. Use of a cell phone includes activating or deactivating the telephone, dialing, answering, conversing and sending or receiving email or text messages. Employees are required to pull over to the side of the road, as soon as it's safe to do so, and stop the vehicle in order to use the cell phone. No City business needs to be transacted via cell phone while driving, with the exception of emergencies.

Also see OAR 437-002-2224

## VEHICLE SAFETY PROGRAM

### PURPOSE

The purpose of this program is to establish safe practices and procedures for the use and maintenance of all City of Prineville owned motor vehicles and industrial related equipment.

### RESPONSIBILITIES

#### Human Resources

- Maintain training records for a minimum of three years.
- Maintain active insurance policies on all department vehicles.
- Assist in accident investigations when appropriate.

#### Managers and Supervisors

- Provide or coordinate necessary training for authorized employees and supervisors,
- Ensure that department vehicles are maintained in a safe condition,
- Allow only authorized and trained employees to operate department vehicles,
- Allow time to complete necessary training: Defensive driving, Safe fueling, Accident reporting,
- Immediately remove from service any vehicle with any safety defect, and notify Fleet Manager or mechanic,

#### Employees

- Maintain legal driver's license with good driving record,
- Operate department vehicles in a safe, responsible manner and obey all traffic laws,
- Participate in driver training programs,
- If required to maintain a CDL, participate in the State substance-testing program,
- Ensure all vehicle occupants use seatbelts and other available restraints before driving vehicle,
- Follow safe fueling procedures,
- Conduct visual safety check and/or pre-trip inspection prior to daily first use,
- Immediately report any safety defects or vehicle problems to your supervisor or Fleet Manager or mechanic,
- Report use of all prescription or medication that may cause drowsiness or other impairment to their Supervisor.

### GENERAL OPERATION OF VEHICLES

- Yield to all emergency vehicles,
- Drivers of vehicles are required to stop at blind crossings and corners where necessary for safe operation and shall not overtake and pass other vehicles at intersections, blind spots, curves, and other dangerous locations,
- All loads shall be stable, secured, and well-balanced,

- Vehicles being loaded must have brakes set to prevent movement of vehicles,
- When vehicles are parked, the parking brake shall be set. The wheels of vehicles parked on an incline where the risk of rolling exists, tires shall be turned in to the curb or ditch,
- All equipment left unattended in the right-of-ways at night, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment,

## **VEHICLE MAINTENANCE**

Vehicles shall be maintained in a safe condition at all times. In the event of unsafe mechanical condition, the vehicle shall be tagged out of service. When a vehicle is placed out of service, the appropriate supervisor or Fleet Manager or mechanic is to be notified. The vehicle shall not be returned to service until repair is verified by the Fleet Manager or mechanic.

Vehicle operators and supervisors must ensure that vehicles assigned to them are delivered to the proper place for scheduled maintenance. Department vehicles are to receive regular maintenance and a mechanical inspection, as required by the manufacturer. The Fleet Manager or mechanic maintains maintenance records. Inspection and maintenance points include:

- ✓ Visual inspection of brake system
- ✓ Fluid system levels and visual inspection
- ✓ Brake pad wear
- ✓ Belts and hoses
- ✓ Battery condition
- ✓ Filter replacement
- ✓ Lubrication
- ✓ Oil change
- ✓ Tire tread
- ✓ Seat belt and other driver/passenger restraints

Work that cannot be performed by the Fleet Manager or mechanic will be sent to a qualified vendor.

## **VEHICLE SAFETY CHECK**

Prior to each first daily use the driver shall perform a check of the vehicle for proper operation of the following safety features, as applicable:

- ✓ Horn
- ✓ Backup warning (if equipped)
- ✓ Head, tail, and signal lights
- ✓ Windshield wipers
- ✓ Tire inflation (visual check)
- ✓ Brakes
- ✓ Steering control
- ✓ Mirrors
- ✓ First aid kit
- ✓ Fire extinguisher
- ✓ Broken or damaged glass



## **FUELING**

The card-lock fueling facility shall be used only by employees who have completed the fire safety training provided by the fuel vendor. All instructions at the fueling facility posted on or near the fuel pumps shall be followed.

A vehicle is never to be left unattended while fueling. However, utility vehicles shall only be fueled when unoccupied. The operator shall know where the emergency shut off and emergency phone are before beginning to fuel the vehicle. The nozzle should be in contact with the fueling port while filling to eliminate the risk of static discharge.

Only UL approved closed safety containers no larger than five gallons shall be used for transporting fuel. An exception is if an appropriate tank has been affixed to the bed of a Class C vehicle (pickup, flatbed, or other open-body truck) for the purpose of hauling fuel to a work site. The five-gallon container should be set on the ground to fill, not left in the back of the vehicle. The filled fuel containers are to be stowed outside of the passenger compartment as far from the passengers as possible. Fuel containers and other cargo shall be secured to prevent tipping and sliding during transit.

## **TRAILERS AND EQUIPMENT**

It is prohibited to use a department vehicle to tow any trailer that exceeds the tow rating of the vehicle and hitch coupler. Proper coupling devices shall be used, with safety chains or cables that comply with all manufacturers' specifications and applicable OR-OSHA rules.

Perform safety inspection of trailer prior to use (tire inflation, connections, safety chains). Do not load trailer beyond its posted capacity and ensure the load is secure and stable.

## **GENERAL VEHICLE SAFETY**

All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.

**Passenger Provisions**--Passengers are only allowed if safe riding provisions have been made. Safe provisions include seats and safety belts for all seats in the vehicle. If other restraints are provided, they shall be used as intended by the manufacturer whenever the vehicle is under way. Riding on a pickup tailgate, trailer hitch or tongue, or the bed of a flatbed or dump truck is not allowed, even for a few feet.

**Accessibility for Inspection, Maintenance, and Utility**--All accessible areas of the vehicle should be within reach with the aid of ladders, handholds, steps, and/or grab bars. Anyone using such aids should maintain a three-point contact with the climbing aid at all times; either two hands and one foot, or two feet and one hand. Drivers and passengers are to enter and exit the cab facing the vehicle.

**Housekeeping**—All department vehicles shall be kept in a clean and sanitary condition. Trash shall be collected in a suitable receptacle and emptied regularly. No items shall be left on the floorboard where they may impede the driver's ability to safely operate foot pedals. No items shall be left loose in the cab that could fly around in the event of a crash or sudden stop.

**Parking**—The parking brake shall be engaged whenever the vehicle is parked, on an incline or when necessary to prevent movement of the vehicle. If a department vehicle must be left along a public roadway after hours, it shall be made visible with the use of the following: Lights, reflectors, or barricades equipped with lights or reflectors.

**Backing**—Backing a vehicle is an inherently hazardous maneuver and should be avoided when possible. When backing is unavoidable, first walk around the vehicle to look for obstacles. Make sure side and rearview mirrors are adjusted to minimize the blind spot. In a vehicle with limited rear view, a spotter shall be used and, when required, the vehicle shall be equipped with an audible backing alarm.

**Safety Equipment**—Each fleet vehicle shall have a serviceable fire extinguisher and well-stocked first aid kit. The extinguisher shall be securely stowed but accessible by the operator. Monthly checks are required for all fire extinguishers. First aid kits shall be restocked when needed, and inspected for contents at least quarterly.

**Distractions**—Distractions such as eating, drinking, smoking, applying makeup, and reading are prohibited while driving. The route of travel should be decided upon prior to getting under way. Allow sufficient time to safely reach your destination.

**Communication**—Except for personnel who operate emergency equipment, use of any cell phone while operating a moving vehicle for City business is forbidden. Use of a cell phone includes activating or deactivating the telephone, dialing, answering, conversing, and sending or receiving email or text messages. Employees are required to pull to the side of the road, as safely as possible, and stop the vehicle to use the cell phone.

Two-way radios are easier to use than cell phones, but are still a distraction. The radio should be set for channel and volume prior to driving. If the driver must use the radio, the handset should be within easy reach. If there are two people in the vehicle, the passenger should operate the radio whenever possible. Radio transmissions should be kept to a minimum, and all protocol and on-air courtesy observed.

## **ACCIDENT REPORTING**

If City of Prineville employees are involved in a vehicle motor accident the following protocol shall be implemented:

1. When conditions permit, move to the shoulder or other safe area to prevent further damage or injury.
2. Call for Police (9-1-1) for injuries, or Non-emergency (541-447-4168).
3. Call your immediate Supervisor (Supervisor should then call Human Resources so a report can be made to our insurance company).
4. Do not admit to any wrongful action on your part.
5. Check with other party involved and ask if Okay.
6. Administer First Aid if necessary and if you are properly trained.
7. Complete an Oregon Accident Report.

Each vehicle shall have:

- ✓ Vehicle Registration
- ✓ Insurance Card

# AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) PROGRAM

## Frequently Asked Questions

### *Who is responsible for the AED Program?*

Safety Committee has overall responsibility for this program.

### *Who can use the AED in the event of an emergency?*

Only employees who have fulfilled the requirements and are certified through an approved CPR / AED training course will be eligible to use the device.

### *How often do I need to be CPR / AED Certified?*

The CPR / AED certification must be renewed every two years.

### *Can I be held personally liable if I administer the AED to a victim?*

As long as your certification is current and you do not render care that exceeds your certified skill level, you are protected under ORS 30.802 (Attachment A).

### *Who will be responsible for inspecting the AED units?*

AED(s) will be inspected by Safety Committee member of each Department, per manufacturer's recommendations.



# AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) PROGRAM

## PURPOSE

The purpose of this program is to outline the Automatic External Defibrillator (AED) requirements and training necessary to implement and maintain an AED program within the City of Prineville.

## RESPONSIBILITIES

### Safety Committee

- Maintain and update the AED program
- Assist departments in purchasing AED equipment
- Provide employees with CPR / AED training

### Managers, Supervisors, and Employees

- Know where the AED systems are located in their department
- Know who is trained to use the AED systems

## SCOPE

The scope of this program will include the overall AED implementation plan, training requirements, product location, EMS notification, medical supervision, and all the necessary activities to conform to the current recommendations of the American Heart Association

## AED REQUIREMENTS

Only an approved medical device that is capable of the following will be utilized:

- Recognizing the presence or absence of ventricular fibrillation and rapid ventricular tachycardia,
- Capable of determining, without intervention by an operator, whether defibrillation should be performed,
- Automatically charges and allows delivery of an electrical impulse.

## PRODUCT LOCATION AND MAINTENANCE

All units will be inspected in a routine manner by Safety Committee department members and maintained per manufacturer's recommendations. Use reports will be maintained and available for review. All systems will be clearly identified and visible, and must have a direct, unobstructed path.

<u>Building</u>	<u>LOCATIONS WITH AED</u>	
	<u>Street Address</u>	<u>Specific Locations within Building</u>
Police Dept	400 NE Third St	patrol area
Meadow Lakes Golf Course	300 SW Meadow Lakes Dr	front doors on left side of dining room entry
Public Works	1233 NW Lamonta Rd	break room on south wall by -south door
City Hall	387 NE Third St	front counter of work area

**EMPLOYEE TRAINING**

Only employees who have fulfilled the training requirements and are certified through an approved CPR / AED training course will be eligible to deploy the device.

The American Heart Association recommends formal retraining every two years, so the City employees will have training each two years. Certification records will be located in a training file located in the Human Resource Department.

**COORDINATION WITH LOCAL EMERGENCY MEDICAL SERVICES (EMS)**

Upon request, training records, employee certification, device inspection and maintenance records will be provided by each department to the local EMS office.

EMS will be immediately notified (via activation of the local 911 emergency system) of any event whereby the AED device is utilized and a copy of the AED utilization record see Appendix A) will be provided as required.

**Appendix A**

**AED USE REPORT**

**AED USE REPORT**  
To be filled out each time AED is attached to a patient

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Entity Responsible for AED Date of Incident

Patient Age: \_\_\_\_\_ Patient Sex: M \_\_\_ F \_\_\_

Location of Cardiac Arrest: \_\_\_\_\_  
\_\_\_\_\_

Estimated Time of Cardiac Arrest: \_\_\_\_\_ (use 24 hour time)

CPR Initiated Prior to Application of AED: Yes \_\_\_ No \_\_\_

Cardiac Arrest Witnessed? Yes \_\_\_ No \_\_\_

Time First Shock Delivered: \_\_\_\_\_ (use 24 hour time)

Total number of Shocks and Joules Delivered:    \_\_\_/\_\_\_    \_\_\_/\_\_\_  
  \_\_\_/\_\_\_    \_\_\_/\_\_\_  
  \_\_\_/\_\_\_    \_\_\_/\_\_\_

Name of AED Operator \_\_\_\_\_

Pulse Restored? Yes \_\_\_ No \_\_\_      Was pulse sustained? Yes \_\_\_ No \_\_\_

EMS notified: \_\_\_\_\_ EMS arrival \_\_\_\_\_

Patient Transported: Yes \_\_\_ No \_\_\_ Where and by who?



ORS

**30.802 Liability for use of automated external defibrillator.** (1) As used in this section:

(a) "Automated external defibrillator" means an automated external defibrillator approved for sale by the federal Food and Drug Administration.

(b) "Public setting" means a location that is:

(A) Accessible to members of the general public, employees, visitors and guests, but that is not a private residence;

(B) A public school facility as defined in ORS 327.365; or

(C) A health club as defined in ORS 431.680.

(2) A person may not bring a cause of action against another person for damages for injury, death or loss that result from acts or omissions involving the use, attempted use or nonuse of an automated external defibrillator when the other person:

(a) Used or attempted to use an automated external defibrillator;

(b) Was present when an automated external defibrillator was used or should have been used;

(c) Provided training in the use of an automated external defibrillator;

(d) Is a physician and provided services related to the placement or use of an automated external defibrillator; or

(e) Possesses or controls one or more automated external defibrillators placed in a public setting and reasonably complied with the following requirements:

(A) Maintained, inspected and serviced the automated external defibrillator, the battery for the automated external defibrillator and the electrodes for the automated external defibrillator in accordance with guidelines set forth by the manufacturer.

(B) Ensured that a sufficient number of employees received training in the use of an automated external defibrillator so that at least one trained employee may be reasonably expected to be present at the public setting during regular business hours.

(C) Stored the automated external defibrillator in a location from which the automated external defibrillator can be quickly retrieved during regular business hours.

(D) Clearly indicated the presence and location of each automated external defibrillator.

(E) Established a policy to call 9-1-1 to activate the emergency medical services system as soon as practicable after the potential need for the automated external defibrillator is recognized.

(3) The immunity provided by this section does not apply if:

(a) The person against whom the action is brought acted with gross negligence or with reckless, wanton or intentional misconduct;

(b) The use, attempted use or nonuse of an automated external defibrillator occurred at a location where emergency medical care is regularly available; or

(c) The person against whom the action is brought possesses or controls one or more automated external defibrillators in a public setting and the person's failure to reasonably comply with the requirements described in subsection (2)(e) of this section caused the alleged injury, death or loss.

(4) Nothing in this section affects the liability of a manufacturer, designer, developer, distributor or supplier of an automated external defibrillator, or an accessory for an automated external defibrillator, under the provisions of ORS 30.900 to 30.920 or any other applicable state or federal law. [2005 c.551 §1]