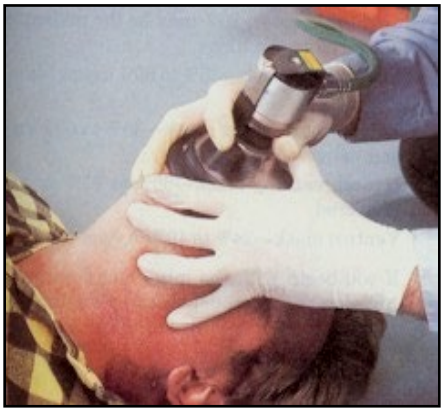
CITY OF OAK HARBOR

ACCIDENT PREVENTION PROGRAM



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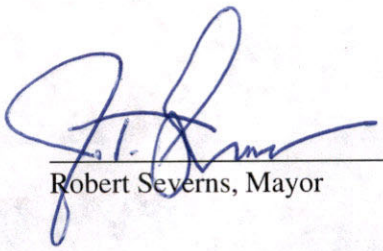
Approved by Mayor Robert Severns on the 14th day of November, 2023 pursuant to authority delegated under OHMC 2.34.050.



Robert Severns, Mayor

Adopted February 1987
Last Amended July 2023

Reference Employee Policy #2.12 Safety Program, Accident Prevention, and Injury Reporting

Amendments from 2019:
Implemented Association of Washington Cities (AWC) Accident Prevention Program (APP) as a Work Safe Employer, APP 2019 replaced 1987 program

Amendments from February 2020:
Hazard Communication Program, Hearing Conservation Program, Respiratory Protection Program

Amendments from May 2020:
Safety and Health Responsibilities, General Safety Rules, New Employee Orientation, Personal Protective Equipment, Hazard Communication Program, Lock-out Tag-out Program, Confined Space Entry Program, Respiratory Protection Program, Fall Protection Program, Machinery, Forklifts, Aerial Lifts, Welding, Safety Training.

Amendments from September 2022:
Respiratory Protection Program added Voluntary Use

Amendments from November 2023:
Added Crystalline Silica, Facility Inspections, Outdoor Heat Exposure, Wildfire Smoke, and revised Earthquakes, Return-to-Work, and Safety Training,

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1.1 COMMITMENT TO SAFETY

The personal safety and health of each employee within the City of Oak Harbor is of primary importance. We are committed to the protection from accidental loss to our employees and property by developing an Accident and Illness Prevention Program. Management will ensure the implementation of this program by dedicating time and resources to comply with all present and future safety & health codes and regulations. We want each employee to have a safe and productive work setting and return home each day to family and friends free from injury.

In fulfilling this commitment, we will provide and maintain a safe and healthful work environment. We will strive to eliminate any foreseeable hazards, which may result in personal injuries/illnesses, fires, security losses, and damage to property.

All activities will be conducted in accordance with the Department of Occupational Safety and Health/Washington Industrial Safety and Health Administration (DOSH/WISHA) requirements. The City will provide adequate training, proper equipment and develop safe work procedures and practices to assure all activities will be performed safely and efficiently.

The responsibility for implementing this policy is Management's. However, the City of Oak Harbor expects its staff and supervisory personnel to share and champion these goals. Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards. They are trained and expected to be leaders, setting a proper example by showing dedication and support in compliance with all policies, laws, rules & regulations, and good practice. In addition, all employees are responsible for performing their jobs in accordance with the established facility safety rules, regulations and procedures.

We encourage all employees to continually be committed to our goals, to show leadership by setting good examples and to actively participate in identifying ways to make the City of Oak Harbor a safer place to work.

1.2 SAFETY AND HEALTH RESPONSIBILITIES (WAC 296-800-110)

Management Responsibilities

All leaders should create an atmosphere that clearly demonstrates to employees that safety is a vital part of their personal and professional activities. Leaders are responsible for implementing systems and programs that convey the City's safety philosophy to employees.

- Assumes the responsibility for the safety and health program and ensures that the program remains successful and effective in practice.
- Report all fatalities, amputations, loss of an eye, or any hospitalizations within 8 hours to the nearest Department of Labor and Industries office. (1-800-4BE SAFE)
- Make certain that a City-wide Safety Committee is formed and is carrying out its responsibilities as described in this program.
- Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
- Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
- Make sure that incidents are fully investigated, and corrective action is taken to prevent the hazardous conditions or behaviors from happening again.
- Insure that a record of injuries and illnesses is maintained and posted as described in this program.
- Set a good example by following established safety rules and attending required training.
- Make subcontractors aware of the importance of complying with the City's contractor site safety program.
- Safety performance is included in each employee's as well as each manager's performance appraisal process each year.
- Acknowledge and reward safe practices.

Supervisor Responsibilities

- Ensure that each employee you supervise has received an initial orientation of the Accident Prevention Program before beginning work.
- Make certain that each employee you supervise is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
- Take care that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
- Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
- Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
- Set a good example for employees by following safety rules and attending required training.
- Investigate all incidents in your area and report your findings to management.
- Talk to management about changes to work practices or equipment that will improve employee safety.
- Enforce all safety rules.

1.2 SAFETY AND HEALTH RESPONSIBILITIES (WAC 296-800-120)

Employee Responsibilities

The health and safety of each employee is a major responsibility. All employees share this obligation. Employees should treat safety as one of their most important job responsibilities, watching for potential hazards, and thinking about what could go wrong before it goes wrong. Employee's safety responsibilities include:

- Observe and comply with all safety signs, rules, and regulations described in this program.
- Report all on the job injuries promptly.
- Identify, correct or report potential or unsafe conditions.
- Report all near-miss incidents to your supervisor promptly.
- Incorporate safe practices into all activities.
- Attend & participate in safety meetings.
- Always use personal protective equipment (PPE) in good working condition where it is required.
- Do not remove or defeat any safety device or safeguard provided for employee protection.
- Operate equipment safely. Do not operate equipment you are not trained for or qualified to operate.
- Report all equipment damage or failure to your supervisor immediately.
- Feel free to talk to management about problems that affect your safety or working conditions.
- Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

1.3 GENERAL SAFETY RULES

The following are general safety rules and regulations that have been established to help make the City of Oak Harbor a safe and efficient place to work. Failure to comply with these rules will result in disciplinary action.

1. Report all injuries or incidents to your Supervisor immediately (within 8 hours), regardless of severity, including ergonomic/cumulative trauma issues.
2. Any unsafe act or condition must be reported immediately to your supervisor.
3. Always use proper body mechanics when lifting.
4. Use good housekeeping practices in and around workstations. Keep debris, cords, loose paper, etc. off the floor.
5. Keep drawers of desks and file cabinets closed when not in use. Only one drawer or file cabinet should be open at a time in order to prevent tipping over.
6. Shelves will be stacked in a way that prevents heavy objects from falling off. Do not overload shelves!
7. Keep aisle ways and fire extinguishers clear of blockage and equipment.
8. Do not place broken or sharp objects in the waste paper containers.
9. Alcohol, weapons, illegal drugs, and marijuana are not allowed on the property.
10. Smoking is not permitted in any building, vehicle, or on any City premises.
11. All secondary chemical containers, such as cleaning bottles and fuel or solvent containers must be labeled clearly with the name of the material and appropriate hazard warnings.
12. Food and beverages are not allowed in work areas where hazardous chemicals are in use.
13. Horseplay, scuffling, fighting, etc. is prohibited.
14. Running is prohibited.
15. Aisles and emergency exits must not be blocked for any reason.

Violation of the above listed safety guidelines may lead to corrective action and/or disciplinary action.

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same rule or the same unacceptable behavior:

- First Instance – verbal warning, notation in supervisor record, and instruction on proper actions
- Second Instance – written warning in the employee file and instruction on proper actions
- Third Instance – suspension, final written warning in the employee file, and instruction on proper actions
- Fourth Instance – Termination of employment

Procedures will be implemented through applicable employee's union contract or personnel rules.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

1.4 NEW EMPLOYEE ORIENTATION

The Supervisor must use the Employee Safety Orientation Checklist to orient new employees to on the job health and safety requirements, including those who are new to a location, as they relate to the job being performed. This orientation and documentation must take place before the employee is allowed to do the work.

Components of Orientation

- Total description of the City's Accident and Illness Prevention Program.
- Safety programs, policies and rules applicable to the job
- Recognizing hazards of the workplace.
- Procedures on how to report hazards and accidents.
- Proper lifting techniques and use of available lift aids.
- Ergonomics in the office and operations.
- Use of tools, equipment, and procedures necessary to carryout work assignments safely and efficiently.
- Housekeeping procedures.
- Fire protection and emergency evacuation, including who is on the fire evacuation team and actions to take in the event of a fire alarm.
- Locations, types, and use of fire extinguishers.
- Emergency numbers.
- First Aid kit locations and training.
- Driver training.
- Housekeeping procedures.
- Purpose and techniques for use of any personal protective equipment required on the job.

FORM: Employee Safety Orientation Checklist

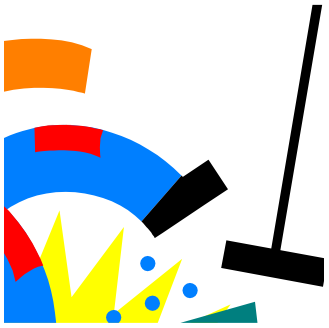
1.5 REPORTING ACCIDENTS & SAFETY HAZARDS

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on the minor/first aid injury log located within the applicable department. The employee must use an "Employee's Injury/Illness Report Form" to report more serious injuries.

Industrial Injury Reporting Procedures

Note: An employee who has an on-the-job injury must follow the steps below:

1. Immediately notify your Supervisor of the injury or accident.
2. Seek medical attention, as needed.
3. Complete any necessary paperwork to return to Human Resources within 24-48 hours.



The Supervisor will:

1. Investigate a serious injury or illness using procedures in the "Accident Investigation" section next.
2. Complete an "Accident Investigation Report" form.
3. Give the “Employee’s Report” and the “Accident Investigation Report” to Human Resources within 24-48 hours.

Human Resources will:

1. Determine from the Employee’s Report, Accident Investigation Report, and any L&I claim form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.
2. Enter a recordable incident within six days after the company becomes aware of it.
3. If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
4. Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the Safety Committee for review, along with an updated OSHA and Incident Report Log.

The Safety Committee will review the log for trends and may decide to conduct a separate investigation of any incident.

Human Resources will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

REPORTING ACCIDENTS & SAFETY HAZARDS (continued)

- **Return to Work/Time Loss Certification**. The injured employee must take this form to his/her physician. The form must be completed by the physician and returned to the employee's supervisor within two business days of receiving it from the physician.

  In addition, if your doctor says you are unable to report for work the following day under regular status, the following form must also be completed:

- **Light Duty, Modified, or Transitional Work Form**. The injured employee must take this form also to his/her physician. The form must be completed by the physician and returned to the employees' supervisor.

Return to Work (Employee Policy Manual 5.05(E))

In the event of an injury, the City will coordinate with the attending medical care provider to return the injured employee to work as soon as is medically possible. The City will comply fully with its obligation to reasonably accommodate employees with disabilities, including temporary reassignment to light duty tasks (if available), in consultation with the employee's medical care provider while the injured employee is recovering.

The City may require an employee to submit to a City-paid medical examination performed by a physician selected by the City, to determine if an employee can return to work and whether the employee is or will be capable of performing the essential duties of the position.

Stay at Work or Preferred Worker Programs

The City is part of the Association of Washington Cities (AWC) Retro pooling program for return-to-work incentives. L&I's Stay at Work Program can reimburse the City for wage or expense costs when temporary or light-duty jobs are provided to employees while they heal. L&I's Preferred Worker Program enables the City to receive financial incentives when the City hires a preferred worker for a medically-approved, long-term job.

Reporting Hazards

Take immediate action to correct any unsafe condition, piece of equipment, or work practice.
If you, or a co-worker, cannot correct the unsafe condition, report it to your supervisor.

Report to your Supervisor

- Unsafe work practices.
- Unsafe working conditions.
- Accidents of all kinds including vehicle accidents.
- Near misses.

FORMS:

- a) **Incident Report-Non-Injury-Near Miss**
- b) **Injury Report-On the Job**
- c) **Accident-OSHA Info Request Form**
- d) **Post Exposure Report**
- e) **Release – Return to Work Physician Certification (Advanced/Field)**
- f) **Release – Return to Work Physician Certification (Basic/Office)**
- g) **Fire Accident Prevention Plan**
- h) **Marina Accident Prevention Plan**
- i) **Marina Accident Investigation and Reporting Policy**

1.6 ACCIDENT INVESTIGATION PROCEDURES

All accidents and near misses should be investigated. The seriousness of the accident will determine the extent of the investigation. The purpose of the investigation is to produce factual information that leads to corrective action in order to prevent further accidents from occurring.

Who conducts the investigation?

- Immediate Supervisor
- Safety Committee
- Management

Investigation Procedures

The investigation should take place as soon as possible after the incident. Following are a list of procedures that encompass a thorough investigation report:

- Report the accident
- Arrival at the scene
- Gather information
  - ♦ Preserve Evidence
  - ♦ Interview Witnesses
  - ♦ Take Photos
  - ♦ Draw Sketches
- Find root causes
- Determine corrective actions
- Provide recommendations
- Write a report

All accident investigations should result in some kind of change or control. Recommendations for change/control should include:

- Engineering control/changes-encompassing those actions that include physical changes to the work environment.
- Administrative control/changes-include procedural, operating or training procedures.

The Safety Committee will review accident investigation reports to ensure corrections have been made.

1.7 SAFETY COMMITTEE (WAC 296-800-130)

Implementing an effective Accident and Illness Program can guard against prevention of unpredictable occurrences. But for a viable safety program to function well it requires everyone, both employer and employee, working together. A means utilized to involve all personnel in the safety efforts is the organization and active function of the Safety Committee. The Safety Committee becomes the communication link between management and employees.

Purpose

The purpose of the Safety Committee is to assist and supplement management's efforts to provide a safe and healthy work place for its employees. The Safety Committee provides the structure for employees to become involved and participate in providing for a safe work place and affect the environment where they work.

Duties and Responsibilities

- Evaluates accident investigations conducted since the last meeting to determine if the cause of the unsafe act or unsafe condition involved was properly identified and corrected.
- Conducts self-inspections of the facility: members of the Safety Committee inspect work areas to discover unsafe practices or conditions.
- Reviews safety and health inspection reports to assist in correction of identified unsafe condition or practices.
- Evaluates the accident and illness prevention program with a discussion of recommendations for improvement.

How the Safety Committee Is Organized

- Committee members are elected by fellow employees and usually serve a minimum of one year.
- The number of management personnel on the committee does not exceed the number of hourly employees.
- Committee members represent each work area of the facility. The committee may be as small as 3 – 5 people or as large as 15 – 20 people.
- Members schedule meetings quarterly on a given day and time (such as 2:00 p.m. the fourth Thursday of the month). Meetings can be held at a standard location or rotated between locations to help insure participation of all involved.
- An agenda is prepared and followed.
- Minutes are taken.
- Meetings start and end on time.

(NOTE: Meetings may last beyond the one-hour limit by majority vote of the committee).

SAFETY COMMITTEE (continued)

Membership

- **Chair** – Elected annually by the committee and shall:
  - Starts and ends on time.
  - Summarizes discussion and call for votes.
  - Make certain that minutes are kept.
  - Ensure that agendas are provided to the Committee 2 weeks prior to the meeting.

- **Secretary** – Elected annually by the Committee and shall:
  - Prepare agendas and distribute to Committee members 2 weeks prior to the meeting.
  - Prepare minutes of the meeting and distribute to Committee members.
  - Assist the Chair as requested.

Terms

The term of all employee elected members shall be a maximum of one year. Should a vacancy occur, a new member shall be elected prior to the next scheduled meeting.

Individual Members of the Committee

Each member has the responsibility to:

- Attend meetings.
- Participate/Discuss.
- Report for fellow employees on various hazards or unsafe work practices.
- Report to employees the safety efforts of the company.
- Education/Instruction

Agenda Items

- Approve previous minutes.
- Unfinished business.
- Review of recent incidents/accidents.
- Report on special assignments.
- Reports of inspections.
- Special features, such as presentation.
- New business.
- Set next agenda and meeting date & time.

Minutes

- Documents attendance.
- Summarizes all subjects discussed.
- Filed for at least one year.
- Posted on the safety bulletin board.

LINK: Safety Committee & Program

1.8 FIRST AID/CPR (WAC 296-800-150)

The City of Oak Harbor has First Aid qualified workers at all offices. First Aid is done on a "Good Samaritan" basis.

If you or a co-worker is involved in an accident, you must:

- Ensure no further damage to yourself and/or the injured person.
- Get first aid or medical assistance (if necessary, dial 911)
- Transport the injured individual to the nearest medical aid (if necessary)
- Report the incident immediately to your Supervisor.
- Fill out the necessary accident reports.

Who is qualified to provide First Aid?

- If you are trained and currently certified in First Aid/CPR, you are qualified to provide First Aid/CPR to an injured person.
- All individuals located at fixed sites who are in charge of supervising employees are required to hold certification in First Aid/CPR.

If involved in a situation involving blood:

- Avoid skin contact with blood/OPIM (other potential infectious materials) by letting the victim help as much as possible. Use gloves provided in first aid kits.
- Remove clothing with blood on it after rendering help.
- Wash thoroughly with soap and water to remove blood.
- Report such first aid incident exposures to blood/OPIM to supervisor.

First Aid Kits/Stations

- Make sure that first-aid supplies are:
- Easily accessible to all your employees.
- Stored in containers that protect them from damage, deterioration, or contamination.
- Containers must be clearly marked, not locked, and may be sealed.
- Able to be moved to the location of an injured or acutely ill employee.

1.9 EMERGENCY PREPAREDNESS (WAC 296-24-567)

What Will We Do In An Emergency?

In case of fire

An evacuation map is posted in each building. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside. A fire evacuation drill will be conducted once a year during the first week of April.

All fire extinguishers will be serviced on a yearly basis. This includes examining for pitting, cracks and corrosion. The placement of all Class A fire extinguishers shall be located so that there is a travel distance not to exceed 75' in any one direction for retrieval of this unit. Class B & C fire extinguishers shall be located so that there is a travel distance not to exceed 50' in any one direction from the unit to the potential fire hazard.

City facilities and City CDL vehicles are equipped with fire extinguishers.

If you discover a fire

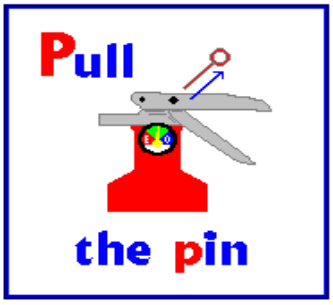
- Tell another person immediately. Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building.

If you are a Supervisor notified of a fire in your area

- Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
- Verify that 911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
- Tell supervisors in other areas to evacuate the building.
- Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

Training and Education: Annually, the City is required to provide fire extinguishers training and education. It will be provided for the familiarization and general use principals of extinguisher operation and their capabilities.

It's easy to remember how to use a fire extinguisher if you can remember the acronym PASS, which stands for Pull, Aim, Squeeze, and Sweep.



Pull the pin.
This will allow you to discharge the extinguisher.

Aim at the base of the fire.
If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You want to hit the fuel.

Squeeze the top handle or lever.
This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

Sweep from side to side until the fire is completely out.
Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it re-ignites.

In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning. An earthquake drill will be conducted each year during the first week of October. In the event of an earthquake:

If you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, Department Directors or a department designee is to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Offer assistance to people who need help (elderly, mobility impaired, etc.)
- Supervisors must account for each employee in their work group as quickly as possible.
- First Aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows.
- Supervisors and First Aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If you are outside:

- Stand away from buildings, trees, telephone and electric lines.

If you are on the road:

- If you are in a moving vehicle, please stop as quickly and safely as you can.
- Move your car to the shoulder or curb, away from utility poles, overhead wires, and under- or overpasses.
- Stay in the car and set the parking brake. A car may jiggle violently on its springs, but it is an excellent place to stay until the shaking stops.
- Turn on the radio for emergency broadcast information.
- If a power line falls on the car, you can just stay inside until a trained person removes the wire.
- When it is safe to begin driving again, watch for hazards created by the earthquake, such as breaks in the pavement, downed utility poles and wires, rising water levels, fallen overpasses, or collapsed bridges.

LINKS: **Evacuation Plans**
Comprehensive Emergency Management Plan (CEMP)
Centers for Disease Control and Prevention

1.10 SAFETY BULLETIN BOARD (WAC 296-800-190)

A bulletin board containing posters and notices that must be posted by law, statues and information will be maintained for employees' attention at each City location. These include:

- All safety-related information required by local, state and federal agencies.
- Safety and health protection on the job.
- Workers Compensation.
- Wage and hour.
- Unemployment Compensation.
- Equal Employee Opportunity Rights- ADA Americans with Disability Act.
- Prohibition of discrimination in employment.
- Family Medical Leave Act (50 or more employees).
- OSHA Log of Injury and Illness.
- Emergency Phone Numbers.

SECTION 2

2.1 PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT (WAC 296-800-160)

Personal Protective Equipment (PPE) is an item or items used to protect the eyes, face, head, body, arms, hands, legs, and feet such as goggles, helmets, head covers, gloves, rubber slickers, disposable coveralls, safety shoes, protective shields, and barriers.

In order to comply with all occupational safety and health standards, rules, and regulations required by the Department of Occupational Safety and Health Act (DOSH) and Washington Industrial Safety and Health Act (WISHA) a Hazard Assessment was conducted of all job tasks according to 296-800-16005.

PPE alone should not be relied on to provide protection for our employees. PPE should be used after all other reasonable means of reducing hazards have been carried out. The City of Oak Harbor has identified hazards in the workplace and we have taken the following steps to minimize/eliminate those hazards.

- Considered other ways to get hazardous jobs done.
- Reduced hazardous materials or processes.
- Applied engineering controls to reduce or eliminate hazards.

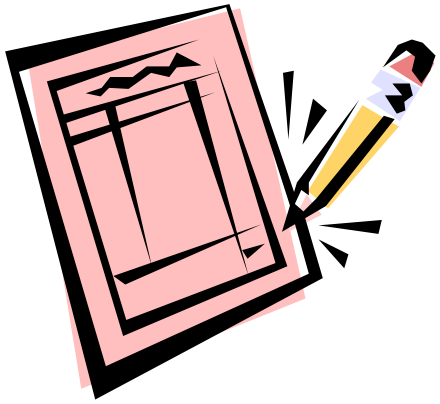
The purpose of conducting a Hazard Assessment was to identify the sources of hazards or potential hazards that are present or associated with each particular workstation in the City's work environment.

The **Hazard Assessment** was conducted in the following manner:

1. A walk through survey of all workstations was conducted at the City of Oak Harbor. Sources of hazards to workers and co-workers were identified and documented on the Appendix B Worksheet of Core Rules 296-800-16005.

2. Data was organized following the walk-through survey in order to analyze hazards in the environment and enable proper selection of protective equipment.

3. After gathering and organizing the data, an estimate of the potential for injuries was made. Each basic hazard was reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each hazard found.



City of Oak Harbor

PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT (continued)

Sample Written Certification (fill in appropriate information)

The Hazard Assessment was conducted for **(name of City/department/address)** by **(name of person conducting the assessment)**. This document certifies that the Hazard Assessment was conducted on the following dates: (**fill in dates)**

Personal Protective Equipment Required (Specific and Exact PPE):

Department or Division: **(Example: Parks & Recreation)**

A. **(Fill in appropriate and specific position. Example: Lawn Mowing)**

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
X		X		X	X			

Department or Division: **(Example Parks and Recreation)**

B**. (Example: Weed Control)**

Safety Glasses	Goggles	Gloves	Face Shield	Ear Plugs	Foot Protection	Hard Hat	Protective Clothing	Respiratory
	X	X*			X			X**

* Rubber gloves
** Name/type of respirator

Hazard Assessment for PPE should be conducted with each Department and position.

FORMS: Hazard Assessment for PPE

PERSONAL PROTECTIVE EQUIPMENT (WAC 296-800-160)

Personal protective equipment (PPE) protects employees and helps in controlling the danger from the risks of injury against workplace hazards. When the eyes, face, hands, extremities, or other parts of the body are exposed to workplace hazards that cannot be controlled by other means then PPE must be worn. PPE is the last line of defense and is not a substitute for engineering or administrative controls, or good work practices, but should be used in conjunction with those controls. Remember, using PPE does not eliminate the hazard, and if the PPE fails or is used improperly, exposure to the hazard may occur.

Responsibilities

Supervisor/ Lead Worker:

- Ensure that the required personal protective equipment is made available to, maintained properly and worn by the employee.

Employees:

- Responsible for wearing and/or using all safety equipment provided for its intended purpose.
- Following all safety policies and instructions.

Equipment and Usage

Hard Hats and/or Head Protection

Shall be worn performing construction, repair, or inspection work:

- Construction sites where cranes, backhoes, scaffolding are present and whenever overhead hazards exist.
- Trenches and hazardous confined spaces.
- Wherever the Supervisor, Lead Worker I, Lead Worker II, WWTP Lead, Heavy Equipment Operator, Permit Coordinator or Safety Officer determines that a hazard exists.
- Hair netting and/or other such protection shall be worn by an employee who has hair long enough to present a hazard while working around machinery.

Reflective Clothing

Approved reflective and protective clothing will be required when:

- Employees are working within Public right-of-way or are exposed to vehicular traffic.
- Employees working night time operations.
- Whenever the Supervisor, Lead Worker I, Lead Worker II, WWTP Lead, Heavy Equipment Operator, Permit Coordinator, Safety Officer or their designee determines that visibility danger is present.

Note: All flaggers shall have a flagging card issued by the proper authority. All flaggers will wear a hard hat, reflectorized outer garment and carry an approved sounding device such as a whistle or air horn. During emergency situations Police personnel are exempt when involved for traffic control. (It is recommended a reflectorized vest or coat should be used.)

Eye and Face Protection

Eye and face protectors shall be provided and worn where machines or operations present the hazards of:

- Flying Objects
- Glare
- Liquids
- Injurious Radiation
- Or a combination of these hazards.
  Note: Prior to handling chlorine, refer to City Chlorine Program, Confined Space Entry and Respiratory Program.

PERSONAL PROTECTIVE EQUIPMENT (continued)

- **Respiratory Protection**: Respirators shall be provided when such equipment is necessary to protect the health of the employee. The employee shall use the provided respiratory protection in accordance with the instructions and training received as outlined in the City's Respiratory Protection Program.

- **Full Body Harness and Lifelines**: Where workers are employed above the floor, water surface, or the ground and it is impractical to provide temporary floors, staging, ladders, or scaffolds, full-body safety harness, lifelines or life nets shall be provided and used by employees.
  - No employee shall enter a sewer, sewer flue, storm sewer duct, waterline, tunnel or other similar places without first notifying his supervisor. He shall wear a full body harness with a lifeline attached, when conditions require it.
  - The line shall be held by a fellow worker stationed at the opening which he enters. In such cases, signals shall be agreed upon and responded to immediately.
- Employees working over or on water, where a danger of drowning exists, shall wear a U.S. Coast Guard approved lifesaving device.

- **Shirts or Protective Clothing**: Shirts or approved clothing shall be worn by all employees. No employee at any time shall work without some type of protective clothing above the waist.
  - Safety Chaps: Shall be worn by operator anytime a chain saw is in use.

- **Safety Shoes and Boots**: When provided by the City, safety shoes or boots shall be worn. (see hazard assessment)

- **Hearing Protection**: Shall be worn when the noise level reaches: 85 dBA

Responsibility

It shall be the responsibility of the Director or department designee to ensure that the required personal protective equipment is made available to, maintained properly by the employee and that all safety precautions are in use on all job sites according to the procedures set forth in this policy. Employees shall also be responsible for wearing and/or using all safety equipment provided for its intended purpose, and for following all safety policies and instructions.

Disciplinary Actions

The City of Oak Harbor is concerned about the safety of each employee and their fellow crew members on the job site. Therefore, each employee shall be made aware of this policy and supplied with the necessary protective equipment by their department supervisor.

Any Supervisor, Lead Worker I, Lead Worker II, WWTP Lead, Heavy Equipment Operator and Permit Coordinator that does not enforce, or any employee not following the conditions of this policy could face the following disciplinary action:

- First Offense--Verbal warning, notation in supervisor record, and instruction on proper actions.
- Second Offense—Written warning in the employee file and instruction on proper actions.
- Third Offense—Suspension, final written warning in the employee file, and instruction on proper actions.
- Fourth Offense—Termination of employment.

Procedures will be implemented through applicable employee's union contract or personnel rules.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

City of Oak Harbor
2.2 HAZARD COMMUNICATION PROGRAM (WAC 296-901)

Each City employee will be informed about the chemicals in which he/she may be exposed to, the hazards associated with those chemicals, and the precautions that are necessary to avoid the hazards while in the performance of their job. The City of Oak Harbor is committed to the prevention of exposures that result in injury and/or illness and to comply with all applicable state health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by City employees, the following hazardous information program has been established.

All work units of the City will participate in the Hazard Communication program. This written program will be available through Public Works for review by any interested employee.

Container Labeling

Each department or division is responsible for container labeling procedures, reviewing, and updating. They must verify that all containers received for use will:

- Be clearly labeled as to the contents.
- Note the appropriate hazard warning.
- List the name and address of the manufacturer.

Secondary Containers

Non-original containers must be labeled with a least its contents and applicable hazards in the form of words or hazard pictograms:

How to Read and Interpret Labels: Labels have or show

- Identity of the Chemical – a code number, chemical or trade name.
- Signal Word – telling you the degree of hazard: "Warning!" or "Danger!"
- Hazard Statement – telling you the major hazards you face: "extremely flammable" or "harmful if inhaled."
- Precautions – what to do to avoid injury or illness: "avoid breathing" or "wash thoroughly after handling."
- Instructions In Case Of Exposure – first-aid information telling you what to do if you're exposed to a chemical.
- Antidotes – measures that can be used by a medical lay person to counteract the effects of chemical exposure.
- Fire, Spill, Leak Instructions – how to put out or control fires, clean up leaks or spills.
- Notes To Physician – information for physicians in case someone is exposed to a chemical.
- Handling and Storage Instructions – special procedures for handling and storing chemical containers.

Safety Data Sheets (SDS)

The Public Works management team is responsible to establish and monitor the City's SDS program. This person will make sure procedures are developed to obtain the necessary SDS's and will review incoming SDS's for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

Incoming SDS's will be reviewed for new or significant health and safety information including:

- Name of chemical.
- Name, address and phone number for hazard and emergency information.
- The date the SDS was prepared.
- Chemical and common names of hazardous ingredients in the chemical (unless it is a trade secret).
- Limitations on exposure levels of the chemicals.
- Physical and chemical characteristics.
- Flammability, Reactivity, Stability of the chemical.
- How the chemical enters your body. (routes of entry)
- Health hazards - physical effects (skin, lungs, eyes, and nervous system)
- Carcinogenic possibilities.
- Emergency First Aid Procedures.
- Safe handling procedures.
- PPE required in using the chemical.

SDS Books should be located at each City location

SDS's will be available to all employees during each work shift. If an SDS is not available, or a new chemical in use does not have an SDS, immediately contact the Central Safety Committee.

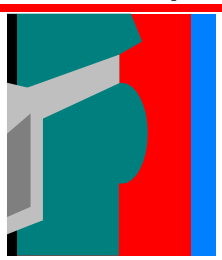
Employee Information and Training

Human Resources is responsible for the employer/employee training program. All present and new employees of the City will attend one or more Health and Safety training courses and will receive information on the following:

- An overview of the requirements contained in the Hazard Communication Standard.
- Hazardous chemicals present at his or her work places.
- Physical and health risks of the hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in his or her work area.
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
- Steps the City has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review SDS's in order to obtain hazard information.
- Location of the SDS file and written Hazard Communication Program.

Before introducing a new chemical hazard in any department, each employee in that department will be given information and training as outlined above for the new chemical.

Hazardous Non-Routine Tasks



Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.)

Prior to starting work on such projects, each affected employee will be given information by management about the hazardous chemicals he or she may encounter during these activities.

Informing Contractors and Multi-Employer Work Places

It is the responsibility of City management to provide employers of any other employees, or sub-contractors at the work site, with the following information:

- Copy of the Hazardous Communication Program.
- Copies of SDS's (or make them available at a central location) for any hazardou chemicals that the other employers' employees may be exposed to while workin
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of City management to identify and obtain SDS's for the chemicals the contractor is bringing into the workplace.

List of Hazardous Chemicals

Information on each chemical may be obtained by reviewing the SDS's located at each City location or saved through the Employee drive.

A list of all known Hazardous Chemicals used by the City of Oak Harbor employees on any particular job is available in the front of the Safety Data Sheets Books.

LINK: *Not available for **City-wide Global SDS** as they are located on network drive or at facilities.*
Chemical Hazard Communication Program

2.3 HEARING CONSERVATION PROGRAM (WAC 296-817)

This procedure will ensure that employees who are exposed to noise levels 85 decibels or greater are provided with protective equipment, engineering controls, and educational information to prevent a hearing disability due to prolonged exposure to high noise levels.

Permissible Exposure Limits

Table 1 shows the permissible noise exposure limits as set by OSHA and the State of Washington (WISHA)

Table 1

Duration per day (hours)	Sound level (dBA)
8	85
4	90
2	95
1	100
0.5	105
0.25	110
0.125 Hours ≈ 7.5 mins	115

The permissible exposure limits refer to sound pressure levels that represent conditions under which it is believed that nearly all workers may be repeatedly exposed without adverse effect on their ability to hear and understand normal speech.

When an employee's duration per day has reached exposures listed in Table 1, then that employee will be part of the Hearing Conservation Program.

No employee should be exposed to impulse or impact noise in excess of 140 dBA peak sound pressure level.

Exposure to loud noises may result in permanent impairment to hearing which may impact upon the work efficiency of an employee or result in a physical disability recognized under State and Federal laws. This disability can be prevented in most cases. Permanent hearing loss is frequently not recognized by the individual because it affects hearing of sounds higher in frequency than necessary in speech communication.

Link: Noise Exposure (for Noise Level Tests or Survey)

Requirements

All employees that are part of the Hearing Conservation Program will receive:

- Initial/base line audiogram and annual audiogram
- Initial and annual training

The Human Resources Department will:

- Monitor work sites for noise hazards in compliance with WISHA/OSHA requirements.
- Provide a method of annual training for all employees in the Hearing Conservation Program.
- Assist Supervisors in developing solutions to noise hazard problems.

Supervisors will:

- Inform Human Resources in writing of any noise hazards that may require monitoring.
- Ensure all provisions of this procedure are adhered to.

Monitoring

When reasonable information indicate that an employee's exposure may equal or exceed an 8-hour time-weighted average of 85 dBA, the Supervisor shall send a written request for monitoring to the City Safety Officer.

The Human Resources Department will monitor the requested area and/or personnel involved. After monitoring, if the noise exposure equals or exceeds that referenced in Table 1, the supervisor of the affected employee will be notified of the results, and the supervisor will notify the employee of the results. The employee and/or job identified will be included in the Hearing Conservation Program. The supervisor will then schedule audiometric tests for the involved employees.

Prior to filling any job vacancy, by new hire or transfer, in a classification covered by the hearing conservation program, the person will be given an audiometric test. The purpose of this test is to establish a baseline level of hearing and to determine if the person has any medical problem that would be aggravated by the use of hearing protectors.

Any affected employee or their representative may be provided with an opportunity to observe any measurements of employee noise exposure.

Whenever employee noise exposures equal or exceed an 8-hour time-weighted average of 90 dBA, feasible **administrative** or **engineering** controls shall be implemented by the supervisor, with assistance from the City Safety Officer.

Examples of acceptable engineering controls are:

- Replace noisy equipment
- Keep up on maintenance
- Mufflers and silencers
- Enclose equipment or workers
- Distance (double distance; half the exposure)
- Schedule noisy work to avoid exposures
- Reduce employee time in noisy areas.

may result in missed learning/training opportunities by not having everyone available to observe.

Whenever engineering methods cannot reduce noise to safe levels or employees cannot be excluded from noisy areas, all employees exposed to loud noise will be required to wear personal protective devices designed to attenuate the ambient noise in the ear. These devices are two types:

- Ear plugs
- Aural protectors (ear muffs).

NOTE: Supervisors must ensure that employees wear this protective equipment whenever these employees are exposed to potentially hazardous noise levels.

HEARING COSERVATION PROGRAM (continued)

Audiometric Testing

All employees whose exposures equal or exceed and 8-hour time-weighted average of 85 decibels will have an audiometric test.

NOTE: Supervisors may elect to have audiograms completed for employees not addressed by this procedure.

A Vendor approved by the AWC Retro Program will perform audiometric tests in accordance with this policy. All audiometric test results will be given to and maintained by the City Safety Officer.

All employees or work groups identified to be in the Hearing Conservation Program will be tested within 90 days of being identified, and annually thereafter for as long as the employee is exposed. All persons transferring to or hiring into jobs covered by this program will be given an audiometric test prior to filling the vacancy.

Evaluation

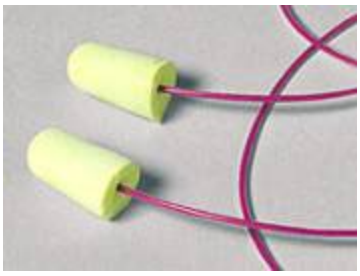
- Each employee's annual audiogram shall be compared to that employee's baseline audiogram. The City must obtain an opinion from the health care professional supervising audiograms as to whether the audiograms indicate possible occupational hearing loss and any recommendations for changes in hearing protection.
- If the annual audiogram indicates that an employee has suffered a standard threshold shift, the employee must be informed in writing of the existence of a standard threshold shift within twenty-one (21) calendar days of the determination.
- In the existence of a standard threshold shift, additional review is necessary, the employee will be retested within 30 days to evaluate the cause of hearing loss and the results of the retest will be considered as the annual audiogram.
- The health care professional supervising audiograms or another qualified physician shall review audiograms which indicate a standard threshold shift to determine whether there is a need for further evaluation. The reviewer must communicate to the employee any suspected medical conditions that are found unrelated to the workplace.

Follow-up:

If a comparison of the annual audiogram to the baseline audiogram indicates a significant threshold shift, the Human Resources Department will ensure that the following steps are taken:

1. Inform the employee in writing within 21 days of the determination.
2. Refer the employee for a clinical audiological evaluation, or an ontological examination, as appropriate, if additional testing is necessary or if the Human Resources Department suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.
3. Inform the employee of the need for an ontological examination.
4. Upon notification by the Human Resources Department, the supervisor and/or manager of the affected employee will ensure that the following steps are taken:
   - ♦ The employee is fitted with hearing protectors, trained in their use and care, and be required to use them.
   - ♦ An employee already using hearing protectors shall be refitted and retrained in the use of hearing protectors offering greater attenuation if necessary.
5. If an employee continues to have a significant threshold shift, as determined from previous audiometric tests, the manager and/or department head and AWC Retro will be notified.

Hearing Protectors



Supervisors shall make hearing protectors available to all employees exposed to a time-weighted average of 85 dBA or greater at no cost to the employees. Hearing protectors shall be replaced as necessary.

Supervisors shall ensure that hearing protectors are worn by:

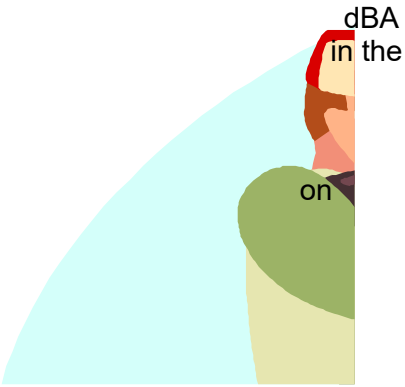
- Any employee who is exposed to an 8-hour time-weighted average of 85 dBA or greater; or
- Any employee who is exposed to noise above 115 dBA; or
- Any employee who is exposed to any impulse or impact noise measure at or above 140 dBA peak using an impulse sound level meter set to either the linear or C-scale, or
- Any employee working near or with equipment with sound levels greater than 90 dBA

The City will provide hearing protectors from at least two different types for the employee to choose from:

- Molded, self-molded
- Ear muffs

Training

Employees exposed to noise at or above a time-weighted average of 85 dBA will be trained at least annually by the Human Resources Department, in the following items:



- The effects of noise on hearing.
- The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions selection, fitting, use, and care.
- The purpose of audiometric testing and an explanation of the test procedures.
- Attendance records of Hearing Conservation training will be retained by the Human Resources Department.

Information Regarding Hearing Protectors

Ear Plugs

- Foam - with and without string.
- Custom-modeled plastic (can be ordered as needed)
- All of the ear plugs must have a Noise Reduction Rating (NRR) of at least 25.

Ear Muffs

- Fits over and attaches to the helmet
- Fits directly over the head.
- Ear muffs have different NRR's depending on their make and model.

HEARING CONSERVATION PROGRAM (continued)

Noise Reduction Ratings (NRRs)

Noise reduction ratings (NRRs) are obtained under ideal (laboratory) conditions. Slippage, improper fit, etc. may allow noise to "leak" past the hearing protector. For normal usage you should subtract 7 dBA to determine the noise reduction level.

(NRR – 7) ex. (21-7)=14

Sound level resulting from use of HPD	Protection Outcome
85 +	Insufficient
80 – 85	Acceptable

Sound level resulting from use of HPD	Protection Outcome
75 – 80	Optimum
70 – 75	Acceptable

Example: Noise dosimetry reveals that an employee's daily exposure to noise is 88 dBA. We want to reduce exposure at the ear to at least 80 dBA. Therefore the hearing protector must be able to yield 8 dBA of effective noise reduction. Using the formula above, the NRR must be at least 15 dBA.
(15-7) = 8

Care Instructions

- Foam ear plugs can be disposed of after use.
- Custom-modeled ear plugs and ear muffs should be checked by employees before each use for signs of damage and routinely cleaned.
- If the damage to the hearing protection is such that it can no longer provide proper protection, then it should be repaired or replaced.

Sample Noise Levels for Various Types of Equipment and Processes

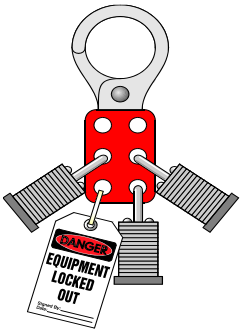
These noise levels are for individual pieces of equipment or processes in a specific environment. It is important to note that noise levels produced by equipment or work processes may vary depending on equipment type and manufacturer, condition of equipment, method and environment of use.

This chart is not meant to be a substitute for a noise monitoring program, but can be used to provide some general guidance.

Tool/Equipment	Decibel Level (dB)	Tool/Equipment	Decibel Level (dB)	Tool/Equipment	Decibel Level (dB)
Oxygen Torch	121	Highways	110	Power Mower	96
Pneumatic Hammers	120	Clay Gun	106	High Pressure Washer (idle)	95
Bulldozer	117	Breaker on Asphalt	106	Jigsaw	94
Backhoe Tamper	115	Caulking Gun	106	High Pressure washer (in use)	93
Abrasive Saw	115	Hand Held Tamper	104	Gas Blower (yard)	93
Jackhammer	114	Circular Saw	102	Drill	93
Rock Concert	114	Sheet Metal Shop	100	Breaker on Asphalt (90 feet away)	88
Whistle	113	General Workshop	100	Palm Sander	87
Pump	113	Grinder, Electric	99	Forklift Idle	76
Air Hose Alone	112	Backhoe	98	Compressor	72
Chainsaw	110	Breaker on asphalt (30 feet away)	98	Drill Press	68

2.4 LOCK-OUT/TAG-OUT PROGRAM (WAC 296-803)

The Control of Hazardous Energy (Lockout/Tag-out) helps protect and safeguard employees while they perform servicing and maintenance on machines and equipment in which the unexpected energization or startup of the machine, or equipment, or the release of stored energy could occur and cause injury or possible death.



This procedure defines the minimum requirements for isolating hazardous energy sources to be in compliance with WISHA Standard WAC 296-803 (The Control Of Hazardous Energy Lockout/Tagout).

This procedure applies to the control of energy during:
1. Servicing and/or maintenance of machines and equipment.
2. Work performed on piping systems.
3. Servicing of motor vehicles or heavy mobile equipment.

Definitions

Personnel Affected by this Safety Procedure

Any employee, whose job requires them to work on any source of:
- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Chemical
- Thermal
- Other Energy, Including Gravity.

An example of controlled energy where this procedure would apply:
- Electrical equipment that has a receptacle that is detached from the electrical source, or an electrical device that has a start/stop switch within arm's length of the person and within line of sight.

Energy Isolating Device

A mechanical device that physically prevents the transmission or release of energy. The isolation device can be, but not limited to:
- A block valve
- A double block valve with bleeder in between
- A blind blank
- A blind flange, break, and plug
- Electrical disconnects
- Mechanical gags

Lockout

Placement of a locking device on an energy isolating device ensuring that the energy isolating device cannot be operated until the lockout device is removed.

Tagout

Placement of a tagout device on an energy isolating device to ensure that the energy isolating device may not be operated until the tagout device is removed (Tagout devices including their means of attachment shall be substantial enough to prevent inadvertent or accidental removal).

Tags provide visual warnings that the equipment has been shut down. Oak Harbor worker will hang picture I.D. tags showing who is performing the work. Tags will also list the equipment that is out of service and how long the equipment will be shut down. Employees will use protective materials and hardware such as locks, tags, or other hardware for isolating, securing, or blocking of machines or equipment from energy sources. All locks and tagging devices:

-
- Durable and capable of withstanding the environment they are exposed to.
- Standardized in color, shape, and sizes.
- Identifies employee applying the devices.
- Substantial enough to prevent removal without the use of bolt cutters.
- A separate set of locks are used for the purpose of controlling energy.

Note: In some City facilities other than the Clean Water Facility, when a machine or equipment cannot be locked out and a tag is used, an additional safety measure must be incorporated to achieve a safety level equivalent to that of a locking device. The tag also must hang at the same location that a lockout device would have been attached.

Requirements for Securing Electrical Equipment

Sequence of Lock-Out

1. A maintenance work order form is issued for service or maintenance work to be done on a piece of equipment, machine, motor etc.
2. Supervisor of the area that work is to be done will issue a permit.
3. All authorized and affected employees will adhere to the Lock-out and Tag-out procedure.
   Policy and Procedure: **Lockout Tagout-Public Works**
   Lockout Tagout-Marina

- Rectifiers – Follow check sheet to remove 13.2 high voltages from rectifier units-No longer in service
  - Other equipment, motors, machines etc. that have electrical, hydraulic, pneumatic, chemical or thermal energy:
    1. Notify supervisor to verify proper procedure.
    2. Get required signatures.
    3. Notify all affected employees in area of lock out.
    4. Install lock and tag.
    5. Verify isolation of energy before beginning work.
    6. Perform service or maintenance work.
    7. Notify supervisor work is completed.
    8. Supervisor must visually inspect for safety of start-up.
    9. Notify all affected employees and clear area for start-up.
    10. Remove lock-out and tag-out devices.
    11. Supervisor signs off on permit.
    12. Start-up equipment, machine etc.
    13. Permit is filed in area department and copy sent to safety department.

Procedures for Using a Single Lock System

Contact the operator and area supervisor to tell them the machine or whatever piece of equipment is going to be locked out.

Lock-out the machine:

1. **Electric**: Stop motor, open disconnect switch and attach lock. Make sure the switch is in the OFF or OPEN position. Attach tag stating one of the following:
   - ♦ DO NOT START
   - ♦ DO NOT OPEN
   - ♦ DO NOT CLOSE
   - ♦ DO NOT ENERGIZE
   - ♦ DO NOT OPERATE

2. **Air**: Disconnect the air line or cut off the air downstream of the valve or switch. Lock out if possible. Otherwise, tag the air supply valve in OFF or CLOSED position. The line being disconnected must be tagged with one of the following:
   - ♦ DO NOT START
   - ♦ DO NOT OPEN
   - ♦ DO NOT CLOSE
   - ♦ DO NOT ENERGIZE
   - ♦ DO NOT OPERATE

   The valve or switch must be in the OFF/CLOSED position and strapped with a nylon or equivalent non reversible strap that will hold the valve switch off.
   NOTE: A chain is the preferable device used in locking out valve handles.

3. **Hydraulic**: Shut down the pump, bleed lines to release or eliminate any stored energy sources or movement and use blocking so equipment cannot move.

   CAUTION – Wait until hydraulic pressure is bled down to ZERO before working. (Rotating parts my still be in motion)

   * Test and make sure all energy sources are disconnected – Then begin work.

   Note: All non-grounded conductors must be disconnected and tagged when electric lines must be disconnected to remove power to equipment. (Remove the neutral and all other hot conductors unless the neutral is grounded to the grounding bus.)

For SHIFT CHANGES or when an employee must leave, the new employee coming on shift must apply their lock before the off going employee lock is removed, so equipment stays positively locked out at all times. EXCEPTION: A supervisor's lock must be put on if the night shift employee has not come on duty when the day shift leaves work.

Contact area supervisor when work is done and lock is ready to come off.

The lock may be removed when:

1. The person who placed the lock has cleared area of tools, materials etc. and has completed all areas of LOCK OUT CHECK LIST.
2. The person tests the equipment for operation.

Group/Multiple Locks

When more than one piece of equipment must be locked out in a system, the supervisor will place locks on the individual pieces of equipment from the group or gang lock-box.

The Supervisor will complete:
1. Energy Control Checklist.
2. Place the key in the lock-box and secure the lock-box with a supervisor's lock.

The individual(s) working on equipment within the system will:
1. Place their locks on the group or gang lock-box.
2. Sign lockout portion on the reverse side of the Energy Control checklist.

When multiple employees are involved in work on a piece of equipment:
The Supervisor will:
1. Use a group/gang lock-box lock with a supervisor's lock.
2. Have all individuals working on the equipment place their locks on the lock-box.
3. Complete the Energy Control Checklist.

Individuals will:
1. Sign the lock out portion on the reverse side of the Energy Control Checklist.

When an individual completes their work on the equipment, they will:
1. Notify the area supervisor that he/she is finished.
2. Remove his/her lock.
3. Sign the lock-out clearance portion on the reverse side of the Energy Control Checklist.

Prior to restarting, the Departmental Supervisor will follow procedures below.

Restoring Machinery to Normal Operation by Supervisor

When service or maintenance is complete and the machinery is ready for operation, check to ensure that:
- All personnel are cleared of the area.
- Tools and equipment have been removed.
- Safeguards are reinstalled.
- Locks and tags removed from switches, valves etc. by the individuals who installed them.
- Lock-out clearances are signed on back of forms.
- Start equipment to restore energy.

LOCK-OUT/TAG-OUT PROGRAM (continued)

Procedures to Follow If Lock Needs To Be Cut (Individual and Group)

When the authorized employee who applied the lock-out device is not available to remove it, that device may be removed by their supervisor after:

1. The employer verifies the authorized employee is not at the facility.
2. All reasonable efforts to contact authorized employee to inform him/her that their lock out device has been removed.
3. Ensuring that the authorized employee as this knowledge before he/she resumes work at the facility.
4. Verifying that all required steps of the LOTO procedures have been completed and a walk-through inspection of equipment condition has been performed.

Departmental Supervisor Date/Time _____

Area Supervisor Date/Time _____

ENERGY CONTROL CHECKLIST (Sample)

CHECK-OFF EACH STEP IN SEQUENCE WHEN WORKING ON ANY EQUIPMENT

- ☐ Departmental Supervisor's Signature _____
- ☐ Equipment Operator's signature _____
- ☐ Location of locks and tags
- ☐ Shut down machine.
- ☐ Notify all affected personnel.
- ☐ Identify and locate all sources of power to equipment.
- ☐ Disconnect main sources of power.
- ☐ Disconnect each independent power source of multiple power systems, i.e.: air over hydraulic, electric over hydraulic, etc.
- ☐ Discharge all residual energy remaining behind the power source.
- ☐ Attach a padlock, chain, cable, etc. thus securing all power sources in the de-energized position.
- ☐ Block or confine any equipment that can move on its own, with or without the power source.
- ☐ Test equipment before working on it.

IF THE LOCK-OUT TAG-OUT PROCEDURE MUST BE INTERRUPTED TO TEST A REPAIR OR ADJUSTMENT, THE FOLLOWING PROCEDURE MUST BE FOLLOWED.

- ☐ Contact Departmental Supervisor.
- ☐ Notify all affected personnel

BEFORE RE-ENERGIZING

- ☐ Clear all personnel.
- ☐ Remove blocking etc. and any tools, parts, or materials.
- ☐ Replace barricades, guards., etc. that had been removed.
- ☐ The authorized person (supervisor) is the last person to remove his lock or tag. They are also responsible for re-energizing the equipment.
- ☐ Turn this checklist into your Departmental Supervisor.

Authorized Employee/Time/Date _____

Equipment Operator/Time/Date _____

Departmental Supervisor/Time/Date _____

Sample Multiple Lockout/Log In Sheet

NAME	EQUIPMENT	CLEARANCE	DATE

Training Requirements

- All employees engaged in or affected by the Energy Control Program will receive training on site specific programs. They are also to receive annual refresher training on the program. Records of training are to be maintained in the Safety Training Department File. Records must include the employees name, employee number, test scores, and date of training.
- New employees are to receive training at the time of initial orientation.
- The training shall include the following:
  - ♦ Purpose of the Lockout/Tagout Procedure.
  - ♦ Recognition of applicable hazardous energy sources.
  - ♦ Type and magnitude of energy found in the work place.
  - ♦ Methods and means necessary to isolate and control.
  - ♦ Responsibilities under the Lockout/Tagout procedure.
  - ♦ Right to individually verify isolation.
  - ♦ Procedure to remove lock/tag and sign out an authorized person when they are unavailable.
  - ♦ Proper verification techniques to verify equipment has been de-energized.
  - ♦ Site-specific training will be given at each work site.
  - ♦ Tags must be legible and understandable to all employees.
  - ♦ Tags must be durable (use only those provided).
  - ♦ Tags must be securely attached (how to attach securely).
- Retraining for the Energy Control Program will be given as required to all affected personnel each time a procedure is changed, or a new procedure is added.

LINK: Energy Control Procedure

2.5 CONFINED SPACE ENTRY PROGRAM (WAC 296-809)

The Confined Space Entry Program was developed to establish protective measures and to ensure your safety and health when you enter, work in and exit from confined spaces.

Death and injury in confined spaces are often the result when employees disregard proper safety procedures, take short cuts, refuse to accept the fact that a space which has been safe for years in the past could develop into a deadly hazardous space, or Supervisory personnel fail to heed safety standards.

Confined space accidents are completely preventable, and when employees are properly trained, provided adequate supervision, equipment and other devices, confined space entry is a safe and routine working procedure.

Confined spaces include but are not limited to storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults and vessels, cells, digesters, tank cars, and plumbing access areas.

A confined space is any area that:

- Has a limited opening for entry or exit.
-
- Is not intended for continuous occupancy.
-
- Large enough for a worker to fully enter.

Authority/Responsibilities

Director/Manager

1. Review and update Oak Harbor Confined Space Entry Program to conform to current WISHA standards.
2. Ensure compliance with standards set forth in the program by periodic inspection of entry sites and canceling permits where unsafe conditions are present.
3. Assist Supervisors with:
   - ♦ Providing training as set forth in the program.
   - ♦ Identification of confined spaces.
   - ♦ Identifying spaces that require a permit for entry.
   - ♦ Labeling Permit-Required Confined Spaces.
   - ♦ Performing a single annual review covering all entries performed during a 12-month period to ensure employees participating in entry operations are protected from permit space hazards.

Supervisor:

1. Identify confined spaces within facilities or areas under their control.
2. Identify hazards within a confined space.
3. Ensure procedures are implemented.
4. Ensure the guidelines set for this procedure are followed.
5. Confirm that all employees involved in the work are trained in the safe entry procedures and confident that they are abetted.
6. Make certain that all necessary safety equipment is on hand, calibrated, and working properly.
7. Complete a Confined Space Entry permit, perform all necessary air testing, and discuss possible hazards and safety precautions.

Authorized Entrants:

1. Understand the knowledge of hazards that may be faced during entry, including the mode, signs or symptoms, and consequences of the exposure.
2. Bringing to their Supervisor's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employee.
3. Report to their Supervisor any malfunction of gas detectors, ventilation equipment, tripods, harnesses, safety lines, self-contained breathing apparatus (SCBA), and other air supplies, or any other related equipment used for confined space entry.
4. Have current certification in First Aid/CPR.
5. Fully understand and strictly observe the safety standards, regulations and procedures applicable to such work.
6. Alert the attendant (standby person) whenever:
   - ♦ The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
   - ♦ The entrant detects a prohibited condition.

- Exiting the permit space as quickly as possible whenever:
  - ♦ An order to evacuate has been given by the attendant or the entry Supervisor.
  - ♦ The entrant recognizes any warning sign or symptom of exposure to a dangerous situation.
  - ♦ The entrant detects a prohibited condition.
  - ♦ An evacuation alarm is activated.

Attendants

1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of exposure.
2. Awareness of possible behavioral effects of hazard exposure to authorized entrants.
3. Continuously maintaining an accurate count of authorized entrants in the permit space and ensuring that the means used to identify authorized entrants accurately identifies who is in the permit space.
4. Remains outside the permit space during entry operations until relieved by another attendant.
5. Attempts non-entry rescue if proper equipment is in place and the rescue attempt will not present further hazards to the entrant or attendant.
6. Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space when conditions warrant.
7. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and ordering the authorized entrants to evacuate the permit space immediately under any of the following conditions:
   - ♦ If the attendant detects a prohibited condition.
   - ♦ If the attendant detects the behavioral effects of hazard exposure in an authorized entrant.
   - ♦ If the attendant detects a situation outside the space that could endanger the authorized entrants.
   - ♦ If the attendant cannot effectively and safely perform all the duties required by this program.

- Summons rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.

- Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
  - ♦ Warns the unauthorized persons that they must stay away from the permit space.
  - ♦ Advises the unauthorized persons that they must exit immediately if they have entered the permit space.
  - ♦ Informs the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
- Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

Training

Employees who perform tasks covered by the Confined Space Entry Program will receive a written copy of these procedures, trained annually in on-site procedure and the use of permits and equipment.

The Department Supervisor is directly responsible for confined space safety training and documentation. Each employee required to enter designated confined spaces shall have received training on the following:

- The potential hazards that could be confronted.
- Safety precautions, emergency procedures and hazard exposure treatment.
- Required personal protective equipment, clothing and devices.
- Inspection, use, selection, and fitting of safety harness and life lines.
- Fitting, use and limitations of self-contained breathing apparatus.
- Traffic control and job site protection.
- CPR and First Aid.
- Proper testing and monitoring of confined spaces.
- Decontamination of hazardous spaces.
- Proper ventilation procedures.

Identification

Recognition is an important aspect of making a safe entry into a confined space. Not all confined spaces will be considered permit-required confined spaces and being able to identify the difference between the two is important. To clarify what constitutes a Confined Space, the following definition will be used.

A **Confined Space** is any space that has the following characteristics:

- It is large enough or so configured that an employee can bodily enter and perform assigned work.
- It has limited or restricted means for entry or exit. Confined-space openings are limited primarily by size and location. Openings may be small in size and may be difficult to move through easily. However, in some cases openings may be very large; for example, open-topped spaces such as pits or excavations. Entrance and exit may be required from top, bottom, or side. In some cases, having to access the work area by a fixed ladder may constitute limited or restricted entry or exit. Size or location will generally make rescue efforts difficult.
- It is not designed for continuous employee occupancy. Most confined spaces are not designed for employees to enter and work on a routine basis. They may be designed to store a product, enclose materials and processes, or transport products or substances. Because they are not designed for continuous occupancy, frequently they will not have good ventilation or lighting. Therefore, occasional employee entry for inspection, maintenance, repair, cleanup, or similar tasks, can be difficult and dangerous. The danger associated with entry may come from chemical or physical hazards within the space.

A **Non-Permit Confined Space** is a confined space that does not contain, nor has the potential to contain, any hazard capable of causing death or serious physical harm. Examples of non-permit required confined spaces might include the interiors of HVAC units, certain air plenums and pipe chases, attics, walk-in freezers or refrigerators, and some building crawl spaces.

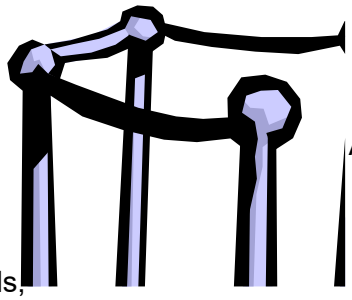
A **Permit-Required Confined Space** is a confined space that is potentially hazardous. A permit-required confined space has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly-converging walls or by a floor that slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety or health hazard. Examples of serious safety or health hazards might include:
  - Fall hazards
  - Unguarded machinery
  - Extreme heat or cold
  - Steam pipes or chemical lines
  - Hazardous noise levels
  - Electrical hazards
  - Presence of asbestos
  - Potentially hazardous levels of dust

Because of the lack of ventilation in most confined spaces, they will have the potential for a hazardous atmosphere. Therefore, they must be designated "permit-required" and the procedures for making entry into a permit-required space must be followed. Refer to WAC 296-809-600 for Alternate Entry as some confined spaces may be entered through an Alternate Entry instead of permit procedures.

Locations of Confined Spaces

1. All electrical vaults
2. All manholes
3. Drainage pump station



Clean Water Facility Locations

Any and all areas with a solid or grated removeable cover, hinged or otherwise shall be treated as a permit required confined space when working within those confines.

- All openings on the odor control deck accessing media beds, sump wells, sprayer wells, valve wells or the bioscrubber pump well.
- The carbon scrubbers located to the west of the odor control deck
- All openings in Headworks (area 20) accessing influent channels, wet wells and screening wells
- All openings on the Aeration deck, equalization, aeration basin 1&2, WAS basin 1&2.
- All openings within area the Secondary treatment (area 30) building, including but not limited to, MBR treatment trains, mixed liquor channel, WAS well, RAS channel, RAS well, lower level sumps.

Collections/Storm Drain Division Locations

The following addresses are sewer lift stations with wet wells:

1. 638 NE 7TH AVE
2. 980 SW UPLAND CT
3. 2330 SW ROSARIO DR
4. 1289 NE TAFTSON ST
5. 1949 NW CROSBY RD
6. 2080 NE 9TH AVE
7. 281 SE CABOT DR
8. 1561 E PIONEER WAY
   - Dry well has been designated as an alternative entry area. Phone contact is required prior to and post entry. (Wet well remain a CS)
9. 3285 SW SCENIC HEIGHTS RD
10. 1631 NE 16TH AVE
11. 3308 OLD GOLDIE RD

Water Division Locations

The following addresses are meter, PRV, backflow and valve vaults:

1. AULT FIELD WATER PUMP STATION
2. QUINN'S METER VAULT AND BACKFLOW PREVENTER VAULT
3. OAK HARBOR HIGH SCHOOL METER VAULT
4. 32070 SR 20 PRV VAULT
5. 65 S OAK HARBOR STREET PRV VAULT
6. SW SCENIC HEIGHTS/SR 20 PRV VAULT
7. 360 SE MIDWAY BOULEVARD PRV VAULT
8. CITY PUBLIC WORKS SHOP FIRE BACKFLOW VAULT
9. CITY HALL FIRE BACKFLOW VAULT
10. NAVY 10" METER VAULT
11. 1320 N OAK HARBOR ROAD METER VAULT
12. 31 NW CROSBY ROAD METER VAULT
13. WEST TANK VALVE VAULT
14. WEST SIDE BOOSTER PUMP STATION CHECK VALVE VAULT

15. EAST TANK ALTITUDE VALVE VAULT
16. SW 6TH OAK HARBOR MIDDLE SCHOOL METER VAULT
17. 1040 SW KIMBALL DRIVE METER VAULT
18. 890 SW KIMBALL DRIVE METER VAULT
19. 30875 SR 20/MADRONA HEIGHTS METER VAULT
20. 191 NE ERNST STREET METER VAULT
21. 67 NE IZETT STREET NORTH WHIDBEY MIDDLE SCHOOL METER VAULT
22. 85 SE JEROME STREET METER VAULT
23. 1900 NE GOLDIE ST. PRV VAULT
24. SOUTH OF DECEPTION PASS BRIDGE 10" VALVE PIT
25. GUN CLUB ROAD/OAK HARBOR ROAD PRV VAULT

Pre-Entry Procedures

1. Post or barricade the area to prevent unauthorized entry.
2. Ensure control of all sources of ignition where a potential fire hazard exists.
3. Prior to leaving the City shop or main location, all specified safety and health related equipment for confined space entry shall be compared to the "Safety Equipment Checklist" located at the end of this section. All equipment must be examined, tested, and calibrated to ensure the correct operational condition and transported to the work site. No job shall be attempted unless all required personnel and equipment are on-site and ready for use.
4. If vehicles are involved, park vehicle, set the parking brake, block the wheels, turn on flashers and strobes; set up cones and provide for flagging, if necessary.
5. **Mechanical hazards**: Employees will not enter confined areas containing parts which may move or which contain motors, fans, or other power-driven moving parts of potential hazards until they are sure such parts cannot move to injure them. Tagging of controls without other means of control will be satisfactory only if the control is barricaded and/or is under constant observation during occupancy of the space. Isolation of a confined space is a process in which the space is removed from service by:
   - ♦ Locking out electrical sources.
   - ♦ Blanking and bleeding pneumatic and hydraulic lines.
   - ♦ Disconnecting belt and chain drives or mechanical linkages on shaft-driven equipment where possible.
   - ♦ Securing mechanical moving parts within confined spaces with latches, chains, chocks, blocks, or other devices.

- **Electric hazards**: Employees will disconnect, lockout, and tag electrical circuits in the confined area which may present a hazard. They will protect all temporary lights against damage. They will use heavy duty cords and keep these cords clear of working spaces and walkways. Finally, they will use only low voltage, battery operated, or ground fault protected equipment on water sides of boilers or electrical conductive liquids.
- Electric lighting or circuits used where potentially hazardous concentrations of flammable vapors, gases, or dusts are present, or may develop, will conform to the National Electric Code. Also, employees will ground portable electric tools or use isolation transformers, ground fault interrupters, or double insulated tools.

Confined Space Entry Procedure

1. Obtain the equipment required for entry if not on-site. Use the checklist if necessary.
2. Complete a Confined Space Entry permit. All the line items must be completed prior to entry. The Supervisor or qualified person shall certify by signature that the requirements have been reviewed and confirmed.
3. Set up rescue equipment at the confined space entry point.

4. Equip all confined space workers with:
   - Harness and safety line.
   - Combination gas/oxygen detector.
   - Proper respirator for the job..
   - Non-sparking tools.

Exception: Where all confined space workers are located within ten (10) feet of each other and on the same level, only one combination gas/oxygen detector is required. It shall be carried by the worker farthest into the confined space.

5. Equip attendant with SCBA respirator, or air line respirator, with an escape provision ready for instant use.

6. Hold crew meeting and discuss:
   - Safety procedures.
   - Communication signals.
   - Evaluation results.
   - Rescue procedures.
7. Attach the safety line to the confined space worker's harness; attach the other end to the rescue tripod where applicable.
8. No matches or lighters are to be used or carried into confined spaces. Explosion-proof drop lights or extension cords will be used in areas which could contain an explosive.
9. Continue to ventilate as long as workers are in the confined space.
10. Attendant must remain in constant voice communication with confined space worker(s) while he/she is in the confined space.

11. Upon loss of voice communication with the confined space worker(s) or upon receipt of an emergency signal (such as three (3) sharp tugs of the safety line), the attendant shall immediately implement the rescue plan. Departure from Confined Space:
    - **Emergency** – The confined space worker shall immediately evacuate the confined space if the ventilation system fails or an audio or visual alarm warning is emitted from the gas/oxygen detector.
    - **Routine Exits** – Upon notification that the confined space worker is ready to exit the confined space, the attendant shall take in the slack on the safety line. The attendant shall remain in voice contact with the confined space worker until all tools, material and workers are completely removed.

12. Rescue Plan:
    - Pre-Plan
    - All personnel on the job site shall be trained in rescue procedures.
    - All equipment shall be inspected, tested and/or calibrated in advance prior to entry into the confined space.
    - Rescue equipment shall be in place and ready for use, including a tripod and winch approved for fall restraint and ladders when appropriate.
13. Rescue Procedures:
    - Initiate rescue operation upon:
        - Declaration of an emergency by a confined space in the confined space.
        - Loss of voice communication with worker in a confined space.
        - The attendant calls for assistance, breaking into any existing communication, declares emergency station "worker down" in confined space. CALL 911 Send rescue assistance to the physical address location.

    - The attendant will immediately put on SCBA or airline respirator mask and prepare to enter space. THE ATTENDANT MUST NEVER ENTER A CONFINED SPACE UNTIL THEY ARE RELIEVED OF THEIR DUTIES BY ANOTHER PERSON.
    - The attendant then enters the confined space and assists affected worker(s) to the entrance.
    - The standby helper then plays out the airline, and retrieves the airline and safety line to prevent fouling as the confined space worker is moved to the entrance.
    - The standby helper then assists the attendant in removing the confined space worker(s) from the confined space with the safety line and hoist if they are unable to do it themselves.
    - The standby helper performs First-Aid/CPR, as required, while the attendant removes the respirator equipment. First-Aid/CPR shall be maintained until the confined space worker(s) is revived or until the attendant/helper is relieved by medical personnel.

14. Post Rescue:
    - Secure the hazard by closing the confined space. Provide barricading and posting as applicable.
    - Make full report to the Supervisor and the City Safety Officer.

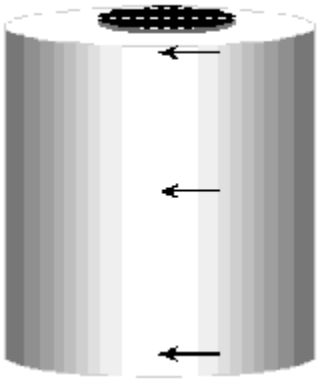
General Guidelines

1. Employees must never use pure oxygen to ventilate a confined space.
2. Employees will not enter atmospheres which contain, or could contain, flammable gases or vapors if the contamination of gases or vapors in any part of the area is more than 10% of the lower explosive limit, except in the event of an emergency, and then only when equipment approved for such an exposure is protecting these employees.
3. The atmospheric testing equipment for explosive gases must be set to alarm when the concentration is above 10% of the lower explosive limit (LEL).
4. All workers will exit and/or not enter any space with a reading of >10% of the lower explosive limits (LEL). The exception is in emergency rescue operations when using confined space entry equipment approved for this purpose.
5. Use of toxic and/or flammable materials in confined spaces:
   - Quantities of toxic or flammable materials brought into or used in confined spaces shall be limited to the smallest amount consistent with efficient use.
   - Containers shall be designed to minimize the evaporation and spillage. Safety cans or small squeeze bottles are preferable when applicable.
   - Continuous ventilation shall be provided.
   - Spraying of toxic or flammable substances such as paint is not recommended.

6. Employees may enter atmospheres that have no contamination without respiratory protection. Always ventilate to remove contaminate atmospheres where contamination is above the threshold limit values but below values immediately hazardous to life or health.
7. If ventilation cannot remove contaminants, the immediate supervisor may authorize entry with respiratory protective equipment on a case by case basis. Use ambient air for ventilation purposes. Again, never use pure oxygen for ventilation.

Testing the Atmosphere of a Confined Space

- It is necessary to test all areas (top, middle and bottom) of the confined space with properly calibrated testing instruments to determine what gases are present and whether enough oxygen is present. If testing levels reveal oxygen-deficiency or the presence of toxic gases or vapors, employees must purge the spaces by forced ventilation and re-test it before any workers enter. If ventilation is not possible, and entry is necessary, workers must have appropriate respirator protection. If doors and covers contain vents, employees must make the re-test with doors and covers in place in order to test conditions of the confined space before it has been disturbed. If the cover or door is un-vented, employees will open it only enough to admit the test hose or their equipment.



Test air at 3 or more elevations: top, mid-point, and bottom. Contaminants may stratify.

Allow sufficient time for sampled air to move through tubing. 5 seconds/meter is a good rule of thumb when using powered pumps.

If the PRCS contains standing water, avoid drawing it up the sampling hose.

- When moving the cover, use only non-sparking tools.
- The qualified person will evaluate the area immediately prior to entry and during the occupation at intervals dependent on the possibility of changing condition.
- Re-test every confined space that has been closed for any period of time to determine air quality and the presence of mechanical hazards.
- If positive test results are found, ventilate with an explosion-proof fan. Extend the hose all the way to the bottom of the confined space. Ventilate for at least ten air changes.
- To maximize the ventilation, open any other access direct to the confined space, add more fans if possible. Direct the air flow to eliminate any pockets of hazardous gases. Workers in the surrounding area shall be protected from hazardous exhaust gases by distance or by respirators.

Ventilation

Air Changes

- A minimum of five complete exchanges of air are needed where oxygen deficiency may exist and a minimum of ten complete exchanges of air are needed where a toxic and/or flammable material is involved. In no case shall ventilation time be less than fifteen minutes immediately prior to entry.

Temporary ventilation tube is routed through a butter-worth hole minimizing interference with access and egress

Hot Work/Welding In Confined Spaces

- Hot work permits must be issued by the Supervisor before employees may enter any area where hot work occurs. Local exhaust and/or respiratory protection shall be required where hot work involves the generation of toxic gases, fumes, or vapors.
- Employees generally should not allow compressed gas cylinders in confined spaces. If they do, they will protect the compressed gas lines from rupture or damage. Also, employees will monitor compressed gas cylinders or electric generators at all times, and immediately turn off sources of energy when an emergency arises or when work is interrupted or completed.

Record Keeping

1. The immediate Supervisor will fill out a Confined Space Entry permit for all confined space entry applications. They will post one copy at the site, and will keep the original on file in the department.
2. The department will keep a file of all permits. In it will be the originals of the permits that have been issued.
3. The department will maintain all permits for a period of one year.

Instrument/Detector Maintenance

- Instruments used to evaluate life-threatening conditions shall be maintained in working condition.
- A person shall be assigned to maintain the instruments located in each department that has a need for such equipment. This person must be thoroughly familiar with the instruction manual and maintenance procedures.
- A calibration and maintenance log shall be kept with each instrument at the department or location.

LINKS: **Confined Spaces Entry Procedure Checklist**
Confined Space Policy *(June 2018 – needs to be updated)*

City of Oak Harbor
2.6 CRYSTALLINE SILICA (WAC 296-840)

Silica is the most common mineral on earth, so no wonder it is a common hazard at many workplaces. Silica can be found in most types of rock, in concrete and other construction materials, and even in some types of soil. Silica becomes dangerous when it is a dust and is breathed into the lungs. Sanding, cutting, crushing, or drilling concrete or stone releases silica dust.

Silica dust, specifically crystalline silica, can make you sick. Once you breathe it in, it stays in your lungs and can cause many diseases including lung cancer, chronic obstructive pulmonary disease, kidney disease, and silicosis – a disease that permanently scars the lungs and makes it progressively harder to breathe.

Crystalline silica is typically found in
- Soil
- Sand
- Concrete
- Mortar
- Granite and other minerals
- Artificial stone

Purpose
- To provide a written silica exposure control plan.
- To educate employees on the danger of silica dust.
- To decrease silica dust with water or vacuums.
- To use respirators to filter dust from entering the lungs.
- To provide medical surveillance such as testing for tuberculosis.

Action level
- A concentration of airborne respirable crystalline silica of 25 micrograms per cubic meter, calculated as an 8-hour time-weighted average.

Permissible exposure limit
- A concentration of airborne respirable crystalline silica of 50 micrograms per cubic meter, calculated as an 8-hour time weighted average.

Requirements
If employees are exposed to levels of silica at the **action level**, the City must:
- Assess how much silica workers are exposed to.
- Train employees on silica safety.
- Have a written silica exposure control plan.
- Offer medical surveillance for employees with exposures to silica over the action level 30 or more days a year.

If employees are exposed to levels of silica at the **permissible exposure limit**, additional requirements may include:
- Using feasible engineering and work practice controls to reduce worker exposures.
- Requiring appropriate respirators if engineering controls are not sufficient.
- Establishing a regulated area.

City of Oak Harbor
2.7 RESPIRATORY PROTECTION PROGRAM (WAC 296-842)

Your health depends on breathing clean air, but in an industrial environment breathing hazards may be present. These hazards are often invisible and can cause health problems when you are exposed to them without personal protection. Our respiratory program is designed to help protect your health and have you go home each day as healthy as when you arrived.

Respiratory protection equipment shall be used to protect the respiratory tract of City personnel who are required to work in an atmosphere that is irritating and or potentially harmful. This procedure provides information to assist in proper usage, selection, fitting, and training for such equipment.

Authority/Responsibilities

The City of Oak Harbor Fire Department Chief will be the designated Respirator Program Administer. This program meets WISHA regulations and includes the following:

- Administration of the overall program.
- Provision for appropriate respirators.
- Implementation of training and instruction programs.
- Provision for technical assistance in the selection of respirators.
- Provision for surveillance of ordinary conditions and periodic evaluation of the respirator program.
- Maintenance of employee respirator training records and medical evaluations.

Director, Manager, Supervisors, and Leads

- Ensuring that employees wear their respirators as required.
- Make certain that only properly trained employees assume jobs that require use of respirators.

Employees

- Using the respirator supplied to them in accordance with instructions and training.
- Cleaning, disinfecting, inspecting, and storing (in accordance with the written policy) respirators checked out to them.
- Reporting a respirator malfunction to their Supervisor.
- Guarding against damage to the respirator.
- Inspecting the respirator before and after use.
- Performing a negative and positive fit test before each use.

RESPIRATORY PROTECTION PROGRAM (continued)

General Requirements

1. Hazard elimination by engineering methods such as improved ventilation, or administrative controls like, elimination of source, or removal of people is considered the first priority. Where such controls are unsuccessful or not feasible respiratory protection equipment will be used.
2. All respiratory equipment purchased and used by the City of Oak Harbor will carry the NIOSH (National Institute for Occupational Safety and Health) approval.
3. The substance or substances creating the hazard must be identified in order to determine acceptable methods or equipment to be used for protection. The following criteria must be evaluated:
   - Nature of hazard and significant properties of the substances.
   - Severity and effects of exposure at various concentrations.
   - Possible engineering controls or limiting of exposure duration.
   - Replacement of substance with less toxic compounds.
   - Necessary emergency measures to protect individuals should controls or protection be inadequate or fail.
4. All personnel that work with or may contact the harmful substances, must be notified of:
   - Existence of substance and appropriate counter-measures.
   - Possible harmful effects.
   - Protective equipment to be used; its limitations, proper fitting (techniques), and other pertinent information to its use.
   - Any other information pertinent to protecting them from possible harm.

   NOTE: All persons with potential exposure must have the situation, conditions, etc. fully explained to them.

5. Entry into any atmosphere shall comply with the provisions of "CONFINED SPACE ENTRY" and "WORK PERMIT SYSTEM" requirements.
6. The Director or your Supervisor/Foreman is available to assist in the supervision of assuring proper precautions and safeguards are taken with respect to ventilation requirements, protective equipment selections, employee training requirements, and other technical safeguards.

Careful respirator selection, fit-testing, proper care of your respirator, employee training, medical assessment of employee health and recordkeeping are covered in the next sections.

Selection of Respirators

The type and brands of respirators vary widely ranging from simple dust masks to supplied air respirators like the kind firemen wear. Following is a description of the main types of respirators.

Dust Masks (filtering face pieces)

These simple, two-strap disposable dust masks are designed only for dusts. They are not as protective as other respirators, but do an adequate job in many cases, unless the dust is really toxic or copious. Don't confuse these two-strap masks with the less protective one-strap dust mask designed only for pollen or non-toxic dust.

Half-Face Air-Purifying Respirator

These respirators are sometimes called "half-face" or "half-mask" respirators since they cover just the nose and mouth. They have removable media or cartridges and/or filters that filter out either dust, chemicals or both. Selecting the correct cartridges is essential since they are designed for particular types of chemicals or dust.

Filters are available for dust toxins and cartridges are available for solvents, ammonia, chlorine, acids and other chemicals. The cartridges must be changed out or replaced periodically, especially for chemicals, since they can absorb only so much contaminant before breakthrough occurs. A few cartridges are equipped with end-of-service indicators that show when a cartridge should be replaced. Combination filters and cartridges offer dust and chemical protection.

Full-Face Air-Purifying Respirator

This type of respirator is used when the air contaminant irritates the eyes. They also provide somewhat higher protection to the lungs since they tend to fit tighter and are less prone to leaking. These respirators also have replaceable cartridges and filters that must be changed on a regular basis as described above for half-face respirators.

Powered Air Purifying Respirator (PAPR)

Powered Air Purifying Respirators have a battery pack that draws air through replaceable cartridges and blows into a full face piece, helmet or hood. These respirators are often more comfortable in hot weather and some can provide more protection, depending on the type. The cartridges must be changed regularly as describe for half-face respirators.

Airline Respirator

- Tank-type respirator (SCBA)
- Supplied Air Respirators and Self Contained Breathing Apparatus (SCBA)

In a few situations a supplied air respirator may be required. These situations include large chemical spills or leaks, entering a confined space where there is lack of oxygen or high levels of air contaminants, or working around extremely toxic chemicals. They may also be necessary working at hazardous waste sites, during sandblasting or in some spray painting operations. “Supplied air,” means that clean air is provided by means of an air hose from a compressor or a pressurized air tank.

Supplied air respirators are required when a respiratory hazard is considered “Immediately Dangerous to Life or Health” (also called “IDLH”). Respiratory hazards are classified as IDLH as follows:

- There is a lack of oxygen (less than 19.5% oxygen).
- There is too much oxygen (more than 23.5% - a fire hazard).
- You know there are toxic chemicals in the air, but you don’t know how much.
- The amount of chemical in the air is known or expected to be above the IDLH level for that chemical.
- Levels of chemicals above IDLH can occur in confined spaces, or enclosed spaces where there is little or no ventilation.

Emergency Escape Respirators

Emergency escape respirators, as the name implies, can only be used for one thing – to escape or exit from a room or building in an emergency, usually a large chemical release, leak or spill, or when a supplied air respirator fails or runs out of air. An escape respirator is typically a small bottle or tank of air connected to a face piece that supplies 5-10 minutes of air. Some supplied air respirators will have an auxiliary bottle of air for escape that connects to the existing face piece.

RESPIRATORY PROTECTION PROGRAM (continued)

The City of Oak Harbor has evaluated our use of chemicals and found respirators must be used by employees in the following locations or positions or doing the following duties, tasks or activities:

Employee position or activity	Chemicals or products used	NIOSH approved respirators assigned	When used (routinely, infrequently, or in emergencies)
Firefighters		Positive Pressure SCBA or SCOTT half-mask 742 Series cartridges and filters	Structural firefighting, fire investigations, emergency medical calls, non-routine training or emergency operations.
Marina	Pesticide Application	Half Face Air Purifying Respirator	Marina during spring/summer months on regular basis
Marina	Fertilizer Application	Half Face Air Purifying Respirator	Marina in the areas that Parks are not responsible for.
Marina	Cement Saw-Dust (Crystalline Silica)	Half Face Air Purifying Respiratory	Saw dust infrequently, painting refer to SDS infrequently, Welding-Galvanized metals infrequently, chemical/biological exposures refer to SDS, bloodborne routinely
Clean Water Facility or Wastewater Treatment Plant	Fluoride Chemical Addition	Half Face Air Purifying Respiratory	None in use at this time.

Fit Testing

All employees who wear tight-fitting respirators for required-use will be fit-tested before using their respirator, or given a new one. Fit-testing will be repeated annually for required-use respirators. Fit-testing will also be done when a different respirator face piece is chosen, when there is a physical change in an employee's face that would affect fit, or when our employees, or medical provider notify us that the fit is unacceptable. No beards are allowed on wearers of tight-fitting respirators. Respirators are chosen for fit-testing following procedures in the WISHA Respirator Rule. Fit-testing is not required for loose-fitting, positive pressure (supplied air helmet or hood style) respirators. Fit testing is not required and is optional if a respirator is only used on a voluntary basis, but the medical evaluation and employee training is still required. We do fit-testing using one or more of the following fit-testing protocols**:**

- Irritant smoke protocol
- Banana Oil (isoamyl acetate) protocol
- Bitrex protocol
- Saccharin protocol

The quantitative fit-testing instrument we use is:

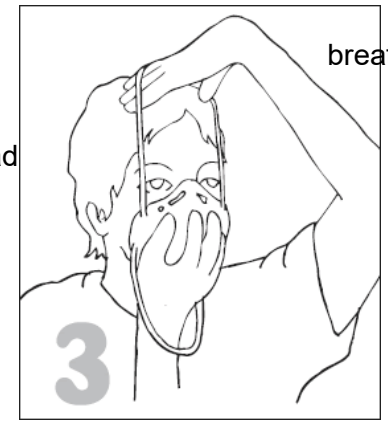
_____

Documentation of our fit-testing results are kept in Human Resources.

_____

Fitting the Respirator

1. Fit the respirator on the bridge of your nose, making sure you are able to breathe through your nose.
2. Swing the bottom of the respirator into contact with your chin.
3. Position the headbands with the top headband on the top back of your head and the bottom headband around your neck just below your ears.
4. Adjust the headbands by moving the slides either way.



Testing

Using the Positive and Negative Pressure Methods:

1. Place your hand over the exhalation valve. Create a slight positive pressure inside the face cushion by exhaling.
2. For a negative pressure check, place hands (piece of paper, etc.) over both inhalation ports. If leaking occurs around the face cushion, readjust face-piece and yoke, and then re-test.

NOTE: Persons not required to use respirators are:

- Those not physically able. (as per a doctors evaluation)
- Have a hole in their ear drum.
- Those who can't see without glasses.

Required-use respiratory devices equipped with a face piece that operates on negative pressure shall not be worn if facial hair comes between the sealing periphery of the face piece and the face or if facial hair interferes with valve function. Personnel that cannot ensure an adequate face respirator seal should not be allowed in atmospheres requiring respiratory protection.

Users of a respirator equipped with a full face piece, helmet, hood, or suit shall not be allowed to wear contact lenses. If a spectacle, goggle, face shield, or welding helmet must be worn with a face piece, it shall be worn so not to affect the seal of the face piece to the face.

Persons with physical disabilities such as lung disease, heart disease, or other problems which could make use of a respirator harmful or unsafe, should not be assigned jobs requiring their use. Fit testing is mandatory prior to the required use of all respiratory equipment. Fit testing is not required and is optional if a respirator is only used on a voluntary basis, but the medical evaluation and employee training is still required.

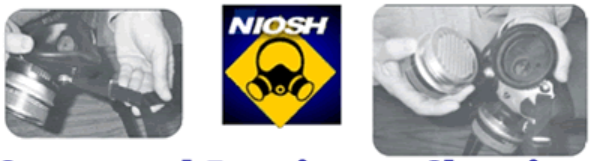
Maintenance and Care of Respirators

Maintenance and care of respirators include the following basic services:

- Inspection for defects (including a leak check)
- Cleaning and disinfecting
- Repair
- Storage

Inspection

- All respirators shall be inspected routinely before and after use. A respirator that is not routinely used but is kept ready for emergency use shall be inspected after each use and at least monthly to ensure that it is in satisfactory working condition. It is important that care be taken with respirators to eliminate all physical abuse and a designated location shall be provided for the respirators after their use for cleaning and inspection.
- Self-contained breathing apparatus shall be inspected monthly. Cylinders shall be fully charged according to the manufacturer's instructions. It shall be determined that the regulator and warning devices function properly.
- A record shall be kept of inspection dates and findings for respirators maintained for emergency use.



Suggested Respirator Cleaning And Sanitation Procedures

Cleaning and Disinfecting:

- Routinely used respirators shall be collected, cleaned, and disinfected as frequently as necessary to insure that proper protection is provided for the wearer.
- Each worker should be briefed on the cleaning procedure and be assured that he will always receive a clean and disinfected respirator. Such assurances are of greatest significance when respirators are not individually assigned to workers.
- Respirators maintained for emergency use shall be cleaned and disinfected after each use.
- The following procedure is to be followed in cleaning and disinfecting respirators:
  1. Remove any filter, cartridges, or canisters.
  2. Wash face piece and breathing tube in cleaner-disinfectant or detergent solution. Use a hand brush to facilitate removal of dirt.
  3. Rinse completely in clean, warm water.
  4. Air-dry in a clean area.
  5. Clean other respirator parts as recommended by manufacturer.
  6. Inspect valves, head straps, and other parts; replace with new parts if defective.
  7. Insert new filters, cartridges, or canisters; make sure seal is tight.
  8. Place in plastic bag or container for storage.
- Cleaner/disinfectant solutions are available that effectively clean the respirator and contain a bactericidal agent.
- Disposable respirators shall be discarded after each days use. If to be used intermittently during the day, they must be placed in a sealed plastic bag and labeled with the user's name.

Training (Initial and Annual)

For safe use of any respirator, it is essential that the user be properly instructed in its selection, use, and maintenance. Both supervisors and technicians will complete initial and annual training requirements.

Minimum training shall include the following:

- Instruction in the nature of the hazard, whether acute, chronic, or both, and an appraisal of what may happen if the respirator is not used or fails.
- Explanation of why more positive control is not immediately feasible. This shall include recognition that every reasonable effort is being made to reduce or eliminate the need for respirators.
- A discussion of why this is the proper type of respirator for a particular purpose.
- A discussion of the respirator's capabilities and limitations.
- Instruction and training in actual use of the respirator (especially a respirator for emergency use) with close and frequent supervision to assure that it continues to be properly used.
- Classroom and field training to recognize and cope with emergency situations.
- Other special training as needed for special use.

Training shall provide the employee an opportunity to handle the respirator, have it fitted properly, test face piece to face seal, wear it in normal air for a familiarity period and wear it in a test atmosphere where applicable.

Medical Evaluations

Every employee of Oak Harbor who must wear a respirator or who will be using a non-disposable voluntary respirator will be provided with a medical evaluation before they are allowed to use the respirator. Our first step is to give the medical questionnaire (following this section) to those employees. Employees are required to fill out the questionnaire in private and send or give them to the identified provider or vendor. Our non-readers or non-English-reading employees will be assisted by Human Resources. Completed questionnaires are confidential and will be sent directly to medical provider without review by management.

If the medical questionnaire indicates to our medical provider that a further medical exam is required, this will be provided at no cost to our employees by Whidbey Health Primary Care (275 SE Cabot Drive B101). We will get a recommendation from this medical provider on whether or not the employee is medically able to wear a respirator.

Additional medical evaluations will be done in the following situations:

- Our medical provider recommends it.
- Our respirator program administrator decides it is needed.
- An employee shows signs of breathing difficulty.
- Changes in work conditions that increase employee physical stress (such as high temperatures or greater physical exertion).

Recordkeeping

The following records will be kept:

- A copy of this completed respirator program.
- Employees' initial fit-testing results and employees' latest annual fit-testing results.
- Employee initial and annual training records for non-disposable respirators.
- Employee medical evaluations initial and ongoing per healthcare provider (usually every 2-3 years).
- Written recommendations from our medical provider.

The records will be kept in Human Resources

LINKS: **Respiratory Protection Program-Fire**
Respiratory Protection Program-Marina
Respiratory Protection Program-Public Works

Voluntary Respiratory Use

This voluntary use program is in conjunction with the City of Oak Harbor's broader respiratory protection program. That program contains information on considered exposures, exposure determinations, and methods of hazard elimination implemented by the City.

The City recognizes and accepts that there are situations, tasks, and environments where employees desire to use respirators for protection, but where hazards do not present an exposure significant enough to mandate such use. In such situations the City has approved voluntary use of respirators.

Before first use under this program, an employee must meet with their supervisor to discuss this policy and ensure intended use is appropriate and not a mandatory use circumstance, receive basic training and overview of respirator use, and sign the voluntary respirator use agreement form.

Voluntary use program administrator

The program administrator for the voluntary use program is the Public Works Operations Manager. The program administrator will ensure that those eligible for voluntary use but not already in the respiratory protection program will receive necessary training to understand the program, have access to approved respirators, and have signed the voluntary use agreement form.

Respirators approved for voluntary use

The only respirators that are approved for voluntary use are filtering facepiece respirators, commonly referred to as disposable respirators or dust masks. Filtering facepiece respirators are negative pressure air purifying particulate respirators that differ from other respirators because the filtering media itself is the mask.
To be a certified filtering facepiece respirator, the mask must be NIOSH approved, double strapped and clearly labeled with both a letter designation (N, R, P) indicating resistance to oil degradation and a filtering efficiency (95, 99, 100). Single strap varieties of "nuisance particle" masks are not certified by NIOSH and should not be considered an approved respirator. Masks that do not meet NIOSH standards are not approved for the voluntary use program for the City.

Eligible employees

The City has determined that not all facilities, work areas, and positions have exposure to respiratory hazards, even at a nuisance level. The City currently allows voluntary use of approved respirators to the following Public Works divisions:

- Parks
- Streets
- Storm Drain/Wastewater Collections
- Water

Respirator use and disposal

Filtering facepiece respirators are intended to be single use. When the task with associated exposures is completed the respirator should be discarded, and not saved for re-use. It does not matter if it visually appears to be intact and in good shape. It is appropriate if short breaks in use are taken to remove the mask and then return to using it **within a single shift**. In such instances, the mask should be stored in a location and way that prevents the mask interior surfaces from exposure to hazardous particulates. Respirators are never to be shared or used by multiple individuals sequentially.

If voluntary use of a respirator leads to skin irritation or other physical symptoms, use should be ceased immediately. If any condition requires first aid or medical treatment an injury report shall be made within 24 hours to the supervisor/manager.

Voluntary use of respirators is not allowed when it interferes with employees' ability to work safely by restricting vision, communication, or other vital functionality. The City prohibits voluntary respirator use to the following Public Works divisions:

- Clean Water Facility or Wastewater Treatment Facility

Training

Employees who are eligible for voluntary use of respirators and not already covered under the full respiratory protection measures (medical evaluations and fit testing) should be trained on proper use and disposal of provided PPE. Eligible employees will be provided the information from Table 2 in WAC 296-842-11005 (see appendix for text). Initial training should be done prior to first use of PPE under the voluntary use program. Retraining will be provided at an interval of at least every two years. Training records will be kept by the City, identifying who presented the training, the training material, and who attended the training.

Voluntary respirator use agreement

The City allows the voluntary use of respirators for occupational respiratory exposures that do not reach levels which mandate the use of respiratory protection. Employees who understand that they are only to use filtering facepiece respirators (i.e., dust masks, disposable respirators) under the voluntary use program, and that using cartridge respirators, PAPR units, or other respirators is in violation of the City's voluntary use program. By signing the voluntary respirator use agreement, employees agree to only use filtering facepiece respirators provided by the organization, which are NIOSH-approved designs with at least an N95 rating.

Appendix

Table two, WAC 296-842-11005 (4)

Table 2 Advisory Information for Employees Who Voluntarily Use Respirators
• Respirators protect against airborne hazards when properly selected and used. Respirator usage that is required by DOSH or your employer is not voluntary use. With required use, your employer will need to provide further training and meet additional requirements in this chapter. DOSH recommends voluntary use of respirators when exposure to substances is below DOSH permissible exposure limits (PELs) because respirators can provide you an additional level of comfort and protection. • If you choose to voluntarily use a respirator (whether it is provided by you or your employer) be aware that **respirators can create hazards for you,** the user. You can avoid these hazards if you know how to use your respirator properly **AND** how to keep it clean. Take these steps: – Read and follow all instructions provided by the manufacturer about use, maintenance (cleaning and care), and warnings regarding the respirator's limitations. – Choose respirators that have been certified for use to protect against the substance of concern. The National Institute for Occupational Safety and Health (NIOSH) certifies respirators. If a respirator is not certified by NIOSH, you have no guarantee that it meets minimum design and performance standards for workplace use. ▪ NIOSH approval label will appear on or in the respirator packaging. It will tell you what protection the respirator provides. – Keep track of your respirator so you do not mistakenly use someone else's. – **DO NOT** wear your respirator into: ▪ Required use situations when you are only allowed voluntary use. ▪ Atmospheres containing hazards that your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against solvent vapor, smoke or oxygen deficiency.

2.8 FALL PROTECTION PROGRAM
(WAC 296-155-245; for CWF WAC 296-800-160 or 250 codes)

When City employees are exposed to a hazard of falling while working and performing duties on elevated surfaces and ladders, from a location 4 feet or more in height, the City of Oak Harbor shall ensure that fall restraint, fall arrest systems or positioning device systems are provided. Employees will not perform any duties which require the employee to get close to an unprotected edge, platform, walkway, or utilize elevated equipment.

Additionally, this program shall apply to all employees in order to minimize slips, trips and falls on the same elevation. All employees shall control fall hazards in their work area by maintaining good housekeeping and shall report conditions that may lead to slips, trips and falls to the appropriate maintenance unit.

Subcontractors/Contractors working on our projects are required to comply with all applicable WISHA workplace safety regulations and shall provide their own fall protection program and plan. Contractor's safety programs shall be available for review upon request by the City of Oak Harbor representatives.

Exceptions: Employees may work without fall protection for inspection or observation purposes only.

Responsibilities

Managers and Supervisors

- Responsible for ensuring that all requirements listed in the written program for fall protection are met.
- Responsible for ensuring new and existing employees receive fall protection training as applicable to their job duties.
- With the assistance of the Safety Coordinator, are responsible for identifying elevated work areas.

Employees

- Employees whose duties involve work activities at elevated locations are required to comply with the rules of operations and accepted safety practices outlined within this written program.

Safety Department

- Responsible for conducting periodic visits to elevated work locations to inspect equipment and to observe employees' procedures while working at elevated levels.
- Responsible for arranging for required training of employees in fall protection and in the safe use of elevating personal platforms.
- Evaluate other elevated work locations identified by managers and supervisors for fall protection requirements.
- General oversight of this program.

FALL PROTECTION PROGRAM (continued)

Program Components

The following work situations are covered by the City's program for fall protection:

- **Ladders** – fixed, free standing, temporary, or roll away type
- **Elevating Personal Platforms** – scaffolds, aerial platforms, scissors lifts, forklift-mounted platforms, cherry pickers, etc.
- **Elevated Surfaces** – roofs, catwalks, skylights, boilers, chillers, etc. – not to be accessed by employees
- **Vertical Opening** – ground level entry into excavations, trenches, holes, pits, vessels, and other confined spaces.

Fall protection is required whenever work is performed in an area 4 feet or above its surroundings and can generally be provided through the use of fall protection systems including:

- **Guardrails** – Standard guardrails consist of a top rail, located 42 inches above the floor, and a mid-rail. Screens and mesh may be used to replace the mid-rail, so long as they extend from the top rail to the floor.

- **Personal Fall Arresting Systems** – Components of a personal fall arresting system include a body harness, lanyard, lifeline, connector, and an anchorage point capable of supporting at least 5000 pounds.
- **Positioning Device Systems** – Positioning device systems consist of a body belt or harness rigged to allow work on a vertical surface, such as a wall, with both hands free.
- **Warning Line Systems** –

  Only allowed under certain circumstances.

  Warning line systems are made up of lines or ropes installed around a work area on a roof. These act as a barrier to prevent those working on the roof from approaching it edges.
- **Covers** – Covers are fastened over holes in the working surface to prevent falls.

Where it can be clearly demonstrated that the use of these systems is infeasible or creates a greater hazard, alternative fall protection measures may be implemented.

Guidelines for employees using specific equipment:

1. **Ladders**: Employees who work on ladders with a working height of 10 feet or more shall be knowledgeable of the following:
   - ♦ How to inspect ladders for visible defects
   - ♦ How to use ladders properly

Additional information on ladder safety can be found under Ladder Safety in this manual.

2. **Fall Arrest**: Employees who use personal fall arresting systems to control fall hazards in their work area shall be knowledgeable of the following:
   - ♦ The application limits of the equipment.
   - ♦ The proper hook-up, anchoring and tie-off techniques including determination of elongation and deceleration distance.
   - ♦ Methods of use, inspection, and storage of equipment.

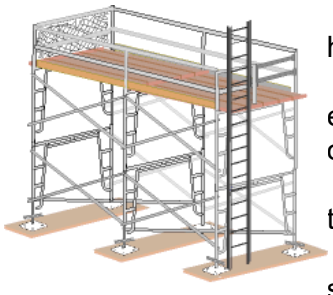
FALL PROTECTION PROGRAM (continued)

Personal Fall Arrest components including harnesses and lanyards shall be inspected prior to each use for mildew, wear, damage and other deterioration. Defective components shall be removed from service.

Fall arrest systems including harnesses shall be inspected at least twice each year or according to manufacturer's recommendations. The date of the most current semi-annual inspection shall be recorded on an inspection tag which shall be attached to the harness. In addition, records shall be kept and maintained showing date of purchase, dates when attachments were renewed, and dates when the entire harness assembly was inspected and by whom.

3. **Aerial Lifts**: Employees who use aerial lifts shall be knowledgeable of the following:
   - The manufacturer's operating instructions.
   - Pre-start inspection of the lift Inspection of the work area for dangerous conditions such as uneven surfaces, overhead obstructions such as power lines, or other hazards.
   - Load capacities of the equipment.
   - How to safely move the equipment.
   - How to prevent falls and use appropriate fall protection personal protective equipment.
   - Minimum safe approach distances to energized power lines.

4. **Scaffolds**: Employees who work on scaffolds shall be knowledgeable of the following:



   - The nature of any electrical hazards, fall hazards, and falling object hazards in the work area.
   - The correct procedures for dealing with electrical hazards and for erecting, maintaining, and dissembling the fall protection systems and falling object protection systems being used.
   - The proper use of the scaffold, and the proper handling of materials on the scaffold.
   - The maximum intended load and the load carrying capacities of the scaffolds.

5. **Walking/Working Surfaces**: All Employees should be aware of guidelines to minimize slips, trips and falls on the same elevation of walking/working surfaces.
   - To prevent slipping, tripping and falling, all work environments including passageways, storerooms, and service areas must be kept clean, orderly and in a sanitary condition.
   - The floor of every work area will be maintained in a clean and, so far as possible, dry condition.
   - Where wet processes are used, drainage will be maintained and false floors, platforms, mats, or other dry standing places are provided.

Reporting Requirements

Constant awareness of and respect for fall protection procedures and compliance with all applicable safety rules is mandatory.

- Supervisors may issue warnings and implement disciplinary actions up to and including termination for failure to follow the guidelines of this program.
- Employees shall report any safety concerns to their supervisor or Safety Coordinator.

FALL PROTECTION PROGRAM (continued)

Training Requirements and Competency Assessment

Under no circumstances will any employee work in areas of high fall hazards, perform work requiring fall protection devices, or use fall protection devices until he/she has attended training in fall protection. This includes all new employees regardless of previous experience.

The training program provided by the City of Oak Harbor includes classroom instruction and operational training on specific fall hazards on-site.

Employees will require retraining under any of the following conditions:

- Changes in the workplace.
- Changes in the types of fall protection systems or equipment to be used.
- Inadequacies in an employee's knowledge of use of fall protection systems or equipment or observed behavior indicate that the employee has not retained the required training.

LINK: Fall Protection Program

FALL PROTECTION PROGRAM (continued)

Fall Protection Work Plan

Site Specific Information

1. Site Location _____

2. Fall Hazards in the Work Area

- ☐ Elevator Shaft
- ☐ Exterior Scaffolding
- ☐ Boom Lift
- ☐ Leading Edge
- ☐ Outside Static Line
- ☐ Perimeter Edge
- ☐ Roof
- ☐ Rolling Scaffold
- ☐ Scaffold Over 10 Ft.
- ☐ Scaffold Under 10 Ft.
- ☐ Scissors Lift
- ☐ Stairwell
- ☐ Window Opening
- ☐ Other: _____

3. Method of Fall Arrest or Restraint

- ☐ Full Body Harness
- ☐ Body Belt
- ☐ Lifeline
- ☐ Horizontal Lifeline
- ☐ Shock Absorbing Lanyard
- ☐ Safety Nets
- ☐ Guard Rails
- ☐ Scaffolding Platform
- ☐ Deceleration Device

FALL PROTECTION PROGRAM (continued)

4. Inspection of Fall Restraint Equipment
A visual inspection of all safety equipment will be done before each use. Any defective equipment will be tagged and removed from use immediately. Assembly and disassembly of all equipment will be done according to manufacturers' recommended procedures.

- **Specific Information Before Each Use**. All employees will inspect webbing and stitching on harness for fraying, cuts or tears. Check all hardware for corrosion, rust or if it is bent out of shape. Also, inspect lanyard webbing and snap hooks. Discard equipment if damaged or used in a fall.

5. Site Specific Procedures (Handling, Storage and Use of Tools and Materials)
Employees will put harness on prior to working at elevations of 4 feet or more. Attach lanyard to harness. Attach other end of lanyard to lifeline cable. Secure. Keep fall protection equipment available at all times in work truck.

6. Overhead Protection
Hard hats are required on all job sites with the exception of those that have no exposure to overhead hazards.

7. Injured Worker Removal
Injured worker must be left in place until emergency services take over, unless there is further risk to danger. Considerations should be given to how to lower a suspended worker to the ground or how to handle a worker hanging from a harness. Apply First Aid as needed. Call for ambulance transport and other notifications.

8. Training and Instruction Program
Prior to permitting employees into areas where fall hazards exist, all employees shall be trained regarding fall protection work plan requirements.

The written fall protection work plan will be reviewed before work begins on the job site. those employees attending will sign below.

Date: _____

_____ _____
_____ _____
_____ _____
_____ _____

Foreman or Supervisor: _____

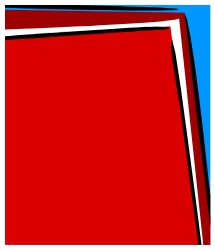
This Work Plan Will Be Available On The Job Site For Inspection

2.9 BLOOD BORNE PATHOGENS – Exposure Control Plan (WAC 296-823)

Oak Harbor is committed to providing a safe and healthful work environment for our entire staff. This is our plan to eliminate or minimize occupational exposure to blood borne pathogens.

Employees who have occupational exposure to blood or other potentially infectious material (OPIM) must follow the procedures and work practices in this plan.

Employees can review this plan at any time during their work shifts. We will provide a copy to an employee within 15 days of a request.



This plan includes:

- Overview
- Identify employees who are at risk for exposure
- Controlling Employee Exposure to Bloodborne Pathogens
- Employee Training and Hazardous Communication
- Post Exposure Evaluation and Follow-up
- Recordkeeping

Exposure Determination

One of the keys to implementing a successful Exposure Control Plan is to identify exposure situations employees may encounter. To facilitate this in our operations, we have prepared an exposure control plan for each work group per the following:

Police Department

- Job classifications in which all employees have occupational exposure to blood borne pathogens.
- Job classifications in which some employees have occupational exposure to blood borne pathogens.
- Tasks and procedures in which occupational exposure to blood borne pathogens occur.

BLOOD BORNE PATHOGENS (continued)

Public Works Department

As Public Works employees, your work may involve contact with another person's body fluids. Since these body fluids may be infectious, you are considered to be at risk for occupational exposure to infectious disease. The environment you work in provides unpredictable risks of exposure. Therefore, you should assume that all persons whose blood and body fluids that you come into contact with to be infectious.

Employees shall give first-aid to those persons requiring aid regardless of the fact that the person may have an infectious/communicable disease. Employees will not refuse to aid persons solely on the information that the person may have an infectious/communicable disease. (If this is your First Aid Policy)

The following employees perform tasks and duties which do or may expose them to blood and/or other body fluids: (**High Risk**)

High Risk:

- Solid Waste Lead I
- Solid Waste Collector
- Wastewater Treatment Plant Supervisor
- Wastewater Lead II
- Wastewater Treatment Operator
- Assistant Wastewater Treatment Operator
- Wastewater Maintenance Worker
- Lead I Vactor Operator
- Maintenance Worker I

Public Works employees may also be exposed through contact with employees, shared equipment or surfaces which may have become contaminated: (**Low Risk**)

Low Risk:

- Public Works Director
- Public Works Superintendent
- City Engineer
- Operations Manager
- Fleet/Facilities Manager
- Street Maintenance Supervisor
- Street Lead II
- Construction Lead I
- Heavy Equipment Operator
- Maintenance Worker II
- Senior Elec./Signal
- Asst. Signal Tech.
- Utility Locator
- Bldg. Maintenance
- Meter Reader Repair
- Meter Reader
- Cross Connection Specialist
- Senior Equipment Mechanic
- Equipment Mechanic
- Business Office Supervisor
- Administrative Secretary
- Customer Relations Rep.
- Public Works Clerk
- Public Works Receptionist
- Public Works PT Clerk
- Assist City Engineer
- Associate Engineer II
- Project Manager
- Project Manager I
- Project Manager II
- Engineering Aide
- Engineering Project Aide
- Engineering Tech.
- Project Engineer Surface Water
- Surface Water Tech.
- Project Engineer Surface Water

These employees could potentially be exposed to blood and/or body fluids through mucous splash and/or by the handling of job related equipment or materials used in the performance of their duties.

BLOOD BORNE PATHOGENS (continued)

Tasks or procedures performed by Public Works positions which include a risk of exposure are:

Treatment Plant:
- Maintaining and cleaning bar screens.
- Preparing samples in lab.
- General and preventative maintenance of sewage related equipment and systems.

Sanitation Division:
- Dumping and picking up of solid waste.

Street Division:
- Cleaning up of accident scenes.
- Discarding of dead animals.

Public Works in general:
- Interaction with the general public.
- Interaction with co-workers.
- General maintenance and upkeep of all City equipment and vehicles.

Employees are prohibited from cooking, eating, drinking, applying make-up or lip balm, and handling contact lenses in the Oak Harbor Treatment Plant lab area, or any other work area where there is a reasonable likelihood of exposure to blood or other potentially infectious material. In addition, all employees are prohibited from storing food or drink in refrigerators, freezers, shelves, cabinets or countertops where blood or other potentially infectious material may be or may have been present.

Contact names and phone numbers:

Ray Merrill, Fire Chief is responsible for implementing the exposure control plan.

Ray Merrill, Fire Chief will maintain, review, and update the exposure control plan at least annually, and whenever necessary to include new or modified tasks and procedures.

Human Resources will make this plan available to employees, and WISHA (Washington Industrial Health and Safety Act) representatives.

Human Resources will be responsible for making sure all medical actions required are performed, and that appropriate employee medical records are maintained

Human Resources will make sure this list is kept up-to-date.

BLOOD BORNE PATHOGENS (continued)

HBV Vaccination

HBV vaccinations shall be offered to all employees identified as high risk free of charge by the City of Oak Harbor. The Oak Harbor will allow the use of City time and pay all fees associated with that service. The vaccination will be provided after the employee has received the training outlined in these policies, but within 10 (ten) days of assignment to duties. This policy shall exempt employees who have previously received the complete vaccination series, whose antibody testing indicates they are immune, or those employees for whom the vaccine is contraindicated. Employee vaccinations shall be documented and maintained in the employee's medical record files in the Oak Harbor Personnel Department as prescribed by WISHA, and shall be preserved in the Oak Harbor Personnel Department for the duration of employment plus thirty (30) years.

Routine booster dose(s) of the HBV vaccine shall be provided in accordance with US Public Health Service recommendations at no cost to the employees.

If an employee refuses to obtain the required HBV vaccination, the employee will be required to document that refusal on the HBV Declination Statement form which will be maintained in the employee's medical record for the duration of employment plus thirty (30) years. If however, an employee subsequently decides to have an HBV vaccination; it will be made available under the same terms and conditions as stated above, upon employer's receipt of a written request to the Human Resource Manager or Safety Officer.

Follow-Up Procedures After Possible Exposure To HIV/HBV

All employees are required to report any incident of exposure to blood and/or body fluids to their immediate supervisor. All exposure incidents shall be recorded on the OSHA300 form and investigated using the Exposure Incident Investigation form which will subsequently become a part of the employee's medical record. All exposures must document the route(s) of exposure and the circumstances under which the exposure occurred.

Possible exposure incidents include percutaneous needle sticks or cuts, mucous membrane exposure to blood or body fluids, or contact with blood or body fluids via chapped, abraded, or otherwise non-intact skin surfaces.

Using the Post Exposure Evaluation and Follow-up Checklist the following steps will be taken:

1. The source individual shall be notified of the exposure incident and be requested to consent to and obtain testing for HIV/HBV. A refusal of the source individual to consent for testing shall be documented.
2. The results of the source individual's test shall be made known to the exposed employee.
3. The exposed employee shall also be reminded of the laws and regulations concerning the disclosure of the identity and infectious status of the source individual.
4. If the source individual refuses to consent to HIV/HBV testing, or if the source individual tests positive, the exposed employee shall have a clinical evaluation which will include HIV and HBV antibody testing as soon as possible.
5. If the exposed employee tests zero-negative, the employee shall be retested 6 weeks post-exposure and on a periodic basis thereafter; 12 weeks and 6 months.
6. Follow-up procedures shall also be taken for employees exposed or potentially exposed to HBV depending on employee immunization status, antibody response, and HBV serologic status of source individual.

BLOOD BORNE PATHOGENS (continued)

7. If the exposed employee refuses to submit to clinical evaluation and HIV and HBV testing, such refusal will be documented and maintained in the employee's medical record.
8. If the employee consents to baseline blood collection, but does not consent to testing, the employee's blood sample shall be preserved for ninety (90) days. If within ninety (90) days of exposure, the employee elects to have the baseline sample tested; such testing will be conducted as soon as possible.
9. Exposed employees shall have access to post-exposure prophylaxis as recommended by the US Public Health Service when medically indicated, as well as counseling.
10. Exposed employees shall also be advised to report and seek medical evaluation of any acute febrile illness within twelve (12) weeks following exposure.
11. All tests shall be conducted by an accredited laboratory at no cost to the employee.

The following information will be provided to the physician performing the post-exposure evaluation:

- A copy of the WISHA regulation pertaining to blood borne pathogens.
- A description of the employee's duties.
- Documentation of the route(s) of exposure and circumstances under which the exposure occurred.
- Results of the source individual's blood testing, if available.
- All relevant medical records of the employee, including vaccination status.

The Oak Harbor Personnel Department will obtain a written report and opinion from the physician performing the post-exposure evaluation which shall be limited to:

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

In the event of employee exposure to blood or body fluids via percutaneous needle stick, cuts, or mucous membrane exposure, necessary medical treatment shall be administered as appropriate for the type of injury.

Sharps And Disposable Items

Fire/Police/Public Works

The following sharp instruments or disposable sharps are frequently encountered by employees in the Public Works Department:

- Hypodermic needles
- Syringes
- Knives
- Razor Blades
- Blood stained broken glass
- Brooms used in street sweeping
- Medical waste
- Any and all sewage related materials

Subsequent to recovery or use, potentially contaminated sharp instruments and/or disposable sharps shall be disposed of in the following manner:

1. All such sharp items shall be placed in a leak proof, rigid, puncture-resistant, break-resistant container which is conspicuously labeled and which is located in all vehicles and first aid stations.

BLOOD BORNE PATHOGENS (continued)

2. The person recovering/receiving a sharps instrument or item shall be responsible for its proper disposal as soon as feasible. In no instance will any employee leave any such sharp instrument at any work station or in any vehicle beyond the end of the employee's shift without notifying his/her supervisor.
3. Needles shall not be recapped, purposely bent or broken, or removed from disposable syringes. (If recapping or removal is necessary, it must be accomplished by using a mechanical device or a one-handed "scoop" technique).
4. Scalpel blades shall be removed from the handle using clamped forceps and placed in the appropriate sharps container by the person using that item.
5. Knives and other sharps necessary for evidence will at all times remain in an approved, properly labeled sharps container.
6. Appropriate protective gloves will be worn at all times when handling any sharps or knives possibly contaminated by blood or OPIM.
7. At no time will any employee reach into a sharps container to retrieve any item. All such removal will be accomplished with tongs, pliers, or other mechanical tool.

Linens and Laundry

Fire/Police/Public Works

All employees who handle or have contact with contaminated linen shall wear gloves. The following linen items are used or worn in this department and may be exposed to blood or body fluids in the performance of duties by the employees:

- Uniform shirts, pants, coats, hats, coveralls, jumpsuits.
- Clothing other than uniforms

Employees whose clothing or equipment becomes contaminated during the course of duties should remove the clothing or equipment at the earliest possible convenience.

Contaminated linen shall be handled as little as possible with a minimum of agitation. Contaminated linen shall be bagged at the location where it is recovered/received and shall not be sorted or rinsed on location.

Contaminated linen shall be placed in a red, leak proof bag which shall be marked "Bio-Hazard" to indicate the potential infectious status of its contents. Should outside contamination of the bag occur, double bagging shall be required.

- **Fire**
- **Police**
- **Public Works**

The City's contracted laundry service shall be responsible for transport, laundering, and disinfection of linen items.

Disposable Equipment and Material

Disposable gloves and other disposable personal protective equipment found in Infection Control Kits, located in all City vehicles, including patrol vehicles, the treatment plant, in the jail booking area, and in all reception areas do come in contact with blood or body fluids and could potentially expose employees to HIV/HBV.

The above referenced non-sharp disposable equipment and/or material shall be segregated and disposed of in a leak proof plastic bag. Said bags will be located in Fire, Police, or Public Works.

BLOOD BORNE PATHOGENS (continued)

Reusable Equipment

Public Works Department

The following reusable equipment is used in the Public Works Department and does come in direct contact with blood or other body fluids and could potentially expose employees to HIV/HBV:

- Solid Waste vehicles and associated equipment.
- All hand and power tools used in maintenance of all jobs as assigned daily; in the maintenance of all equipment and vehicles; and during all construction projects.
- Wastewater treatment plant equipment such as forceps, gloves, lab glassware, sponges and any other associated items.
  - ♦ Reusable equipment shall be scrubbed to remove all debris from surfaces immediately following contamination by the person using said equipment.
  - ♦ All said equipment will be sterilized using cold sterile solutions prepared to appropriate dilution as recommended for control of HBV.
  - ♦ Contaminated item(s) will be handled as appropriate for disposal.

Hand Washing

All employees having direct contact with blood or O.P.I.M. shall wash hands using warm water and soap before, when anticipated, but always after contact with blood or O.P.I.M. If such facilities are unavailable, alcohol foams or antiseptic towelettes may be used. (Found in infection control kits.)

Employees shall immediately remove and dispose of gloves in appropriate segregated waste receptacles.

Where exposure may occur in order to prevent contamination from spreading to other work areas:

- Employees shall immediately and thoroughly wash hands and other exposed skin surfaces after removal of gloves using warm water and soap. **The City of Oak Harbor encourages all employees to regularly wash their hands as a means of controlling the spread of infectious diseases.**
- These procedures shall also be followed after removal of other personal protective equipment following accidental exposure to blood or body fluids.
- Reusable personal protective equipment shall be rinsed and sterilized per the recommendations set forth by the manufacturer.

Personal Protective Equipment

Public Works Department

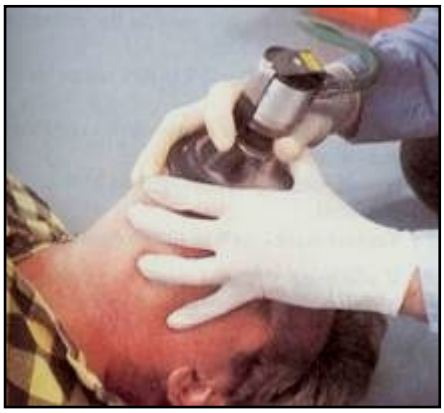
The City of Oak Harbor will provide and maintain, in a sanitary and reliable condition, necessary personal protective equipment which is relevant to the procedures and job functions of the various employees. Employees are required to use appropriate protective equipment for the task they are performing, except in those extraordinary circumstances when such use would, in the employee's professional judgment, prevent the service from being provided. In such cases the incident shall be investigated and documented in order to determine if changes can be instituted to prevent such occurrences.

BLOOD BORNE PATHOGENS (continued)

The use of gloves is indicated and must be worn:
1. For all emergency response care which involves potential exposure to blood or body fluids, particularly if the employee has cuts, abraded skin, chapped hands, dermatitis, or other non-intact skin.
2. During all decontamination procedures involving clean-up of blood or body fluids.
3. When scrubbing equipment contaminated with blood or body fluids prior to sterilization.

- Gloves shall be of appropriate quality and material and shall comply with the standards of safety for the procedure performed. A sufficient quantity and appropriate size for each employee will be supplied by the City.
- Hypo-allergenic gloves, glove liners, powder less gloves or similar alternatives will be made available to those employees who are allergic to the gloves normally provided.
- Gloves shall be single-use and shall be disposed of immediately following each contaminant contact or procedure.

Masks and Eye Protectors are to be available and are required to be used:



- When contamination of mucosal membranes (eye, nose, or mouth) with body fluids is likely to occur.
- Resuscitation equipment is provided to minimize the need for mouth-to-mouth resuscitation and shall be easily accessible in the event resuscitation is necessary. Mouth suctioning of blood or other potentially infectious material is prohibited.

All contaminated personal protective equipment must be removed from vehicles or work stations, cleaned or disposed of in the appropriate area or container prior to leaving the work area.

New or cleaned personal protective equipment will also be installed to replace contaminated equipment. This will be the responsibility of the employee who used the equipment. Failure to replace/restock used materials will make the employee (s) subject to disciplinary action.

Housekeeping

A cleaning schedule for equipment/or areas will be established and maintained. The following guidelines will be followed until such time as procedures or policies require an appropriate update.

1. All equipment and work surfaces shall be cleaned as soon as practical after any contamination by blood or other potentially infectious material. In no circumstances will this be left for other officers/employees to do. It is the responsibility of the officer/employee who contaminated the area.
2. Protective coverings used to cover equipment are to be removed, cleaned or replaced as soon as feasible after being contaminated.

BLOOD BORNE PATHOGENS (continued)

3. All bins, cans, or other receptacles which will be reused and which may be contaminated are to be emptied, cleaned and decontaminated at the end of each work shift.
4. Broken glass which may be contaminated is not to be picked up by hand, but cleaned up or picked up by using a broom and dust pan, tongs, or forceps.
5. Reusable sharps are, after use, to be placed in the appropriate labeled container. Officers/Employees shall not reach into such containers with their hands, but must place and retrieve used, and presumably contaminated, sharps with tongs or forceps.

Regulated waste (disposable sharps)

Contaminated sharps shall be discarded immediately after they are located or used, or as soon as feasible, in appropriate containers. This presumes that there is no compelling need to retain the item for evidentiary purposes. Appropriate containers whether for disposal or evidence are described as follows:

- Closable
- Puncture resistant
- Leak-proof on sides and bottoms
- Appropriately labeled (see labeling section)
- Maintained upright
- Emptied or replaced daily or whenever 2/3 full, except evidence containers

When moving containers containing contaminated sharps, care should be taken to assure the container is closed to prevent spillage or protrusion of contents.

In the event of leakage or protrusion, the container is to be placed in a secondary container which must also be closable, puncture resistant, and leak-proof.

Other Regulated Waste includes:

- Liquid or semi-liquid blood or other infectious materials.
- Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed.
- Items caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling.
- Contaminated sharps.
- Pathological and microbiological wastes containing blood or other potentially infectious materials.

Such regulated waste must be placed in the appropriate, labeled containers. Containers must meet the following specifications:

- Closable
- Able to prevent leakage during handling, storage, or transport
- Appropriately labeled

Containers must be closed prior to removal to prevent leaks. If outside contamination of a container occurs, the container is to be placed in a secondary container which is also closable, able to prevent leakage, and appropriately labeled.

BLOOD BORNE PATHOGENS (continued)

Disposal of Regulated Waste
At the end of each day, remove waste from vehicles and other work areas and placed in an appropriate waste receptacle lined with a red, leak-proof plastic bag, and stored in the appropriate location for pick-up and disposal by an outside contractor. Such independent contractors will be responsible for the training of their employees regarding the identification, segregation, and disposal of infectious waste.

Signs and Labeling
Warning labels shall be affixed to all containers of regulated waste, laundry, sharps containers, disposable personal protection equipment, refrigerators, or freezers containing blood or other potentially infectious material, and containers used to store or transport blood or potentially infectious materials.

Warning labels will include the following symbol and will be florescent orange or orange-red, or predominantly so, with lettering and symbol in a contrasting color. Warning labels will be affixed to containers by string, wire or adhesive in order to prevent their unintentional removal.

NOTE: Red containers may be substituted for labels. Red bags will be used for contaminated laundry and non-sharp regulated waste.

Education and Training of Employees

All employees whose job functions involve the risk of exposure to blood or body fluids shall receive appropriate education and training prior to the commencement of their duties and annually thereafter. Such education and training shall, at a minimum, include:

- A copy of the regulation and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of blood borne diseases.
- An explanation of the modes of transmission of blood borne pathogens.
- An explanation of each department's exposure control plan and means by which the employee can obtain a copy of the written plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood or other potentially infectious materials.
- An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and personal protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation of the basis for selecting personal protective equipment.
- Information on the Hepatitis B vaccine including information on its efficacy, safety, method of administration, benefits of being vaccinated, and that the vaccine will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedures to follow if an expo-sure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the employer is required to provide.
- An explanation of the signs and labels and/or color-coding used by the employer.
- An opportunity for interactive questions and answers with the persons conducting the training sessions.

Additional training will be provided when new tasks or procedures involving potential exposure are instituted.

BLOOD BORNE PATHOGENS (continued)

Records of training sessions will be maintained for three (3) years. Such records will include:
1. The date of training.
2. A summary of the content of training.
3. The names and qualifications of person(s) conducting the training session.
4. The names and job titles of all persons attending the training session.

Medical Records

A medical record for each employee whose duties include potential occupational exposure will be maintained by the City of Oak Harbor. These records will include:

1. The name and social security number of the employee.
2. A copy of the employee's HBV vaccination status including the dates of vaccination and any medical records regarding the employee's ability to receive the vaccination.
3. A copy of all opinions, examinations, testing, and follow-up involving post-exposure incidents.
4. A copy of any information provided to any other healthcare professional regarding possible exposure.

Such records will be kept confidential and will not be disclosed to any person, except as required by law, without the express written consent of the employee. Such records will be maintained for thirty (30) years beyond the duration of the employment.

In the event the City of Oak Harbor ceases to do business and there is no successor employer to transfer the records to, the City of Oak Harbor will notify the Department of Labor and Industries at least three (3) months prior to the disposal, and will transfer them to the Department if requested to do so.

Procedures in the Event of Personal Exposure

All employees are required to use the following procedures in the event of exposure to possibly infectious blood or body fluids:

- **Needle Stick/Cut**: Milk the exposure to express blood and clean the wound vigorously with soap and water for at least 10-15 seconds using friction.
- **Mucosal Splash**: For a mucosal splash to eyes, nose, or mouth, flush or rinse with saline or water. For a mucosal splash to the skin or contamination of open wound, wash with soap and water. Shower and change clothes if necessary.
- **Blood Splash/Contact**: For blood splash to mucosal tissues follow mucosal splash guideline above. For blood splash or contact to chapped, abraded, cut or broken skin, wash with soap and water and again remove contaminated clothing as soon as possible.

For any other contact with blood or body fluids to skin surfaces, wash with soap and water immediately or antiseptic wipes when wash facilities are not available. Remove contaminated clothing, shower and if (continued) contamination is anticipated, put on appropriate personal protective equipment.

Reporting: Report all needle sticks, mucosal splashes, and contamination of open wounds with blood and/or body fluids to your immediate senior supervisor.

Links: **Bloodborne Pathogen Policy**
Exposure Incident Investigation Form_General
Exposure Incident Investigation Form_Police
Exposure Incident Investigation Form_Fire

2.10 ERGONOMICS

What is Ergonomics?

Ergonomics is the scientific study of human work. It considers the physical, behavioral and mental capabilities and the limitations of the worker as they interact with tools, equipment, work methods, tasks, and work environment.

Purpose

- Reduce the physical stress associated with a given job.
- Increase the comfort, health, and safety of the work environment.
- Increase productivity.
- Reduce human errors associated with a task.
- Improve quality of work life.

Goal

- Ergonomics is a way to work smarter—not harder
- Fits the job to the worker – Not the worker to the job!

Musculoskeletal Disorders caused by Cumulative Trauma

- Carpal Tunnel Syndrome
- Tendonitis-forearm to hand
- Epicondylitis-elbow
- Rotator Cuff Syndrome-shoulder

In order to prevent Cumulative Trauma Disorders (CTD's) to the musculoskeletal system, we must first understand their causal factors. Identifying the causes of CTD's is challenging because no one single causative factor will lead to a CTD by itself. It is the interaction of several risk factors over time that may lead to a CTD. These risk factors include:

1. **Awkward Posture**: postures that are not our normal standing and sitting posture. Examples include: bending, twisting, turning, long-arm reaching, cradling the neck with the telephone.
2. **Force**: gripping, grasping, and pinching activities such as picking up large file folders or stapling.
3. **High Repetition**: movements over and over again with hand, arm, or shoulder. Frequency and duration are risk factors.

soft tissues of
or rough.

5. **Static Load**: Examples: moving.
6. **Vibration**:
7. **Temperature**

4. **Contact/Mechanical Stress**: direct pressure on nerves – our body coming in contact with something that is hard, sharp Example, no padding with the keyboard and mouse. keeping muscles in one place for long periods of time. sitting or using the mouse for long periods of time without

using tools such as jackhammers.
Extremes: heat and cold

Symptoms to look for and report to your Supervisor:

- Pain, numbness and tingling in the thumb and first 3 fingers or last 2 fingers.
- Shaking your hand to get the feeling back
- Weakness in the hand
- Pain and discomfort in wrist
- Pain going up to elbow or shoulder
- Clumsy feeling in affected hand

Workstation Design

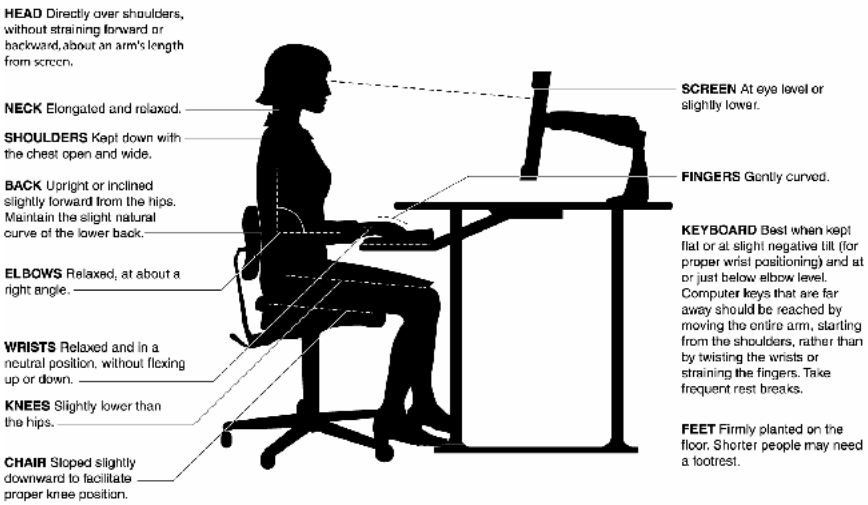
Use the following guidelines to assist in setting up your workstation to reduce CTD risk factors:

Keyboard

- Shoulders should be relaxed with arms hanging comfortably by sides.
- Bend at the elbows so that the arm is in a 90-degree angle and elbows are at waist.
- Forearms come straight out with palms hovering over thighs. Wrists are flat. Position keyboard and or tray under palms.
- Use padded articulating tray large enough to accommodate both keyboard and mouse.

Figure 1

Optimum Neutral Posture for Seated Computer Operators



Mouse

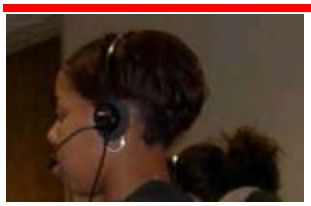
- Should be located next to and at the same level as the keyboard.
- Use padded foam wrist supports for mouse and keyboard to elevate wrists to neutral and eliminate contact with hard surfaces.

Chair

- Sit all the way back in the chair to allow weight distribution on buttocks, not thighs.
- Hips and knees should be level and positioned in a 90-degree angle.
- Feet flat on the floor or footrest.
- Backrest is upright with lumbar support at small of back, head aligned over shoulders.

Monitor

- Monitor should sit “straight on” to employee – not at an angle.
- Top of monitor screen should be at eye level or just below (except if wearing bifocals, the monitor can be lower).
- Optimum viewing distance is 20 to 30 inches.
- Minimize glare by placing screen at right angles to light source, use anti-glare screen, or adjusting the screen angle.



Telephone

- Use a headset if telephone usage is two or more hours per day.
- Telephone 'neck holder' devices that encourage awkward neck and shoulder posture while on the phone should be removed and eliminated.
- Place telephone within easy reach to eliminate long arm reaching.

Document Holders

- Recommended for copy intensive work.
- The holder should be placed at the same level as the monitor screen.

Shelves

- Frequently used items located in shelving above shoulder height should be moved down below shoulder height.
- Use a “two-handed” lift when lifting large 3-ring binders.

Stretch Breaks and Micro-Pauses

- Incorporate preventative stretch and exercise breaks from constant keying every hour.
- Change from static positions every 30 minutes to help reduce neck and lower back strain.

2.11 OUTDOOR HEAT EXPOSURE

Working in heat increases the risk for heat-related illness, including heat exhaustion, and life-threatening heat stroke in addition to acute kidney damage. Heat exposure can also make workers more susceptible to falls, equipment-related injuries, and other on-the-job safety hazards.

Purpose

- To prevent heat-related illness.
- To reduce traumatic injuries associated with heat exposure.
- To require shade, rest, and acclimatization.
- To lower the temperature at which some preventative actions must be taken.

Goal

- Decrease heat exposure risk to decrease falls, equipment-related injuries, and other on-the-job safety hazards.

Washington State Department of Labor & Industries (L&I) adopted rules

- Requirements are year-round, in effect whenever workers are exposed to outdoor heat.
- Excludes workers that fall under Chapter 296-305 WAC, Safety Standards for Firefighters.

Outdoor temperature action levels are:

- **Non-breathable clothing: 52°F**
- **All other clothing: 80°F**

- The City encourages and must allow employees to take preventative cool-down rest periods at or above outdoor temperature action levels.

Shade and Rest Periods

- Shade, or other sufficient means for cooling down, must be provided any time employees are exposed to heat at or above action levels.
  - There must be enough shade for all employees on a meal or rest period to sit fully in the shade, and it must be located close to where employees are working.
  - Having shade available to block direct heat from the sun helps workers cool down during meal or rest periods.

Drinking Water

- Drinking water must be suitably cool in temperature and sufficient quantities for each worker to drink at least a quart per hour at the applicable action level.
- The City supports hydration station locations and hydration education at employee events.

Observation

- Observation for fourteen (14) consecutive days is required for employees not acclimatized to the heat, including new employees, those returning from absences, and all workers during a heat wave.
  - Heat waves are days when heat will be at or above the action levels and at least 10°F higher than the five-day average highs.
  - Close observation is defined as regular communication with employees working alone, such as by radio or cellular phone; a mandatory buddy system; or other effective means of observation.
- Workers are at higher risk of heat-related illness if they are not acclimatized or used to the heat.
- Acclimatization takes 7-14 days to develop and can be lost after seven days away from working in the heat. A sudden increase in temperature does not allow time for any workers to acclimatize.

- At or above 90°F, a 10-minute cool-down rest period every two hours and close observation to help identify employees showing signs and symptoms of heat-related illness is mandatory.
- At or above 100°F, the cool-down rest periods must be 15 minutes every hour. These can be taken at the same time with any meal or rest period under wage and hour laws and must be paid unless taken during a meal period.
- In order to ensure public safety in crisis or disaster situations, an exemption was added excluding emergency response operations from mandatory cool-down rest periods when restoring or maintaining critical infrastructure at risk.
- Allowing the body to rest is a critical prevention measure in high heat. When temperatures reach 100°F in Washington state, it is usually in the afternoon.
- The City supports management in adjustment of work schedules for a shift to start earlier to reduce work time at or above 100°F.

Links: **Outdoor Heat Exposure Plan**-Marina
Outdoor Heat Exposure Plan-Public Works

2.12 WILDFIRE SMOKE

Wildfire smoke is a serious workplace hazard that affects workers in many industries. Outdoor workers are at especially high risk of developing wildfire-smoke related symptoms. Each workplace is unique and requires a unique approach in protecting workers from wildfire smoke.

Purpose

- To minimize the health risks to workers by reducing exposure time to wildfire smoke.
- To keep workers safe from exposure to the particulate matter (PM2.5) contained in wildfire smoke.

Goal

- To protect outdoor workers from harm caused by inhalation of smoke pollution.

Protecting Outdoor Workers

- Provide enclosed buildings, structures, or vehicles with filtered air.
- Relocate work to less smoky areas.
- Reschedule work for a time with less smoke pollution.
- Avoid work that creates dust, fumes, or smoke.
- Reduce work intensity.
- Provide additional rest periods.
- Provide respirators, such as an N95.

Protecting Indoor Workers

- The Washington State Department of Health provides information on improving indoor air quality during wildfire smoke events at https://doh.wa.gov/sites/default/files/legacy/ Documents/Pubs/333-208.pdf.
- Air quality will be monitor during potentially hazardous days by checking the EPA's Air Now air quality index (AQI): airnow.gov.

Respirators

- When chosen and worn correctly, respirators can reduce exposure to wildfire smoke. One common type of respirator suitable for protection against wildfire smoke is a NIOSH certified N95 filtering facepiece respirator. Please note that KN95 masks and other types of face coverings will not give adequate protection from the very small particles in wildfire smoke.
- Learn how to wear a filtering facepiece respirator from OSHA's Seven Steps to Correctly Wear a Respirator at Work: www.osha.gov/sites/default/files/ publications/OSHA4015.pdf.
- The City provides respirators for voluntary use to protect against wildfire smoke exposure. Please refer to WAC 296-842 *Respirators* for information and requirements for safe respirator use in the workplace.

Worker Rights

Workers entitled to Washington state's paid sick leave protections may be entitled to use accrued paid sick leave to care for themselves or a family member whose health has been affected from exposure to wildfire smoke. Additionally, workers may use accrued paid sick leave if their child's school or place of care, or the employer's business or worksite has been shut down by a public official due to health-related reasons resulting from exposure to wildfire smoke and/or high temperatures. For more information about WA State's Paid Sick leave protections, please visit www.Lni.wa.gov/SickLeave.

Workers can file safety, wage, hour, and leave complaints by contacting any L&I office, calling 1-800-4BESAFE (1-800-423-7233), or by visiting: www.Lni.wa.gov/SafetyComplaints.

Regulatory Requirements

Rulemaking is currently underway for a permanent wildfire smoke workplace safety rule. More information regarding the proposed wildfire smoke rule is available at www.Lni.wa.gov/go/ F417-302-00.

Links: Wildfire Smoke Safety Program

SECTION 3

3.1 MATERIAL HANDLING & LIFTING

Material handling is defined as using any part of the body to lift, move, push, pull, retrieve, carry, or climb with any materials such as people, inventory, merchandise, tools, raw materials, or supplies found in the work environment. Overexertion can cause sprains/strains injuries to our musculoskeletal system causing pain and discomfort. Other factors to consider that can contribute in causing these injuries are:

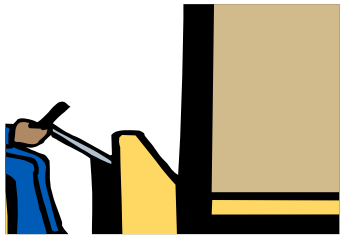
- Poor physical fitness
- Lack of flexibility
- Participation in certain recreational activities
- Emotional stress
- Lack of rest
- Poor back support when sleeping
- Poor posture when sitting and standing for long periods
-

You as an employee have the greater control of these factors and should be considered in your overall health concerns.

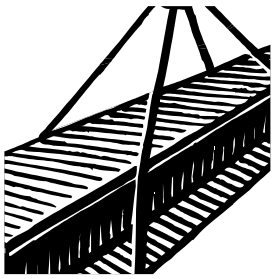
As your employer, the City of Oak Harbor will focus on factors that can be controlled in the workplace and implement engineering, administrative or training controls to eliminate or reduce hazards on the job that can contribute to musculoskeletal injuries.

Priorities for Risk Control

1. Eliminate need for manual materials handling by using mechanical aids such as:
   - ♦ Lift tables
   - ♦ Lift trucks
   - ♦ Hoists and cranes
   - ♦ Drum and barrel dumpers
   - ♦ Conveyors



2. Change work area layout by:
   - ♦ Changing height of work level.
   - ♦ Changing worker level.
   - ♦ Providing all material at work level.
   - ♦ Minimizing horizontal distance between operator and load.
   - ♦ Decreasing vertical distance load travels.
   - ♦ Limiting stacking heights to shoulder height.
   - ♦ Keeping heavy objects at knuckle height.



3. Decrease job demands by decreasing object weight by:
   - ♦ Assigning the job to 2 or more persons.
   - ♦ Distributing the load into 2 or more containers.
   - ♦ Reducing container weight.
   - ♦ Reducing hand force.

4. Change type of manual materials handling activity by:
   - ♦ Changing from lifting to lowering.
   - ♦ Changing from carrying to pulling.
   - ♦ Changing from pulling to pushing.

5. Maximize time to perform job by:
   - ♦ Reducing frequency of activities.
   - ♦ Incorporating work/rest schedules.
   - ♦ Utilizing job rotation

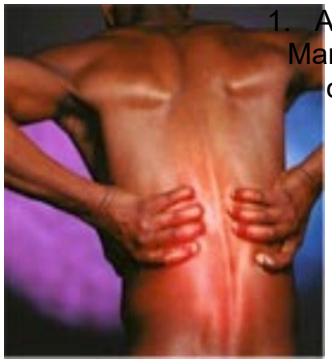
MATERIAL HANDLING & LIFTING (continued)

Rules of Thumb

6. Weights greater than 30 pounds for men and women are usually excessive.
7. Pushing is preferable to pulling.
8. Do not set something on the floor, which has to be picked up again later. Keep objects at work level.
9. Mid-range height (area between knuckles and shoulders) is the best height for manual handling.

Lifting

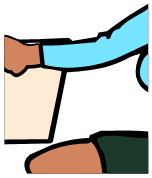
Lifting is one of the most dangerous activities for the spine. The neutral position MUST be used to reduce the risk of injury. Lifting in a neutral position allows the larger and more powerful leg muscles to do the lifting.



1. Avoid manual lifting whenever possible. Manual lifting is one of the most common causes of workplace injury. If you are doing manual lifting, you are at risk for injury. Use mechanical means when possible.
2. The closer the object, the easier it is to lift.
3. Avoid twisting as you lift to help keep your back strong and free from injury.
4. Use lifting handles whenever possible.
5. Good firm footing is a must.

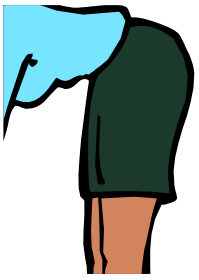
How to lift properly

1. Squat down close to the object; maintain a natural curve of back.
2. Test the weight of the object by lifting or tilting a corner.
3. If the object is too heavy:
   - ♦ Divide into smaller loads.
   - ♦ Get someone to help.
   - ♦ Use a mechanical device.



Right

- Grasp object firmly.
- Keeping the object close in, lift it while straightening the legs and tightening the stomach and buttock muscles.
- Never twist or jerk the body.
- Avoid lifting to the side.
- Avoid overextending and reaching too far.



Wrong

How to carry an object

1. Select a clear route of travel and maintain an awareness of surface conditions.
2. Keep a firm grip on the object and carry it close to the body.
3. Do not allow the load to obstruct your view.
4. Do not twist the body; change direction by moving the feet.

How to set an object down:

1. Face the spot where the object is to be placed.
2. Squat down, maintain a natural curve of back.
3. Lower object, first on to one corner or onto a support to avoid finger injuries.
4. Lower the object into final position keeping fingers out of the way.

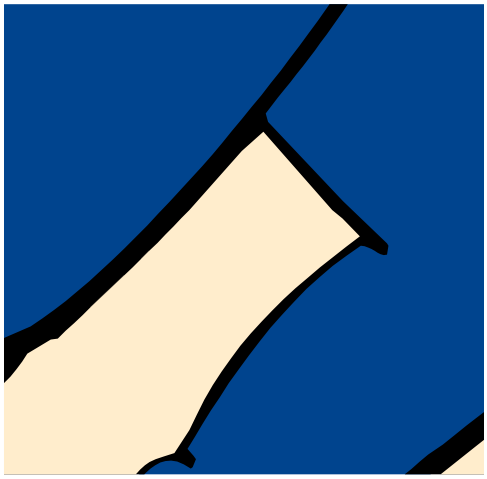
Get Help with Large Loads

3.2 HOUSEKEEPING (WAC 296-800-220)

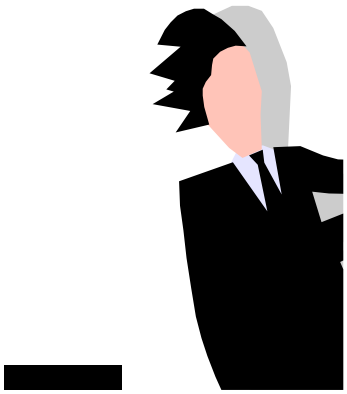
Close attention to good housekeeping and office safety encourages teamwork, prevents accidents and creates a wholesome and productive work environment.

Good housekeeping is one of the most important factors in maintaining a safe job. Numerous workers in the industry are injured each year because they trip, stumble or step on objects that are in their way. These accidents are often blamed on the worker's carelessness in not looking where they are going. Actually, these accidents are the direct result of poor housekeeping. When you see something lying around stop and take the time to put it in its proper place. Don't wait for someone else to do it, even though they may be the one who left it there.

- Report all injuries, regardless of severity to your supervisor.
- Walk cautiously up and down stairs; Use the handrail whenever possible.
- Use caution when opening a door onto a stairwell and walking past doors in stairwells.
- Keep floors, landings, and stairs free of debris.
- Close drawers of desks and file cabinets when not in use.
- Boxes, chairs, etc., shall not be used in place of ladders.
- Keep the floor free of tripping hazards such as telephone cords, electric extension cords, and paper cartons.
- Store material on shelves in a manner to prevent falling; heavy objects should be placed on lower shelves.
- Report unsafe electrical cords, faulty electrical or other equipment, or any other hazardous condition promptly to your supervisor.



3.3 SLIPS TRIPS & FALLS



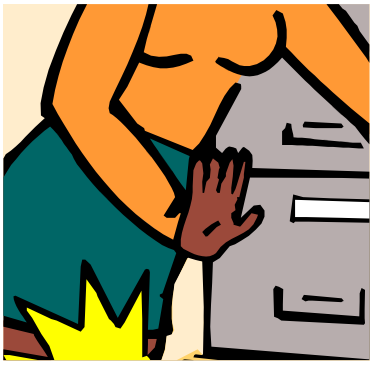
Slips, trips and falls are a leading cause of accidents in the workplace. Injuries can occur anywhere at any time. Surfaces such as asphalt, sidewalks, wooden, tiled, or carpet-covered floors, special surfaces on stairs and conveyances (moving sidewalks, escalators, and elevators) can present serious tripping, slipping, or falling hazards.

Walking surfaces can change substantially when people track in mud, snow, dirt and moisture. Outside weather conditions can often produce wet and slick surfaces. Holes in asphalt or unexpected obstructions in sidewalks can be a potential cause for injury. Torn or curled-up carpet or floor coverings are other areas of concern. Liquid spills in bathrooms, coffee shops, lunch rooms etc. can be unseen or undetected.

Guidelines

- Be aware of floor surfaces. Look at path of travel for obstacles.
- Clean up spills-even if you didn't do it.
- Wear appropriate shoes in adverse weather conditions. (no heels on ice or slick surfaces).
- Report any hazards.

Poor housekeeping is another cause for slips, trips and falls. Open drawers, boxes in aisles, extension/computer cords, debris or objects, or cramped and crowed space are some examples of this.



- Keep drawers closed when not in use. Open one at a time.
- Pick up after yourself. Everything should be put away after it is used.
- Do not use extension cords.
- Report hazards.

Inadequate illumination can contribute to slips, trips and falls. Light values at floor level should be uniform with no glare or shadows. There should be no violent contrasts in light levels between floor areas.

- Report areas where lighting has gone out and bulbs need replacing to your supervisor or maintenance.

Other factors causing slips, trips and falls include:

- Person's age
- Illness
- Emotional disturbances
- Fatigue
- Lack of familiarity with environment
- Poor vision

3.4 ELECTRICAL HAZARDS (WAC 296-800-280)

The easiest way to reduce the possibility of electrocution is to:

- Use Ground Fault Circuit Interrupter (GFCI)
- Make sure extension cords are not frayed.
- Make sure equipment is grounded.
- Receptacles are mounted and secured.
- Panel boxes are covered.
- Do not use extension cords to suspend lighting.
- Do not use extension cords as permanent wiring.

What is a GFCI?

GFCI is a fast acting circuit breaker which senses small imbalances in the circuit caused by current leakage to ground and, in a fraction of a second, shuts of the electricity.

The GFCI continually matches the amount of current going to an electrical device against the amount of current returning from the device along the electrical path. Whenever the amount going differs from the amount returning by approximately 5 milliamps, the GFCI interrupts the electrical power within as little as 1/40 of a second. Why does the GFCI cut the flow at 5 milliamps? It only takes 100 milliamps to kill a person.

3.5 LADDERS (WAC 296-876)

Supervision is responsible to assure that all ladders used in their assigned area are regularly inspected and that defective ladders are replaced or repaired.

Purchasing department shall insure that all ladders purchased meet the specifications of the ANSI codes for metal or fiberglass ladders.

Placement

1. All ladders must be fully secured before being climbed. Portable ladders shall be equipped with safety feet or with sharp spurs. When necessary, ladders will be securely lashed at the top and or bottom. When appropriate, safety hooks will be utilized to secure ladders at top.
2. Only ladders of proper length shall be used. Any alteration to a ladder is strictly prohibited.
3. Step ladders shall be fully opened and locked in place during use.
4. Ladder placement shall be so positioned that for every 4 feet of height, the base will be located 1 foot away from the vertical plain. This ratio is 4 to 1or 25% of the total height.
5. Ladders shall not be placed in front of doors opening toward the ladder unless the door is blocked open, locked, or guarded.
6. When a ladder is being used in an open traffic area or where there is a danger of it being knocked over, a workman shall be stationed at the foot of the ladder.
7. Ladders shall not be used in a horizontal position as a platform, runway, scaffold, or any other purpose except that for which they were designed.
8. Rubber safety feet are recommended for hard surfaces such as wood or concrete. Safety spurs will be used on soft surfaces.

9. No ladder shall be used to gain access to a roof unless the top of the ladder extends at least 3 feet above the point of support.
10. Fixed ladders erected in areas in which a stairway cannot be constructed must be of steel. When fixed ladders exceed 20 feet in height, a cage or basket guard (beginning not more than 8 feet above grade) shall be provided. The ladder must have a minimum front clearance of 6 1/2-inches, and a minimum side clearance of 15-inches measured from the centerline. Side rails on permanent ladders should extend 3 ft. 6in. above landings.

Climbing Ladders

1. Examine ladders before each use. If broken, cracked, or defective in any way, the ladder shall be tagged for immediate repair or destruction and removed from work area.
2. Face ladder when climbing up or down.
3. Use rungs for climbing and descending, not side rails.
4. Keep body centered between side rails; move the ladder as needed. Don’t reach.
5. Do not slide down, jump off, or run on a ladder.
6. Keep hands free while climbing ladders. Carry small objects in pockets or on belts; use hand lines for larger items.
7. Before climbing a ladder, make sure it is clean, free of grease, oil, mud, snow, or other slippery material. Keep your shoes clean.
8. When working from a stepladder over five feet high a workman shall not stand on a step higher than the third step from the top of the stepladder.

LADDERS (continued)

9. Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top of stepladders.
10. Do not climb a ladder already occupied by another person.
11. Hook safety chains onto elevated platforms that have more than one access. Chains may be unhooked on unoccupied platforms having only one access.
12. No type of work shall be performed on a ladder over 25 feet from the ground that requires the use of both hands to perform the work, unless a safety harness is worn and the safety lanyard is secured to the ladder.
13. Any work that requires eye protection, respirators, or handling of pressure equipment, shall not be performed from a ladder more than twenty-five feet above the surrounding surface.

These are NOT ladders!

This is a ladder!

3.6 MACHINERY (WAC 296-806)

Accidental contact with machine parts can lead to personal injury, amputations, or death. The following hazards, among others, can be associated with working around machinery:

- Cuts or lacerations from blades or shard edges,
- Crushing injuries from moving parts,
- Pinching or crushing from nips such as belts or pulleys,
- Being caught or snagged by turning or rotating equipment,
- Machine failure from overloading or excessive wear,
- Use of machinery beyond its design capabilities,
- Contact during maintenance or repair operations.

Operator Training

Employees will not be allowed to operate any machinery until they are properly trained. Training must include:

- Instruction on the safe use and operation of each specific machine
- Operational capabilities and limitations of each machine;
- Specific hazardous points of operation, and any associated guarding requirements;
- Inspection and maintenance requirements to ensure safe condition.
- Refer to the manufacturer's manual and follow all guidelines and recommendations.

Written records should be kept for all training conducted. Records should include the name of the operator, date of training, and name of the person giving the training.

Requirements for All Machines

General Requirements

Make sure all stationary machines do not move or change position during use. If machinery can walk or move during use, secure it or install rubber feet or pads to prevent movement. If it has the capability or tipping or falling over, you must secure it.

Make sure the areas in front of machinery cannot cause employees to slip due to oil or surface condition. These areas need to have non-slip matting, grating, or a floor composition or treatment that prevents slipping.

Areas around the machinery must be arranged so there is enough space for employees to bring in and remove materials safely. Make sure there is enough space around the machinery so that operators do not have to stand in the way of traffic, and they can clean or handle material without interference from other workers or machines.

Each machine must have controls that will stop the machine and can be reached by the operator from their normal position, without having to reach into any hazard areas. Emergency Stop controls must be red in color, maintained in good working condition, and have to be manually reset before the machine can be restarted.

All foot controls must be located or guarded so that it is unlikely that they are accidentally operated. All machines must be operated within their rated speed.

Machine Guarding

Protect workers from hazards such as the following:

- Nip or shear points

- Rotating or revolving parts
- Reciprocating or other moving parts
- Flying objects such as chips or fluids
- Other points of operation or moving surfaces

Guard equipment using one of the following means:

- Guards – Guards must be strong and durable, prevent body parts from reaching into and prevent parts from being thrown out, must not have openings large enough to allow body parts to contact hazards, and cannot create any additional hazards to the operator.
- Devices – Devices must stop the motion of the equipment before an employee comes in contact with it, must be manually reset before the machine can start, and be designed to prevent body parts from being in contact with hazardous parts during operation.
- Safeguarding by distance – must ensure 7 feet vertical separation from working surfaces, and horizontal distance as per WAC 296-806 Table 200-2.
- Safeguarding by location – Guardrails must have a smooth surface, have a top rail 39 to 45 inches high and a mid-rail, and be able to withstand 200 pounds.

Specific Machine Hazards

Abrasive Wheels:

- Make sure abrasive wheels are in safe condition and do not have gouges, grooves, or other damage. Damaged or cracked wheels must not be used. When mounting a new wheel, visually inspect it and perform a ring test. Make sure the wheel is designed and appropriate for the machine.
- Make sure a safety guard covers the spindle end and nut.
- Make sure the tongue guard is adjusted to be within 1/4 inch of the wheel
- Make sure the work rest is adjusted to be within 1/8 inch of the wheel

Lathes:

- Make sure a shield or guard is in place to prevent chips or coolant from contacting the operator.
- Make sure a chuck guard is in place anytime parts extend beyond the outside diameter
- Make sure chips are not removed by hand
- Make long pieces that extend beyond the lathe are guarded by barriers and restrained to prevent whipping

Table Saws:

- Make sure only skilled employees sharpen or replace blades
- Use push sticks, blocks, or jigs to safely feed material
- Each saw must have a guard that covers the exposed blade and can adjust
- Make sure the saw has a spreader and anti-kickback fingers when ripping boards

3.7 FORKLIFTS (WAC 296-863)

The following hazards, among others, can lead to personal injury or death:

- Tip-overs,
- Driving off docks or platforms,
- Objects falling from the forks,
- Injuries during mounting or dismounting,
- Overloading the capacity,
- Uneven ground or surfaces,
- Contact with objects,
- Pedestrians stuck by the forklift.

Operator Training

Employees will not be allowed to operate any forklift until they are properly trained. Training must include:

- Formal instruction such as lecture and discussion, interactive computer learning, video tapes, and/or written material.
- Practical training such as demonstrations done by the trainer and practical exercises performed by trainees;
- An evaluation of the trainee's performance;
- A re-evaluation at least every 3 years, and refresher training following an accident or unsafe behavior.

Written records will be kept for all training and evaluations. Records will include the name of the operator, date of training, date of the evaluation, and name of the person giving the training or evaluation.

What to do Before Operating a Forklift

Pre-start Inspection

Prior to each work shift, a pre-start inspection will be conducted to verify that the equipment and all its components are in safe operating condition. Follow the manufacturer's recommendations and include a check of:

Vehicle components

- Proper fluid levels (oil, hydraulic, fuel and coolant);
- Leaks of fluids;
- Wheels and tires;
- Battery and charger;
- Operator controls;
- Horn, gauges, mirrors, lights and backup alarms;
- Steering and brakes;
- Seatbelts;
- Hydraulic, air, pneumatic, fuel and electrical systems;
- Missing or unreadable placards, warnings, or operational, instructional and control markings;
- Mechanical fasteners and locking pins;
- Backrest and forks or other attachments;
- Loose or missing parts.

Do not operate any forklift if any of these components are defective until it is repaired by a qualified person. Remove defective forklifts from service (tag out) until repairs are made.

What to do While Operating a Forklift

Operation:

- Operate the forklift according to the manufacturer's instructions.
- Make sure a copy of the manual is kept on the forklift at all times.
- Never operate a forklift that is damaged, needs repair, or has an unsafe condition.
- Make sure all warning labels and nameplates are in place and legible.
- Keep the forks lowered when not in use.
- Shut off the power and set the brakes when the forklift is unattended.
- Always wear your seatbelt.
- Do not override hydraulic, mechanical, or electrical safety devices.

Loading:

- Make sure loads are stable and safe.
- Do not exceed the load-capacity limits
- Place the forks or attachment under the load as far as possible and tilt the mast backward for stability.
- When loading/unloading highway trucks, make sure the trailer is secured with chocks or blocks.

Travelling:

- Keep a safe distance from the edges of ramps, platforms, or other open surfaces.
- Drive at a speed that allows you to stop safely.
- Reduce speed when turning or on slippery surfaces.
- Keep the load trailing if it obstructs the operator's forward view.
- Use the horn to warn pedestrians when travelling around corners or other obstructions.
- Do not drive with the forks raised.
- When on an incline, keep the load on the uphill side.

Refueling:

- Shut off the engine before refueling.
- For propane, always wear Personal Protective Equipment when refilling tanks
- Propane refueling stations should be protected from damage and have a fire extinguisher available.

Batteries:

- Always wear Personal Protective Equipment when maintaining batteries.
- Battery charging areas need to have posted No Smoking signs and fire protection
- An eyewash may be needed depending on employee exposure

3.8 AERIAL LIFTS

The following hazards, among others, can lead to personal injury or death:

- Fall from elevated level,
- Objects falling from lifts,
- Tip-overs,
- Ejections from the lift platform,
- Structural failures (collapses),
- Electric shock (electrocutions),
- Entanglement hazards,
- Contact with objects, and
- Contact with ceilings and other overhead objects.

Operating Training

Only trained and authorized personnel are permitted to operate aerial lifts. Trainees will operate the lift, under the direction of a qualified person, for enough time to demonstrate proficiency. Training will include all manufacturer requirements and those listed under WAC 296-869-20025. Operators will be retrained whenever observation or evaluation deems necessary.

What to do Before Operating an Aerial Lift

Pre-start Inspection

Prior to each work shift, a pre-start inspection will be conducted to verify that the equipment and all its components are in safe operating condition. All manufacturer's recommendations will be followed for inspection and maintenance.

Employees will not operate any aerial lift if any of these components are defective until it is repaired by a qualified person. Defective aerial lifts will be removed from service (tag out) until repairs are made.

Work Zone Inspections

Work zones will be inspected for hazards, and corrective actions taken to eliminate such hazards before and during operation of an aerial lift. Items to look for include:

- Drop-offs, holes, or unstable surfaces such as loose dirt;
- Inadequate ceiling heights;
- Slopes, ditches, or bumps;
- Debris and floor obstructions;
- Overhead electric power lines and communication cables;
- Other overhead obstructions;
- Other hazardous locations and atmospheres;
- High wind and other severe weather conditions, such as ice; and
- The presence of others in close proximity to the work.

What to Do While Operating an Aerial Lift

Fall Protection:

- Ensure that access gates or openings are closed.
- Stand firmly on the floor of the bucket or lift platform.
- Do not climb on or lean over guardrails or handrails.
- Do not use planks, ladders, or other devices as a working position.
- Use a body harness with a lanyard attached to the boom or bucket.
- Do not tie-off to adjacent structures or poles while in the bucket.

Operation/Traveling/Loading:

- Do not exceed the load-capacity limits. Take the combined weight of the worker(s), tools and
- materials into account when calculating the load.
- Do not use the aerial lift as a crane.
- Do not carry objects larger than the platform.
- Do not drive with the lift platform raised (unless the manufacturer's instructions allow this).
- Do not operate lower level controls unless permission is obtained from the worker(s) in the
- lift (except in emergencies).
- Do not exceed vertical or horizontal reach limits.
- Do not operate an aerial lift in high winds above those recommended by the manufacturer.
- Do not override hydraulic, mechanical, or electrical safety devices.

Overhead Protection:

- Be aware of overhead clearance and overhead objects, including ceilings.
- Do not position aerial lifts between overhead hazards if possible.
- Treat all overhead power lines and communication cables as energized, and stay at least 10 feet
- (3 meters) away.
- Power utility or power line workers will de-energize power lines in the vicinity of the work.

Stability in the Work Zone:

- Set outriggers on pads or on a level, solid surface.
- Set brakes when outriggers are used.
- Use wheel chocks on sloped surfaces when it is safe to do so.
- Set up work zone warnings, such as cones and signs, when necessary to warn others.

Insulated aerial lifts offer protection from electric shock and electrocution by isolating you from electrical ground. However, an insulated aerial lift does not protect you if there is another path to ground (for instance, if you touch another wire). To maintain the effectiveness of the insulating device, do not drill holes in the bucket.

3.9 WELDING

The following hazards, among others, can lead to personal injury or death:
Electrical shock

- Burns from open flame,
- Blindness or damage to eyes,
- Compressed gas cylinders,
- Contact with chips or slag,
- Fire or combustion,
- Smoke or fumes

General Requirements

Employees will be trained on the type of welding equipment and techniques for their jobs

- Notify others in the area that welding work will need to be done.
- Inspect welding equipment before each shift.
- Take any damaged equipment out of service.
- Before welding begins, the work area must be cleared of all flammable or combustible materials.
- A hot work permit will be filled out and authorized prior to the work.
- Fire extinguishing equipment will be immediately available at the work area.
- If needed, additional personnel will be staged to immediately respond to fire hazards.
- Either natural or mechanical ventilation will be provided and maintained to remove smoke and fumes.
- Once welding is complete, inspect and monitor the area for at least 30 minutes for fire hazards.

Protective Equipment

- Welding hoods are required and will be provided by the City.
- Employees will wear flameproof gauntlets or gloves during welding operations.
- Other leathers, such as aprons or jackets, will be used when task appropriate.
- Head and shoulder protection will be worn for all overhead work.

Gas Welding

- All cylinders will be stored upright, secured, and capped when not in use.
- Cylinders will be transported safely on either vehicles or carts.
- Cylinders will not be taken into confined spaces.
- Oxygen cylinders will be separated at least 20 feet from fuel-gas cylinders or other combustible material.
- Hoses and cylinders will be properly labeled or color coded to distinguish the type of gas.
- Follow proper procedures when connecting or removing a regulator.
- All torches will be inspected at the start of each shift.

Arc Welding

- Inspect all cables, leads, and grounds before each shift.
- Ensure that structures or frames used as grounds are mechanically continuous and adequate.
- Remove electrodes from the holders when unattended.
- Use screens or shields to protect other workers from the light of the arc.

3.10 HAND TOOLS – CARE & USE

Common types of Hand Tools; Use the right tool for the right job:

- Wrenches: open, pipe, socket
- Impact: drift pins, chisels, wedges
- Hammers
- Screw drivers
- Cutting: knives, axes, saws machetes
- Shovels
- Rakes
- Hoes

Inspection and Use Guidelines:

- Maintain in serviceable condition.
- Check handles for cracks, splinters, and taped repairs.
- Wear proper PPE.
- Do not carry sharp-edged tools in pockets.
- Keep sharp-edge tools sharp.
- Cut away from body.

Wrenches:

- Must not be used if sprung or worn to the point that slippage occurs.

Impact:

- Keep free of mushroomed heads.

Axes:

- Must be sharp.
- Check head for burrs or deep grooves.
- Head securely fastened to handle; when in doubt insert a wedge.
- Check handles for cracks, splinters, and taped repairs.

Saws:

- Make sure saw body is straight.
- Inspect for sharpness and missing teeth.
- Check handles for cracks and that the blade is securely attached.

Knives:

- Must be sharp.
- No burrs or nicks.
- Cut away from body.
- Never cut on items held between the knees or legs.

3.11 POWER TOOLS (WAC 298-807)

General

All rotating shafts, spindle, belts, fittings and other projections must be guarded. Machinery intended for stationary use must be secured from tipping over.

Common Types of Power Tools

Electric power operated tools, drills, saws, grinders

- Must be double insulated or grounded.
- Do not hoist or lower using the electric cords.
- Inspect cords and connections; if damaged, have them replaced.
- All power saws shall have guarding to protect the operator from contact with moving saw teeth.
- Use retractable guards when possible.

Pneumatic Power Tools

- Secure tool hose by whip check.
- Connections to be clipped.

- Do not exceed the manufacturer's safe operating pressure.
- All hoses exceeding ½" I.D. shall have a safety device at the source of supple or branch line to reduce pressure in case of hose failure.
- On nailers and staplers operating at over 100 psi,a safety device is required to prevent firing unless muzzle is in contact with work surface.
- When cleaning with compressed air, 30 psi is maximum pressure and then only with PPE and chip guarding.

Inspect all hoses and fittings; if damaged, have them replaced.

Abrasive Wheels

- Guards must be in place.
- Ring test prior to use.
- Use safety glasses and face shield.
- Must have safety guards that expose only the proper amount of wheel surface.

Bench Grinders

- Tool rest with 1/8" of grinding wheel
- Tongue guard with ¼" of grinding wheel

3.12 MOTOR VEHICLE DRIVING (WAC 296-865)

Driving is the primary mode of travel for 90% of all licensed persons 16 years and older. It is an activity that most people enjoy and one that must be correctly learned and properly practiced if injury is to be prevented.

Each year, nearly one driver in eight is involved in a reportable crash. Only 10 percent of drivers recognize this statistic. Thirty percent believe their chances of a collision are one in a thousand. As a result, most drivers let their guard down when they're behind the wheel and aren't aware of conditions that can lead to crashes.

As a City employee commuting to work, carpooling, driving a City owned vehicle or other work-related driving task, we want you to arrive to work and home safely. Lack of awareness is a major factor in traffic crashes and many drivers do not relate "risk" to driving. Managing risk when you drive involves controlling visibility, time, and space, and being aware of the amount of traction available.

The following are guidelines that can help you assess conditions more accurately, predict the actions of other roadway users, and make decisions with a more realistic concept of the consequences.

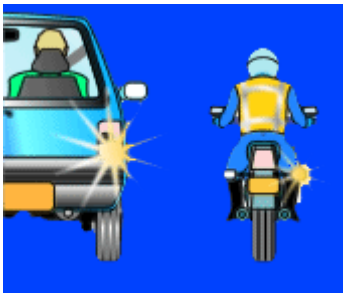
1. Inspect The Vehicle:
   - ♦ Walk around and inspect outside before entering.
   - ♦ Check tires for proper inflation.
   - ♦ Check oil/gas levels.
   - ♦ Check mirrors for proper alignment.
   - ♦ Make sure lights, signals, windshield wipers and instruments are working properly.

2. Develop Visual Habits:
   - ♦ Concentrate on path of travel.
   - ♦ Look well ahead.
   - ♦ Scan the scene constantly.
   - ♦ Look through rear window and turn head while backing up.
   - ♦ Be aware of signs, signals and roadway markings.
   - ♦ Look for pedestrians, bicycles, obstructions.

3. Time And Space Considerations:
   - ♦ Maintain 2-3 second following distance behind other vehicles.
   - ♦ Allow 2 seconds distance to the rear.
   - ♦ Allow at least one car width of space to one side.
   - ♦ Adjust speed for road, traffic, sight or weather conditions.

4. Communication With Other Drivers:
   - ♦ Use proper turn/hazard/brake signals.
   - ♦ Position car to be seen.
   - ♦ Turn lights on for safety.
   - ♦ Use the horn to warn.
   - ♦ Use appropriate body actions and gestures (eye-to-eye contact).

- ♦ The number one cause for Workplace fatalities in the United States is motor vehicle accidents.
- ♦ Driving is the single most dangerous activity people engage in on a daily basis.
- ♦ One American dies every 11 minutes in a motor vehicle accident.



MOTOR VEHICLE DRIVING (continued)

5. Adverse Driving Conditions And Emergencies:
   - ♦ Clear windshield, rear windows.
   - ♦ Slow for adverse weather conditions.
   - ♦ Pull off roadway and wait for rain or snow to ease if
   - ♦ needed.
   - ♦ Use low beams and slow down for foggy conditions.
   - ♦ Adjust speed for glare and reduced visibility for night
   - ♦ driving.
   - ♦ Pump brakes, shift to low gear or use emergency brake if brakes fail.
   - ♦ Avoid driving around bedtime or for long periods of time.
   - ♦ Firmly hold the steering wheel and steer straight if a blowout occurs.

6. Obey Laws/Safety Precautions:
   - ♦ Wear seatbelts (all passengers over 5 years old).
   - ♦ Use child restraint laws.
   - ♦ Lock doors.
   - ♦ Don’t drink or abuse drugs and drive.
   - ♦ Don’t drive while fatigued. Stop and rest.
   - ♦ Don’t drive while emotionally, or mentally upset.
   - ♦ Pull over for emergency vehicles.
   - ♦ Obey construction site rules/signs.
   - ♦ Adhere to speed limits.
   - ♦ Do not use cell phones while driving.

3.13 VEHICLE ACCIDENT REPORTING PROCEDURE

1. Stop immediately to investigate.
2. Protect the scene of the accident to prevent further injury or damage.
3. Call 911
4. Render assistance to injured parties.
5. Report the accident to your supervisor immediately.
6. Fill out the Accident Report at the scene.
7. Return completed forms to your immediate supervisor within one business day following the accident.

FORMS:

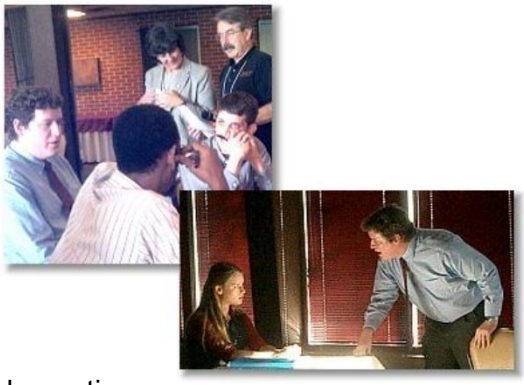
Incident Report
Injury Report
Accident-OSHA Form

3.14 VIOLENCE IN THE WORKPLACE

Violence in the workplace causes a significant number of workplace fatalities and injuries throughout the United States. Every week, about 20 workers are murdered in the United States. Workplace fatality data shows that assaults and other violent acts are among the leading causes of work-related deaths in a number of states. For women violence is the leading cause of workplace fatalities in the United States.

The following types of violence illustrate different characteristics of workplace violence and ways violence may present itself. Each involves different risk factors and means of preventing or responding to the potential violent incident.

1. Violence by strangers
2. Violence by customers or clients
3. Violence by co-workers
4. Violence by personal relations



The City of Oak Harbor is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

All managers, supervisors and employees are responsible for implementing and maintaining our WVPP Program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred.

Our program will ensure all employees adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace. It includes:

- Informing all employees about the WVPP.
- Evaluating workplace security measures.
- Recognition of workplace security hazards and risk factors associated with the four types of violence.
- Providing training and/or counseling to employees who need to improve work practices to ensure workplace security.
- Disciplining employees for failure to comply with established practices.
- Providing training designed to address specific aspects of workplace security unique to our establishment.
- Posting or distributing workplace security information.
- Providing a system for employees to inform management about hazards or threats of violence.
- Establishing procedures for protecting employees who report threats from retaliation.
- Complying with all Federal and State record keeping requirements.
- Conducting periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence assessing all four types of violence listed above.
- Annual reviewing and evaluating program safety and security measures.

3.15 SAFETY TRAINING (WAC 296-126)

Safety training will be provided for all employees as an essential part of implementing the Accident Prevention Program. This training is conducted for new employees before they begin working at our establishment and on-going for staff as needed and appropriate. These courses include:

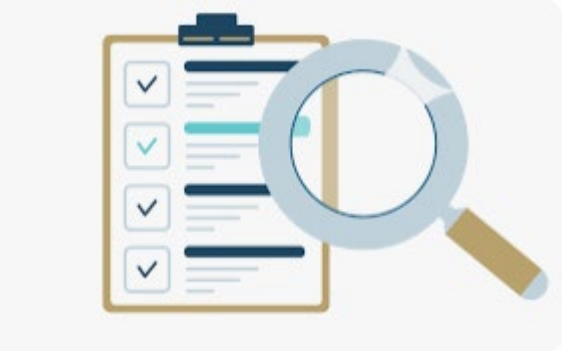
- New Employee Orientation
- Ergonomics
- Material Handling
- First Aid/CPR
- Hearing Conservation
- Personal Protective Equipment
- Hazardous Communication
- Electrical Hazards
- Blood Borne Pathogens
- Asbestos
- Crystalline Silica
- Ladders
- Hand Tools
- Power Tools
- Machinery
- Lock-out/Tag-out
- Confined Space
- Respiratory Protection
- Safe Lifting
- Emergency Preparedness
- Workplace Violence
- Fire Extinguishers
- Welding
- Forklifts
- Aerial Lifts
- Scaffolds
- Fall Protection

Link: **Association of Washington Cities (AWC) Safety Training Requirements**
Association of Washington Cities (AWC) Safety Training Recommendations and Notes

3.16 FACILITY INSPECTIONS

The City of Oak Harbor conducts facility inspections of those facilities identified to participate in the facility inspection program. The current facilities in the inspection program are:

- City Hall
- Clean Water Facility
- Fire Department
- Marina
    - Harbormaster building
    - Shop
    - Fuel shack
    - Building number 2
- Police Department
- Public Works
    - Building A
    - Building B
    - Building C
    - Building D
    - Annex
- The Center



Purpose

- To annually conduct facility inspections
- To identify and correct safety and risk-related items.

Goal

- To conduct annual facility inspections to assess the level and/or management of risk for safety.
- To use a Safety Review form completed by safety committee members for annual facility inspections.
- To organize follow-up procedures for any items identified that cannot be abated immediately during inspection.
- For all Safety Review forms to be saved in a shared location for Safety Committee members.

Safety Review Form

- The Safety Review facility inspection form covers the areas reviewed in this Accident Prevention Program (APP) including:
    - Safety bulletin board
    - OSHA 300 record keeping
    - Safety committee
    - Hazard assessment
    - Hearing loss prevention
    - Emergency action plan
    - Fire protection
    - Exterior
    - Electrical
    - Outdoor heat exposure (heat stress)
    - Hazardous chemicals (GHS)
    - Confined space
    - Fleet
    - Forklift
    - Material Handling
    - Ladders
    - Fall protection
    - Machine safety & guarding

- Hand & Power Tools
- Bench grinder specific
- Table saw specific
- Lockout/Tagout
- Respiratory protection
- Process safety management
- Return to work