

Safety Manual For City of Emmetsburg

Management Statement of Safety Policy	1
Safety Responsibilities	2
Management and Department Head Safety Responsibilities.....	2
Supervisor Safety Responsibilities.....	2
Employee Safety Responsibilities.....	3
Safety Committees.....	4
Medical Emergency Procedures	5
Injury and Incident Reporting and Investigation	5
Training and Orientation	6
Documentation of Safety Training.....	6
New Employee Safety Orientation.....	6
Hiring Practices	6
Job Descriptions.....	6
Medical Services	7
Designated Physician Policy.....	7
First Aid.....	7
Return To Work Program	8
Outside Contractors	11
Department Self-Inspection Checklists.....	11
Reporting Unsafe Acts/Unsafe Conditions.....	11
Basic Safety Rules	12
General Safety Rules.....	12
Specific Safety Programs and Procedures.....	12
Incident Review Report	13
Safety Policies.....	16
Personal Protective Equipment.....	16
CDL Drug and Alcohol.....	25
Hearing Conservation.....	28
Hazardous Energy Control(Lockout-Tagout).....	36
Confined Spaces.....	46
Hazard Communications.....	78
Bloodborne Pathogens.....	81
Excavation.....	89

The City of Emmetsburg Management Statement of Safety Policy

The success of The City of Emmetsburg depends upon our efficient use of resources to produce a high-quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of Emmetsburg is organized to give each department responsibility for the accident prevention program. All employees at all levels of our workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

(Signature)

(Date)

Safety Responsibilities

Management and Department Head Safety Responsibilities:

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must rely on and assure that all supervisors are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance within your department.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate and support all accident investigation activities.
8. Review accident reports and recommend corrective actions.

Supervisor Safety Responsibilities:

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of each and every supervisor are:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on the City of Emmetsburg worksites and facilities.
2. Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
4. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
6. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
7. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.

8. Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
9. Encourage safety suggestions from employees under your supervision.
10. Obtain prompt first aid for injured employees.
11. Participate in accident or incident investigations involving your employees.
12. Conduct audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

Employee Safety Responsibilities:

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situation or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with the City of Emmetsburg's Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

Safety Committees:

A safety committee should be established by the governing body and be composed of employees representing each department or division. Members of the committee should be chosen from those employees recognized for their good work, are safety conscious and have familiarity with the overall work area and equipment. Employees from various work areas should be represented, both supervisory and non-supervisory. A chairperson needs to be selected who will be responsible for scheduling meetings, notifying committee members, and following up on items discussed. In order to stay on top of things, the committees are encouraged to meet monthly. The committees will have the following responsibilities:

1. Review accident/injury investigation reports from all departments to see if corrective measures need to be implemented.
2. Ensure inspections are conducted in each department's work areas, tools and equipment to identify safety hazards and recommend ways to correct hazards.
3. Coordinate the development of safety rules and safe work methods.
4. Coordinate safety training between departments when possible. This may include films, speakers and exhibits.

Workplace Medical Emergency Procedures

The following actions should be taken in the event of a workplace medical emergency:

1. Call **911**
2. Make sure site is safe before providing assistance.
Do not attempt rescue alone!
3. Provide assistance to injured person.
4. Notify Supervisor, contact **Company Nurse (888-770-0928)**.

Injury and Incident Reporting and Investigation

Many incidents and injuries occurring in the workplace or that involve equipment and property are preventable. In order to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, action shall be taken to prevent recurrence. An Accident/Injury Investigation Form has been developed to facilitate the investigation. The assigned investigator shall complete this form and a copy will be forwarded to the department head and safety committee as applicable for the following incidences:

1. Any work-related accident resulting in an employee needing medical attention.
2. Any work-related accident resulting in damage to property or equipment.
3. Any accident involving a member of the public that could result in a claim being filed against City of Emmetsburg whether it is a personal injury or property damage.

Anytime an employee is involved in an accident with a city vehicle which involves private property, whether there is damage or not, the Police Department should be called immediately. If the Police Department is called on an incident, the police report shall accompany the Investigation Form. This Investigation Form must be completed for an employee who incurs a work-related injury.

Any motor vehicle accident, will require the employee to drug/alcohol tested as soon as it is safe to leave the scene of the accident.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result.

The department head shall provide a written response to any recommendations by the safety committee or the investigator that outlines corrective actions taken by the department.

Copies of all incident reports and corrective actions shall be kept on file with a copy of the OSHA 300 log for the year that the incident occurred in.

Training and Orientation

The **Department head or their designee** will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases.
- New/changes in operations.
- Identified areas of increased accidents.
- Newly identified areas of exposure.
- Annual refresher training required for each program.

Documentation of Safety Training:

Documentation from any training courses attended by employees, supervisors or managers will be kept for recordkeeping purposes. Documentation associated with safety meetings and training will be kept in City Hall. Employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

New Employee Safety Orientation:

Department heads or their designee will provide an orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies/procedures, equipment, etc., that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties.

Hiring Practices

Safety starts with the proper hiring practices to ensure that the person being hired for a position is physically and technically capable of safely performing the task(s).

It is the policy of the City of Emmetsburg that every new employee in the Public Properties Departments must undergo a pre-placement physical. The employee will be directed to the Palo Alto County Health System. The physician performing the physical shall present an opinion as to the employee's ability to perform the task. The costs of the physical shall be paid by the city.

It is the policy of the City of Emmetsburg that every new employee in the Police Department must undergo a pre-placement physical along with mental evaluation. The employee will be directed to the Palo Alto County Health System. The physician performing the physical shall present an opinion as to the employee's ability to perform the task. The costs of the physical shall be paid by the city.

Job Descriptions

It shall be the responsibility of the department head or their designee to provide a copy of the applicable job description to the physician conducting a pre-placement physical for each new employee. Each department head shall be responsible for periodically updating all job descriptions within their department to ensure they adequately reflect the requirements of the job.

Medical Services

Designated Physician Policy

The City of Emmetsburg has designated the Palo Alto County Health System, in Emmetsburg as its workers' compensation authorized treating physician/clinic as provided by law under Chapter 85.39 of the *Code of Iowa*. Employees with a work-related illness or injury will be required to have their initial evaluation with this clinic. If appropriate, and with prior approval from IMWCA, the physician/clinic may make referrals to other specialists.

If an employee decides to go to another provider without the referral from the authorized treating physician/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless seen by the authorized treating physician/clinic.

FIRST AID

Any injury shall be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury.

Medical treatment is mandatory for any of the following:

- Severe chest pains
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness

At least one first aid kit shall be maintained in each occupied building. It is recommended that kits be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. Make sure all employees are advised of the location of the first aid kits.

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials.

Return to Work Program

It is the purpose of this program to provide guidelines for employees injured on the job who are unable to return to his/her regular job classification upon returning to work.

- A. It is the policy of the City of Emmetsburg to provide modified or alternate work for employees injured on the job, and are unable to temporarily or permanently return to his/her regular job classifications. Regular modified and alternate work will be provided as available in compliance with the Americans with Disabilities Act (ADA) and Iowa Workers' Compensation Act.
- B. The City of Emmetsburg will make reasonable accommodations for a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.
- C. The feasibility of reasonable accommodations shall be determined on a case-by-case basis, taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment, and the ability to provide accommodations.
- D. Objectives:
 - 1. To return employees who were injured on the job or off, back to work as soon as possible, as long as there is not significant risk of substantial harm to themselves and others.
 - 2. To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury.
 - 3. To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
 - 4. To retain qualified and experienced employees.
 - 5. To reduce the cost of disability benefit programs.
- E. Temporary Alternate Duty (TAD):
 - 1. The purpose of TAD is to provide temporary work, within medical restrictions, for employees injured on the job. It is defined as modified duties or hours assigned to a worker. TAD is assigned when the physician indicates the employee can return to work but is not yet physically capable of handling the entire job duties normally assigned, and the work-related injury has not reached maximum medical improvement.
 - 2. TAD may be available with medical prognosis indicating that the employee is expected to return to full duty following a course of medical treatments.
 - 3. If an alternate duty position is available an injured employee must be provided with TAD as soon as medically feasible. TAD should be consistent with the employee's physical/mental abilities.
 - 4. Employees in TAD capacity will continue to receive the salary and benefits of his/her job classification. They will be proportionately adjusted in the case of part-time work. The status of the TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD does not normally exceed three months.

5. TAD Procedures:

The department head or workers' compensation designee:

- 1) Informs designated physician about the TAD program and provides a copy of the injured employee's job description to physician.
- 2) Informs the injured employee about the TAD program.
- 3) Informs workers' compensation adjuster of the employee's availability to the TAD program.
- 4) Obtains information regarding medical condition of the employee from the physician(s).

Department representative and/or employee's supervisor, along with workers' compensation designee:

- 1) Develops work assignments on a case-by-case basis, if available, adjusting to medical restrictions.
- 2) Develops appropriate TAD assignments and monitors on-going medical and work adjustments.
- 3) May meet with the injured employee to review TAD status.

Employee:

- 1) Reviews and signs *Appendix A* of the Return-to-Work Program Statement of Acknowledgment.
- 2) When the physician has determined that maximum medical improvement has been reached and the employee is able to perform the essential duties of his/her job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury.
- 3) When the physician has determined that maximum medical improvement has been reached and the employee is unable to perform the essential duties of his/her job with or without reasonable accommodations, the employee may be assigned to a Ninety (90) Day Modified Duty Assignment.
 - a. An employee assigned to a Modified Duty Assignment will report to his/her regular department. The employee shall be assigned to do assignments that he/she is able to do under the restrictions that the physician has placed on the employee.
 - b. Employees placed on Ninety (90) Day Modified Duty Assignments shall continue to receive the salary and benefits of his/her regular job classifications.
 - c. During the Ninety (90) day period, employees on Modified Duty Assignment will be encouraged and afforded opportunities to bid on or apply for other jobs for which they are able to perform the essential functions of the job.
 - d. At the conclusion of the Modified Duty Assignment period, employees who have been unsuccessful in obtaining other jobs for which they are qualified and for which they are able to perform the essential functions, shall be laid off. Laid off employees shall be afforded all rights and benefits included in

applicable collective bargaining contracts and/or personnel policies in effect at the time of the layoff.

F. Permanent restriction resulting from personal injury/illness:

1. Employees who are off work due to personal injuries/illnesses may be required to complete functional capacity examinations before they can return to their former jobs. The cost of such examination will be paid for by the employer.

G. Responsibilities of the employee:

1. To determine appropriateness of a job assignment, an employee who is unable to return to work without restriction is responsible for keeping his department head (or the department head designee) informed of the status of the employee's medical condition.
2. If the employee rejects any assignment which is compatible with medical restrictions, the employee shall not be compensated by the City of Emmetsburg or the City of Emmetsburg's workers' compensation carrier with temporary, partial, temporary total or healing period benefits during the period of refusal (*Code of Iowa*, Section 85.53).

Appendix A

[EMPLOYEE]

Return to Work Program Statement of Acknowledgement

I acknowledge that I have been informed of the City of Emmetsburg's Temporary Alternate Duty (TAD) program, and I understand and agree to abide by the restrictions defined by the attending physician and by the City of Emmetsburg as a condition of my participation in the *Return-to-Work* program.

I further understand that if I do not follow the restrictions placed on me by the physician and the City of Emmetsburg, I may receive disciplinary action up to and including discharge.

Employee

Signature/Date: _____

Documentation:

The City Administrator will maintain records of disciplinary action. Violations of the City of Emmetsburg rules, regulations or procedures will be documented. The document will state the type of violation and corrective action(s) taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation.

Safety Audits and Inspections

Department Self-Inspection Checklists

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, department self-inspections are required. Each department shall develop its own checklist to assist in the inspections. The completed checklist should be submitted to the safety committee and reviewed at safety committee meetings.

Reporting Unsafe Acts/Unsafe Conditions

All employees are encouraged and required to immediately report any unsafe acts or unsafe conditions.

1. Stop work immediately and secure the location or lockout unsafe equipment.
2. Inform immediate supervisor of problem.

Basic Safety Rules

General Safety Rules

1. Each employee will be required to comprehend and abide by the contents of this safety program.
2. All accidents, no matter how minor, shall be reported immediately to the supervisor.
3. All hazardous conditions, actions and/or practices shall be reported to the supervisor.
4. Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.
5. Employees are only to operate equipment/tools that they are trained and authorized to operate.
6. Smoking is prohibited in all City areas.
7. Employees must use all safety devices and personal protective equipment provided for their protection.
8. Employees shall wear clothing and shoes suitable for the particular work they are doing.
9. Employees must use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
10. Guards are never to be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
11. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to disciplinary action.
12. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor as required by the Alcohol and Controlled Substances Policy.
13. Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others or cause property damage.

Specific Safety Programs and Procedures

Employees will be trained on specific programs and procedures in their departments that may include the following:

- A. Personal Protective Equipment
- B. Respiratory Protection
- C. Hearing Conservation
- D. Lockout/Tagout
- E. Confined Spaces Entry
- F. Hazardous Communications
- G. Blood-Borne Exposure Control Plan

Attachment 1

Incident Review Report

Prior to completing this form, the supervisor should review applicable safety procedures, policies and a job hazard analysis to compare the circumstances of the incident to the prescribed guidelines.

Employee name: _____ Date of incident: _____

Location of incident: _____ Time of incident: _____

What task was the employee performing at the time of the incident?

Is there a procedure for this task? **Circle one:** Yes No N/A
If yes, answer the following:

Was employee following procedure? Yes No

If the answer is no, why not?

Were proper tools or equipment being used? Yes No N/A

If the answer is no, why not?

Were tools or equipment in good condition? Yes No N/A

If the answer is no, why not?

Was the correct personal protective equipment (PPE) used? Yes No N/A

If the answer is no, why not?

If the answer is yes, what type of PPE was used?

Was there housekeeping or an environmental problem (i.e. Burnt out light bulbs in stairwell or hoses left on floor)?

Yes No N/A

If the answer is yes, what?

Were immediate corrective steps taken to address causes of the incident? Yes No N/A

If the answer is yes, what?

If the answer is no, why not?

Any recommendations for long-term corrections?

Signature of Immediate Supervisor: _____

Signature of Employee: _____

Attachment 2
Report of Physical Exam

Employee Name _____

Date of exam: _____

Reviewing Physician: _____

Medical History Revealed:

No relevant findings _____

Other _____

Medical Test Performed:

Pulmonary Function Test _____

Vision _____

Audiometry _____

X-rays _____

Other _____

Physical Exam Revealed/Confirmed: _____

Recommendations:

No work restrictions _____

Restrictions to include _____

Other _____

City of Emmetsburg
Personal Protective Equipment (PPE)

TABLE OF CONTENTS

PURPOSE17
PROGRAM ADMINISTRATOR17
EMPLOYER/EMPLOYEE RESPONSIBILITIES17
REQUIRED PROGRAMS17
OTHER RELATED ISSUES.....19
ANNUAL PROGRAM EVALUATION19
PERSONAL PROTECTIVE EQUIPMENT NEEDS ASSESSMENT21
APPENDIX A.....22

Purpose

This program was created to ensure the safety and health of our employees when using personal protective equipment (PPE). Personal protective equipment is designed to protect employees from potential workplace hazards. This program will cause the entity to be in compliance with OSHA regulation Section 1910.132 through 1910.139 regarding PPE.

Program Administrator

Each department head is responsible for hazard assessment required for this program. Upon completion of the assessment, the department head will select and purchase the needed equipment. The department head will then ensure employees are trained on the proper fit, usage and maintenance of the required PPE.

Employees should refer their questions or comments about this program to their department head.

Employer/Employee Responsibilities

Employees shall be trained in PPE usage guidelines, including:

- what PPE is necessary for each situation encountered in the workplace,
- how to properly adjust, put on, wear and remove PPE,
- the limitations of the specific PPE provided by the employer, and
- the proper maintenance, useful life and disposal of PPE.

The employer must retrain if previous training becomes obsolete, there are substantial workplace changes, or if new PPE is introduced.

The employee is responsible for maintenance and storage of PPE as required by specific training.

The selection of the proper PPE shall be made by the employer after a hazard assessment of the job is made.

Required Programs – Based on Employer Assessment of Workplace Hazards

OSHA regulation Section 1910.133 – Eye and face protection

Suitable eye protectors (safety glasses, goggles, face shields, wire mesh masks, etc.) must be provided where there is potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, body fluids, potentially injurious light radiation or a combination of these.

OSHA regulation Section 1910.134 – Respiratory Protection

Devices such as dust masks, canister respirators, self-contained breathing apparatus or other such apparatus must be provided to employees that are exposed to harmful dust, fogs, fumes, mists, gases, smoke, sprays, or vapors. Persons working in oxygen deficient or oxygen enhanced atmospheres must also be protected. Persons using the devices must be fit-tested to the device, tested to see if they are physically able to use the devices, and trained in the use and care of the devices.

OSHA regulation Section 1910.135 – **Head Protection**

Employees working in a location where there is danger of being struck in the head by falling objects or other dangers from above such as electrical hazards must wear head protection. The head protection must meet the requirements of American National Standards Institute (ANSI) Z89.1-1986.

OSHA regulation Section 1910.136 – **Foot Protection**

Persons must have foot and leg protection if their feet are subject to crushing foot injury. The feet must also be protected from puncture by sharp objects, molten metal, hot surfaces, wet and slippery surfaces. This also requires leg protection for persons using chainsaws and other devices that could cause injury to legs.

OSHA regulation Section 1910.137 – **Electrical Protective Equipment**

Persons involved in power generating or power distribution construction and maintenance must be protected from shock, electrocution and burn hazards.

OSHA regulation Section 1910.138 – **Hand Protection**

Workers hands and arms must be protected from cuts, burns, chemicals, bodily fluids and other recognized hazards. Proper hand wear must be selected for the task. Material safety data sheets specify the type of hand wear needed for handling various chemicals.

OSHA regulation Section 1910.139 – **Respiratory Protection for M. tuberculosis**

Respiratory protection must be provided for persons working in locations where exposure to tuberculosis may be encountered. This is an issue for law enforcement and public health personnel.

OSHA regulation Section 1910.95 – **Occupational Noise Exposure – Hearing Conservation**

Hearing protection must be provided for persons exposed to noise levels exceeding limits set forth in 1910.95. The noise level of the workplace must be measured to determine if hearing protection is required. Employees must be tested for hearing capacity to establish a base line for use when succeeding tests are made. The employer must furnish ear protection that will diminish the noise to acceptable levels. Foam earplugs, ear “muffs”, or other suitable method may be used to reduce noise exposure when no other way to reduce the noise level is possible.

Employees’ hearing must be tested annually and compared to the base line test to see if the hearing conservation program is effective. If the tests reveal further hearing loss, the employer must make every effort to further reduce the noise level exposure to the employee.

OTHER RELATED ISSUES

Water hazards

A U.S. Coast Guard approved life jacket or buoyant work vest is required when there is danger of falling into water at the work site. For emergency rescue operations, boats and ring buoys with at least 90 feet of line are required when working over or on water.

Visibility issues

Day workers shall use ANSI Type 2 or better safety orange or safety green vests when working in the road right-of-way and exposed to traffic hazards.

Employees working areas where there is danger of moving vehicle traffic at night or in low light conditions must wear safety vests or clothing with reflective material designed for high nighttime visibility.

Seatbelts

Seatbelt use is mandatory in the state of Iowa when driving a motor vehicle. Employees must use seatbelts when machines or equipment are factory equipped with the devices, except where activities will meet the following exemption:

- While on duty where frequent stops are required and speed is no greater than 25 miles per hour between stops.

This exemption does not apply when on routine patrol, inspection trips, travel to or from work sites, or other such activities, regardless of speed or distance.

Personal wear items

The employer must furnish all PPE, except personal wear items. Personal wear items worn frequently or daily, such as steel-toed footwear or prescription safety glasses are purchased by the employee.

Personal wear items should be replaced on a timely basis, e.g., yearly, every second year or whenever the item is damaged as a result of work activity.



The page was left blank intentionally.

Personal Protective Equipment Needs Assessment

Check each of the types of personal protective equipment that would be minimum required for the listed task.

Tasks or work functions that are performed by employees of the department or division:	Safety Glasses	Hard Hat	Traffic Safety Vest	Hearing Protection	• Muffs	• Plugs	Gloves	• Leather	• Chemical Resistant	• Latex	Face Shield	Chemical Apron	Welding Goggles	Welding Face cover	Welding Gloves	Flame resistant clothes	Safety toed shoes	Di-electric safety shoes	Chainsaw Chaps	Chemical Goggles	Respiratory Protection	• Self Contained	• Air Purifying
Mowing			X	X																			
Weed eating	X		X	X																			
Sanitation route			X																				
Chain saw work	X	X	X	X				X									X		X				
Road signage repair		X	X														X						

Appendix A

To view and download the Section 1910.132 – 139 Personal Protective Equipment Standards from the OSHA web site, use the following link:

http://www.osha-slc.gov/OshStd_data/1910_0132.html

DRUG AND ALCOHOL TESTING PROCEDURES

Revised 10 / 01 / 2020

Effective January 1, 1996. Required by Federal Department of Transportation Code # 49 CFR. (1991 Fed. DOT Reg.)

The drug and alcohol testing program applies to all positions which require CDL. The following instructions are specific to the City of Emmetsburg's procedures. If there are any questions, please call the City Administrator at 712-852-4030.

PRE-EMPLOYMENT DRUG TESTS

- A. Are required for all applicants for positions requiring a CDL and employees (temporary and permanent) moving into a position requiring a CDL. Any former employee returning to work after being taken off the payroll must be retested, unless they have been tested within the prior 6 months.
- B. Referral letters to applicants must include a statement that the person selected will be required to take a drug test and be subject to random drug and alcohol tests after hire.
- C. During the interview, applicants must again be told if selected they must successfully pass the drug test before beginning work.
- D. The selected applicant is given an offer of employment letter which clearly states that this offer is contingent upon successfully completing the pre-employment drug test. The supervisor will contact the City Administrator to schedule the tests at the collection site.
- E. Applicants must not be allowed to report to work or be placed on the payroll until they have passed the drug test. This is because once they become employees, they must be offered evaluation and treatment if recommended as a result of a positive test.
- F. Test results are normally received by City Administrator within 2-5 days after testing. The City Administrator will notify the potential employee and the department head.
- G. Pre-Employment Drug Test – Positive Results
 - a. The applicant will not be hired by the City of Emmetsburg into a position requiring a CDL. Any tentative offer of employment will be withdrawn.
 - b. If the employee is already on board (in a temporary or non-CDL position), contact the City Administrator for assistance.
- H. Pre-Employment Drug Test – Negative Results
 - a) The applicant may be placed on the payroll.

RANDOM DRUG TESTS

- A. A list of employees to be tested is generated periodically by our consultant and sent to the City Administrator.
- B. The City Administrator will schedule the test(s) at Palo Alto County Hospital. Tests shall be administered with two (2) hours of notification of employees.
- C. Tests will be scheduled to allow ample time in pay status to travel to the test site, complete the test, and return to work. Refusal to participate in any test shall be cause for termination of employment.
- D. The City Administrator will notify the employee of the scheduled test and direct the employee to take a picture ID with them to the test site.
- E. Random Drug Tests – Positive Results
 - 1. Employees will normally be notified by the City Administrator of a positive or questionable test within 2-5 days of the test.
 - 2. The City Administrator will offer the employee an opportunity to provide an explanation of the result. If the explanation resolves the problem, the City Administrator reports a negative result. Otherwise, the City Administrator will record a positive result.

The employee may request an additional confirmation test of the original sample. The City Administrator will arrange for the confirmation test which is paid for by the employee. If a confirmation test is requested, the employee will be placed on suspension without pay until the result is received.
 - 3. The City Administrator will notify the department head. The employee must be put on suspension without pay for a 24-hour time period pending investigation immediately.

4. The employee will remain on suspension with the ability to use their sick leave while he or she completes a substance abuse evaluation. If the substance abuse evaluation determines that the employee is dependent, the employee will be offered the opportunity to enter a treatment program.
 - a. The evaluation must be done by a substance abuse professional (SAP).
 - b. The City of Emmetsburg will pay once only for a SAP treatment with vacation or sick leave pay while under treatment. If there is a 2nd offense, the employee will pay the entire cost of treatment, without pay. The 3rd offense will result in immediate dismissal without recourse.
 - c. The City of Emmetsburg will pay for treatment by a provider of their choice. If the employee does not want to choose that SAP, the cost would be up to the employee to pay.
 - d. If treatment period exceeds vacation and sick leave available, the employee will continue treatment without pay, until the SAP authorizes return to work.
5. When the SAP certifies that the employee is able to return to work, a return-to-work test will be scheduled. At least six (6) subsequent drug tests will be performed in the next 12 months. Any refusal to follow the recommendations of the SAP will result in immediate termination.
6. If the employee refuses to participate in the evaluation, does not complete treatment, has a positive result on the return-to-work test, or the evaluation determines that they employee is dependent, he/she will be immediately terminated.
7. A signed and dated copy of any letter must be sent to the City Administrator and kept on file.

F. Random Drug Test – Negative Results

The City Administrator will file negative results within the locked personal file within 2-5 days of the test. No additional notifications will be made.

G. Random Alcohol Breath Tests – Positive Results

There are two different procedures for positive alcohol results depending on the level of alcohol found by the test. Possible CDL consequences will also apply.

1. If the alcohol level is .02 to .039: The employee will be taken off duty for a 24-hour time period.
 - a. The employee will be placed on sick leave or vacation pay.
 - b. The employee DOES NOT need to be retested before returning to duty, but should be observed closely for any signs of alcohol use or abuse.
2. If the alcohol level is .04 or more: The employee will be taken off duty for a 24-hour time period without pay, pending evaluation and investigation. The same investigation needs to take place as above.
 - a. The employee MUST BE RETESTED before returning to duty.

POST ACCIDENT TESTING

- A. Is required only when an employee is operating a City of Emmetsburg vehicle possessing a CDL license and is involved in a reportable accident, involving personal injury, property damage, or citations are issued. Employee must be transported by another employee to the testing site.
- B. The foreman or designee must contact the City Administrator as soon as possible. Alcohol tests must be done within two hours, if at all possible, after the accident. Drug tests should be accomplished within 2 hours after the accident. If tests cannot be done during these time periods, the City Administrator or designee must document in writing why the tests were not administered.
- C. If our employee is injured and must be taken to a hospital, testing is still required if any of the circumstances in Section A occurred. The hospital may be asked to obtain a urine sample for a drug test and conduct a blood alcohol test. As an employee of the City of Emmetsburg, and as a holder of a CDL, implied consent laws will prevail.
- D. If the employee was cited for being under the influence and is in custody, tests administered by law enforcement officers are acceptable. If not tested while in custody, employees will be tested at a later time if possible.
- E. Post-Accident Tests – Results
 1. Follow the same procedures for random tests.

REASONABLE SUSPICION TESTS

- A. If an employee notifies the City Administrator or Department Head that he/she suspects another employee of being under the influence of drugs or alcohol, the City Administrator must investigate the situation. The City Administrator and/or Designee will contact the appropriate testing stations to schedule tests.
- B. The City Administrator and/or Designee must provide written documentation.
- C. The City Administrator and/or Designee will assist with the investigation and arrange for additional testing if necessary.
- D. If testing is needed, someone must take the employee to the testing site. The employee MAY NOT DRIVE.
- E. Reasonable Suspicion Tests – Results
 - 1. Follow the same procedures as for random test.

WRITTEN RECORDS

- A. All test results and related documents will be kept in a locked, secure facility in the City Administrator's office, with access limited to the City Administrator and Designee only.
- B. Shops and persons may NOT keep any written material related to the test process or test results.
- C. Written test results will only be provided to an employee at his or her written request.
- D. If a grievance, lawsuit or hearing occurs, the City Administrator and/or Designee will release information to the decision-makers.
- E. A copy of this policy shall be given to each employee. The employee shall sign and date acknowledgement of receipt which shall be kept on file by the City Administrator and/or Designee. Refusal to sign receipt shall cause termination of employment.

If there are any questions, please contact the City Administrator, or your supervisor.

Hearing Conservation Program

TABLE OF CONTENTS

PURPOSE	27
PROGRAM ADMINISTRATOR	27
NOISE AUDITS.....	27
AUDIOMETRIC TESTING	27
ENGINEERING CONTROLS.....	28
ADMINISTRATIVE CONTROLS	28
HEARING PROTECTORS.....	29
EMPLOYEE INFORMATION AND TRAINING	29
RECORD KEEPING	29
VIOLATION OF HEARING CONSERVATION PROGRAM	29

Purpose

This program was created to provide our employees with procedures and policies to properly protect them against the effects of noise exposure. This program was prepared in accordance with OSHA regulation Section 1910.95 Occupational Noise Exposure.

Program Administrator

A combination of Department Heads and Administration Staff will be responsible for reviewing the program, coordination of employee training, baseline hearing test, noise audits and the selection of noise control procedures.

Employees should refer questions or comments about this to your Department Head.

Noise Audits

All locations and equipment must be audited annually to determine if it exceeds 90 decibels.

All locations and equipment that exceed the 85 db limit shall be conspicuously marked to notify employees of the risk.

Audiometric Testing

1. Audiometric testing will be performed on all employees whose exposures equal or exceed an 8-hour time-weighted average TWA of 85 decibels (Action level).
2. Audiometric testing will be provided at no cost to employees.
3. Audiometric testing will be performed by a licensed or certified audiologist, otolaryngologist, or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation, or who has satisfactorily demonstrated competence in administering audiometric examinations. A technician who performs audiometric tests must be responsible to an audiologist, otolaryngologist or physician.

Name of audiometric testing consultant

Name	Address	Telephone
Palo Alto County Health System	3201 1 st Street, Emmetsburg, IA 50536	712-852-5469
Ann Nerison, AU.D	Algona Hearing Center, 2 E. State St., Algona, IA 50511	515-295-2007

4. Baseline Audiogram

1. A baseline audiogram will be conducted within 6 months of an employee's first exposure at above the action level in order to establish a valid baseline audiogram against which subsequent audiograms can be compared.
2. Mobile test van exception. Where mobile test vans are used to meet the audiometric testing obligation, the (administrator) will obtain a valid baseline audiogram within 1 year of an employee's first exposure at or above the action level. Where baseline audiograms are obtained more than 6 months after the employee's first exposure at or

above the action level, employees will wear hearing protectors for any period exceeding six months after first exposure until the baseline audiogram is obtained.

3. Testing to establish a baseline audiogram will be preceded by at least 14 hours without exposure to workplace noise. Hearing protectors may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.
4. Administration and/or Test Facility will notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.
5. Audiograms will be conducted at least annually after obtaining the baseline audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels.
6. The City Clerk will maintain a record of all employee audiometric test records. This record will include:
 1. Name and job classification of the employee.
 2. Date of the audiogram.
 3. The examiner's name.
 4. Date of the last acoustic or exhaustive calibration of the audiometer.
 5. Employee's most recent noise exposure assessment.

Engineering Controls

Whenever possible and feasible every effort will be made to purchase reduced noise equipment. When practical, equipment may be modified to reduce noise to a level below the 85 db threshold.

Administrative Controls

Table G-16(a) indicates the total time of exposure permitted at each noise level without hearing attenuation. Supervisors must make sure employees are not exposed to noise beyond the permitted total time of the sound level.

Permissible Noise Exposures

29CFR 1910.95 Table G-16(a)

Duration (Hours)		Sound Level Slow Response
16.0		85
13.9		86
12.1		87
10.6		88
9.2		89
8.0		90
7.0		91
6.2		92
5.3		93
4.6		94
4.0		95
3.5		96
3.0		97
2.6		98
2.3		99

2.0		100
1.7		101
1.5		102
1.4		103
1.3		104
1.0		105

Hearing Protectors

Hearing protectors must be worn when:

1. Any employee who is subjected to sound levels equal to or exceeding an 8-hour TWA of 90 decibels.
2. Any employee who has experienced a persistent Standard Threshold Shift and who is exposed to 8-hour TWA of 85 decibels or greater.
3. Any employee who has not had an initial baseline audiogram and who is exposed to 8-hour TWA of 85 decibels or greater.

Employees will be given the opportunity to select their hearing protectors from a variety of suitable hearing protectors at no cost to them.

Employees will be held accountable for properly using and maintaining the equipment furnished.

Employee Information and Training

Any employee authorized to handle specific chemicals, maybe exposed or those who supervise affected employees shall receive training as required by Section 1910.95 (k)(1). Training will include:

- a. An overview of Section 1910.95- *See Appendix A- page 9*
- b. The details of this program
- c. The effects of noise on hearing
- d. The purpose and use of hearing protector
- e. Advantages and disadvantages of various types of hearing protectors
- f. Instruction in the selection, fitting, use and care of protectors
- g. The purpose of the audiometric testing and an explanation of testing procedures
- h. Who to contact for more information.

Training should be conducted by a competent person as demonstrated by knowledge and experience. The name of the trainer, qualifications, training materials used, course content and date of training shall be documented.

Record Keeping

Audiometric tests records will be retained for the duration of the affected workers' employment.

Violation of Hearing Conservation Program

Employees who violate the hearing conservation program procedures will be disciplined.

City of Emmetsburg

HAZARDOUS ENERGY CONTROL (LOCKOUT/TAGOUT) PROGRAM

Part A.	Scope of the Program.....	8
Part B.	Exceptions to the Lockout/Tagout Program.....	9
Part C.	Administrative and Employee Responsibilities.....	10-11
	1. Plan Administrator as Lockout/Tagout Authority	
	2. Work Area Supervisor	
	3. Employee	
Part D.	Basic Program Components.....	12-16
	1. Lockout/Tagout Procedures	
	2. Returning Equipment Back to Service	
	3. Employee Training	
	4. Lockout/Tagout Hardware	
	5. Limited Use of Tagout	
	6. Periodic Inspection of Energy Control Procedures	
	7. Recordkeeping	
Part E.	Exchange of Information with Outside Employers.....	17
Part F.	Special Conditions	18-19
Part G.	Forms for documentation.....	21,22,23,24

A. Scope of the Lockout/Tagout Program

This model lockout/tagout program has been modified in accordance with applicable state and federal regulations and has been approved as the City's own lockout/tagout program by the City Administrator. Use of the word "City" shall be construed to mean the municipal city and such other departments of city government for which this program has been adopted.

B. Exceptions to the Lockout/Tagout Program

The lockout/tagout procedures are not required in operations where the employee has complete control of "cord and plug" electrical equipment and the unexpected start-up or energization is totally controlled by unplugging the equipment.

When continuity of service is absolutely essential, hot tap operations involving pressurized lines (e.g. gas, steam, water, and petroleum products) may be completed without the specified lockout/tagout procedures. However, this exception may only occur when shutdown is impractical, employees are provided adequate protection, and alternative procedures are documented.

C. Administrative and Employee Responsibilities

1. Plan Administrator as Lockout/Tagout Authority

The Safety Company outsourced by the City is responsible for administering the Lockout/Tagout Programs at the City.

The Safety Company is responsible for the overall operation and maintenance of the written Lockout/Tagout program. Basic responsibilities include reviewing, coordinating, and implementing the requirements of the Lockout/Tagout program, as appropriate for each work environment. The Safety Company has direct responsibility for:

- Coordinating the necessary employee lockout/tagout training.
- Developing energy control procedures for specific equipment or machines that require lockout/tagout.
- Conducting periodic inspections of the energy control procedures used for specific equipment or machines.
- Implementing appropriate lockout/tagout procedures, and updating the lockout/tagout program as necessary.
- Maintaining proper records required by the program.
- Establishing lockout/tagout procedures for “Special Conditions”.
- Informing outside employers of the Lockout/Tagout program and the energy control procedures that must be followed.

2. Department Heads

Responsibilities of the department heads include:

- Ensuring that lockout/tagout equipment is available as needed.
- Enforcing the proper use of lockout/tagout devices and compliance with energy control procedures.
- Assisting the Safety Company with the employee lockout/tagout training program and the periodic inspection of the energy control procedures for equipment or machines in their work area.
- Reporting changes in operating procedures (or other changes) that affect the Lockout/Tagout program to the Safety Company.
- Making suggestions to update lockout/tagout procedures, as identified.

Administrative and Employee Responsibilities *continued*

- Contacting the Safety Company when questions or problems arise concerning the Lockout/Tagout Program.
- Submitting specific information as required by the Lockout/Tagout program or as requested by the Plan Administrator.
- Notifying the Plan Administrator when outside contractors are scheduled to work on machines (or equipment) that require lockout/tagout procedures.

3. Employees

Employees are responsible for following the specific guidelines of the Lockout/Tagout Program. Only authorized employees using lockout/tagout equipment or machines in the workplace. Other employees who must work in the area where equipment or machinery is locked or tagged out are called affected employees. A more detailed description of affected and authorized employee responsibilities follow:

(a) Duties of Authorized Employees

Authorized employees play a key role in the Lockout/Tagout program by:

- Conducting, implementing, and coordinating hazardous energy isolation and lockout/tagout procedures. They alone apply (and remove) locks and tags as required by the program.
- Notifying affected employees of the application and removal of lockout/tagout devices in their work area.
- Assisting the Safety Company and Department Heads with periodic inspection of machines or equipment and ensuring that energy control procedures are adequate.

A list of authorized employees for City of Emmetsburg is shown on Form LO/TO1 (Appendix)

(b) Affected Employees

Affected employees are uniquely involved in the program since they operate the equipment or must work in the area where the equipment is locked or tagged out. The responsibilities of affected employees are to:

- Abide by the rules of the lockout/tagout program,
- Heed the instructions of the authorized employee(s), and
- Contact their Department Head if questions arise regarding the energy control procedures.

D. Basic Program Components

1. Lockout/Tagout Procedures

The City abides by the following lockout/tagout procedures when conducting maintenance/service work on equipment or machines involving hazardous energy sources. Form LO/TO2 is completed by the Plan Administrator (in conjunction with authorized employees) to identify and outline proper energy control procedures. Form LO/TO2 is completed for the specific equipment or machine that requires lockout/tagout. The authorized employee attaches the form to the equipment or machine that is being maintained/serviced and uses it as a guide while conducting lockout/tagout procedures. (Lockout/Tagout procedures are outlined on the backside of Form LO/TO2.)

The Lockout/Tagout procedures are completed in the following sequence:

(a) Identifying Hazardous Energy Sources

The first step in the lockout/tagout procedure is to identify hazardous energy sources. For each type of equipment/machine, authorized employees use Form LO/TO2 to identify the:

- Sources of hazardous energy.
- Magnitude and type of the energy involved.
- Method or means to control the hazardous energies.

(b) Notifying Affected Employees

Prior to applying energy control procedures, the authorized employee who shuts off the power (or isolates equipment from energy sources) and locks or tags out the equipment notifies the affected employees of those intentions. The authorized employee should:

- Warn affected employees of the energy shut off.
- Indicate that the equipment is locked (or tagged) out.
- Specify the reason for the shutdown.

(c) Shutting Down Equipment

The equipment or machine to be maintained/serviced is shut down by the normal stopping procedure. (A DO NOT OPERATE (or equivalent) tag is also affixed to the operating switch or control, if “tagout” is used.)

(d) Isolating Equipment

The equipment or machine is de-energized, secured and isolated from its energy sources before maintenance or servicing begins. Energy isolating/ cutoff devices are applied, as appropriate (e.g. hasps, covers, chains, etc).

Basic Program Components *continued*

(e) Attaching Lockout/Tagout Devices

When equipped to accept them, locks with identification tags are placed on energy cutoff devices to hold them in the “off” position. Tagout is used only when the

equipment/machine will not accept locks. Each authorized employee places a personal lock/tag on the energy isolating device before beginning work.

(f) Releasing Stored Energy

After lockout/tagout devices are in place, the stored (potential) energy sources involved with the equipment (e.g. electrical, gravitational, mechanical, and/or thermal energy) are disconnected/drained or otherwise made safe by blocking or repositioning components. This may include:

- Releasing pressurized hydraulic, air, steam, gas or water lines.
- Discharging electrical capacitors.
- Releasing of spring-loaded systems.
- Blocking any rotating, swinging or elevated parts.

(g) Verifying Isolation

The authorized employee verifies that hazardous energy sources are isolated before maintenance/service begins. This is usually accomplished by turning the normal operating controls for the equipment to the “on” position (and then turning it off again).

(h) Performing Work

After verifying that the equipment or machine has been isolated, authorized employees do the service or maintenance work as scheduled.

2. Returning Equipment Back to Service

(a) After maintenance/service is completed, but before the system is energized, the authorized employee inspects the equipment or machine and sees that:

- Operating controls are set to the “off” position.
- Tools and nonessential items are removed, and equipment components (e.g. guards) are in place.
- Affected employees and other employees in the work area are warned that power is about to be restored.
- Employees are safely positioned away from the equipment/system.
- Locks or tags are removed from the energy isolating device(s) by the employees who applied them.
- The Plan Administrator is contacted for special conditions or if problems arise.

After locks or tags are removed, the authorized employee notifies the work area supervisor that maintenance/service is completed and returns the machine/equipment to the normal operating mode (as directed).

3. Employee Training

- (a) Employees who may work in an area where this program applies are informed of the general procedures and function of the lockout tagout program, including the restrictions related to starting or re-energizing machines or equipment that are locked or tagged out. Affected employees are further instructed on the purpose and use of the energy control procedures. Finally, authorized employees receive in-depth training regarding the Lockout/Tagout Program.
- (b) Employee training is conducted by the Safety Company or another qualified designee.
- (c) Training of authorized employees includes the topics below:
- A review of the Lockout/Tagout Program.
 - The recognition and identification of hazardous energy sources (e.g. electrical, steam, pressure, etc.).
 - An explanation of lockout/tagout procedures and forms.
 - The steps involved when returning equipment back to service.
 - The correct use of lockout/tagout devices.
- (d) Training is conducted for the affected and authorized employees at least annually and whenever:
- There is a new or revised energy control procedure.
 - Their job assignment changes.
 - The Lockout/Tagout program is modified.
 - New hazards arise regarding lockout/tagout, such as a new or modified machine, equipment, or process.

4. Lockout/Tagout Hardware

- (a) Appropriate lockout/tagout hardware is provided and may consist of tags, locks, hasps (group lockout devices), chains and other materials for securing, isolating, or blocking equipment from energy sources.
- (b) The lockout or tagout device indicates the identity of the authorized employee who attaches it.
- (c) Lockout or tagout devices are affixed to energy isolating devices by authorized employees only. The standardized lock, warning(s) used for tagging off-on switches and the tagout device is shown in Appendix IV.

5. Limited Use of Tagout

Tagout devices are not used when locks can be applied. Tagout devices are used only when equipment or a machine cannot accept a lockout device. In that case, all other energy control procedures consistent with the program are followed. When possible, additional control measures are taken to back up the tagout device (e.g. opening an extra disconnecting device or removal of a valve handle).

6. Periodic Inspection of Energy Control Procedures

A periodic inspection of the energy control procedures is conducted at least annually by the Department Head.

7. Recordkeeping

Lockout/Tagout program records are maintained and updated by the Safety Company. These records include:

- (a) Dates and summaries or outlines of employee training sessions.
- (b) Attendance records at employee training sessions.
- (c) A current list of authorized employees.
- (d) The most recent periodic inspection form(s) used to evaluate the energy control procedures for specific equipment/machines involved in the lockout/tagout program.
- (e) The current certified energy control procedures for equipment or machines involved in the lockout/tagout program.

E. Special Conditions

The intent of this part is to provide continuity of lockout/tagout protection when unusual circumstances exist.

1. Shutdown of equipment for extended periods

If equipment that is being maintained/serviced must be shut down for extended periods of time (i.e. awaiting parts, lack of funding, etc.), the personal lockout/tagout device(s) may be removed by the authorized employee and the isolating device(s) will be secured by a lock/tag attached by the Department Head. When maintenance/servicing can be completed or continued under more ordinary circumstances, authorized employee(s) will reattach the personal lockout/tagout device(s) and the one attached by the Department Head may be removed.

2. Group Lockout/Tagout

The Department Head designates an authorized employee to be in-charge of those special cases where group lockout/tagout procedures are necessary (e.g. a work crew). (The same policy will be followed for each group in the case where more than one group is involved.) The designated authorized employee is responsible for:

- (a) Ensuring the continuity of energy control measures for the group (e.g. obtaining an appropriate group lockout/tagout device).
- (b) Continually monitoring the work to ensure the crew/group employees are not exposed to hazards associated with lockout/tagout.
- (c) Verifying that all procedures for “returning the equipment back into service” are completed before taking off the crew/group lockout/tagout device.
- (d) Contacting the Plan Administrator if problems occur (or additional group coordination is necessary) regarding lockout/tagout.

3. Shift Changes

It is the responsibility of the off-going shift supervisor involved with the locked or tagged out equipment or machine to ensure that the continuity of that energy control procedure is maintained until the on-coming shift supervisor arrives. The continuity of the program is maintained through a lockout/tagout device attached by the designated authorized employee(s) or one that is attached by the Department Head.

Removal of Locks/Tags by Other Than the Authorized Employee

If a lockout/tagout device has not been removed and all work is completed, the authorized employee who attached it will be contacted to remove it. Lockout/tagout devices are removed only by the person who attached it unless the Plan Administrator determines that special conditions exist (e.g. the employee has gone home and has forgotten to remove his/her lock or tag). The Plan Administrator ensures personnel safety regarding the removal of a lock/tag under special conditions.

The work area supervisor assists the Plan Administrator with the following steps and safeguards when this special condition is suspected.

- (a) Notifying the Plan Administrator that a lock/tag has not been removed and his/her assistance is needed to determine if a special condition exists.
- (b) Verifying that the authorized employee is not at the facility.
- (c) Making all reasonable efforts to contact the authorized employee and inform him/her that the device has been removed.
- (d) Removing the lock/tag. This is done by the Plan Administrator after ensuring that the appropriate steps for "Returning Equipment Back to Service" have been taken.
- (e) Ensuring that the authorized employee has knowledge that the device has been removed before resuming work.

4. Testing and Repositioning Machines or Equipment

When lockout/tagout (and isolating) devices must be removed during maintenance/servicing and the machine/equipment must be re-energized (e.g. repositioning), the authorized employee takes the following sequence of actions:

- (a) Clears the machine or equipment of tools and materials.
- (b) Checks the work area to ensure employees have been safely positioned or removed.
- (c) Notifies affected employees that lockout/tagout devices have been removed.
- (d) Removes his/her lockout/tagout devices, as necessary. (If the authorized employee who attached the lock/tag is not available, the device may be removed according to the procedure described in item #4, above.)
- (e) Energizes the machine or equipment and proceeds with testing or repositioning.
- (f) When testing/repositioning is completed, de-energizes the equipment or machine, applies locks and tags, etc.

Introduction

Introduction	3
Compliance Checklist	4

Part 1: Definitions

Definitions	5
-------------	---

Part 2: Program Administration

Purpose and Scope	8
Program Compliance	8
Duties and Responsibilities	9
Outside Contractors	11
Training and Information	12
Hazard Evaluation	16
Confined Space Entry Equipment	17
Emergency Response	18
Annual Program Review	23
Program Documentation	24

Part 3: Confined Space Entry Procedures

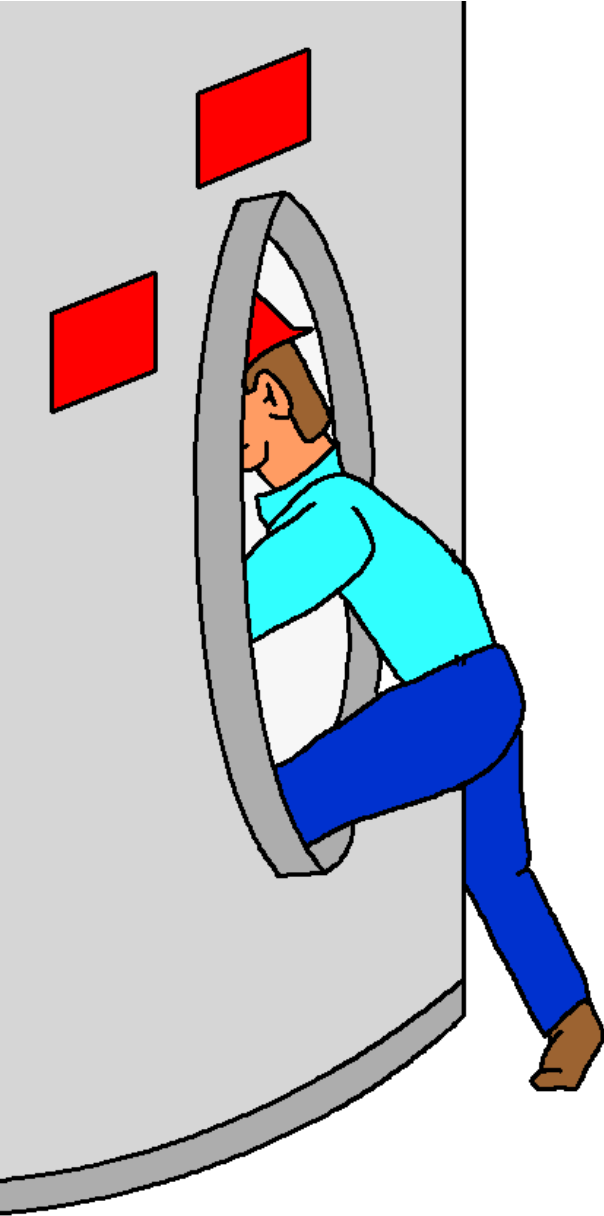
Minimum Conditions for Entry into a Confined Space	25
Permit Required Confined Space Entry Procedure	26
Non-Permit Required Confined Space Entry Procedure	29

Part 4: Appendices

Inventory of Confined Spaces and Hazard Assessments	A1
Forms	A2
CS1 Confined Space Entry Permit	
CS2 Non-Permit Required Checklist	
CS3 Confined Space Inventory and Hazard Assessment Form	
CS4 Training Session Lesson Plan Form	
CS5 Training Session Attendance Form	
CS6 Results of Pre-Entry Air Testing	
CS7 Tabulation of Pre-Entry Air Testing	
CS8 Record of Air Monitoring Device Calibration	
CS9 Confined Space Emergency Pre-Plan	

INTRODUCTION

The document is designed as a confined space entry program. The program provides for establishing requirements for working in and around a confined space within the City of Emmetsburg, IA.



COMPLIANCE CHECK LIST

REQUIREMENT	Date Completed
Conduct a survey to determine if workplace contains confined spaces as defined in 29 CFR 1910.146. Record name and location of all confined spaces on Form CS3	6/05/06
Evaluate each confined space identified in the workplace for atmospheric hazards, engulfment hazards, entrapment hazards, hazardous energies and other serious hazards. Record assessment on Form CS3 and place in Appendix 1	“
Evaluate severity of hazards to determine whether confined spaces are entry permit required or non-permit required as defined in 29 CFR 1920.146	“
Establish methods and means to identify confined spaces for employees (e.g. posting of signs, training and site plans).	“
Establish a confined space entry procedure that includes the use of written confined space entry permits as required by 29 CFR 1920.146. Refer to Forms CS1 and CS2	“
Establish procedures to prevent unauthorized entry (e.g. employee training and information, and posting of signs).	“
Establish procedures to provide outside contractors with information of confined space hazards and entry procedures.	“
Contact local agencies that will respond to a confined space emergency. Provide information, arrange for a facility tour, develop and emergency response plan and conduct simulated rescues or establish an in-house rescue team. In conjunction with all agencies that will respond to an emergency use Form CS9 on page 22 to establish a pre-plan for confined space emergencies.	“
Identify employees affected by confined space entry procedures, and individuals that will function as entry supervisors, attendants and authorized entrants. Define roles, duties and responsibilities.	“
Purchase equipment necessary for confined space entry (e.g. air monitoring devices, ventilators, safety harness and retrieval lines/hoists).	“
Establish procedures to inspect, calibrate and maintain confined space entry equipment. Refer to Form CS8.	“
Conduct employee training. Use forms CS4 and CS5 to document training.	“
Establish procedures to document and compile results of confined space air testing. Refer to Forms CS6 and CS7	
Conduct annual evaluation of confined space entry program. Audit completed entry permits, results of confined space air testing, equipment inspection and calibration logs, and employee training records.	

PART 1: DEFINITIONS

Confined Space

A *confined space* is defined by OSHA in 29 CFR 1910.146 as an area which:

1. Has adequate size and configuration for an employee to enter,
2. Has limited means of access or egress,
3. And is not designed for continuous employee occupancy.

Permit Required Confined Space

1. A vessel or enclosure large enough and so configured that an employee can bodily enter and perform assigned work.
2. Has limited means of access/egress, (e.g. through a manhole or hatch).
3. Is not designed for continuous employee occupancy.
4. Contains or has the potential to contain a hazardous atmosphere that could cause death or serious acute health effects.
5. Contains or has the potential to contain free flowing solids or liquids that could engulf a person.
6. Has converging walls or an internal configuration that could cause entrapment.
7. Contains other serious safety or health hazards, (e.g. hazardous energies or a fall hazard) that could cause death or serious injury.

Note: Permit required confined spaces may be reclassified to non-permit confined spaces after all potential safety and health hazards have been eliminated.

Non-Permit Required Confined Space

1. A vessel or enclosure large enough and so configured that an employee can bodily enter and perform assigned work.
2. Has limited means of access/egress, (e.g. through a manhole or hatch).
3. Is not designed for continuous employee occupancy.
4. Does not contain an atmospheric hazard which could cause death or serious acute health effects; *or* which contains a hazardous atmosphere that can be eliminated by pre-entry testing and mechanical ventilation.
5. Does not contain an engulfment hazard.
6. Does not contain an entrapment hazard.
7. Does not contain any other serious safety or health hazards, (e.g. hazardous energies or a fall hazard) that could cause death or serious injury.

Entry

Confined space entry is said to occur when any part of the entrant's body breaks the plane of the entry access.

Confined Space Entrant

The *confined space entrant* is the person entering the confined space to perform an assigned task.

Stand-By Person or Attendant

The *stand-by person or attendant* is an individual stationed outside one or more permit required confined spaces and monitors the entrants and conditions in the space.

Entry Supervisor

The *entry supervisor* is the person (such as the employer, foreman, or crew chief) who authorizes and, in most instances, supervises entry into a permit required confined space.

Confined Space Entry Permit

The *confined space entry permit* is an authorization and approval in writing that specifies the location and type of work to be done, certifies that all existing hazards have been evaluated by the entry supervisor, and necessary protective measures have been taken to ensure the safety of each worker entering the confined space.

Hazardous Atmosphere

Hazardous Atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to do self-rescue, injury, or acute illness from; (1) flammable gasses at concentrations greater than 10% of the lower flammability limit (LFL), (2) airborne combustible dust at a concentration that meets or exceeds its lower explosive limit, (3) an oxygen content less than 19.5% or greater than 23.5%, (4) an airborne concentration of a substance that exceeds its permissible exposure limit, or (5) any other atmospheric condition that is immediately dangerous to life and health.

Engulfment

Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flow able) solid substance that can be aspirated to cause death by filling or plugging the respiratory system of that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

Entrapment

Entrapment means a confined space that has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor, which slopes downward by inwardly converging walls or by a floor, which slopes downward and tapers to a smaller cross-section.

Hazardous Energy

A *hazardous energy* means a recognizable and dangerous condition that is reasonably capable of causing death or serious physical injury.

Serious Hazard

A *serious hazard* means a dangerous condition that could possibly be present or develop.

Potential Hazard

A *potential hazard* means a dangerous condition that could possibly be present or develop.

Hotwork

Hotwork means any assigned task that introduces an ignition source into a confined space, (e.g. welding, cutting, brazing, or soldering).

Emergency

An *emergency* is any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

PART 2: PROGRAM ADMINISTRATION

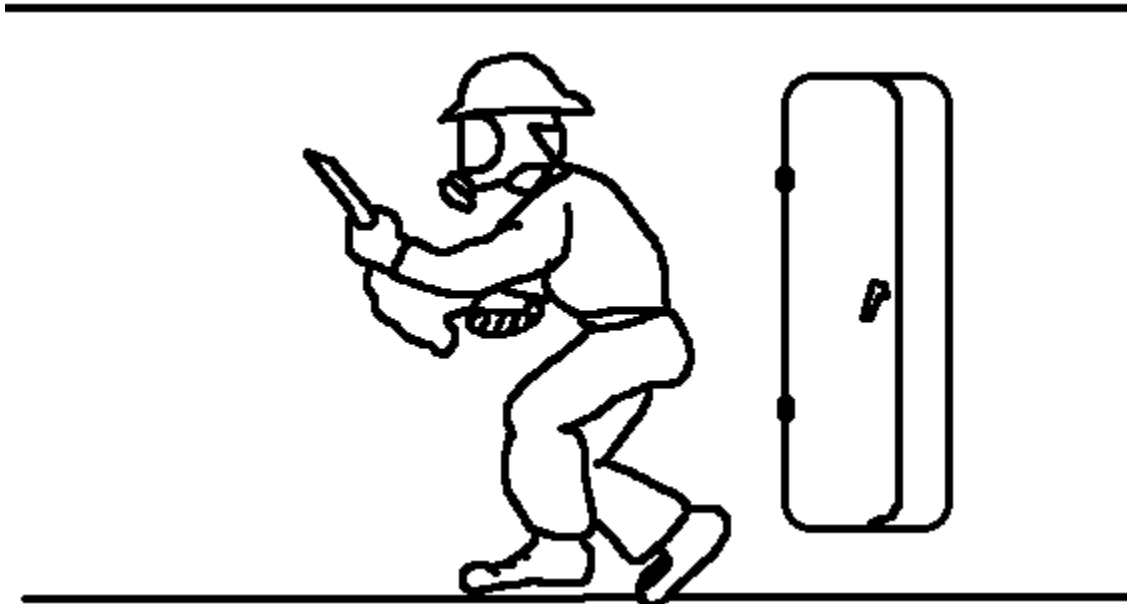
PURPOSE AND SCOPE

This program establishes requirements for entry into confined spaces. It shall be used to protect the health and safety of the City of Emmetsburg employees with job duties that require them to enter vessels and enclosures identified as confined spaces.

PROGRAM COMPLIANCE

All personnel are required to comply with the confined space entry procedures established by this program.

Failure to comply with the provisions of this program will result in disciplinary action and possible termination.



DUTIES AND RESPONSIBILITIES

The Department Head has been designated to coordinate the City of Emmetsburg Confined Space Entry Program.

Those responsibilities shall include:

1. Coordinate program administration.
2. Coordinate program training and information.
3. Maintain program documentation for regulatory compliance.

Managers and Supervisors

Managers and supervisors shall be the *principle confined space entry supervisor* within their respective sections and have the following duties within their respective areas:

1. Implement confined space entry procedures.
2. Manage confined space entry program.
3. Facilitate employee training.
4. Designate entry supervisors.
5. Ensure that all confined space entry equipment is inspected/calibrated.
6. Enforce program compliance.

Employees

Each and every employee is responsible for observing the confined space entry procedures and duties established in this program.

Entry Supervisors have a duty to:

1. Pre-plan confined space entries.
2. Conduct employee pre-job briefing & give hazard awareness information.
3. Obtain and inspect/calibrate necessary confined space entry equipment.
4. Perform hazard evaluation and control.
5. Verify that all hazards have been identified and eliminated/controlled.
6. Authorize and cancel entry permits.
7. Report program violations to their immediate supervisor.

Authorized Entrants have a duty to:

1. Observe all confined space entry procedures.

2. Inspect and use confined space entry equipment as per the manufacturer's recommendations.
3. Immediately exit the confined space whenever ordered to do so by the stand-by person (attendant) or whenever a hazardous condition is detected or perceived.
4. Report program violations to their immediate supervisor.

Stand-By Persons (Attendants)

The main function of a stand-by person or attendant in a confined space emergency is to summon assistance. **The stand-by person must never enter the confined space to perform an internal rescue.**

In the course of their duties the stand-by person or attendant:

1. Must maintain verbal contact with (or have another suitable means of communication for high noise environments) and keep accurate count of confined space entrants.
2. Must prevent unauthorized entry and ward off intruders.
3. May (as appropriate and prudent) monitor multiple confined space entries so long as the openings are in close proximity and a high level of entrant safety can be maintained.
4. Must remain in the immediate vicinity of the confined space opening(s) at all times.
5. May (as appropriate and prudent) perform other duties in the immediate vicinity of the confined space (designated work area) so long as a high level of entrant safety can be maintained.
6. Must order the entrants to evacuate the confined space if required to leave the immediate vicinity of the confined space (designated work area).
7. Must remain alert for external and internal hazards.
8. Must immediately order an evacuation of the confined space if a hazardous condition is detected or perceived, and prevent re-entry.
9. Must have a positive means to summon emergency assistance to work site; and must provide emergency information to on-scene emergency response personnel.
10. Must have suitable and appropriate rescue and extrication equipment available.
11. Must report program violations to immediate supervisor.

Outside Contractors

Confined space entries involving an outside contractor shall be pre-planned and coordinated by the contractor's job site supervisor and the City of Emmetsburg project manager.

Prior to entry the City of Emmetsburg project manager and the contractor's job site supervisor will exchange information and discuss the confined space entry. Information provided to the contractor's job site supervisor will include, but may not be limited to:

1. A copy of the City of Emmetsburg Confined Space Entry Program.
2. Specific information on the confined space to be entered, (e.g. material safety data sheets, potential hazards, and procedures and precautions followed by in-house personnel when entering the space).
3. Information regarding City of Emmetsburg emergency procedures.

During pre-job planning the contractor's job site supervisor and the City of Emmetsburg project manager will jointly identify the entry procedures to be followed by (the contractor's program or the City of Emmetsburg Program).

Upon completion, the project shall be terminated jointly by the contractor's job site supervisor and the City of Emmetsburg project manager. At that time the two parties shall discuss any problems or other unusual situations that occurred in regards to the project.

TRAINING AND INFORMATION

Employee Training

All existing, new and transferred employees shall receive training and information prior to working in confined spaces that is commensurate with their assigned job duties.

Entry Supervisors

1. Review an explanation of OSHA regulations applicable to confined space entry.
2. Duties and responsibilities of the entry supervisor, authorized entrant and attendant (stand-by person).
3. Recognition of confined spaces, and the methods and means used to identify confined spaces in the work place.
4. Hazards associated with confined spaces; including their consequences, recognition, evaluation and control.
5. Conditions required for entry and prohibited conditions and work practices.

6. Completion of confined space entry permits; including job planning and employee briefings.
7. Procedures to prepare a confined space for entry; including isolation and lockout/tagout procedures, and the selection use and care of air monitoring and ventilation equipment.
8. Confined space entry procedures; including the selection use and care of any required personal protective equipment.
9. Confined space emergency procedures; including, implementation of the emergency action plan (alert and notification procedures) and the selection, use and care of confined space emergency and extrication equipment.
10. Review and cancellation of confined space entry permits; including employee debriefings.
11. Duties and responsibilities to outside contractors, and established procedures for working with employees of an outside contractor.
12. Program administration and documentation.

Authorized Entrants

1. Review and explanation of OSHA regulations applicable to confined space entry.
2. Duties and responsibilities of the entry supervisor, authorized entrant and attendant (stand-by person).
3. Recognition of confined spaces, and the methods and means used to identify confined spaces in the work place.
4. Hazards associated with confined spaces; including their consequences, recognition, evaluation and control.
5. Conditions required for entry and prohibited conditions and work practices.
6. Completion of confined space entry permits; including job planning.
7. Procedures to prepare a confined space for entry; including isolation and lockout/tagout procedures, and the selection use and care of air monitoring and ventilation equipment.
8. Confined space entry procedures; including the selection use and care of any required personal protective equipment.
9. Confined space emergency procedures; including implementation of the emergency action plan (alert and notification procedures) and the selection, use and care of confined space emergency and extrication equipment.
10. Termination of a confined space entry.

Attendants (Stand-By Person)

1. Review and explanation of OSHA regulations applicable to confined space entry.
2. Duties and responsibilities of the entry supervisor, authorized entrant and attendant (stand-by person).
3. Recognition of confined spaces, and the methods and means used to identify confined spaces in the work place.
4. Hazards associated with confined spaces; including their consequences, recognition, evaluation and control.
5. Conditions required for entry and prohibited conditions and work practices.
6. Completion of confined space entry permits; including job planning.
7. Procedures to prepare a confined space for entry; including isolation and lockout/tagout procedures, and the selection use and care of air monitoring and ventilation equipment.
8. Confined space entry procedures; including the selection use and care of any required personal protective equipment.
9. Confined space emergency procedures; including implementation of the emergency action plan (alert and notification procedures) and the selection, use and care of confined space emergency and extrication equipment.
10. Termination of a confined space entry.

Additional training and/or retraining shall be provided:

1. Whenever confined space entry procedures are changed.
2. Whenever a program review reveals a deficiency.

Records of the training will be maintained, including an outline of the topics addressed, the date the training was conducted, names and signatures of attendees and name of the trainer. These records will be filed in the City Hall.

Identification of Confined Spaces

Several methods will be used to identify confined spaces for the City of Emmetsburg employees.

1. Appendix 1A of this program contains an inventory listing of all confined spaces identified in the City of Emmetsburg “City Facilities”.
2. Where practical and feasible signage will be used to identify permit required confined spaces.
3. Training will enable employees to recognize confined spaces that have not been signed, ie; “Sewer Manholes”

Prevention of Unauthorized Entry

The following precautions will be taken to prevent unauthorized entry into confined spaces.

1. Use of properly authorized permits is required for entry into permit required confined spaces.
2. Stand-by persons are instructed to ward off intruders.
3. Training and signage are used to inform employees of confined spaces in their normal work areas.
4. Outside contractors are informed of vessels or enclosures identified as confined spaces during pre-construction meetings.
5. When appropriate and prudent barricades and/or banner tape will be used to identify and isolate the work area.

HAZARD EVALUATION

A hazard evaluation of all confined spaces identified in the City of Emmetsburg is tabulated in Appendix A1 using Form SC3. Potential atmospheric hazards, engulfment hazards, entrapment hazards, hazardous energies and other serious hazards are identified for each confined space listed.

CONFINED SPACE ENTRY EQUIPMENT

All equipment for confined space entry shall be furnished by the City of Emmetsburg. The equipment shall be inspected frequently and maintained in good working condition by Department Heads.

Each Employee bears the primary responsibility for inspecting all equipment before each use to ensure it is in good working order.

Calibration of Air Testing Devices

The calibration of air testing devices will be checked (and recorded on the entry permit) before each use.

Air testing devices will be inspected and calibrated as per the manufacturer's recommendations. Calibration records will be maintained for each device.

Other Confined Space Entry Equipment and Procedures

Equipment Lockout/Tagout

Equipment lockout/tagout shall be accomplished as per procedures established in the City of Emmetsburg Hazardous Energy Control Program.

Authorization of Hotwork

Hotwork (e.g. welding, cutting and brazing) will be authorized on confined space entry permits.

EMERGENCY RESPONSE AND RESCUE

Potential Emergencies

A confined space emergency requiring extrication of the entrant might result from:

1. Entrant is overcome by the sudden development of a hazardous atmosphere.
2. Entrant is suddenly engulfed by free flowing solid or liquid material.
3. Entrant is injured and incapacitated by a mechanical or physical hazard.
4. Entrant is incapacitated by sudden illness.

A confined space rescue might require:

1. An external rescue (entrant is wearing a safety harness/lifeline and is extricated without rescuers entering the confined space).
2. An internal rescue (rescuers must enter the confined space to extricate the entrant).

Availability of Emergency Equipment

Appropriate confined space emergency and rescue equipment shall be available at all confined space entries.

Retrieval Equipment

To facilitate external rescue, each person entering a permit required confined space shall wear a safety harness attached to a retrieval line that is secured to a point outside of the confined space, unless the retrieval equipment would increase overall risk or would not contribute to the rescue of the entrant. (If retrieval equipment is not used a justification must be made on the entry permit).

A mechanical device (e.g. retrieval hoist) must be available to retrieve personnel from vertical type confined spaces that are more than 5 feet deep.

Outside Rescue Services

The City of Emmetsburg Fire Department, along with paramedics from the Palo Alto County Health System will be available to provide emergency response services to a confined space emergency at City of Emmetsburg.

To facilitate a rescue the City of Emmetsburg will provide information to the Emmetsburg Fire Department on confined spaces identified at the City of Emmetsburg.

Alert and Notification of Rescue Team

In the event of a confined space emergency the attendant (stand-by person) shall alert the rescue team by two-way radio or cell phone.

PART 3: CONFINED SPACE ENTRY PROCEDURES

MINIMUM CONDITIONS FOR ENTRY INTO A CONFINED SPACE

Prior to entry into any confined space, all potentially dangerous health and safety hazards must be identified, evaluated and eliminated/controlled.

Minimum acceptable conditions for entry are:

<i>ITEM</i>	<i>ACCEPTABLE CONDITION</i>
Oxygen	19.5% Minimum 23.5% Maximum
Flammable Gasses Flammability Limit (LFL)	No greater than 10% of the Lower
Acutely Toxic Substances	Can not exceed permissible exposure limit (PEL) for the substance as established by OSHA in Subpart Z of 29CFR1910.
Flammable Dusts	Must not reduce vision to five feet or less. Note: Fire/explosion hazard does not take respiratory health hazard or PEL into consideration
Engulfment Hazards	May not be present
Hazardous Flows	Secured and locked out
Hazardous Energies	Secured and locked out
External Hazards	Identified and controlled
Other Hazards	Identified and controlled

If the conditions are not met, entry is prohibited, and if occupied, the space must be immediately evacuated.

PERMIT REQUIRED CONFINED SPACES

All vessels and enclosures shall be considered as permit required confined spaces until pre-entry procedures demonstrate otherwise.

Permit required confined space entry procedures shall be observed when all serious hazards (hazardous atmosphere, engulfment, entrapment or other recognizable serious hazards) cannot be eliminated prior to entry into the confined space.

Permit Required Confined Space Entry Procedures

General Requirements

1. Entry will be accomplished by a properly completed confined space entry permit. (Form CS1)
2. The completed permit must be present at the job site.
3. Entry must be authorized by the entry supervisor.
4. Any hotwork must be authorized on the permit.

Work Planning and Completion of Entry Permit

Pre-job briefing and completion of entry permit by the entry supervisor, department head, and all employees involved with the confined space entry.

1. Define scope of work to be done.
2. Identify and evaluate all potential hazards.
 - Inherent to the confined space work
 - Created by worker activity
 - Chemical products taken into the confined space
 - Hot work and other safety hazards
3. Identify means and methods to control hazards.
 - Engineering controls; ventilation, isolation of space, and lockout/tagout.
 - Modify work practices
 - Selection and use of personal protective equipment.
4. Review emergency procedures.

Prior to Entry

1. Isolate and identify work area.
 - Barricade opening
 - Identify and isolate work area with signage, barricades, or banner tape
2. Secure and isolate confined space as applicable.
 - Secure and lock/tag all moving machinery in confined space
 - Secure, double block, and bleed and lockout all hazardous inflows
3. Drain, rinse and/or purge the confined space as applicable
4. Test confined space atmosphere with a suitable instrument and record results on the entry permit.
5. Ventilate confined space with a suitable blower.

Note: Each person entering the confined space has the right to see all air testing results and to personally verify that all hazards have been eliminated/controlled.

During Entry

1. Station stand-by person (attendant) at opening maintains contact with entrants.
2. All entrants must use extrication equipment, (e.g. safety harnesses attached to a retrieval line) unless the use of such equipment creates a significant hazard or inhibits self-rescue.
3. Monitor (continuous or periodically) atmosphere in confined space.
4. Ventilate the confined space as applicable.
5. All entrants must use personal protective equipment required for the assigned task.
6. All entrants must remain alert for the sudden development of a hazardous condition, and immediately evacuate the confined space if a hazard is detected or perceived.

Note: If retrieval equipment is not used by all entrants, a written justification must be made on the entry permit by the entry supervisor.

Emergency Procedures

1. All personnel will immediately evacuate the confined space if ordered out by the stand-by person or if a hazardous condition is detected or perceived. Contact immediate supervisor for assistance. No person will re-enter the confined space until all hazards have been re-evaluated and eliminated/controlled.

2. In the event of an emergency, use nearest telephone (or two-way radio) to **call 911** to summon emergency assistance.
3. If the entrant is attached to a lifeline, the stand-by person will attempt to extricate from the confined space. **The stand-by person may not enter the confined space to perform an unassisted confined space rescue.**

NON-PERMIT REQUIRED CONFINED SPACES

All vessels and enclosures shall be considered as permit-required confined spaces until pre-entry procedures demonstrate otherwise.

Permit required confined spaces may be reclassified to non-permit confined spaces and entered without an entry permit and stand-by person (attendant) provided that:

1. The space does not contain a hazardous atmosphere that could cause death or serious acute health effects, *or* the hazardous atmosphere can be eliminated by pre-entry testing and mechanical ventilation.
2. The space does not contain or have the potential to contain free flowing solids or liquids that could engulf a person.
3. The space does not present a worker entrapment hazard because of converging walls or internal configuration.
4. The space does not contain any other serious safety or health hazards, (e.g. hazardous energies or a fall hazard) that could cause death or serious injury.

Note: Also refer to logic diagram on page 30

All hazards must be eliminated prior to entry. If entry is required to perform tests, or to eliminate a hazard, then permit required entry procedures must be followed for the initial entry and continued until all hazards have been controlled.

CONFINED SPACE ?

1. HAS ADEQUATE SIZE AND CONFIGURATION FOR EMPLOYEE ENTRY
2. LIMITED MEANS OF ACCESS/EGRESS
3. NOT DESIGNED FOR CONTINUOUS EMPLOYEE OCCUPANCY

— NO —>

NOT A CONFINED SPACE

FOLLOW STANDARD SAFETY PROCEDURES

TEST FOR HAZARDOUS ATMOSPHERE

— PRESENT AND CAN NOT BE ELIMINATED BY VENTILATION —>

ENGULFMENT HAZARD

— POTENTIAL FOR ENGULFMENT CAN NOT BE FULLY ELIMINATED PRIOR TO ENTRY —>

WORKER ENTRAPMENT HAZARD

— PRESENT AND CAN NOT BE ELIMINATED PRIOR TO ENTRY —>

OTHER SERIOUS HAZARDS

1. HAZARDOUS INFLOWS
2. EXPOSED ENERGIZED ELECTRICAL CONDUCTIONS
3. MOVING MACHINERY
4. FALLING OBJECTS
5. WORKER FALL HAZARD
6. HAZARDS CREATED BY WORKER ACTIVITY
7. ANY OTHER DANGEROUS CONDITION

— PRESENT AND CAN NOT BE ELIMINATED PRIOR TO ENTRY —>

NON PERMIT REQUIRED CONFINED SPACE

ONE OR MORE EMPLOYEES MAY ENTER WITHOUT A STAND-BY PERSON AT THE OPENING, CONTINUOUS MONITORING OF ATMOSPHERE OR THE WEARING OF RETRIEVAL EQUIPMENT.

ENTRY PERMIT REQUIRED CONFINED SPACE

ENTRY REQUIRES:

1. A PROPERLY EXECUTED ENTRY
2. CONTINUOUS OR PERIODIC MONITORING OF ATMOSPHERE
3. STAND-BY PERSON AT OPENING
4. RETRIEVAL EQUIPMENT WORN BY ENTRANTS AND OTHER EMERGENCY EQUIPMENT AVAILABLE ON SITE
5. SUITABLE PPE TO CONTROL HAZARDS

Logic sequence for reclassifying a permit required confined space to a non-permit required confined space.

Non-Permit Required Confined Space Entry Procedure

General Requirements

1. All vessels and enclosures will be considered as permit-required confined spaces until pre-entry procedures demonstrate otherwise.
2. Permit required confined spaces may be reclassified to non-permit required confined spaces and entered without a permit and stand-by person (attendant) provided that all atmospheric, engulfment, entrapment and all other serious hazards are eliminated prior to entry.
3. Entry will be accomplished by a properly executed pre-entry checklist (Refer to Form SC2.)
4. The completed checklist must be present at the job site.
5. Immediate supervisor must be informed of the entry and its location.
6. Must have a means of communication to summon assistance.

Prior to Entry:

1. Inform immediate supervisor of the entry and location.
2. Identify work zone and barricade opening as required to protect workers, pedestrians and motorists.
3. Test the atmosphere in the confined space with a suitable device, and record results on pre-entry checklist.

Note: If a hazardous atmosphere is detected provide mechanical ventilation and then re-test. If hazardous atmosphere can not be eliminated by mechanical ventilation, then do not enter. Contact immediate supervisor for assistance.

4. Evaluate potential engulfment hazards. Potential engulfment hazards must be eliminated prior to entry. Verify hazard control on pre-entry checklist.
5. Evaluate potential entrapment hazards. Potential entrapment hazards must be eliminated prior to entry. Verify hazard control on pre-entry checklist.
6. Evaluate all hazardous energies and flows, (e.g. exposed energized electrical conductors, moving machinery and chemical lines that discharge into the confined space). All hazardous energies and flows must be secured and locked/tagged out prior to entry. Verify hazard control on pre-entry check list.
7. Evaluate all other recognizable serious hazards, (e.g. falling object hazards, worker fall hazards, hazards created by worker activities or any other dangerous condition). All serious hazards must be eliminated prior to entry. Verify hazard control on pre-entry checklist.

If all serious hazards have been evaluated and eliminated, one or more persons may enter the space without a confined space entry permit or a stand-by person (attendant).

CONFINED SPACE ENTRY SAFETY PLAN

DESCRIPTION AND LOCATION

Description: _____ Location: _____
Contents: _____ NFPA Hazard Rating: _____
Comments: _____

Note: Each person entering the confined space has the right to see all air testing results and to personally verify that all hazards have been eliminated.

During Entry

1. All entrants must use personal protective equipment required for the assigned task.
2. All entrants must remain alert for the sudden development of a hazardous condition and immediately evacuate the confined space if a hazard is detected or perceived.
3. Provide for continuous monitoring and/or ventilation in situations where a hazardous atmosphere could unexpectedly and rapidly develop.

Emergency Procedures

1. All personnel will immediately evacuate the confined space if ordered out by the stand-by person or if a hazardous condition is detected or perceived. Contact immediate supervisor for assistance. No person will re-enter the confined space until all hazards have been re-evaluated and eliminated.
 2. In the event of an emergency, use nearest telephone (or two-way radio) to **call 911** to summon emergency assistance.
-
1. Conduct a survey of facility for confined spaces. List all confined spaces identified on form CS3.
 2. For each confined space identified in the facility, evaluate all serious hazards and list on form CS3.
 3. Insert complete CS3 form.

POTENTIAL HAZARDS (Check all that apply)

Hazardous Residue: _____	Hazardous Atmosphere: _____	Engulfment: _____
Flash Fire: _____	Electrocution: _____	Poor Lighting: _____
Minimum Work Room: _____	Moving Machinery: _____	Poor Footing: _____
Solid Mat'l. In-flow: _____	Injury/Sudden Illness: _____	Hot Surfaces: _____
Solid Mat'l. Out-Flow: _____	Respirable Dust: _____	Fall Hazard: _____
Steam/Hot Wtr In-Flow: _____	Other (Specify): _____	

REQUIRED PRECAUTIONS BEFORE ENTRY

Isolate and Lockout: _____

Test Space for: %O2 _____ %LFL: _____ ppm H2S: _____ pm CO: _____ Other: _____

Barricade Opening: _____ Ventilation: _____

Other (Specify): _____

REQUIRED PREVAUTIONS DURING ENTRY

Surveillance Method: _____ Safety Hoist: _____

Ventilation: _____ Respirator: _____

Monitor Atmosphere: _____ Other PPE: _____

Safety Harness/Lifeline: _____ GFI/L.V. Equip: _____

EMERGENCY ACTION PLAN

Entrants shall immediately self evacuate if a hazard is detected or perceived. Stand-by person; use nearest telephone or two-way radio to **call 911** to summon emergency assistance. If entrant is attached to a lifeline attempt to extricate without entering the confined space. Stand-by person shall not enter to perform an unassisted internal rescue.

EMERGENCY RESPONSE INFORMATION

Agency Designated to Respond to An Emergency: _____

Access To Confined Space: _____ Entry Point: _____ Depth At Entry Point: _____

Small Entry Opening: _____ (24" or less) Rescue Difficulty: _____

Most Likely Foreseeable Emergency: _____

Worse Case Scenario: _____

ENTRY PERMIT AND WORK AUTHORIZATION

Permit Issued By: _____ Date Issued: ____/____/____ Exp. Date: ____/____/____

Name of Confined Space: _____

Scope of Work: _____

Hot Work Authorized: No _____ Yes _____ Scope: _____

Comment: _____

Signatures of Authorized Entrants and Stand-By Person (May Alternate Yes _____ No _____)

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Non-Permit Required Confined Space Entry Procedure

General Requirements

1. All vessels and enclosures will be considered as permit-required confined spaces until pre-entry procedures demonstrate otherwise.
2. Permit required confined spaces may be reclassified to non-permit required confined spaces and entered without a permit and stand-by person (attendant) provided that all atmospheric, engulfment, entrapment, and all other serious hazards are eliminated prior to entry.
3. Entry will be accomplished by a properly executed pre-entry checklist (Refer to Form CS2.)
4. The completed checklist must be present at the job site.
5. Immediate supervisor must be informed of the entry and its location.
6. Must have a means of communication to summon assistance.

Prior to Entry

1. Inform immediate supervisor of the entry and location.
2. Identify work zone and barricade opening as required to protect workers, pedestrians and motorists.
3. Test the atmosphere in the confined space with a suitable device, and record results on pre-entry checklist.

Note: If a hazardous atmosphere is detected provide mechanical ventilation and then re-test. If hazardous atmosphere cannot be eliminated by mechanical ventilation then do not enter. Contact immediate supervisor for assistance.

4. Evaluate potential engulfment hazards. Potential engulfment hazards must be eliminated prior to entry. Verify hazard control on pre-entry checklist.
5. Evaluate potential entrapment hazards. Potential entrapment hazards must be eliminated prior to entry. Verify hazard control on pre-entry checklist.
6. Evaluate all hazardous energies and flows. All hazardous energies and flows (e.g. exposed energized electrical conductors, moving machinery and chemical lines that discharge into the confined space). All hazardous energies and flows must be secured and locked/tagged out prior to entry. Verify hazard control on pre-entry checklist.
7. Evaluate all other recognizable serious hazards (e.g. falling object hazards, worker fall hazards, hazards created by worker activities or any other dangerous condition). All serious hazards must be eliminated prior to entry. Verify hazard control on pre-entry checklist.

If all serious hazards have been evaluated and eliminated, one or more persons may enter the space without a confined space entry permit or a stand-by person.

Note: Each person entering the confined space has the right to see all air testing results and to personally verify that all hazards have been eliminated.

During Entry

1. All entrants must use personal protective equipment required for the assigned task.
2. All entrants must remain alert for the sudden development of a hazardous condition and immediately evacuate the confined space if a hazard is detected or perceived.
3. Provide for continuous monitoring and/or ventilation in situations where a hazardous atmosphere could unexpectedly and rapidly develop.

Emergency Procedures

1. All personnel will immediately evacuate the confined space if ordered out by the stand-by person or if a hazardous condition is detected or perceived. Contact immediate supervisor for assistance. No person will re-enter the confined space until all hazards have been re-evaluated and eliminated.
2. In the event of an emergency, use nearest telephone or two-way radio to **call 911** to summon assistance.

INVENTORY AND HAZARD ASSESSMENT OF CONFINED SPACES - APPENDIX 1A

Organization and Dept.		Building and Location			Date	Performed By
NAME COFINED SPACE	LOCATION	HAZARDOUS ATMOSPHERE	ENGULFMENT HAZARD	ENTRAPMENT HAZARD	HAZARDOUS ENDERGIES	OTHERE HAZARDS (SPECIFY)
Tanks,Digester,Clarifier pits,	Water Plant					
Sewer Manholes	Streets					
Street Sweeper Tank	Street Dept.					
Back of Garbage Truck	Sanitation					
Splash Pad Tank	Water					

HAZARDOUS COMMUNICATIONS

A written program
for
EMMETSBURG

Department:

Last updated:

Hazardous Communications TABLE OF CONTENTS

PURPOSE.....	67
PROGRAM ADMINISTRATOR.....	67
ANNUAL REVIEW.....	67
CONTAINER LABELING	67
CHEMICAL INVENTORY LIST.....	67
MATERIAL SAFETY DATA SHEETS	68
UNLABELED PIPES	4
EMPLOYEE INFORMATION AND TRAINING	4
OUTSIDE CONTRACTORS.....	5
VIOLATION OF HAZARDOUS COMMUNICATIONS PROGRAM	5
APPENDIX A	6

Purpose

This program was created to ensure the safety and health of our employees while handling hazardous chemicals. All procedures and policies were prepared in accordance with OSHA regulation Section 1910.1200 and 1926.59 Hazardous Communications.

Copies of this program will be located at each site where chemicals are used. If a chemical is used off-site, a copy of this program and the applicable safety data sheets (SDS) will be placed in the truck or trailer that transports the chemical.

Program Administrator

The program administrator will be responsible for annual review of the program, coordination of employee hazardous communications training, purchase of equipment and incident review of injuries or illness involving chemical exposures.

Employees should refer questions or comments about this program to the administrator.

The program administrator is the City Administrator.

Annual Review

The program shall be evaluated annually to determine its effectiveness of this program.

Container Labeling

All chemicals purchased for use by the City shall meet the following standards before use or transport to other facilities:

- a. contents must be clearly labeled by manufacturer per (HCS2012)
- b. container labels must have appropriate hazard warnings per (HCS2012)
- c. container labels must list name, number and address of manufacturer

A chemical shall be secured against use if the container does not meet these standards.

When a secondary container is used to disperse, mix or carry a chemical, it must be labeled per (HCS2012). Labels should include name of the chemical and appropriate hazard warnings. Common secondary containers include sprayers, gas cans and buckets. Containers missing original labels should also be re-labeled in accordance with (HCS2012).

Chemical Inventory List

All chemicals that are physical or health hazards must be included in an inventory for each department. Physical or health risks are noted on the container or on a safety data sheet (SDS) provided by the manufacturer or retailer. Each department shall keep the inventory as an appendix to the Hazard Communication program for that department.

The list shall be updated every time a new chemical is introduced into or removed from the workplace. The program administrator may designate a person from each department to maintain the chemical inventory for that department.

All chemical purchase requests shall be reported to your respective Department Heads.

Each department shall forward a copy of the chemical inventory lists to the administrator to be maintained in a master list.

Safety Data Sheets

SDS are written or printed materials that identify the safety and health risks of a chemical, the routes of exposure and precautions to use when handling the chemical. The vendor or manufacturer provides a SDS upon purchase and request.

Each chemical in the inventory shall have a corresponding SDS. The sheets shall be organized in a manner that the SDS for a chemical appears in the same order as it appears on the inventory list. The person designated to maintain the inventory shall also maintain the SDS.

When a chemical is removed from use and from the chemical inventory, the SDS must also be removed. Retired SDS must be retained and stored for 30 years from the date of removal from service. Date of removal must be noted on the upper righthand corner of the SDS.

Unlabeled Pipes

Employees may be required to work in areas where chemicals are contained in unlabeled pipes. When labeling is not feasible, employees shall be informed of the contents of the pipes (e.g. Chlorine) and the hazards associated with the chemicals. Employees should also be instructed on the proper measures to reduce or eliminate exposures.

Employee Information and Training

Any employee authorized to handle, or who may be exposed to certain chemicals, and all those who supervise those employees must receive training as required by Section 1910.1200(h)(3). Training will include:

- i. an overview of Section 1910.1200 (*See Appendix A- page 9*),
- j. the details of this program,
- k. how to read an SDS,
- l. how to detect chemical releases,
- m. health and safety hazards of chemicals in work area,
- n. measures employees must use to protect themselves from hazards,
- o. an explanation of the labeling system including (HCS2012), and
- p. who to contact for more information,

Training should be conducted by a competent person as demonstrated by knowledge and experience. The name of the trainer, qualifications, training materials used, course content and date of training shall be documented. **Every employee shall be trained prior to exposure to any chemicals and retrained annually.**

Outside Contractors

The program administrator must inform all contractors of the elements of this program. Contractors must also make copies of their hazardous communications program and all SDS for chemicals brought on site available to the program administrator. Contractors who fail to follow the program requirements will be asked to leave the premises. Contractors with an insufficient program will not be allowed to begin work until their program meets or exceeds the requirements of this program.

Violation of Hazardous Communications Program

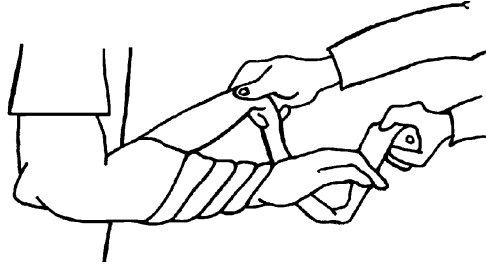
Employees who violate the hazardous communications procedures will be disciplined according to the personnel policy. Employees will also be required to attend retraining on the procedures or policies that were violated.

Appendix A

To view the Section 1910.1200 hazardous communication regulations from the OSHA web site, use the following link:

http://www.osha-slc.gov/OshStd_data/1910_1200.html

EMMETSBURG
Blood borne Pathogens
Exposure Control Policy
OSHA CFR 1910.1030



1. Purpose	pg. 3
2. Policy	pg. 3
3. Key Requirements	pg. 3
4. Who's Covered	pg. 4
5. Exposure Control Plan	pg. 4
6. Bloodborne Diseases	pg. 4
7. Potential for Infections at Work	pg. 5
8. Universal Precaution	pg. 5
9. Hand Washing	pg. 5
10. Personal Hygiene	pg. 5
11. Personal Protective Equipment and Location	pg. 6
12. Contaminated Equipment	pg. 6
13. Housekeeping	pg. 6
14 Sharps Containers and Location	pg. 7
15. Disposal Kits	pg. 7
16. Hepatitis B Vaccination	pg. 7
17. If You Are Exposed	pg. 8
18. Record Keeping	pg. 8
19. Training	pg. 9
20. Sources for Annual Training	pg. 9

1. Purpose:

The purpose of the Bloodborne Pathogen Program is to assure as far as possible a safe and healthful working environment for our employees and to preserve our human resources through adherence to the Cities policies and program. This program is designed to inform employees how to eliminate or minimize potential exposure to Hepatitis B virus (HBV), Human Immunodeficiency Virus (HIV), and other Bloodborne Pathogens in their work environments.

2. Policy:

The Safety Company has responsibility for the initial administration of the Bloodborne Pathogen Exposure Control Program. The City Administrator shall have the responsibility and authority to implement any future changes to this program, which are deemed necessary.

The Department Heads have the responsibility to directly oversee employees in the proper use of the program. It shall be the direct responsibility of the Department Heads and job supervisors to see that employees are using safe procedures in the pursuit of their daily activities.

3. Key Requirements:

1. Exposure Control Plan
2. Universal Precautions must be used for infection control.
3. Hepatitis B Vaccination must be offered.
4. Record keeping requirements - duration of employment plus 30 years.
5. Initial and annual training requirements.

4. WHOS COVERED:

Job Titles Where There Is Potential Exposure Duties	Duties Involving Potential Exposure	Names of Employees Performing Those
Law Enforcement	Emergency Response First Aid, Delivering Babies Clean up of Bodily Fluids	Police
Custodial Disposal	Cleans up spilled contaminants	Custodians, Janitors Trash Collection &
Parks Department All employees, Street, Sanitation, City Clerks.	Clean up spilled contaminants First aid at remote locations. Trash collection and disposal.	All Parks Personnel
	Clean up spilled contaminants, Requiring use of PPE equipment.	Trash collection, All City employees.

5. Exposure Control Plan

Emmetsburg is committed to reducing the risk of any employee contracting a bloodborne disease on the job. All city employees may have an occupational exposure to bloodborne pathogens. The OSHA (Occupational Safety and Health Administration publishes regulations governing this exposure under the Code of Federal Regulations, 29 CFR 1910.1030. OSHA defines an occupational exposure as "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." Because city employees may give first aid assistance to someone who is bleeding or sick, the potential for an exposure exists. In addition, custodial personnel may be asked to clean up a contaminated area after an injury and could be exposed.

6. Bloodborne Diseases

If there is an accident or situation involving blood or other body fluids that may be mixed with blood (such as vomit), serious diseases can be transmitted. Two of the most dangerous diseases are caused the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV). Other blood borne diseases include syphilis, malaria, and hepatitis C.

Any kind of opening or break in your skin provides a place where infected blood could enter your body. Your eyes, nose, and mouth are a few of those openings. In addition, cuts, scrapes, burns, rashes, dermatitis, cracked dry skin, and even hangnails can be entryways for infection.

7. Potential For Infections at Work

In the workplace, blood borne diseases could infect you when:

- You help an injured person without using a protective barrier between you and the person's blood.
- You have broken skin and you touch an object or surface with blood on it.
- You touch or rub your eyes, nose, or mouth after getting someone else's blood on your hands.

8. Universal Precaution

Effective immediately, all city personnel will follow universal precautions when dealing with injured or sick employees. OSHA defines universal precautions as "an approach to infection control." "All human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens."

9. Hand Washing

If infectious material gets on your hands, the sooner you wash it off, the less chance you have of becoming infected. Hand washing keeps you from transferring contamination from your hands to other areas of your body or other surfaces you may contact later. Every time you remove a pair of disposable gloves you must wash your hands with non-abrasive soap and running water as soon as you possibly can. If skin or mucous membranes come in direct contact with blood, wash or flush with water as soon as possible.

10. Personal Hygiene

Do not eat, drink, smoke, apply cosmetics or lip balms, or handle contact lenses where you may be exposed to blood or other potentially infectious materials. Avoid petroleum-based lubricants that may eat through latex gloves. Applying hand cream is okay if you thoroughly wash your hands first. Take steps to minimize splashing, spraying, spattering and generation of droplets of all bodily fluids during first aid treatment and clean up.

11. Personal Protective Equipment

Each city first aid kit will have a mouth-to-mouth Micro shield Clear Mouth Shield which creates a barrier between you and the victim during rescue breathing or CPR. In addition, disposable gloves are available in each first aid kit. You must wear gloves when you anticipate hand contact with blood. Each facility shall have a bodily fluid disposal kit, which includes a disposable apron, facemask, biohazard bag, and antiseptic, antibacterial wipes and spray. These items can be used as needed for either giving first aid assistance or clean up purposes.

First aid kits shall be located in each City building.

If blood or other potentially infectious material contaminates clothing, the clothing shall be removed immediately or as soon as feasible and left in the area where first aid treatment was provided. All personal protective equipment shall be removed prior to leaving the area where first aid treatment was provided. Be sure to follow safe glove removal procedures as taught during training, and place all contaminated materials in a biohazard bag. It is in our best interests to keep all contaminated materials in as small an area as possible to minimize contamination and clean-up efforts.

12. Contaminated Equipment

Equipment which may become contaminated with blood or other potentially infectious materials shall be decontaminated by using the spray bleach solution or other germicidal.

13. Housekeeping

All equipment and work surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials. This cleaning and decontamination must take place as soon as possible after the accident.

14. Sharps Containers

Sharp items (needles, razor blades and other sharp instruments) are considered potentially infective and must be handled with extraordinary care to prevent accidental injuries.

1. Sharps must be disposed of in closable, puncture resistant, disposable containers, which are leak proof.

2. Sharps disposal units must be easily accessible to personnel and located in the immediate areas of use. Containers must be replaced routinely, not allowed to overfill, and closed immediately before removal or replacement.
3. Used needles and other sharps must not be sheared, bent broken, recapped or re-sheathed by hand. Recapping must be done by the one-handed method only if recapping is necessary.
4. Sharps containers will be available at the Public Health office and the Sheriff's Department.

15. Disposal Kits

The Bodily Fluid Disposal Kits in each of the First Aid Kits has a list of directions on the outside of the package. Follow the directions listed, which are:

1. Put on the latex disposable gloves, disposable apron, and disposable facemask with shield, as needed.
2. Clean up with disposable towels.
3. Put the above items in a red biohazard plastic bag.
4. Use a germicidal spray to wet the contaminated area and allow to remain wet for five minutes.
5. Use disposable paper towels to wipe up the contaminated area.
6. Place all items, including latex disposable gloves, disposable apron, and disposable facemask, into the red biohazard plastic bag.
7. Use germicidal hand wipes to clean your hands and discard into red biohazard bag.
8. Tie the red biohazard plastic bag securely to prevent leakage.
9. Use a second germicidal hand wipe to clean hands.
10. Thoroughly wash hands with antibacterial soap and water.

Pick up any sharp objects (i.e., broken glass) with a dustpan and brush, cardboard, or tongs - never with your hands.

Any contaminated sheets or blankets should be discarded in the red biohazard bag. Linen soiled with blood or body fluids must be placed in and transported in bags that are leak

proof and labeled with a biohazard label. A second bag must be used if leakage is possible.

As soon as clean-up is complete, contact the Department Head or designee for disposal of the red biohazard plastic bag at the approved site. The Department Head or designee shall therewith replace the Bodily Fluid Disposal Kit.

16. Hepatitis B Vaccination

As an employee of The City of Emmetsburg, Hepatitis B vaccination will be made available to you at no cost.

The vaccination involves three injections over a six-month period. The complete series of HBV vaccination is highly effective at protecting you from getting HBV or becoming a carrier for nine years or longer. The City Clerk will arrange for employees to receive their vaccinations through the Community Health.

The HBV vaccination can even be started within 24 hours of exposure to blood or potentially contaminated fluids and still be effective. Any questions you have about the vaccination should be referred to your personal doctor.

According to the OSHA regulations, any employee who does not wish to receive the vaccination form must sign a declination form. Employees who initially decline the vaccination may receive it later if they change their minds. The form is simply proof that the City lived up to its responsibility to offer the vaccination.

17. If You Are Exposed

If blood or other potentially infectious material has come into contact with your eyes, mouth, or any other opening or break in your skin, you've been involved in an exposure incident. If you think or know that this has happened to you, stay calm and wash yourself thoroughly. Then report the exposure to your supervisor right away. Talk with your supervisor about the following:

1. Wash or Rinse eyes or infected areas with antibacterial soap.
 1. How, when, and where the accident happened.
 2. Whose blood you came into contact with (if you're not sure, just describe exactly the incident.)
- The Department Head and the exposed person will be responsible for documenting this information in an incident report format (sample attached), and forwarding it to the Safety Director to be placed in the employee's confidential file.

You can decide if you want your blood tested for HBV and HIV. If you do, the city will provide confidential testing and necessary medical referrals. If you have been involved in an exposure incident, we suggest you seek medical attention.

18. Record Keeping

OSHA requires that we keep the following confidential records for all city employees:

- Name and social security number;
- Hepatitis B vaccination date or declination form;
- Results of all exams, testing and follow-up procedures;
- Copy of health care professional's opinion;
- Copy of information provided by City about the accident to the health care professional.

These records are confidential and cannot be released without the employee's written consent or if required by law. All records will be kept and retained by the City Administrator. You are welcome to inspect your own records at any time.

If an employee is exposed and seeks medical attention, the City must provide:

- a. A copy of the 29 CFR 1910.1030 regulations.
- b. A description of the exposed employee's duties as they relate to the exposure incident.
- c. Documentation of the routes of exposure and circumstances under which exposure occurred.
- d. Results of the source (injured) individual's blood testing if available.
- e. All medical records relevant to the appropriate treatment of the employees including vaccination status, which are the employer's responsibility to maintain.
- f. City will forward any appropriate records to the doctor, within 15 working days.

19. Training

Training shall be conducted by a person with Medical training in Bloodborne Pathogens and the procedures associated with BBP. The Safety Company will coordinate training. Training is required initially and annually thereafter. Training will include the following elements.

- a. A copy of the OSHA regulation
- b. A general explanation of the epidemiology and symptoms of blood borne diseases.
- c. An explanation of the modes of transmission of blood borne pathogens.
- d. An explanation of the employer's exposure control plan and a copy of it.
- e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

- f. An explanation of the use and limitation of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices, and personal protective equipment.
- g. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- h. An explanation of the basis for selection of personal protective equipment.
- i. Information on the Hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge.
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- k. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- l. Information of the post-exposure evaluation and follow-up that the city is required to provide for the employee following an exposure incident.
- m. An explanation of the signs and labels and/or color-coding required.
- n. An opportunity for interactive questions and answers with the person conducting the training session.

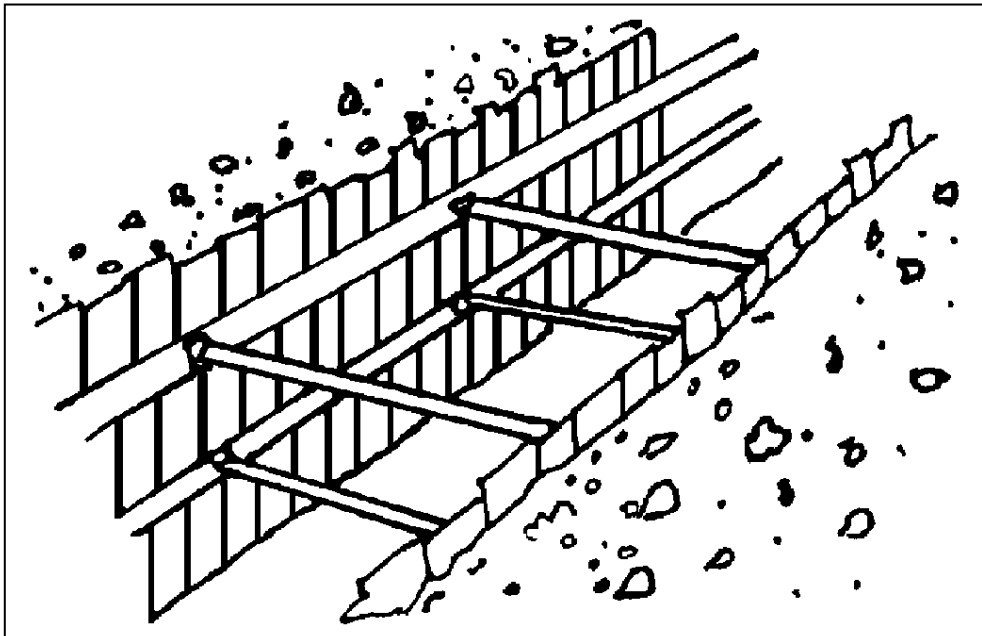
20. Sources for Annual Training

1. Safety Company
2. Classroom type atmosphere with personal instructions
3. Training manuals/employee handouts
4. Employee review sessions
5. Supervisory instructions.

CITY OF EMMETSBURG EXCAVATION PROGRAM

Amended 7 /17 /19

This policy for the City of Emmetsburg is to be reviewed annually for changes to the work procedures performed under this policy, changes in OSHA standards pertaining to this policy, or changes in equipment used or provided. All revisions to the policy must be dated and initialed by the City Administrator and Public works Director designated for administering this policy.



1. Purpose

- a. It is the intent of the City of Emmetsburg to protect its employees and outside contractors from injuries resulting from work in and around trenches & excavation sites.

2. Applicability

- a. This program applies to all individuals, employees and contractors performing duties in and around excavation and trench sites under the direction of the City of Emmetsburg.

3. Definitions

- a. *Excavations* are any manmade cut, cavity, trench or depression in any earth surface caused by earth removal.
- b. *Trenching* is a narrow excavation made below the surface of the ground. Generally, the depth is greater than the width of the trench, and not greater than fifteen feet. If forms or other structures are installed or constructed so as to reduce the dimension to fifteen feet or less, the excavation is also considered to be a trench.
- c. *Competent Person* is an individual who is capable of identifying and predicting hazards which are unsanitary, hazardous or dangerous to employees and has authorization to take prompt, corrective measures to eliminate those hazards.
- d. *Protective System* is a method of protecting employees from cave-ins, or from material that could fall or roll from an excavation face, into an excavation or from the collapse of an adjacent structure. Protective systems include support, sloping and benching, shield and other systems that provides the necessary protection.
- e. Other Definitions can be found in *Excavation Safety*, Section 1926.650."

4. Individuals Authorized as Competent Persons. The individual(s) listed herein has complete authority to halt or correct any excavation activity if that individual in their opinion based on their training believes that danger exists. They would include all department heads.

5. **Available Protection Plans**

The city has the following protection plans available depending on the excavation requirements:

Method 1

Sloping @ 1 1/2 to 1'in accordance C type Soil!

Method 2

Shoring/aluminum hydraulic shoring equipment, state manufacturer's name & load limitation

Method 3

Shielding manufacturer's load limit capacity/Trench Box

Method 4

The City will use a professional engineer for all excavations deeper than 20 feet

6. **General Requirements Prior To Excavation**

- a. One Call (800/292-8989)
- b. A check of site conditions by a competent person for the following:
 - i. Surface drainage
 - ii. Fixtures in area
 - iii. Previous excavations
 - iv. Potential of hazardous atmospheres
 - v. Traffic controls and potential vibration problems
- c. Prepare the following:
 - i. Emergency telephone numbers
 - ii. Emergency rescue equipment
 - iii. Documentation of employee training on excavation safety
 - iv. Protection plans for utilities and fixtures in an excavation site

v. Protection plan for the excavation area based on depth, soil type and potential or actual hazards associated with the excavation.

7. General Requirements During Excavation

The appointed competent person shall check at the job start-up and on a daily basis, prior to the commencement of daily activity the following items:

- a. Soil analysis done on site Daily, Ribbon Test, Thread Test, Thumb Penetration.
- b. Review the current protection plan to ensure its adequacy for the conditions;
- c. Determine if the groundwater control system is diverting properly or removing groundwater from excavation site;
- d. Ladders are placed every twenty-five feet of lateral movement and they extend three feet above the trench top;
- e. Provide protection from falling objects for employees in the excavation utilizing one or more of the following:
- f. Require hard hats be worn by employees entering excavation and,
- g. Materials and equipment are set back a minimum of two feet from the edge of the Trench
- h. Use shields with tops extending 18 inches above the top of the trench; and workers above the trench are kept back from the edges and slopes.
- i All Excavations deeper than 5 foot will have 1 of the above protective system in place
- j All excavations deeper than 4 feet will have a ladder that extends 3 or more feet out of the excavation and within 25 lateral travel to all employees in said trench.

The following conditions will be reviewed:

- Utility protection is adequate
- Adjacent appliances
- Traffic control is in place and adequate for the level and type of traffic, which may include issuing safety vests to employees on the job site
- Workers are prohibited to work under or near loading, or lifting operations in the Excavation

- Air quality in the trench shall be checked for potential hazardous atmosphere if there is a potential for hazardous atmosphere.

8. Training & Education

Every employee of the City of Emmetsburg that may have to work in or around a trench, will be trained annually on Excavation safety, Safe Trenching and Shoring Competent Person, & the cities excavation policies. All new employees shall be trained in excavation safety prior to any work in a trench.

9. Documentation

Each excavation project shall require Daily inspection be prepared and maintained by the competent person for the duration of the excavation project.

10. Disciplinary Action

Every employee, of the City of Emmetsburg, is required to follow and strictly adhere to this policy, failure to follow this and all safety policies will result in appropriate disciplinary actions!