



# **CITY OF FRESNO**

## **INJURY AND ILLNESS PREVENTION PROGRAM MANUAL**

**Personnel Services Department  
Risk Management Division**

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# BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

## POLICY AND PROCEDURES

### 1. General

- A. It is the City's policy to provide every employee with a safe working environment.
- B. The requirement for employers to administer a continuing, effective Bloodborne Pathogens Exposure Control Plan is outlined in Section 5193, Title 8, California Code of Regulations, more commonly known as the General Industry Safety Orders (GISO.) It is the policy of the City to adhere to all applicable laws and regulations necessary to protect its employees.
- C. An exposure determination will be made for each division and the need for plan implementation evaluated. The exposure determination will consist of:
  - (1) A listing of job classes in which all employees have an occupational exposure to bloodborne pathogens.
  - (2) A listing of all job classes in which one or more employees have occupational exposures to bloodborne pathogens.
  - (3) A listing of those tasks and procedures common to the job classes listed above in which an employee would be exposed to bloodborne pathogens.

### 2. Immunization

- A. Any employee assigned duties that place them at risk of exposure to bloodborne pathogens will be provided training on the City's Exposure Control Plan, the hazards of bloodborne pathogens, and the availability of hepatitis B vaccine, when they are first assigned to such duties, at no expense to the employee.

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- (1) Employees will also be given an opportunity to be vaccinated against Hepatitis B within ten (10) working days of their initial assignment unless the employee has already received the vaccination series and antibody testing reveals that the employee is immune or the vaccine is medically contraindicated.
- (2) Employees who initially decline HBV immunization may request it a later time, if still exposed to this bloodborne pathogen.

### 3. Exposure Incidents

- A. An exposure incident is defined as any specific eye, mouth or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of an employee's duties.
- B. Employees will report any exposure incident to their supervisor immediately. Supervisors will investigate each incident and complete a "Supervisor's Report of Injury" for each employee involved.
- C. An exposure incident, by itself, is not an injury. If there is a job-related injury, which occurs as a result of the incident surrounding the exposure, that injury should be processed as a workers' compensation claim. Any employee who has had a potential exposure to hepatitis B, with or without an accompanying injury, may:
  - (1) Receive the vaccination series immediately if they have not been vaccinated; or
  - (2) Receive a booster if they have completed the vaccination series prior to the exposure incident.

The review of immunization status and vaccination is considered "first aid" regardless of where they are administered.

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- D. If any employee incurs an injury involving lost time beyond the day of the injury as the result of an incident involving a potential exposure, or requires medical care other than first aid, the supervisor will have the employee complete a Workers' Compensation claim form and initiate an Employer's Report of Injury.

### RESPONSIBILITIES

#### 1. Department Directors/Division Managers:

- A. Department directors and division managers will develop a written bloodborne pathogen's exposure control plan reflecting the policy objectives stated above, which will be added to the department or division Injury and Illness Prevention Plan (IIPP). These plans will be submitted to Risk/Safety for review prior to implementation.
- B. Department directors and division managers will implement a system of controls which will ensure that requests for vaccinations and/or personal protective equipment are consistent with the work environment, safety requirements, and effective cost control procedures. These controls will include:
  - (1) Requiring managers and supervisors to identify, or cause to be identified, job classes, tasks or duties having potential exposures which require immunization or the use of precautionary measures, including personal protective equipment.
  - (2) Requiring the review of tasks or duties by supervisors and the department or division Safety Committee to identify effective means of avoiding or reducing the exposure in each instance.
  - (3) Directing managers and supervisors to conduct or cause to be conducted, training on the hazards inherent in their work areas and the preventive or

## BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

protective measures to be taken to avoid exposure or infection.

- (4) Providing for the establishment and maintenance of records for the department to include a current listing of employees in identified job classes or assigned duties with exposure to bloodborne pathogens, and their participation in the exposure control plan, including training, immunization, and use of precautionary measures or protective equipment.
- (5) Including estimates of the projected costs of the department or division exposure control plan in annual budget planning.

### 2. Supervisors will:

- A. Work with the department/division safety committee to make an exposure determination for the division and evaluate the need for plan implementation. Questions or disputes concerning which employees may be covered by the exposure control plan will be referred first to the division manager and then to Employee Safety and Loss Control staff in the Human Resources Division.
- B. Continuously inform and train employees on the dangers of bloodborne pathogens and the content of the exposure control plan, inspect work sites and observe procedures at the frequency necessary to ensure compliance, and initiate appropriate corrective action when employees fail to comply with the plan.
- C. Promptly investigate, report on, and maintain records of any exposure or potential exposure that they observe or that is reported to them.
- D. Ensure that there is a sufficient quantity of personal protective equipment to provide the necessary protection for employees in their work areas.
- E. Provide for the collection and proper disposal of any potentially infectious waste that may result from an exposure incident.

## BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

### 3. Employee

- A. Conform to the requirements of the exposure control plan established for the department or division.
- B. Report to work with, and properly use, all required safety equipment and clothing whether provided in whole or in part by the City.
- C. Take all reasonable precautions to conserve and protect the personal protective equipment provided by the City.
- D. Promptly report any exposure or potential exposure to their supervisor.
- E. Dispose of all contaminated clothing or other material in an approved manner following any exposure incident.

### 4. Human Resources

- A. The Employee Health and Safety/Loss Control staff will continuously audit the City's Bloodborne Pathogens Exposure Control Plan. This audit process will include a review of divisions having exposures at least annually to:
  - (1) Ensure that an exposure determination has been made, training is being conducted, and all affected employees have been offered an opportunity to be immunized.
  - (2) Review engineering and administrative controls to determine if exposures can be reduced or eliminated.
  - (3) Determine if there are changes in assignments that would require employees to be added to, or removed from, the plan.
- B. The Employee Health and Safety/Loss Control staff will be responsible for contracting for a service provider who will

## **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

conduct immunization and post incident evaluation of City employees. Staff responsibilities in this area will be:

- (1) To determine the minimum required components of the City's Bloodborne Pathogens Exposure Control Plan, the level of service desired, and the scope and schedule of contracted services.
- (2) To solicit proposals from local service providers to ensure compliance with the law .
- (3) To review and evaluate proposals submitted, recommend a service provider to the appropriate authority, and execute a contract to provide necessary services.
- (4) To administer the contract, providing liaison between City employees and the service provider, and perform an annual review of the employee immunization program.

(12/10/98 )



## **CONFINED SPACE ENTRY**

### **POLICY**

It is the City's responsibility to provide every employee with a safe working environment. In order to ensure a safe workplace, certain rules and procedures must be established. The rules and procedures established in the instruction will be applicable to all Departments that conduct confined space operations.

The requirement to inform employees of known hazards, and the training requirements are outlined in Sections 5156 through 5157, Article 108, Subchapter 7, Chapter 4, Division 1, Title 8, California Code of Regulations, more commonly known as the General Industry Safety Orders (GISO.) It is the policy of the City to adhere to all applicable laws and regulations necessary to protect its employees.

### **DEFINITIONS**

1. Confined space means a space that (must meet all definitions):
  - A. Is large enough and so configured that an employee can bodily enter and perform assigned work; and,
  - B. Has limited or restricted means for entry or exit (for example, tanks vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and,
  - C. Is not designed for continuous employee occupancy.
2. Non-permit confined space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
3. Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:
  - A. Contains or has a potential to contain a hazardous atmosphere;

## CONFINED SPACE ENTRY

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

## RESPONSIBILITIES AND PROCEDURES

1. Department Directors/Division Managers:
  - A. Department directors and division managers will develop a written Confined Space Entry Program reflecting the policy objectives stated above which will be added to the Department or Division Injury and Illness Prevention Plan (IIPP). These plans will be submitted to Risk/Safety for review prior to implementation. Examples of permit-required confined space programs are outlined in the appendixes to the GISO, Section 5157.
  - B. Department directors and division managers will implement a program of controls which will ensure that requests for personal protective equipment is consistent with the work environment, safety requirements, and effective cost control procedures. These controls will include:
    - (1) Requiring Managers and Supervisors to identify, or cause to be identified, areas that are to be classified as confined spaces. Inform exposed employees, by posting danger signs or by an equally effective means, of the existence and location of and the danger posed by the permit spaces. (A sign reading "DANGER - PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER" or using similar language would satisfy the requirement for a sign.)

## CONFINED SPACE ENTRY

- (2) Requiring the review of work sites or tasks by supervisors and the department or division Safety Committee to identify effective means of avoiding or reducing the number of entries required.
- (3) Directing Managers and Supervisors to conduct or cause to be conducted, training on the hazards inherent with confined space entry and their work areas and the preventive or protective measures to be taken to avoid hazardous exposures.
- (4) Providing for the establishment and maintenance of records for the department to include a current listing of employees assigned to work within confined space operations and their participation in the confined space entry program, including training; duties and responsibilities of entrants, job supervisors, attendants, and rescue personnel; and use of tools, rescue equipment, first aid and cardiopulmonary resuscitation, and protective equipment.
- (5) Including estimates of the projected costs of engineering controls, training and equipment in annual budget planning.
- (6) Maintain records of confined space entry operations, training, calibration of test equipment, and incident reports as required by OSHA.

### 2. Supervisors will:

- A. Work with the department/division safety committee to inspect the division's work sites and activities, identify any hazardous locations present, and evaluate the need for training, protective equipment, specialized tools (i.e., non-sparking tools) and MSDS's. Questions or disputes involving the need for any of these items will be referred first to the division manager and then to Employee Safety and Loss Control staff in the Human Resources Division.

## CONFINED SPACE ENTRY

- B. Inform and train employees on the rules and regulations which require them to work in or near a confined space operation. Training will include the hazards which are anticipated to be met during a confined space operation, methods to conduct the operation safely, air monitoring techniques, use of tools and equipment, ventilation techniques, emergency rescue procedures, duties of all personnel involved, and maintenance of appropriate first aid and cardiopulmonary resuscitation certifications.
- C. Ensure that there is a sufficient quantity of tools and equipment available to provide the necessary protection for personnel conducting the operation.

### 3. Employee

- A. Conform to the rules and requirements governing operating procedures and confined space operations which have been established for the department.
- B. Report to work with, and properly use, all required safety equipment and clothing whether provided in whole or in part by the City.
- C. Take all reasonable precautions to conserve and protect the personnel during the conduct of a confined space operation.

### 4. Human Resources

The Employee Health and Safety/Loss Control staff will be responsible to continuously audit the City's Confined Space Entry Program. This audit process will include the review of affected work sites at least annually to:

- A. ensure that all confined space pre/entry checklists and entry permits are present and are properly identified, adequate training is being provided, and proper procedures are being followed.

## CONFINED SPACE ENTRY

- B. review engineering and administrative controls to determine if exposures can be reduced or eliminated.
- C. determine if there are changes in procedures, materials or locations which would require employees to be added to, or removed from, the program.

## APPENDIXES

1. Confined Space Entry Permit (Pre-Entry/Entry Check list) - MANDATORY. This form shall be used to determine if the entry is to be considered a permit required or non-permit entry. All "NO" indications will terminate entry until the identified problem is eliminated. Rescue procedures will be identified on this form for all permit required entries. This form is to be signed by all entry personnel, the job supervisor, and the attendant. This form shall be conspicuously posted at the entry site prior to any entry.
2. Entry Permit - MANDATORY. This form is used to record permit required entries. All "NO" indications will terminate entry until the identified problem is corrected. This form shall be conspicuously posted at the entry site prior to entry of permit required spaces.
3. Hot Work Permit - MANDATORY. This form is used when hot work (i.e., welding, cutting, brazing, etc.) is involved as a part of the entry. This form shall be posted at the entry site prior to entry whenever hot work is to be conducted.

(12/10/98 )

**Confined Space Entry Permit (Pre-Entry/Entry Check List)**  
**CONFINED SPACE ENTRY**

Date and Time \_\_\_\_\_ Date and Time Expires: \_\_\_\_\_

Issued: \_\_\_\_\_  
 Job site: \_\_\_\_\_ Job \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Equipment to be worked on: \_\_\_\_\_ Work to be performed: \_\_\_\_\_

Pre-Entry (See Safety Procedures)				Entry (See Safety Procedures)					
1.	Atmospheric Checks:	Time				1. Entry, standby, and back up persons:	Yes	No	
		Oxygen	_____ %			Successfully completed required			
		Explosive	_____ % L.E.L.			training?			
		Toxic	_____ PPM			Is it current?	( )	( )	
2.	Source isolation (No Entry):	N/A	Yes	No		2. Equipment:	N/A	Yes	No
	Pumps or lines blinded	( )	( )	( )		Direct reading gas monitor -			
	disconnected, or blocked	( )	( )	( )	tested		( )	( )	( )
3.	Ventilation Modification:	N/A	Yes	No		Safety harnesses and lifelines			
	Mechanical	( )	( )	( )		for entry and standby persons	( )	( )	( )
	Natural Ventilation only	( )	( )	( )		Hoisting equipment	( )	( )	( )
4.	Atmospheric check after					Powered communications	( )	( )	( )
	isolation and Ventilation:					SCBA's for entry and standby			
Oxygen	_____ %	> 19.5%			persons		( )	( )	
	Explosive	_____ % L.E.L.	< 10 %			Protective Clothing	( )	( )	( )
	Toxic	_____ PPM	< 10 PPM H <sub>2</sub> S			All electric equipment listed			
	Time	_____				Class I, Division I, Group D			
						and Non-sparking tools	( )	( )	( )

If conditions are in compliance with the above requirements and there is no reason to believe conditions may change adversely, \_\_\_\_\_ Permit Space Pre-Entry Check List. post in \_\_\_\_\_ with this permit. not in \_\_\_\_\_ compliance with the above requirements or \_\_\_\_\_ believe that \_\_\_\_\_ conditions proceed \_\_\_\_\_ to the Entry Check-List portion of this permit.

\_\_\_\_\_ then proceed to the \_\_\_\_\_ Complete \_\_\_\_\_ and If \_\_\_\_\_ conditions \_\_\_\_\_ are \_\_\_\_\_ there is reason to \_\_\_\_\_ may change \_\_\_\_\_ adversely,

We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any squares are marked in the "No" column. This permit is not valid unless all appropriate items are completed.

Permit and Check List Prepared By: (Supervisor) \_\_\_\_\_  
 Approved By: (Unit \_\_\_\_\_ Supervisor) \_\_\_\_\_  
 Reviewed By (Confined Space Operations Personnel): (Printed name & signature) \_\_\_\_\_

This permit to be kept at job site. Return job site copy to Safety Office following job completion.  
 Copies: Original (Division Safety Office) Yellow (Unit Supervisor) Hard (Job site)

**ENTRY PERMIT**

CONFINED SPACE \_\_\_\_\_ HAZARDOUS AREA

**PERMIT VALID FOR 8 HOURS ONLY. ALL COPIES OF PERMIT WILL REMAIN AT JOB SITE UNTIL JOB IS COMPLETED**

SITE LOCATION and DESCRIPTION \_\_\_\_\_

PURPOSE OF ENTRY \_\_\_\_\_

SUPERVISOR(S) in charge of crews \_\_\_\_\_ Type of Crew \_\_\_\_\_ Phone # \_\_\_\_\_

**\* BOLD DENOTES MINIMUM REQUIREMENTS TO BE COMPLETED AND REVIEWED PRIOR TO ENTRY \***

REQUIREMENTS COMPLETED	DATE	TIME	REQUIREMENTS COMPLETED	DATE	TIME
<b>Lock Out/De-energize/Try-out</b>	_____	_____	<b>Full Body Harness w/"D" ring</b>	_____	_____
<b>Line(s) Broken-Capped-Blanked</b>	_____	_____	<b>Emergency Escape Retrieval Equip</b>	_____	_____
<b>Purge-Flush and Vent</b>	_____	_____	<b>Lifelines</b>	_____	_____
<b>Ventilation</b>	_____	_____	Fire Extinguishers	_____	_____
<b>Secure Area (Post and Flag)</b>	_____	_____	Lighting (Explosive Proof)	_____	_____
<b>Breathing Apparatus</b>	_____	_____	Protective Clothing	_____	_____
<b>Resuscitator - Inhalator</b>	_____	_____	Respirator(s) (Air Purifying)	_____	_____
<b>Standby Safety Personnel</b>	_____	_____	Burning and Welding Permit	_____	_____

Note: Items that do not apply enter N/A in the blank

\*\* RECORD CONTINUOUS MONITORING RESULTS EVERY 2 HOURS \*\*

CONTINUOUS MONITORING\*\*

Permissible

TEST(S) TO BE TAKEN

Entry Level

**PERCENT OF OXYGEN**

**19.5% to 23.5%**

**LOWER FLAMMABLE LIMIT**

**Under 10%**

**CARBON MONOXIDE**

**+35PPM**

Aromatic Hydrocarbon

+ 1PPM \* 5PPM

Hydrogen Cyanide

(Skin) \* 4PPM

Hydrogen Sulfide

+10PPM \*15PPM

Sulfur Dioxide

+ 2PPM \* 5PPM

Ammonia

\*35PPM

\*Short-term exposure limit: Employee can work in the area up to 15 minutes.

+8 hr. Time Weighted Avg.: Employee can work in area 8 hours (longer with appropriate respiratory protection).

REMARKS: \_\_\_\_\_

GAS TESTER NAME & CHECK # INSTRUMENT(S) USED MODEL &/OR TYPE SERIAL &/OR UNIT #

SUPERVISOR AUTHORIZING ENTRY  
ALL ABOVE CONDITIONS SATISFIED

AMBULANCE  
Safety

FIRE  
Gas Coordinator

DEPARTMENT : \_\_\_\_\_ Phone



## CONFINED SPACE ENTRY

<b>HOT WORK PERMIT</b>		
This hot work permit must be completed when welding, burning, or cutting with portable equipment in designated areas. It is each employee's responsibility to comply with the conditions in this permit. This permit must be signed by the supervisor. This hot work permit must be kept on file by the Safety Officer.		
Date & Time Issued:	Expiration Date and Time:	
Job Location:		
Reason for Hot Work:		
Crew Supervisor:	Authorized Employees:	
Hazards of the Job:		
Safety Precautions:		
<b>CHECKLIST</b> (All checked precautions must be observed)		
Fire extinguisher on job site.	Δ	All grounding/bonding wire in place.
Charged water hose available.	Δ	Surrounding equipment & operations are safe for hot work.
Fire watch posted.		No open vessels or lines within 35 feet of hot work area.
Welding blankets in place.		No combustibles or flammable items within 35 feet of hot work area or covered with wetted blankets.
Standard welding precautions: eye protection, proper clothing, faceshield, machine grounded.	Δ	Welding equipment in good condition.
Exhaust Ventilation.	Δ	Confined space entry permit required.
When welding in confined areas, gas cylinders & power sources are located outside area and secured.	Δ	
I certify that required precautions have been taken and necessary equipment has been provided for hot work.		
Crew Supervisor Printed Name	Crew Supervisor Signature	Date

## **CONTROL OF HAZARDOUS ENERGY**

### **POLICY**

It is the City's responsibility to provide every employee with a safe working environment. In order to ensure a safe workplace, certain rules and procedures must be established. The rules and procedures established in the instruction shall be applicable to all Departments. Doing live work shall be exempted from this requirement.

The requirement to inform employees of known hazards, and the training requirements are outlined in Chapter 4, Division 1, Title 8, California Code of Regulations, more commonly known as the General Industry Safety Orders (GISO.) It is the policy of the City to adhere to all applicable laws and regulations necessary to protect its employees.

### **DEFINITIONS**

1. Affected person. An affected person is one who normally operates, works close to, or may come in contact with a piece of equipment or machine.
2. Authorized person. An authorized person is a qualified person who is authorized by the Department to place install lockout/tagout/blockout on a system.
3. Competent person. A competent person is a person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
4. Hazardous energy. Hazardous energy is any energy; whether electrical, mechanical, hydraulic, pneumatic, steam, movement, or any other source; that could cause death or serious injury to an employee.

## CONTROL OF HAZARDOUS ENERGY

### RESPONSIBILITIES

1. Department Directors/Division Managers:
  - A. Department directors and division managers will develop a written program reflecting the policy objectives stated above which will be added to the Department or Division Injury and Illness Prevention Plan (IIPP) that encompasses the types of hazardous energy releases applicable to the workplace. These plans will be submitted to Risk/Safety for review prior to implementation.
  - B. Department directors and division managers will implement a program of controls which will ensure that requests for personal protective equipment are consistent with the work environment, safety requirements, and effective cost control procedures. These controls will include:
    - (1) Requiring Managers and Supervisors to identify, or cause to be identified, areas that hazardous energy release can be anticipated.
    - (2) Requiring the review of work sites or tasks by supervisors and the department or division Safety Committee to identify effective means of avoiding or reducing the number of energy releases.
    - (3) Directing Managers and Supervisors to conduct or cause to be conducted, training on the release of hazardous energy, including the sources and methods to prevent inadvertent release, lockout/tagout/blockout procedures and safe release of stored energy.
    - (4) Providing for the establishment and maintenance of records for the department to include a current listing of employees

## CONTROL OF HAZARDOUS ENERGY

who are determined to be competent persons and authorized persons.

- (5) Including estimates of the projected costs of engineering controls, training and equipment, including lockout/tagout/blockout devices in annual budget planning.

### 2. Supervisors will:

- A. Work with the department/division safety committee to inspect the division's work sites and activities, identify any hazardous locations present, and evaluate the need for training, protective equipment, specialized tools and devices. Questions or disputes involving the need for any of these items will be referred first to the division manager and then to Employee Safety and Loss Control staff in the Human Resources Division.
- B. Inform and train employees on the rules and regulations which require them to work in or near hazardous energy potential. Training shall include the hazards which are anticipated to be met during a normal operation, methods to conduct the operation safely, use of tools, devices and equipment.
- C. Ensure that there is a sufficient quantity of tools, devices and equipment available to provide the necessary protection for personnel conducting the operation.

### 3. Employee

- A. Conform to the rules and requirements governing operating procedures established for the department.
- B. Report to work with, and properly use, all required safety equipment and clothing whether provided in whole or in part by the City.

## CONTROL OF HAZARDOUS ENERGY

- C. Take all reasonable precautions to conserve and protect employees who work on, near, or with hazardous energy potential.

### 4. Human Resources

The Employee Health and Safety/Loss Control staff will be responsible to continuously audit the City's Confined Space Entry Program. This audit process will include the review of affected work sites at least annually to:

- A. ensure that adequate training is being provided and proper procedures are being followed.
- B. review engineering and administrative controls to determine if exposures can be reduced or eliminated.
- C. determine if there are changes in procedures, materials or locations which would require employees to be added to, or removed from, the program.

## PROCEDURES

### 1. Sequence for Lockout/Tagout/Blockout

- A. Notify affected employees when servicing or maintenance is required on a machine or equipment. Inform them the machine or equipment must be shut down and locked out to perform the service or maintenance.
- B. The authorized employee shall refer to the procedure and the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

## CONTROL OF HAZARDOUS ENERGY

- C. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress STOP button, open switch, close valve, etc.).
- D. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- E. Lock out the energy isolating device(s) with assigned individual lock(s).
- F. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic system, and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- G. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed. Then verify the isolation of the equipment by operating the push buttons or other normal operating control(s) or by testing to make certain the equipment will not operate.

### **CAUTION:**

Return operating control(s) to neutral or OFF position after verifying the isolation of the equipment.

- H. The machine or equipment is now locked out.

## 2. Locks, Blocks, and Accident Prevention TAGS

### A. LOCKS

Each worker must have his/her own lock and the **ONLY** key to that lock. The lock should be substantial and durable, and should have

## CONTROL OF HAZARDOUS ENERGY

the name of the employee on it. In addition, locks can be color-coded to indicate different shifts, types of crafts, or sections.

When more than one worker is servicing a piece of equipment that must be locked out, a lockout adaptor can be used which allows all the workers to place their locks on the disconnecting means. After the work is completed, each worker removes his/her lock and the machine is then returned to service.

### B. TAGS

**DO NOT USE TAGS ALONE!** Use tags or signs in addition to locks.

Tags must state the:

- (a) Reason for the lockout;
- (b) Name of the employee who is working on the equipment and how that person may be reached; and,
- (c) Date and time the tag was put in place.
- (d) Tagout devices shall be capable of enduring at least 50 pounds of pull, and a non-reusable type. Normally this means that if they come with a string, the string must be replaced. Tie-wraps or other such devices are considered acceptable for securing tags onto lockout devices.

### C. BLOCKS

Suitable blocks are another important safety device for making a piece of equipment safe to be repaired or serviced. Blocks must be placed under raised dies, lifts, or any equipment that might inadvertently move by sliding, falling or rolling. Blocks, special brackets, or special stands such as those commonly used under raised vehicles, must be available and always used.

## CONTROL OF HAZARDOUS ENERGY

Another form of blocking is the placement of a BLIND. A blind is a disk of metal placed in a pipe to ensure that no air, steam, or other substance will pass through that point if the system is accidentally activated. Before installing blinds or blocks, bleed down steam, air, or hydraulic lines to get rid of any pressure. Coiled springs, spring-loaded devices or suspended loads must also be released so that their stored energy will not result in inadvertent movement.

### 2. Testing Equipment During Lockout/Tagout/Blockout

In many maintenance and repair operations, machines may need to be tested - and for that purpose, energized before additional maintenance work can be performed. This procedure must be followed:

- A. Clear all personnel to safety.
- B. Clear away tools and materials from equipment.
- C. Remove lockout/tagout/blockout devices and re-energize systems, following the established safe procedure.
- D. Proceed with tryout or test.
- E. Neutralize all energy sources once again, purge all systems, and lockout prior to continuing work.

Equipment design and performance limitations may dictate that effective alternative worker protection be provided when the established lockout procedure is not feasible. If machinery must be capable of movement in order to perform a maintenance task, such as cleaning operation, workers can use extension tools - extended swabs, brushes, scrapers - to protect themselves from injury.

### 3. Steps to Restoring Equipment to Service



## CONTROL OF HAZARDOUS ENERGY

- A. After the work is completed and the equipment is ready to be returned to normal operation, this procedure must be followed:
- B. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact, including guards and safety devices. Repair or replace defective guards before removing lockouts.
- C. Check the work area to ensure that all employees have been safely positioned or removed from the area. Verify that the controls are in neutral.
- D. Remove the lockout devices and reenergize the machine or equipment.

**NOTE:** The removal of some forms of blocking may require reenergization of the machine before safe removal.

Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.

(12/10/98)

## **EMERGENCY RESPONSE PLANS**

### **POLICY**

It is the City's responsibility to provide every employee with a safe working environment. In order to ensure a safe workplace, certain rules and procedures must be established. When events which are beyond the City's control place employees in danger, the City is required to act quickly to reduce or avoid the possibility of injury or loss of life.

In order to respond effectively, it is necessary that designated City employees receive training in emergency response procedures to provide adequate assistance to the remainder of the workforce. It is also imperative that these procedures are regularly rehearsed to maintain the desired knowledge and proficiency levels.

The requirement to inform employees of known hazards, and the training requirements mentioned above are outlined in Chapter 4 (7), Division 1, Title 8, California Code of Regulations, more commonly known as the General Industry Safety Orders (GISO.) It is the policy of the City to adhere to all applicable laws and regulations necessary to protect its employees.

### **RESPONSIBILITIES AND PROCEDURES**

The Director of Personnel Services or his designee will cooperate closely with public safety representatives and departmental safety coordinators to identify foreseeable hazards in each work area; analyze the potential consequences inherent in these hazards; determine the best preventive or corrective measures to be taken; implement those measures and monitor results.

## EMERGENCY RESPONSE PLANS

### Safety Representative

#### Assignment

The Director, acting on the recommendation of the cognizant department heads, shall assign a Safety Representative for each occupied City building or complex. The Safety Representative will serve as a direct representative of the Director in matters relating to the overall emergency response plan for their assigned building or area. The safety representatives will derive their authority from the memorandum of assignment given them by the Director which will spell out their duties, responsibilities, and the limit and extent of their authority. They will be expected to closely coordinate all their activities with the Director, appropriate persons in the Risk/Safety Division and Facilities Management Division, as well as the Fire and Police Departments. These safety representatives may request that Department Heads or Division Managers within their assigned area assign assistant safety representatives to ensure that there are a sufficient number of trained personnel to provide for an orderly evacuation or other appropriate response to any emergency.

#### Training

The Director will be responsible for insuring that all assigned safety representatives have received the training necessary to understand and complete their assigned duties. The safety representatives will be required to provide their assistants with the training mandated by the California Occupational Safety and Health Administration as outlined in the General Industry Safety Orders. Assistant safety representatives are responsible for providing the training necessary to insure the safe and correct response of building occupants to emergency situations. The Director will monitor this training for content and timely completion.

## EMERGENCY RESPONSE PLANS

### TYPES OF EMERGENCIES

#### Fire

Each building, or section of a building, will have a current Emergency Action Plan for employees and other occupants of that building or section. The Plan will be conspicuously posted and supervisors will insure that new employees are made aware of it. Safety representatives will be responsible for scheduling and conducting annual fire drills. These drills will be coordinated with Department Heads and Division Managers whose employees are affected, and with the Risk/Safety Manager and emergency services representatives to avoid false alarms.

Employees expected to use fire extinguishers must be familiar with the general principles of their use and the hazards involved in fighting small fires. Any employee who is assigned to use fire fighting equipment as part of an Emergency Action Plan must be given training in the use of that equipment.

#### Earthquake

Safety representatives and their assistants will also be trained in the proper action to take in response to earthquakes, and will be responsible for training in their areas. Safety representatives and assistants are required to be knowledgeable about the location of gas, electrical and other emergency shutoff points for their assigned buildings. When they are available, maintenance personnel should be assigned to perform emergency shutoff functions.

#### Hazardous Material Spill

The Fire Department HAZMAT Team will conduct site-by-site assessments of hazards and implement a response plan. Building occupants should be briefed to the extent necessary to insure their awareness and timely, appropriate response to a HAZMAT Incident.

## EMERGENCY RESPONSE PLANS

The response plan should include a provision for Personal Protective Equipment to be available to those persons who would be required to remain in the building after evacuation.

### Bomb Threat/Terrorist Action

Any threat of violent action directed at City employees, City facilities or activities taking place on City property must be taken seriously. Any threats must be reported to management and building security or the Police Department. The report should include the following information and be forwarded to the division manager or department head with a copy to the Risk/Safety Manager:

- + The name of the person making the threat. (if known)
- + The name(s) of the recipient or any other witnesses to the threat or violent conduct.
- + The time, date, location and means by which the threat was made.
- + The person(s), building, or event threatened.
- + The specific language of the threat, including any reason the person may give for wanting to harm someone.
- + Any present physical conduct or history of violence by the threatening party which would tend to substantiate their intent to follow through on the threat.

A "Telephone Threat Report Form" is attached to this instruction. This form should be filled out by anyone receiving a threat by telephone. The manager or department head will conduct an investigation and may request assistance from Administrative Services if they feel it is necessary.

## EMERGENCY RESPONSE PLANS

### Other Threats

Any City employee who is receiving harassing telephone calls or has been threatened should advise their supervisor. If the threat was made by telephone or by some person whose identity is not known, a Telephone Threat Report Form or Bomb Threat Report Form should be completed and made a part of the report to the supervisor.

Once a threat has been reported, the recipient, any witnesses and other staff involved will not discuss the matter with anyone not directly connected with the investigation.

(12/10/98 )

# **TELEPHONE THREAT REPORT FORM**

**KEEP CALM, BE COURTEOUS. LISTEN CAREFULLY TO WHAT THE CALLER TELLS YOU. DO NOT INTERRUPT**

**THE CALLER, TRY TO KEEP THEM TALKING.**

**ASK THE FOLLOWING QUESTIONS:**

(write down their exact words if possible)

Why are you angry at this person/office/The City?

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What do you plan to do to them?

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**If a bomb is mentioned, ask:**

What type of bomb is it? \_\_\_\_\_

---

What does it look like? \_\_\_\_\_

---

Where is it? \_\_\_\_\_

When will it go off?

---

**If a firearm is mentioned, ask:**

What kind is it? \_\_\_\_\_

What Caliber is it? \_\_\_\_\_

When and Where are you going to do this?

---

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**If they say they are coming to the office/worksite, ask:**

How will you get a weapon like that in here/there?

---

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What's your name? \_\_\_\_\_

What's your address? \_\_\_\_\_

### **CALLER'S IDENTITY**

G Male  
G Adult

G Female  
G Juvenile

### **CALLER'S VOICE:**

G Calm  
G Angry  
G Excited  
G Slow  
G Rapid  
G Soft  
G Loud  
G Laughing  
G Crying  
G Normal  
G Distinct  
G Slurred  
G Familiar

G Nasal  
G Stutter  
G Lisp  
G Raspy  
G Deep  
G Ragged  
G Clearing Throat  
G Deep Breathing  
G Cracking Voice  
G Muffled  
G Whispered  
G Accent

If voice is familiar or accented, describe further:

---

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**LANGUAGE USED:**

- |                         |                             |
|-------------------------|-----------------------------|
| G Educated              | G Incoherent                |
| G Uneducated            | G Taped Msg.                |
| G Profanity/Obscenities | G Read a prepared statement |
| G Irrational            |                             |

Were there any distinctive terms, phrases, or mispronunciations used by the caller?

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**BACKGROUND SOUNDS:**

- |                       |                 |
|-----------------------|-----------------|
| G Street noise        | G Shop/Machines |
| G Crockery            | G Animal noises |
| G Voices              | G Clear         |
| G PA System           | G Static        |
| G Children            | G Office Equip. |
| G Music - Type? _____ |                 |
| G Other: _____        |                 |

---

Time/Date \_\_\_\_\_ of \_\_\_\_\_ call \_\_\_\_\_

Phone # \_\_\_\_\_ received \_\_\_\_\_ at: \_\_\_\_\_

Received by: \_\_\_\_\_

Title/Division \_\_\_\_\_

Your Phone # \_\_\_\_\_

**NOTIFICATIONS:**

Time Called Initials

SECURITY \_\_\_\_\_

CITY MANAGER \_\_\_\_\_

POLICE DEPT. \_\_\_\_\_

FACILITIES MGMT \_\_\_\_\_

FIRE WARDEN \_\_\_\_\_



## PROCEDURES FOR HANDLING TELEPHONE THREATS

Following receipt of a threat, the person receiving the threat should fill out this form, keeping the caller on the line as long as possible. They should then **leave the telephone off the hook** and contact security by calling 2704 or 237 6858 from a second telephone. They should give the Security Officer:

- + their location and the type of threat received
- + the number they are calling from
- + the number that the threat was received on.

The Security Officer will contact the Communications Center and request a callback from the Area Commander as soon as possible **at the number the threat recipient has given him**. He will proceed to that location and serve as incident commander until properly relieved. Upon his arrival the Security Officer will notify the following persons immediately:

- + **The City Manager's Office** 498 4591/498 1572
- + **Facilities Management** 498 4010/498 1121
- + **Building Fire Warden/alternate** 498 1689/498 1688/498 4241

The Fire Warden will be responsible for notifying assistant wardens and briefing them in preparation for a search of the building.

Police Department response will most likely be limited to one officer, who will need to interview the threat recipient, any witnesses and the Security Officer. The Security Officer, Facilities Manager and Fire Warden are responsible for providing the best possible information to the CAO in a timely manner. The final decision on what action(s) will be taken rests with the CAO

## EYE AND FACE PROTECTION

### POLICY AND PROCEDURES

#### General

1. Employees working in locations where there is a risk of eye or face injuries, such as punctures, abrasions, contusions or burns as a result of contact or exposure to flying particles, hazardous substances, including bio hazard material, projections or injurious light rays, which are inherent in the work environment, shall be required to wear eye or face protection suitable to the hazard and location.
2. When a City Employee is required to wear protective equipment in the performance of his/her duties, the City must provide that equipment for the employee, subject to certain limitations and conditions. All safety equipment purchased by the City or used on City work shall meet the standards set forth by the Federal Occupational Safety and Health Administration, and/or the California Division of Occupational Safety and Health. The current standard for face shields, goggles and safety glasses is American National Standards Institute (ANSI) number Z87.1 - 1989.

The Risk/Safety Division of the Department of Administrative Services shall periodically issue a supplement to this instruction listing safety eye wear that is suitable and available for City purchase.

3. The City will not purchase prescription safety glasses for employees. Any employee who wears prescription glasses will be issued eye protective equipment which fits over their personal glasses. Employees may purchase and wear safety glasses of any style or material at their own expense, provided that they meet or exceed the listed standard, and do not impair the employee's ability to perform his or her duties. It is the employee's responsibility to provide his/her supervisor with verification from the supplier that the glasses meet the standard prior to wearing them on the job.

## EYE AND FACE PROTECTION

4. The employee must report for work with all required eye and face protective equipment and use or wear the same while engaged in work which requires such protection. Safety glasses that do not have side shields and brow guards are not adequate where protection from airborne dust, chips or debris is necessary, and shall not be worn without additional protection.
5. Personal protective equipment, such as goggles, face shields or safety glasses will be provided when an employee is first assigned to a location or duty having a hazardous exposure. Replacements will only be issued when the original equipment is worn or damaged so as to require replacement.
6. Where employees are exposed to injurious light rays, the shade of lens to use in any instance shall be selected in accordance with the information provided in §3382, Title 8, California Code of Regulations, which information is hereby incorporated by reference.
7. Personal protective equipment provided in whole or in part by the City for the exclusive use of an individual employee may be taken home, but is not intended for off-duty use or wear. In instances where there is clear evidence that off-duty wear or use has caused damage to City-provided safety equipment, employees will be required to repair or replace that equipment at their own expense.
8. Replacement of personal protective equipment, other than that provided by this policy, will be considered on a case-by-case basis by an employee's supervisor. The supervisor's decision may be referred to the division manager whose decision will be final; no further referral will be allowed.
9. Safety glasses which are damaged in connection with an on-the-job injury, which results in lost time, will be replaced by the City. Any questions concerning workers' compensation will be referred to

## EYE AND FACE PROTECTION

Employee Safety and Loss Control staff in the Human Resources Division.

### RESPONSIBILITY

1. Department Director/Division Manager
  - A. Department directors and division managers shall develop a written eye and face protection program reflecting the policy objectives stated above which will be added to the department and/or division Injury and Illness Prevention Plan (IIPP). These plans will be submitted to Risk/Safety for review prior to implementation.
  - B. Department and division heads shall implement a program of controls which ensures that requests for personal protective equipment are consistent with the work environment, safety requirements, and effective cost-control procedures. These controls shall include:
    - (1) Requiring managers and supervisors to identify or cause to be identified risks of injury that require the use of eye and face protective equipment, including face shields, goggles and safety glasses.
    - (2) Requiring the review of hazardous locations or tasks by supervisors and Safety Committee members to determine the most effective type of eye or face protection in each instance.
    - (3) Directing managers and supervisors to conduct or cause to be conducted, training on the hazards inherent in their work areas and the preventive or protective measures to be taken to avoid injuries.

## EYE AND FACE PROTECTION

- (4) Providing for the establishment and maintenance of records for the department to include a current listing of employees assigned to work where there is an inherent risk of receiving eye injuries, such as punctures, abrasions, contusions or burns as a result of contact or exposure to flying particles, hazardous substances, projections or injurious light rays, and the type of eye or face protection provided to them.
- (5) Including estimates of the projected costs of eye and face protection in annual budget planning.

### 2. Supervisors

- A. Work with the department/division safety committee to inspect the division's work locations/activities and evaluate the need for eye or face protection. Questions or disputes concerning which employees are required to wear eye and/or face protection shall be referred first to the division manager and then to Employee Safety and Loss Control staff in the Human Resources Division.
- B. Review the committee's findings and implement the procedures outlined in this instruction to provide eye and face protection where necessary.
- C. Inform employees of the rules and requirements to wear eye or face protection, conduct inspections at the frequency necessary to ensure compliance, and initiate appropriate corrective action when an employee fails to conform to established rules.
- D. Ensure that there are a sufficient number of extra safety glasses, face shields or goggles to provide the necessary eye and face protection for visitors and temporary employees in their work areas.

## EYE AND FACE PROTECTION

3. Employee
  - A. Conform to the rules and requirements governing the wearing of eye and face protection established for the department.
  - B. Report to work with, and wear, all required safety equipment and clothing whether provided in whole or in part by the City.
  - C. Take all reasonable precautions to conserve and protect the personal protective equipment provided by the City.

(12/10/98 )

## EYE AND FACE PROTECTION

### LISTING OF SAFETY EYEWEAR SUITABLE FOR CITY PURCHASE

The eyewear listed below has been determined to be suitable for use by City employees. All eyewear listed complies with ANSI Std Z87.1 -1989. Purchasing Division will provide information on local suppliers and prices.

<u>MANUFACTURER</u>	<u>MODEL NAME/NUMBER</u>
UVEX	Astrospec 2001
WILLSON	Type 3
NORTH	180

## HAZARD COMMUNICATION PROGRAM

### POLICY

1. It is the City's responsibility to provide every employee with a safe working environment.
2. The requirement for employers to administer a continuing, effective Hazard Communication Program is outlined in Chapter 4 (7), Division 1, Title 8, California Code of Regulations, more commonly known as the General Industry Safety Orders (GISO.) It is the policy of the City to adhere to all applicable laws and regulations necessary to protect its employees.
3. In any workplace used by City employees where hazardous substances are stored, transferred, or used, it is the policy of the City that:
  - A. All such substances will be properly labeled, stored, secured and accounted for.
  - B. Adequate personal protective equipment will be available for all employees in that area and each employee will be trained in its use.
  - C. All employees will be trained in proper emergency response procedures to follow in the event of a spill.
  - D. The manufacturer's Material Safety Data Sheet (MSDS) for each such material will be readily available to all employees.
  - E. Employees who work with, or are exposed to, potentially hazardous materials will be provided information on those specific materials, training on the proper handling, storage and use of hazardous materials, the use of personal protective equipment, and the contents of the Emergency Action Plan when they are first assigned, and at least annually thereafter.



## HAZARD COMMUNICATION PROGRAM

### RESPONSIBILITIES

1. Department Directors/Division Managers:
  - A. Department directors and division managers will develop a written Hazard Communication Program reflecting the policy objectives stated above, which will be added to the department or division Injury and Illness Prevention Plan (IIPP). These plans will be submitted to Risk/Safety for review prior to implementation.
  - B. Department directors and division managers will implement a program of controls which will ensure that requests for personal protective equipment are consistent with the work environment, safety requirements, and effective cost control procedures. These controls will include:
    - (1) Requiring managers and supervisors to identify, or cause to be identified, areas where hazardous substances are stored, handled, transferred or used, and that require the use of personal protective equipment.
    - (2) Requiring the review of work sites or tasks by supervisors and the department or division Safety Committee to identify effective means of avoiding or reducing the exposure in each instance (often referred to as "engineering controls").
    - (3) Directing managers and supervisors to conduct, or cause to be conducted, training on the hazards inherent in their work areas and the preventive or protective measures to be taken to avoid hazardous exposures.

## HAZARD COMMUNICATION PROGRAM

- (4) Providing for the establishment and maintenance of records for the department to include a current listing of employees assigned to work with hazardous substances and their participation in the Hazard Communication Program, including training and use of protective equipment.
- (5) Including estimates of the projected costs of engineering controls, training and protective equipment in annual budget planning.

### 2. Supervisors will:

- A. Work with the department/division Safety Committee to inspect the division's work sites and activities, identify any hazardous materials present, and evaluate the need for training, protective equipment and MSDSs. Questions or disputes involving the need for any of these items will be referred first to the division manager and then to Employee Safety and Loss Control staff in the Human Resources Division.
- B. Continuously inform and train employees on the rules and regulations that require them to use and/or wear personal protective equipment and follow approved procedures, conduct inspections at the frequency necessary to ensure compliance, and initiate appropriate corrective action when an employee fails to comply with those rules.
- C. Ensure that there is a sufficient quantity of protective equipment available to provide the necessary protection for visitors and temporary employees in their work areas.

## HAZARD COMMUNICATION PROGRAM

### 3. Employee

- A. Conform to the rules and requirements governing operating procedures and the use of personal protective equipment, which have been established for the department.
- B. Report to work with, and properly use, all required safety equipment and clothing, whether provided in whole or in part by the City.
- C. Take all reasonable precautions to conserve and protect the personal protective equipment provided by the City.

### 4. Human Resources

The Employee Health and Safety/Loss Control staff will be responsible to continuously audit the City's Hazard Communication Program. This audit process will include the review of affected work sites at least annually to:

- A. Ensure that all hazardous substances present are properly identified, adequate training is being provided, MSDS binders are complete and current, and personal protective equipment is being used.
- B. Review engineering and administrative controls to determine if exposures can be reduced or eliminated.
- C. Determine if there are changes in procedures, materials or locations that would require employees to be added to, or removed from, the program.

(12/10/98)

## HEARING CONSERVATION PROGRAM

### **POLICY**

It is the City's policy to provide every employee with a safe working environment. Whether it is a product of the work being performed, or the environment in which it is done, high noise levels pose a serious health and safety hazard.

The requirement for continuing, effective hearing conservation programs wherever workplace noise reaches certain threshold levels is outlined in Chapter 4 (7), Division 1, Title 8, California Code of Regulations, more commonly known as the General Industry Safety Orders (GISO.) It is the intent of the City to adhere to all applicable laws and regulations necessary to protect its employees.

Any work site or task which appears to exceed the threshold limits will be tested to determine the actual noise level at that site under usual working conditions. Whenever the noise exposure for any area or task exceeds an 8 - hour time-weighted average sound level (TWA) of 85 decibels, the employee(s) assigned will be considered to be working in a noisy environment.

Employees who work in, or are exposed to, a noisy environment, are required to wear appropriate ear protection, undergo audiometric testing, attend training on the hazards of noise exposure, and understand the use of personal protective equipment.

### **RESPONSIBILITIES**

1. Department Directors/Division Managers:
  - A. Department directors and division managers shall develop a written hearing protection program reflecting the policy objectives stated above which will be added to the department

## HEARING CONSERVATION PROGRAM

or division Injury and Illness Prevention Plan (IIPP). These plans will be submitted to Risk/Safety for review prior to implementation.

- B. Department directors and division managers shall implement a program of controls which will ensure that requests for personal protective equipment are consistent with the work environment, safety requirements, and effective cost control procedures. These controls shall include:
- (1) Requiring managers and supervisors to identify, or cause to be identified, areas having noise levels which require the use of hearing protection.
  - (2) Requiring the review of noisy locations or tasks by supervisors and the department or division Safety Committee, when requested, to identify effective means of avoiding or reducing the noise exposure in each instance.
  - (3) Directing managers and supervisors to conduct or cause to be conducted, training on the hazards inherent in their work areas and the preventive or protective measures to be taken to avoid hearing loss.
  - (4) Providing for the establishment and maintenance of records for the department to include a current listing of employees assigned to work in noisy environments and their participation in The Hearing Conservation Program, including training, testing, and use of hearing protection.
  - (5) Including estimates of the projected costs of engineering controls and hearing protection in annual budget planning.

2. Supervisors shall:

## HEARING CONSERVATION PROGRAM

- A. Work with the department/division safety committee as required to inspect the division's work locations/activities, identify noisy work environments, and evaluate the need for hearing protection. Questions or disputes concerning which employees are required to wear hearing protection shall be referred first to the division manager and then to Employee Safety and Loss Control staff in the Human Resources Division.
  - B. Continuously inform and train employees on the rules and regulations regarding the use and care of hearing protection, conduct inspections at a frequency necessary to ensure compliance, and initiate appropriate corrective action when an employee fails to comply with established rules.
  - C. Ensure that there is a sufficient quantity of disposable earplugs to provide the necessary hearing protection for visitors and temporary employees in their work areas.
3. Employees shall:
- A. Conform to the rules and requirements governing the wearing of hearing protection established for the department.
  - B. Report to work with, and properly use, all required hearing protection whether provided in whole or in part by the City.
  - C. Take all reasonable precautions to conserve and protect the personal protective equipment provided by the City.
4. Human Resources
- A. The Employee Health and Safety/Loss Control staff is responsible for auditing the City's Hearing Conservation Program continuously. This audit process shall include:
    - (1) Review of affected areas at least annually to:

## HEARING CONSERVATION PROGRAM

- (a) ensure that noise level monitoring is being conducted and that all noisy environments are properly identified.
  - (b) review engineering and administrative controls to determine if exposures can be reduced or eliminated.
  - (c) determine if there are changes from previous noise levels which would require employees to be added to, or removed from, the program.
- (2) Identify potential problems through random sound level monitoring of program and non-program sites and maintain records of monitoring performed.
- B. The Employee Health and Safety/Loss Control staff is responsible for or contracting for a service provider who will conduct hearing conservation training and audiometric testing of City employees. Their responsibilities in this area will be:
  - (1) To determine the minimum required components of the City's Hearing Conservation Program, the level of service desired, and the scope and schedule of necessary services.
  - (2) To solicit proposals from local service providers to ensure compliance with the law.
  - (3) To review and evaluate proposals submitted, recommend a service provider to the appropriate authority, and execute a contract to provide necessary services.
  - (4) To administer the contract providing liaison between City employees and the service provider, and perform an annual review of the employee testing program.

## RESPIRATORY PROTECTION PROGRAM

### RESPIRATORY PROTECTION PROGRAM

#### POLICY AND PROCEDURES

The requirement for employers to administer continuing, effective respirator safety program is outlined in Chapter 4 (7), Division 1, Title 8, California Code of Regulations, more commonly known as the General Industry Safety Orders (GISO.) It is the policy of the City to adhere to all applicable laws and regulations necessary to protect its employees.

It is the City's policy to provide every employee with a safe working environment. Employees working in contaminated or oxygen-deficient atmospheres face serious health and safety risks.

In order to control those health and safety risks posed by respiratory hazards, any working environment which contains less than 19.5 percent oxygen by volume, or which is contaminated by dusts, sprays, fumes, vapors, smoke, or harmful gases will be considered a hazardous atmosphere.

Exposure to contaminated atmospheres will be controlled as far as feasible by accepted engineering measures (for example, enclosure or confinement of the operation, general and local ventilation, and substitution of less toxic material). When engineering controls are not feasible, or while they are being instituted, appropriate administrative measures will be used to control exposures.

Where engineering and administrative controls cannot eliminate the hazard, City employees assigned to work in a hazardous atmosphere will wear a respirator which is suitable to the type of atmosphere and the task being performed. The City shall provide respirators, which are applicable and suitable for the purpose intended. Respirators, when required, shall be provided at no cost to the employee.

Employees who work in, or are exposed to, hazardous atmospheres, will be provided respirators, a physical examination, training on hazardous



## HEARING CONSERVATION PROGRAM

atmosphere exposure, and the proper fitting and use of personal protective equipment. Training will be conducted upon initial assignment and at least annually after that.

### PROCEDURES

#### 1. Program Administrator

The City Manager shall appoint a Program Administrator for the Respiratory Protection Program. This appointment shall be made in writing. The Program Administrator shall secure such technical expertise as may be required to implement the program.

The Program Administrator shall develop, administer and oversee the respiratory protection program and conduct periodic evaluations of program effectiveness.

The written respiratory protection plan will include;

- A. Criteria to be used in determining where and when respirators are necessary.
- B. An outline of The training program for supervisors and employees on:
  - Respirator selection
  - Fit testing
  - Use and care of respirators.
- C. Review and approval of the medical evaluation process.
- D. Review and evaluation of the selection, procurement and fit-testing process.

## RESPIRATORY PROTECTION PROGRAM

### 2. Procedures for Selecting Respirators for Use in the Workplace

#### General Requirements

- A. The supervisor shall select and provide an appropriate respirator based on the respiratory hazard(s) to which the worker is exposed, as well as workplace and user factors that effect respirator performance and reliability. The supervisor shall select a NIOSH-certified respirator. The respirator shall be used in compliance with the conditions of its certification.
- B. Supervisors shall identify and evaluate the respiratory hazard(s) in the workplace; this evaluation shall include a reasonable estimate of employee exposures to respiratory hazard(s) as well as an identification of the contaminant's chemical state and physical form. Where the supervisor cannot identify or reasonably estimate the employee exposure, the supervisor shall consider the atmosphere to be Immediately Dangerous to Life and Health (IDLH).
- C. The supervisor shall select respirators from a sufficient number of respirator models and sizes so that the respirator is suitable for, and correctly fits, the user.

- (a) Respirators for IDLH atmospheres

The supervisor shall provide the following respirators for employee use in IDLH atmospheres:

- (a) full facepiece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes, or

## RESPIRATORY PROTECTION PROGRAM

- (b) A combination full facepiece pressure demands supplied-air respirator (SAR) with auxiliary self-contained air supply.
- (c) Respirators provided only for escape from IDLH atmospheres shall be NIOSH-certified for escape from the atmosphere in which they will be used.

All oxygen-deficient atmospheres shall be considered IDLH. Exception: If the supervisor demonstrates that, under all foreseeable conditions, the oxygen concentration can be maintained within a range from 16.0% to 19.5%, then any atmosphere-supplying respirator may be used.

### (2) Respirators for atmospheres that are not IDLH

The supervisor shall provide a respirator that is adequate to protect the health of the employee as well as ensure compliance with all other OSHA statutory and regulatory requirements, under both routine and reasonably foreseeable emergency situations.

The respirator selected shall be appropriate for the chemical state and physical form of the contaminant.

- (3) For protection against gases and vapors, the supervisor shall provide:
  - (a) An atmosphere-supplying respirator, or
  - (b) An air-purifying respirator, provided that:
    - i) The respirator is equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or

## RESPIRATORY PROTECTION PROGRAM

- ii If there is no ESLI appropriate for conditions in the workplace, CAL/OSHA prescribes a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life. The supervisor shall describe to the Program Administrator the information and data relied upon as well as the basis for the canister and cartridge change schedule and the basis for reliance on the data.
  - (4) | i protection against particulates, the supervisor shall provide:
    - (a) An atmosphere-supplying respirator or
    - (b) An air-purifying respirator equipped with a filter certified by NIOSH under 30 CFR part 11 as a high efficiency particulate air (HEPA) filter, or an air-purifying respirator equipped with a filter certified for particulates by NIOSH under 42 CFR part 84 or
    - (c) For contaminants consisting primarily of particles with mass median aerodynamic diameters (MMA D) of at least 2 micrometers, an air-purifying respirator equipped with any filter certified for particulates by NIOSH.
3. Medical Evaluations of Employees Required to Use Respirators

Using a respirator may place a physiological burden on employees that varies with the type of respirator worn, the job and workplace conditions in which the respirator is used, and the medical status of the employee. Accordingly, this paragraph specifies the minimum

## RESPIRATORY PROTECTION PROGRAM

requirements for medical evaluation that supervisors must use to determine the employee's ability to use a respirator.

## RESPIRATORY PROTECTION PROGRAM

### A. General

Before the employee is fit tested or required to use the respirator in the workplace, The City shall provide a medical evaluation to determine the employee's ability to use a respirator. The supervisor may discontinue an employee's medical evaluations when the employee is no longer required to use a respirator.

### B. Medical Evaluation Procedures

- (1) The City shall identify a physician or other licensed health care professional (PLHCP) to perform medical evaluations using a medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire.
- (2) Employees are required to use the PLHCP selected by the City for these medical examinations.

### C. Administration of the Medical Questionnaire and Examinations

- (1) The medical questionnaire and examinations shall be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire shall be administered in a manner that ensures that the employee understands its content.
- (2) The supervisor shall provide the employee with an opportunity to discuss the questionnaire and examination results with the PLHCP.

## RESPIRATORY PROTECTION PROGRAM

- D. Supplemental information to be provided to the PLHCP by the supervisor

The following information must be provided to the PLHCP, before the PLHCP makes a recommendation concerning an employee's ability to use a respirator:

- (1) The type and weight of the respirator to be used by the employee
- (2) The duration and frequency of respirator use (including use for rescue and escape)
- (3) The expected physical work effort
- (4) Additional protective clothing and equipment to be worn
- (5) Temperature and humidity extremes that may be encountered.

Any supplemental information provided previously to the PLHCP regarding an employee need not be provided for a subsequent medical evaluation if the information and the PLHCP remain the same.

The City shall provide the PLHCP with a copy of the written respiratory protection program

- E. Medical determination. In determining the employee's ability to use a respirator, the supervisor shall:

- (1) Obtain a written recommendation regarding the employee's ability to use the respirator from the PLHCP
- (2) Follow the limitations and recommendations of the PLHCP

## RESPIRATORY PROTECTION PROGRAM

- (3) If the respirator is a negative pressure respirator, and the PLHCP finds a medical condition that may place the employee's health at increased risk if the respirator is used, the supervisor shall provide a powered air purifying respirator (PAPR) if the PLHCP's medical evaluation finds that the employee can use such a respirator. If a subsequent medical evaluation finds that the employee is medically able to use a negative pressure respirator, then the employer is no longer required to provide a PAPR.

F. Additional medical evaluations. At a minimum, The City shall provide for additional medical evaluations that comply with the requirements of this section if:

- (1) An employee reports medical signs or symptoms that are related to ability to use a respirator
- (2) A PLHCP, supervisor, or the Respirator Program Administrator determines that an employee needs to be reevaluated
- (3) Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee reevaluation
- (4) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee

#### 4. Fit Testing Procedures for Tight-fitting Respirators

A Before an employee is required to use any respirator with a negative or positive pressure tight-fitting face piece, the



## RESPIRATORY PROTECTION PROGRAM

employee must be fit tested with the same make, model, style, and size of respirator that will be used.

- B. The supervisor shall ensure that employees using a tight-fitting facepiece respirator pass an appropriate qualitative fit test (QLFT) or quantitative fit tests (QNFT).
- C. The supervisor shall ensure that an employee using a tight-fitting face piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.
- D. The supervisor shall conduct an additional fit test whenever the employee reports, or the employer, PLHCP, supervisor, or program administrator makes visual observations of, changes in the employee's physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight.
- E. If (after passing a QLFT), the employee subsequently notifies the employer, program administrator, supervisor, or PLHCP that the fit of the respirator is unacceptable, the employee shall be given a reasonable opportunity to select a different respirator face piece and to be retested.
- F. The fit test shall be administered using an OSHA-accepted QLFT or QNFT protocol as follows:
  - (1) QLFT may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less.
  - (2) If the fit factor, as determined through an OSHA -accepted QNFT protocol, is equal to or greater than 100 for tight-fitting half face pieces, or equal to or greater than

## RESPIRATORY PROTECTION PROGRAM

500 for tight-fitting full face pieces, the QNFT has been passed with that respirator.

- G. Fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting powered air-purifying respirators shall be accomplished by performing quantitative or qualitative fit testing in the negative pressure mode, regardless of the mode of operation (negative or positive pressure) that is used for respiratory protection.
  - (1) Qualitative fit testing of these respirators shall be accomplished by temporarily converting the respirator or user's actual facepiece into a negative pressure respirator with appropriate filters, or by using an identical negative pressure air-purifying respirator facepiece with the same sealing surfaces as a surrogate for the atmosphere-supplying or powered air-purifying respirator facepiece.
  - (2) Quantitative fit testing of these respirators shall be accomplished by modifying the face piece to allow sampling inside the facepiece in the breathing zone of the user, midway between the nose and mouth. This requirement shall be accomplished by installing a permanent sampling probe onto a surrogate facepiece, or by using a sampling adapter designed to provide a temporary means of sampling air from inside the facepiece.
  - (3) Any modifications to the respirator facepiece for fit testing shall be completely removed, and the facepiece restored to NIOSH-approved configuration, before that facepiece can be used in the workplace.
- 5. Procedures for Proper Use of Respirators in Routine and Reasonably Foreseeable Emergency Situations

## RESPIRATORY PROTECTION PROGRAM

### A. Facepiece seal protection

The supervisor shall not permit respirators with tight-fitting facepieces to be worn by employees who have:

- (1) Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function
- (2) Any condition that interferes with the face-to-facepiece seal or valve function

If an employee wears corrective glasses or goggles or other personal protective equipment, the supervisor shall ensure that such equipment is worn in a manner that does not interfere with the seal of the facepiece to the face of the user.

For all tight-fitting respirators, the employer shall ensure that employees perform a user seal check each time they put on the respirator using the procedures recommended by the respirator manufacturer.

### B. Continuing respirator effectiveness

Appropriate surveillance shall be maintained of work area conditions and degree of employee exposure or stress. When there is a change in work area conditions or degree of employee exposure or stress that may affect respirator effectiveness, the supervisor shall reevaluate the continued effectiveness of the respirator.

The supervisor shall ensure that employees leave the respirator use area:

## RESPIRATORY PROTECTION PROGRAM

- (1) wash their faces and respirator facepieces as necessary to prevent eye or skin irritation associated with respirator use
- (2) if they detect vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece
- (3) if replace the respirator or the filter, cartridge, or canister elements

If the employee detects vapor or gas breakthrough, changes in breathing resistance, or leakage of the facepiece, the supervisor must replace or repair the respirator before allowing the employee to return to the work area.

### 6. Procedures for IDLH Atmospheres

For all IDLH atmospheres, the employer shall ensure that:

- A. One employee or, when needed, more than one employee is located outside the IDLH atmosphere
- B. Visual, voice, or signal line communication is maintained between the employee(s) in the IDLH atmosphere and the employee(s) located outside the IDLH atmosphere
- C. The employee(s) located outside the IDLH atmosphere are trained and equipped to provide effective emergency rescue
- D. The employer or designee is notified before the employee(s) located outside the IDLH atmosphere enter the IDLH atmosphere to provide emergency rescue
- E. The employer or designee authorized to do so by the employer, once notified, provides necessary assistance appropriate to the situation;
- F. Employee(s) located outside the IDLH atmospheres are equipped with:

## RESPIRATORY PROTECTION PROGRAM

- (1) Pressure demand or other positive pressure SCBAs, or a pressure demand or other positive pressure supplied-air respirator with auxiliary SCBA and either
  - (2) Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry or
  - (3) Equivalent means for rescue where retrieval equipment is not required
2. Procedures and Schedules for Cleaning, Disinfecting, Storing, Inspecting, Repairing, Discarding, and Otherwise Maintaining Respirators
- A. Cleaning and disinfecting. The supervisor shall provide each respirator user with a respirator that is clean, sanitary, and in good working order. The employee shall ensure that respirators are cleaned and disinfected using the procedures recommended by the respirator manufacturer. The respirators shall be cleaned and disinfected at the following intervals:
- (1) Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition
  - (2) Respirators issued to more than one employee shall be cleaned and disinfected before being worn by different individuals
  - (3) Respirators maintained for emergency use shall be cleaned and disinfected after each use

## RESPIRATORY PROTECTION PROGRAM

- (4) Respirators used in fit testing and training shall be cleaned and disinfected after each use

### B. Storage

All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and they shall be packed or stored to prevent deformation of the facepiece and exhalation valve. Emergency respirators shall be

- (1) readily accessible to the work area
- (2) Stored in compartments or in covers that are clearly marked as containing emergency respirators
- (3) stored in accordance with applicable manufacturer instructions

### C. Inspection

The supervisor shall ensure that respirators are inspected as follows:

- (1) All respirators used in routine situations shall be inspected before each use and during cleaning
- (2) All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with the manufacturer's recommendations, and shall be checked for proper function before and after each use
- (3) Emergency escape-only respirators shall be inspected before being carried into the workplace for use

The supervisor shall ensure that respirator inspections include the following:

## RESPIRATORY PROTECTION PROGRAM

- (1) A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube, and cartridges, canisters or filters
- (2) A check of elastomeric parts for pliability and signs of deterioration

Self-contained breathing apparatus shall be inspected monthly. Air and oxygen cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. The employer shall determine that the regulator and warning devices function properly.

For respirators maintained for emergency use, the supervisor shall:

- (1) Certify the respirator by documenting the date the inspection was performed, the name (or signature) of the person who made the inspection, the findings, required remedial action, and a serial number or other means of identifying the inspected respirator
- (2) Provide this information on a tag or label that is attached to the storage compartment for the respirator, is kept with the respirator, or is included in inspection reports stored as paper or electronic files. This information shall be maintained until replaced following a subsequent certification

### 8. Repairs

The supervisor shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded, repaired or adjusted in accordance with the following procedures:

- A. Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only

## RESPIRATORY PROTECTION PROGRAM

the respirator manufacturer's NIOSH-approved parts designed for the respirator

- B. Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed
  - C. Reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.
9. Procedures to Ensure Adequate Air Quality, Quantity, and Flow of Breathing Air for Atmosphere-Supplying Respirators
- A. Employees using atmosphere-supplying respirators (supplied-air and SCBA) shall be provided with breathing gases of high purity.
  - B. The supervisor shall ensure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications:
    - (1) Compressed and liquid oxygen shall meet the United States Pharmacopoeia requirements for medical or breathing oxygen
    - (2) Compressed breathing air shall meet at least the requirements for Type 1-Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989, to include:
      - (a) Oxygen content (v/v) of 19.5 -23.5 %
      - (b) Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less
      - (c) Carbon monoxide (CO) content of 10 ppm or less



## RESPIRATORY PROTECTION PROGRAM

- (d) Carbon dioxide content of 1,000 ppm or less
  - (e) Lack of noticeable odor.
- (3) The supervisor shall ensure that compressed oxygen is not used in atmosphere-supplying respirators that have previously used compressed air.
- (4) The supervisor shall ensure that oxygen concentrations greater than 23.5 % are used only in equipment designed for oxygen service or distribution.
- (5) The supervisor shall ensure that cylinders used to supply breathing air to respirators meet the following requirements:
- (a) Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178)
  - (b) Cylinders of purchased breathing air have a certificate of analysis from the supplier that the breathing air meets the requirements for Type 1--Grade D breathing air
  - (c) The moisture content in the cylinder does not exceed a dew point of -50 deg. F (-45.6 deg. C) at 1 atmosphere pressure.
- (6) The supervisor shall ensure that compressors used to supply breathing air to respirators are constructed and situated so as to:
- (a) Prevent entry of contaminated air into the air-supply system

## RESPIRATORY PROTECTION PROGRAM

- (b) Minimize moisture content so that the dew point at 1 atmosphere pressure is 10 degrees F (5.56 deg. c) below the ambient temperature
  - (c) Have suitable in-line air-purifying sorbent beds and filters to further ensure breathing air quality. Sorbent beds and filters shall be maintained and replaced or refurbished periodically following the manufacturer's instructions.
  - (d) Have a tag containing the most recent change date and the signature of the person authorized by the employer to perform the change. The tag shall be maintained at the compressor.
- (7) For compressors that are not oil-lubricated, the supervisor shall ensure that carbon monoxide levels in the breathing air do not exceed 10 ppm.
  - (8) For oil-lubricated compressors, the supervisor shall use a high-temperature or carbon monoxide alarm, or both, to monitor carbon monoxide levels. If only high-temperature alarms are used, the air supply shall be monitored at intervals sufficient to prevent carbon monoxide in the breathing air from exceeding 10 ppm.
  - (9) The supervisor shall ensure that breathing air couplings are incompatible with outlets for nonrespirable worksite air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines.
  - (10) The supervisor shall use breathing gas containers marked in accordance with the NIOSH respirator certification standard, 42 CFR part 84.

### 10. Training

## RESPIRATORY PROTECTION PROGRAM

Supervisors shall provide effective training to employees who are required to use respirators. The training must be comprehensive, understandable, and recur annually, or more often if necessary. Information shall be provided on respirators in Appendix D, Title 8, California Code of Regulations, Section 5144 to employees who wear respirators when not required by this section to do so.

- A. The supervisor shall ensure that each employee can demonstrate knowledge of at least the following:
  - (1) Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator
  - (2) the limitations and capabilities of the respirator are
  - (3) How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions
  - (4) How to inspect, don, doff, use, and check the seals of the respirator
  - (5) What the procedures are for maintenance and storage of the respirator
  - (6) How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators
  - (7) general requirements of this program.
- B. The training shall be conducted in a manner that is understandable to the employee.
- C. The supervisor shall provide the training prior to requiring the employee to use a respirator in the workplace.

## RESPIRATORY PROTECTION PROGRAM

D. Retraining shall be administered annually, and when the following situations occur:

- (1) Changes in the workplace or the type of respirator render previous training obsolete
- (2) Inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill
- (3) Any other situation arises in which retraining appears necessary to ensure safe respirator use.

### 11. Procedures for Regularly Evaluating the Effectiveness of the Program

A. The supervisor shall conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective.

B. The supervisor shall regularly consult employees required to use respirators to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed include, but are not limited to:

- (1) Respirator fit (including the ability to use the respirator without interfering with effective workplace performance)
- (2) Appropriate respirator selection for the hazards to which the employee is exposed
- (3) Proper respirator use under the workplace conditions the employee encounters
- (4) respirator maintenance.

## RESPIRATORY PROTECTION PROGRAM

### 12. Where Respirator Use is Not Required

Where an employee who is not required to wear a respirator, expresses a need to do so, the supervisor will re-evaluate the specific task or work area in question to determine if respirator use is indicated. If the supervisor determines that a respirator is necessary, the employee will be provided with a medical evaluation, training, fit testing, and an appropriate respirator.

If the supervisor determines that the task or work area in question do not require respirators, that determination will be forwarded to the division or department safety committee for review and recommendation. The safety committee will forward the review and their recommendation to the Program Administrator for a determination.

If the Program Administrator determines that a respirator is not necessary for that particular task or work area, the employee will be advised of that finding. If the employee still wishes to wear a respirator, They will specify in writing the types of hazards that they feel are present in their work area and why they feel that a respirator is necessary.

The supervisor will determine the type of respirator need in this situation, arrange for a medical examination, provide training, issue a respirator to the employee and insure that it is properly fitted. Use of that respirator then becomes mandatory, and the employee faces disciplinary action if they fail to use respirator that was issued to them for the tasks indicated.

Employees will not be permitted use personally procured respirators in the workplace.

Divisions are not required to include in a written respiratory protection program those employees whose only use of respirators involves the voluntary use of filtering facepieces (dust masks).

### 13. Identification of Filters, Cartridges, and Canisters

## RESPIRATORY PROTECTION PROGRAM

The supervisor shall ensure that all filters, cartridges and canisters used in the workplace are labeled and color coded with the NIOSH approval label and that the label is not removed and remains legible.

### 14. Record Keeping

#### A. Medical evaluation.

Records of medical evaluations required by this section must be retained and made available in accordance with 8 CCR 3204.

#### B. Training

The supervisor shall maintain training records in accordance with 8 CCR 3203.

#### C. Fit testing

The supervisor shall establish a record of the qualitative and quantitative fit tests administered to an employee.

Fit test records shall be retained for respirator users in accordance with 8 CCR 3204.

Written materials required to be retained under this paragraph shall be made available upon request to affected employees and to the Director of Occupational Safety and Health Administration or designee for examination and copying.

## RECORD OF TRAINING AND FIT TESTING

EMPLOYEE NAME (Printed)															
RESPIRATOR INFORMATION															
TYPE RESPIRATOR TO BE ISSUED	M ANUFACTURER	MODEL	SIZE (S, M, or L)	WEIGHT (Pounds and Ounces)	SERIAL NO.										
CONDITIONS OF USE															
The duration and frequency of respirator to be used by the employee:															
The expected physical work effort:															
Additional protective clothing and equipment to be worn:															
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px 0;"><input type="checkbox"/> Safety Boots/Shoes</td> <td style="width: 50%; padding: 2px 0;"><input type="checkbox"/> Safety Glasses</td> </tr> <tr> <td style="padding: 2px 0;"><input type="checkbox"/> Safety Goggles</td> <td style="padding: 2px 0;"><input type="checkbox"/> Rainwear</td> </tr> <tr> <td style="padding: 2px 0;"><input type="checkbox"/> Gloves (Cotton/Leather)</td> <td style="padding: 2px 0;"><input type="checkbox"/> Gloves (Chemical)</td> </tr> <tr> <td style="padding: 2px 0;"><input type="checkbox"/> Blast Suits</td> <td style="padding: 2px 0;"><input type="checkbox"/> Hardhat</td> </tr> <tr> <td style="padding: 2px 0;"><input type="checkbox"/> Safety Vest</td> <td style="padding: 2px 0;"><input type="checkbox"/> Other (specify)</td> </tr> </table>						<input type="checkbox"/> Safety Boots/Shoes	<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Safety Goggles	<input type="checkbox"/> Rainwear	<input type="checkbox"/> Gloves (Cotton/Leather)	<input type="checkbox"/> Gloves (Chemical)	<input type="checkbox"/> Blast Suits	<input type="checkbox"/> Hardhat	<input type="checkbox"/> Safety Vest	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Safety Boots/Shoes	<input type="checkbox"/> Safety Glasses														
<input type="checkbox"/> Safety Goggles	<input type="checkbox"/> Rainwear														
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<input type="checkbox"/> Blast Suits	<input type="checkbox"/> Hardhat														
<input type="checkbox"/> Safety Vest	<input type="checkbox"/> Other (specify)														
Temperature and humidity extremes that may be encountered:															
TRAINING REQUIREMENTS															
Why respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator															
What the limitations and capabilities of the respirator are															





## **VEHICLE SAFETY PROGRAM**

### **POLICY**

It is the intent of this policy to establish guidelines for the implementation of a City-wide vehicle accident reduction program. The objectives of this program are as follows:

1. To apply hiring standards which will eliminate unsafe drivers from consideration for employment.
2. To require departments to implement written plans that outline the goals and objectives of their vehicle safety programs including the implementation of appropriate and progressive corrective action.
3. To provide training and education to employees to ensure that safe driving techniques are continually practiced.
4. To implement an aggressive and ongoing vehicle maintenance and inspection program to ensure that all vehicles are properly serviced and maintained.

### **RESPONSIBILITIES AND PROCEDURES**

1. Department Head and Division Manager

Each department head and division manager is responsible for the vehicle safety record of the unit. This individual must provide enthusiastic leadership and direction to managers and line supervisors to conduct continuous and effective accident prevention activities. These duties specifically include:

- A. Vigorously communicating the goals and objectives of the vehicle safety program to managers and line supervisors.

## VEHICLE SAFETY PROGRAM

- B. Developing a written vehicle safety program reflecting the policy objectives stated above which will be added to the department and division Injury and Illness Prevention Plan (IIPP). These plans will be submitted to Risk/Safety for review at the time of implementation.
- C. Developing and implementing a procedure to ensure that all accident and incident reports are reviewed or investigated as necessary to determine the causal factors in each instance, and that recommendations are made for corrective action.
- D. Implementing corrective action resulting from this review process and reporting action taken to Risk Management and Safety.
- E. Holding supervisors within the unit accountable for the safety and accident records of the employees they supervise, and taking appropriate action to correct any lack of supervisory attention or effort.
- F. Instructing supervisors that they must complete the proper accident reporting forms without reaching conclusions of fault or guilt. The purpose of accident investigation is to determine preventability.
- G. Review accident and cost data provided by Risk Management and Safety for the purpose of measuring the effectiveness of their programs and instituting changes or modifications where appropriate.

### 2. Supervisory Responsibilities

The line supervisor has the most immediate and influential control over employee behavior. Therefore, all persons in a supervisory position must commit themselves to maintaining an active vehicle safety program. Specifically, the duties of a supervisor will include:

- A. Promoting driving safety through personal example.

## VEHICLE SAFETY PROGRAM

- B. Ensuring that all employees under their supervision involved in driving duties have been identified for purposes of training and monitoring.
- C. Maintaining records of each employee who holds a Class A or B driver's license and the accompanying medical certificate and transit bus certificate. This will include participation in the Employer's Pull Notice Program as required by the Department of Motor Vehicles and the Public Utilities Commission.
- D. Regularly personally observing the driving performance of all drivers under their direct supervision. These observations will be documented at least annually in division files using checklist forms developed and distributed by Risk Management and Safety.
- E. Coordinating with Risk Management and Safety to schedule initial and remedial training for employees as needed.
- F. Complete the Supervisor's Accident Report Form on all vehicle accidents.
- G. Ensuring that all required inspections and maintenance have been properly performed prior to any City vehicle being placed in service.

### 3. Employee Responsibilities

All employees, as a condition of employment, are required to follow established safety procedures. They are specifically required to:

- A. Accept responsibility for their own safety and that of their fellow employees.
- B. Report all mechanical defects, unsafe equipment, conditions or practices to their supervisors.

## VEHICLE SAFETY PROGRAM

- C. Perform their assigned tasks in accordance with established safety procedures and rules.
- D. Report all accidents and injuries promptly and completely to their supervisor using the forms provided for that purpose and carried in every vehicle.
- E. Maintain a driver's license of the correct class for the equipment they are assigned to operate, as well as any other required permits or certificates.

### 4. Human Resources Division

In order to screen new applicants and monitor current employees who are required to operate City vehicles in the course of their employment, Human Resources' responsibilities will include the following:

- A. Working with division managers to identify driving positions and ensuring that job announcements reflect that requirement.
- B. Revising the job announcements for affected positions to contain language concerning the City's right to consider an applicant's driving record as part of the hiring or promotion process.
- C. Ensuring that the names of all affected employees are reported to Risk Management and Safety for enrollment in the Department of Motor Vehicles Employer Pull Notice Program.

5. Risk Management/Safety

Risk Management and Safety will be responsible for development , implementation and active monitoring of this program through:

- A. The dissemination of information concerning the program to all City employees.
- B. The provision of training in driving safety both through direct instruction and through the training of departmental instructors and the selection of suitable material.
- C. Periodically auditing the implementation, quality, and degree of effectiveness of the driver safety and vehicle maintenance programs as set forth in this instruction and amplified by the department or division IIPP.
- D. Providing periodic written reports to departments and divisions outlining their accident history and cost data in order that they may more effectively monitor the effectiveness of their programs.
- E. Administering the City's participation in the Department of Motor Vehicles Pull Notice Program for drivers who hold Class C licenses, and monitoring department participation in the program for their drivers who hold commercial licenses.
- F. Reviewing correspondence and maintaining records generated by the various aspects of the program.

# SAFETY SHOES

## POLICY AND PROCEDURES

### 1. General:

A. Appropriate foot protection will be required for City employees who are exposed to potential foot injuries from hot, corrosive or poisonous substances, falling objects, crushing or penetrating actions that may cause injuries or who are required to work in abnormally wet locations. Employees shall not be allowed to work in areas or at tasks which have recognized foot injury hazards without appropriate foot protection.

B. When City employees are required to wear safety shoes in the performance of their duties, the City must provide them for the employees, subject to certain limitations and conditions. All safety equipment purchased by the City or used on City work will meet the standards set forth by the Federal Occupational Safety and Health Administration, and/or the California Division of Occupational Safety and Health. The current standard for safety shoes is American National Standards Institute (ANSI) number Z41-1991.

**Note: Fire Fighters in the Fire Department and Airport Public Safety Personnel in the Transportation Department are subject to different standards and are exempt from this policy.**

C. Employees may purchase shoes of any style or material, provided that they meet or exceed the listed standard. It is the employee's responsibility to obtain verification from the vendor that the shoes meet the ANSI standard prior to purchase.

D. The City will provide a voucher for \$125 or the value of one pair of approved safety shoes, whichever is less. The employee shall pay any cost in excess of the amount of the voucher.

## **SAFETY SHOES**

- E. The purchase of new safety shoes is authorized when the old pair is damaged or worn so as to require replacement. Supervisors shall certify that a pair of shoes is unserviceable before a voucher will be issued to purchase a new pair, regardless of the age of the shoes being replaced.
- F. When new safety shoes are purchased, the old pair must be turned in to the division for disposal.
- G. Safety shoes provided in whole or in part by the City for the exclusive use of an individual employee may be taken home, but are not intended for off-duty use or wear. The employee must report for work with required safety shoes and wear them while on duty.
- H. Safety shoes that are damaged in connection with an on-the-job injury will be inspected by the supervisor. If they are unserviceable, a voucher will be issued for a new pair, and the old pair will be turned in to the division for disposal. Any questions regarding workers' compensation will be referred to Employee Safety and Loss Control staff in the Human Resources Division.
- I. An employee who is not required to wear safety shoes, but who desires to, will be reimbursed for up to 15 percent of the regular voucher amount for the purchase of ANSI approved safety footwear.
- J. In instances where there is clear evidence that off-duty wear or use has caused damage or excessive wear to City-provided safety shoes, the employee will be required to repair or replace them at his/her own expense.
- K. Repair or replacement of safety shoes, other than that provided by this policy, will be considered on a case-by-case basis by the employee's supervisor. The supervisor's decision may be referred to the division manager whose decision will be final; no further referral will be allowed.

## SAFETY SHOES

### 2. Obtaining Safety Shoes

- A. Each department/division shall identify the positions and the number of employees required to wear safety shoes.
- B. Employees authorized to receive safety shoes will be given a purchase voucher. This voucher is the authorization to purchase safety shoes. **Authorization must be obtained prior to purchasing safety shoes.**
- C. Employees may purchase safety shoes from any available source.
  - (1) If there is an open purchase order issued for the vendor selected by the employee, the purchase order number will be placed on the voucher and the employee need only pay any cost greater than the voucher amount.
  - (2) If the vendor will not accept the City voucher, the employee will pay the full cost of the safety shoes and then be reimbursed by the City for the amount covered by the voucher allowance. Employees who elect to be reimbursed should understand that reimbursement may take several weeks.
  - (3) If the employee wishes to use a vendor for whom there is no open purchase order, an emergency purchase order will be issued for that employee.

### **Responsibility**

#### 1. Department Directors shall:

- A. Coordinate with division managers to develop a written safety shoe program reflecting the policy objectives stated above, which will be added to the department and division Illness and Injury Prevention Plan (IIPP). These plans will be submitted to Risk/Safety for review at the time of implementation.



## **SAFETY SHOES**

- B. Identify or cause to be identified risks of injury that require the use of personal protective equipment including safety shoes. These risks and the areas where they are found shall be noted in the department/division IIPP, posted conspicuously and communicated thoroughly and regularly to employees.
  - C. Establish controls that ensure requests for safety shoes are approved consistent with the work environment, safety requirements, and effective cost-control procedures.
  - D. Establish a central point within each department to process requests for purchase or replacement of safety shoes.
  - E. Provide for the establishment and maintenance of records for the department to include a current listing of employees assigned to work where foot hazards, such as hot, corrosive or poisonous substances, falling objects, or crushing penetrating action are present.
  - F. Include estimates of the projected costs of safety shoes in annual budget planning.
2. Division Managers and Supervisors shall:
- A. Work with the department/division safety committee to inspect the division's work locations/activities and evaluate the need for safety shoes. Questions or disputes concerning which employees are required to wear safety shoes will be referred to Employee Safety and Loss Control staff in the Human Resources Division.
  - B. Review the committee's findings and implement the procedures outlined in this instruction to provide safety shoes where necessary.
  - C. Inform employees of the rules and requirements to wear safety shoes, conduct inspections at the frequency necessary to ensure compliance, and initiate corrective action when an employee fails to conform to established rules.

## SAFETY SHOES

3. Employees shall:
  - A. Conform to the rules and requirements governing the wearing of safety shoes established for the department.
  - B. Report for work with all required safety equipment and clothing including safety shoes, whether provided in whole or in part by the City.
  - C. Take all reasonable precautions to conserve and protect the safety shoes provided by the City.

(12/29/98 )