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Purpose The purpose of this policy is to provide guidance and protection from the hazards of wildfire smoke to City employees for a safe and healthy work environment.

Policy It is the policy of the City of Albany to comply with the requirements under the OR-OSHA wildfire smoke hazards rules, which apply to work locations with employees who are – or will be – exposed to wildfire smoke ambient air concentration for fine particulate matter that is at or above an AQI value of 101.


Scope and Application This wildfire smoke policy applies to work locations with employees who are – or will be – exposed to wildfire smoke ambient air concentration for fine particulate matter (PM2.5) that is at or above 35.5 µg/m3 (Air Quality Index (AQI) value of 101 for PM2.5), which is unhealthy for sensitive groups.

Work locations and operations that are exempt from these OSHA rules and this policy include:

1. Enclosed buildings and structures in which the air is filtered by a mechanical ventilation system and the City ensures that windows, doors, bays, and other exterior openings are kept closed, except when it is necessary to briefly open doors to enter or exit;
2. Enclosed vehicles in which the air is filtered by a properly maintained cabin air filter system, and when the windows, doors, and other exterior openings are kept closed, except when it is necessary to briefly open doors to enter or exit. Buses and other enclosed vehicles used for public transit systems where doors are frequently opened to board and deboard passengers are not included under this exemption.;
3. When the City predetermines those operations will be suspended to prevent employee exposure to wildfire smoke at an ambient air concentration for PM2.5 of 35.5 µg/m3 (AQI 101) or higher; and
4. Employees working at home.

The following workplaces and operations are only subject to subsections (4)(a) through (4)(g) of the OR-OSHA rules – “information and training,” – and subsection (7)(b) – “voluntary use of filtering facepiece respirators” – under this standard:

1. Wildland firefighting and associated support activities such as fire camp services and fire management.
2. Emergency operations that are directly involved in the protection of life or property, public safety power shutoffs, or restoration of essential services, such as evacuation, rescue, medical, structural firefighting, law enforcement, utilities, and communications; and
3. Work activities involving only intermittent employee exposure of less than 15 minutes in a 60-minute period to an ambient air concentration for PM2.5 at or

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above 35.5 µg/m³ (AQI 101) for a total exposure of less than one hour in a single 24-hour period.

A. Air Quality Index Resources

Supervisors are to track Air Quality Index (AQI) during wildfire season through:


- <https://www.airnow.gov/?city=Albany&state=OR&country=USA>
- iPhone: <https://apps.apple.com/us/app/epa-airnow/id467653238>
- Android: <https://play.google.com/store/apps/details?id=com.saic.airnow>
- Daily email: Information gathered through website monitoring is automatically sent to supervisors each day before shifts begin informing when air quality and heat criteria require additional standards to be followed.

B. Required Annual Training

The City will ensure that all employees, including new employees, supervisory, and non-supervisory employees receive annual training that covers the dangers of wildfire smoke including:

1. The potential health effects of wildfire smoke, including increased risk of health effects to sensitive groups. (Sensitive groups include people with lung and heart problems, children younger than 18 and adults older than 65, pregnant women, and people with diabetes.)
2. The symptoms of exposure, including burning sensations in the eyes; runny nose, sore throat, cough, and difficulty breathing; and fatigue, headache, and chest pain.
3. How employees can get the current and forecasted AQI level.
4. How to operate and interpret any air quality monitoring device provided by the City.
5. The City’s methods to protect workers from wildfire smoke.
6. Emergency response procedures.
7. The employee’s right to report health issues and obtain medical treatment without fear of retaliation.
8. Two-way communication system for wildfire smoke hazards.
9. The importance, limitations, and benefits of using filtering facepiece respirators when provided by the City, and how to properly put them on.

All employees, with the exception of Albany Fire Department (AFD) personnel as noted below, must take the online OSHA Wildfire Smoke course to learn about health effects and symptoms of smoke exposure. This course will be assigned to all employees through the City’s online training platform or it can be viewed directly at <https://osha.oregon.gov/edu/courses/Pages/wildfire-smoke-online->

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[course.aspx](#).

AFD Personnel – Training Requirements Met

AFD emergency services and life safety personnel meet and exceed the requirements of OSHA Wildfire Smoke awareness training through training in Department Policy 1.2.17, Respiratory and Dermal Protection and Air Monitoring, as well as regular training in the use of SCBAs. As such, AFD emergency services and life safety personnel are excluded from the annual training identified within this policy.

C. Communication Plan

The City has developed a system to communicate wildfire smoke hazards to employees. The City will notify employees when:

1. the worksite’s ambient air concentration is at or above AQI 101;
2. ambient air concentration is at or above an AQI 201, which involves very unhealthy air quality with the risk of health effects increased for everyone;
3. the ambient air concentration is at or above an AQI 501; and
4. the ambient air concentration drops below levels requiring protective measures.

Communication and information will be provided by supervisors to employees based on AQI information described above and relayed to employees via methods reaching all employees (e.g., email and tailgate talks prior to work beginning.)



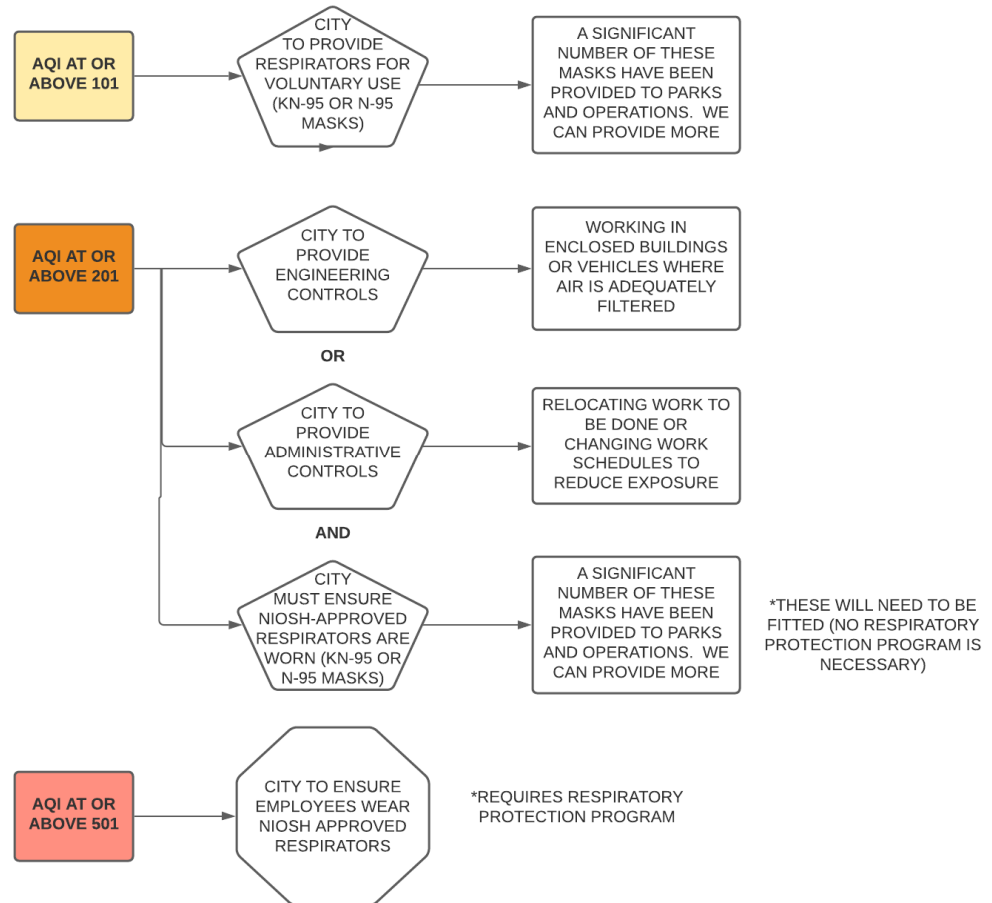
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Definitions

Air Quality Index (AQI) – a measurement of air pollutant concentrations in ambient air pollution and their associated health risks.


References and Resources

<https://osha.oregon.gov/OSHArules/adopted/2022/ao4-2022-text-smoke-exposure.pdf>

<https://oregonsmoke.blogspot.com/>

[Oregon Health Authority \(OHA\) wildfires and smoke](#)

[Health threats from wildfire smoke](#)

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Review and Authorization

Supersedes: Temporary Administrative Directive 2021-07-001	Created/Amended by/date: HR; 6/7/2023	Effective Date: 6/7/2023
Human Resources Director: <i>Signature on File</i>		
City Manager: <i>Signature on File</i>		
City Emergency Manager/Safety Officer: <i>Signature on File</i>		

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes