



## City of Albany

City Manager Administrative Directive

Number: 2021-06-001

Title: Policy Meeting Oregon OSHA Wildfire Smoke Air Quality Protection

**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.

**General Policy:** This wildfire smoke policy applies to work locations with employees who are – or will be – exposed to wildfire smoke where the ambient air concentration for fine particulate matter (also known as PM<sub>2.5</sub>) is at or above an Air Quality Index (AQI) 101, which is unhealthy for sensitive groups.

Work locations and operations that are exempt from these OSHA rules and this policy include enclosed buildings in which the air is filtered by a mechanical ventilation system and enclosed vehicles in which the air is filtered by a cabin air filter. In both cases, doors and windows must be closed, except when it is necessary to enter or leave.

**Scope and Application:**

- A. This policy applies when Air Quality Index (AQI) is at or above 101.
- B. The City is to provide and require training on dangers of wildfire smoke.

Such training will include the following topics:

- 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.
- C. The City is to develop 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 500.
    - 4. the ambient air concentration drops below levels requiring protective measures.



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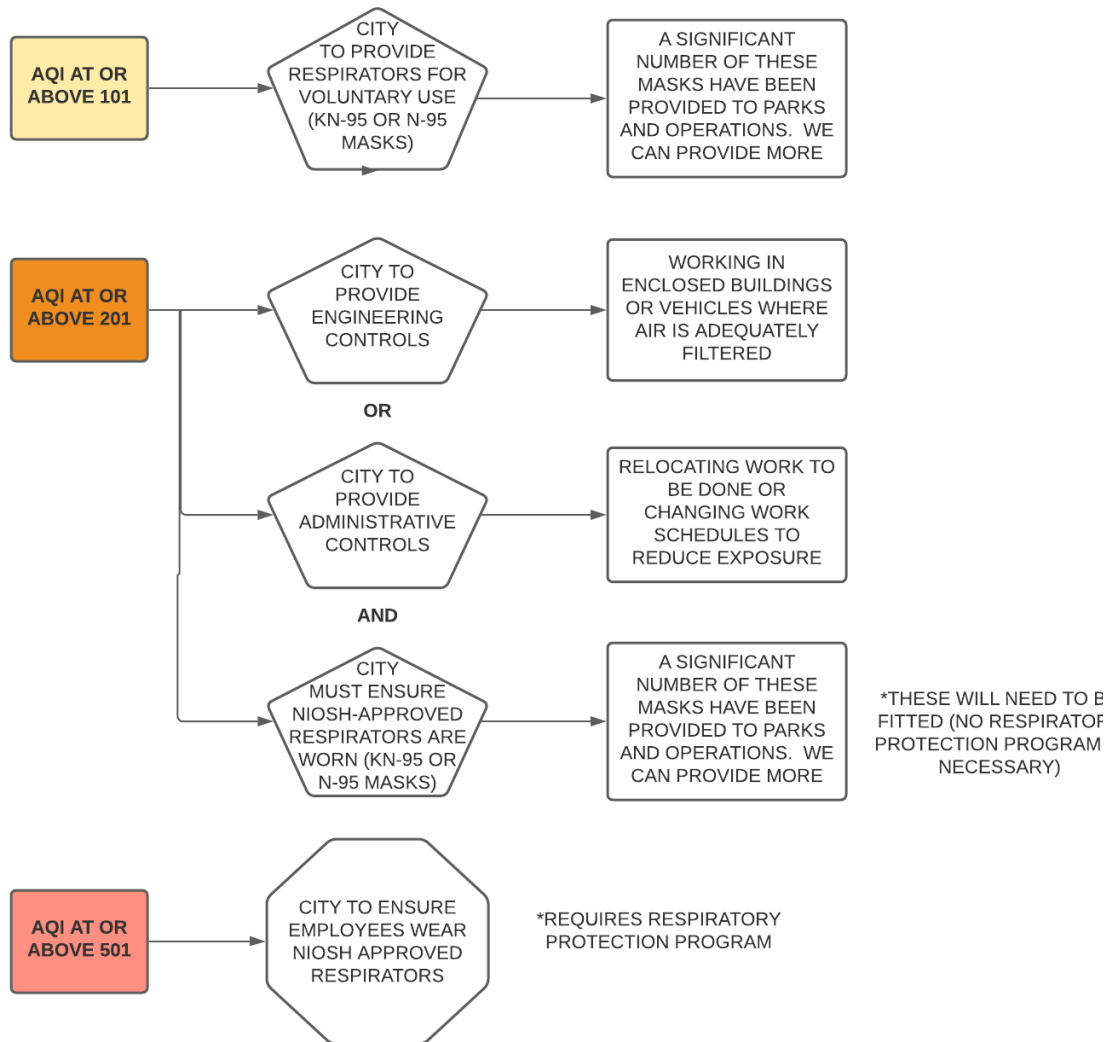
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D. Supervisors are to track Air Quality Index (AQI) during wildfire season through:

1. <https://www.airnow.gov/?city=Albany&state=OR&country=USA>
2. Iphone: <https://apps.apple.com/us/app/epa-airnow/id467653238>
3. Android: <https://play.google.com/store/apps/details?id=com.saic.airnow>

E. Communication and information to employees based on AQI  
(E-mail and tailgate talks prior to work beginning.)





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

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

[Health threats from wildfire smoke](#)

**Review and Authorization**

Amended Date: N/A	Effective Date: August 1, 2021
City Manager:	
Human Resources Director:	
City Emergency Manager/Safety Officer:	

Form or worksheet revision related to this document? No  Yes

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

1. Training required? No  Yes



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