

Employee Safety Manual



Revised February 1, 2013



June 1, 2009

To All City of Albany Employees:

Each and every one of you is a valued member of our City family. That's why it's so critical that we work together to ensure a safe environment for all. Employee safety and health cannot be a centralized function. To be effective, safety must be a "grassroots" effort, driven by every employee, volunteer, and contractor.

I want to encourage you to familiarize yourself with the City's Safety Manual and to regularly use it as a reference tool. You'll find details on work practices that can prevent accidents, tools to implement department-specific safety programs, and other information that can protect our most valuable asset, our people.

The expectation is that we see each of these practices in action. Safety at the City of Albany is not just a concept, an idea, or even a mind-set. We view safety as a *verb*, or an action word, if you will. Safety is an observable set of behaviors that bring about our collective goal of a consistently safe and healthful work environments for everyone.

The success of this safety program requires *your* personal commitment and *your* constant attention to identify and eliminate potential hazards and stimulate consistently safe work habits. Even one employee injury is one too many. Let us strive together to be the best we can be in this crucial area, and send everyone home as well or better than when they arrived.

Sincerely,

A handwritten signature in cursive script that reads "Wes Hare".

Wes Hare,
City Manager

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Purpose/Mission Statement

Purpose

The primary purpose of the City of Albany's Safety Manual is to provide City employees with the information necessary to prevent accidents. The second function of the manual is to establish guidelines for City departments to use to prevent or respond to accidents. General information, as well as interpretations of state/federal regulations, and City policies relating to safety, insurance, and workers' compensation, are all included in this manual. And while this manual does not cover all of the City's risk managing activities (certain departments may have risk management and safety procedures that are more detailed and not included herein), the written guidelines contained in this manual must be adhered to in all work areas of the City.

Department directors and supervisors are required to know, reference, and use this manual. They are also ultimately responsible for conveying this information to employees whenever such information is relevant to an employee's job. In addition, department directors and supervisors must develop and implement department specific safety programs which include regular safety meetings, job specific training, provisions for safety equipment, and record keeping procedures. Most importantly, department directors and supervisors must understand and convey that safety is an important component of every employee's job performance.

Mission

All employees are responsible for cooperating with and supporting the safety activities of the City. Every employee is expected, as a condition of employment, to be concerned with personal safety, safety of fellow workers, safety of the general public, and timely reporting of accidents. In affirmation of this, all City employees should share in the values of the City Manager and Department directors which are as follows:

To protect the City from loss by:

- ***Promoting the health and physical well being of employees and citizens who come in contact with City operations,***
- ***preventing the disruption of services, and***
- ***minimizing financial risk.***

Accidents don't just happen by themselves. They are "caused." An effective safety program led by a safety conscious work force, can prevent accidents. This is why the City is committed to providing an environment where all employees are expected to be safety conscious and every supervisor is required to follow, promote, and enforce safe work practices and procedures. Cooperation and communication is essential to creating such an environment. So for your own safety and personal risk management, as well as for the safety of others, talk about safety issues, read this manual, follow the written procedures, and always consider the "safest" way to do the job.



Chapter 1

WHO IS RESPONSIBLE FOR SAFETY?

(SUPERVISOR AND EMPLOYEE RESPONSIBILITIES)

It is the City of Albany's intent to provide a safe and healthy work environment for all of its employees, to the volunteers and contractors who provide services to the City and by extension to the citizens of Albany.

Who is ultimately responsible for safety?

You are ultimately responsible for your own personal safety. You are responsible for your safety, the safety of your co-workers, and the citizens we serve. From the top down, everyone is responsible for following safety rules, regulations and procedures.

What are my responsibilities as an employee?

- Familiarize yourself with City and Departmental Safety Rules and Procedures. Get answers to your questions through your supervisor or your local Safety Committee members.
- Coordinate and cooperate with your co-workers to identify hazards, and to prevent potential accidents.
- Learn and observe all safe practices governing your work.
- Offer safety suggestions that contribute to safer work within your environment.
- Properly use and care for all personal protective equipment and safety devices.
- Report any injury or incident immediately to your Supervisor or by the end of your shift as appropriate.
- Work diligently to keep yourself, your co-workers and the citizens of Albany safe.

What if I see something that appears to be unsafe?

If you witness a **physical or environmental hazard**, first and foremost, you are to provide for personal safety by restricting access to the hazard, or securing the area. Then, if the hazard is not easily eliminated, or if you are not authorized/prepared to eliminate the hazard in a safe manner, report the hazard immediately to the supervisor, manager, or department director who is responsible for the area. Reporting safety incidents, accidents, or making suggestions that are intended to contribute to a safer work environment are considered protected activities. It would be expressly inappropriate and punishable through progressive discipline to retaliate against an employee for participating in such activities.

If the unsafe condition that you witness is **behavioral** in nature, it is expected that you communicate directly with your co-worker, in the interest of their safety. State your concern and the reasons behind it. If the unsafe behavior persists, you are to notify an appropriate supervisor. This is also a protected activity.

What are the Department director's, Supervisor's and Manager's Responsibilities?

Each department in the City is unique in its expertise, services provided and organizational structure. The Department director is responsible for assuring that safety is communicated effectively throughout the department. Supervisors understand the specific competencies and tasks to be performed safely and they are responsible for making sure that:

- Employees understand the department's Safety Rules and Procedures and how to perform the work safely.
- Employees receive on-the-job instructions on the practices and procedures necessary to perform job assignments safely and correctly.

- Employees have the correct tools and equipment along with knowledge of the proper use of those tools and equipment to do their job safely.
- Employees are provided with the proper personal protective equipment and instructed on its safe use and care.

Specifically, Supervisors must make sure all employees are familiar with:

- The chemicals and other hazards they work with, procedures for handling those hazards in a safe manner, emergency procedures to use in case of an accidental exposure, and location of material safety data sheets (MSDS).
- Emergency procedures including evacuation, the location of emergency showers and eye wash units (if applicable), the location of First-Aid kits and the identification of individuals trained in First-Aid.

Note: For procedures for evacuation, refer to “City of Albany’s Employee Emergency Response Guide” If you require a copy please contact the Human Resources at ext. 7515.

- Applicable OSHA standards and when to contact your Safety Committee for help.
- How to investigate reported hazards and prepare Incident Reports for future preventative measures.
- Responsibilities for participation in regular safety meetings.
- How to self-inspect City job sites.

What is the City’s Responsibility?

The City, as your employer, is required by OSHA “to establish, supervise and enforce safety in a manner which is effective in practice.” This includes providing:

- A safe and healthful working environment.
- An accident prevention program.
- Various training programs to improve the skill and competency of all employees in applicable safety practices.
- A general safety orientation describing our City wide safety program and departmental safety orientations addressing specific safety issues of your work.

Note: Human Resources provides a New Employee Orientation for each employee. The City's "New Employee Orientation" contains an overview of the City Safety Manual, and directs employees to their Supervisors and Department Directors for department specific safety training.

What is the responsibility of Risk Management?

It is the responsibility of Risk Management to help promote employee health and safety. Risk Management acts as a resource and support consultant to various City departments on issues relating to health and safety. The Human Resources Department serves as the primary back-up to Risk Management. Risk Management is responsible for:

- Helping to ensure compliance with applicable Governmental Administrative Health and Safety codes (Oregon/US OSHA) by providing City departments with pertinent information;
- Acting as a consultant for departmental health and safety needs;
- Assisting as needed, in the investigation of accidents and the identification of methods to prevent similar occurrences;
- Assisting in departmental training; and
- Assuring appropriate and confidential recordkeeping related to certain safety related incidents and follow-up.
- Developing and disseminating various Citywide safety policies.

Chapter 2

WHAT TO DO WHEN AN OSHA INSPECTOR ARRIVES



In 1970, the federal Occupational Safety and Health Act (OSHA) was passed. This act created federal laws which require employers to take certain precautions and set up special programs to prevent occupational injuries and diseases.

Soon after Congress passed OSHA, the State of Oregon passed its own occupational safety and health act called “the Oregon Safe Employment Act of 1973” (as amended to present). This legislation encompasses all functions of what we know as Oregon OSHA. Oregon OSHA has the authority to regulate and enforce laws created by both Federal OSHA and Oregon OSHA respectively.

Staying in compliance with all OSHA regulations takes a good deal of effort for City governments, especially those managing a large number of departments and a wide variety of operations.

The City’s Risk Manager and Safety Committees are responsible for addressing the complex issue of compliance by providing physical inspections, employee training, record keeping, and consultation to individual departments. However, these efforts cannot assure City-wide compliance without the cooperation of department directors, supervisors, and employees.

Department directors, supervisors, and employees know far more about the specifics of their operation than any one person from another department. Because of this, OSHA

compliance officers will typically work with department directors or supervisors when conducting an inspection.

Because they will most likely be the first to meet an OSHA compliance officer; department directors, supervisors, and other representatives should always be prepared for an OSHA inspection. You can prepare for an OSHA inspection by learning about Oregon OSHA's occupational health and safety standards and how they relate to your department's operations. Another important thing to understand is how OSHA compliance inspections are conducted.

Note: If you do not fully understand the occupational health and safety standards as they relate to your department, contact the City's Risk Manager at x7593.

The purpose of this chapter is to provide department directors, supervisors, and other departmental representatives with strategies to use before, during, and after an OSHA inspection. Along with this, the chapter outlines what to expect during the inspection process and procedures for conduct during such inspections.

What prompts a compliance inspection by OSHA officers?

Inspections can be the result of a complaint, a fatality/injury, or a routine schedule. The type of event which prompted the inspection usually determines the inspection's size and scope. Inspections are generally prompted either by a specific event; i.e., a complaint, fatality, an accident, or a follow-up to a previous inspection.

Most inspections are partial, concentrating only on a particular violation(s). Though they possess the authority to, OSHA inspectors will generally not be interested in inspecting the entirety of a department's operations, but rather, they will focus on a particular function or physical area and its related parts.

Note: Failing to inform OSHA of a fatality or catastrophe (a catastrophe is when three or more employees are admitted to the hospital) within eight hours is illegal and will result in a financial penalty.

How can I prepare for an inspection?

Because OSHA almost never gives advanced notice of an inspection, departments cannot make last minute preparations for the inspection. Instead, departments must always be prepared for an OSHA inspection.

The most important thing you can do to prepare for an inspection is determine which OSHA standards and regulations apply to your department. Once you have established this, you should make sure that all required written programs and documents are up-to-date. This means any applicable OSHA postings, MSDS books, safety manuals, and the City's written policies and procedures regarding safety.

Other ways you may prepare for an inspection include:

- Assigning responsibility for OSHA compliance to a supervisor or a designee who is knowledgeable about both your operations and safety issues. Designate this person(s) as the primary contact and your department representative for all OSHA compliance inspections. Educate your representative on all OSHA laws that relate to your department. And finally, prepare your representative for OSHA inspections by letting him/her know what to expect during an inspection.
- Conduct regular surveys and self-inspections of your work site(s) to find and correct safety violations.
- Display all OSHA postings in a conspicuous, accessible place.

- Check departmental history and records kept by your Safety Committee and Risk Management to learn about past citations. Inspectors often look for repeat violations.
- Develop an active relationship with your departmental safety committee members, and with the City’s Risk Manager. These staff designees can provide you with useful resources like training, videos, written compliance programs, and consulting.
- Pay attention to the operations of contractors you work with. City employees may be responsible for compliance to a contractor’s safety procedures. In some circumstances, the City can be cited for a contractor’s safety violations.

What do I do when an inspector arrives?

The arrival of an OSHA compliance officer can be a somewhat daunting event. However, it is important to remember that the goals of OSHA are essentially the same as ours regarding the safety and health of employees. Compliance officers have a right to inspect your job site. The role of the Department Director, supervisor, or department representative, in keeping with the City of Albany’s commitment to open and honest government, is to accompany the compliance officer, to witness and assist with the completion of the inspection.

The following procedures and techniques may be helpful to you during the inspection process. You should familiarize yourself with them, and use them during all OSHA inspections.

- First of all, if you are not a department director or supervisor, ask the compliance officer to wait while you contact one. In most cases, a compliance officer will ask to speak with the person in charge of the area being inspected. They may also ask to speak with a union representative. If so, management employees are to contact

Human Resources for the name of a union representative. Take your time and put the inspector in touch with the best City representatives possible.

- Next, **immediately** assure that Risk Management, the director of the department being inspected, and the chair of your local Safety Committee are aware that a compliance officer from OSHA is on the premises.
- When you are introduced to the compliance officer, you should be sure to record the officer's name, ID number, credentials, address, and phone number.
- Next, you should ask the compliance officer about the purpose, circumstances, and scope of the inspection.
- Inform the compliance officer that you will work to assure that the best qualified staff person(s) will be present and available to assist throughout the entire inspection process.
- Most likely, the compliance officer is responding to a complaint, fatality, recent or past injury. In these cases, the department representative should speak with the officer to establish the basis for the inspection. Also, if the inspection is the result of a particular incident, try to assist the inspector in examining the work areas and functions that are directly related to the incident in question.
- If possible, the representative(s) should also take notes, pictures, and samples whenever the inspector takes pictures or samples. The representative(s) should record all important comments made by the inspector, items the inspector seems particularly interested in, and other important facts of the inspection.
- The representative(s) should answer any questions the inspector asks with short and factually accurate answers. It is important never to guess or speculate when answering questions.
- If the compliance officer wishes to interview other employees, he/she has the right to do so. The inspector may ask you to select employees to be interviewed. Choose these employees wisely, using your most helpful and knowledgeable employees. Inspectors have the right to interview employees in private, if they choose.
- Representatives should immediately correct violations that are identified by the compliance officer whenever it is possible.

What can be done once the inspection is completed?

Once an inspection is completed, the designated department representative should ask the compliance officer whether a closing conference is warranted. If so, a closing conference with the compliance officer, department director/designee, Risk Manager and safety coordinator should be arranged. During the closing conference, the department representative should request copies of all reports and notes generated by the compliance officer during the inspection. The representative should also discuss problem areas and take notes on the officer's suggestions.

Another important thing to do after an inspection is to prepare a report with the results of the inspection. This should be completed by the department representative who accompanied the compliance officer. All records, notes, samples, photos, citations, and other information produced during the inspection should be included. A summary of the inspection should precede all other information, and the report should be shared with the department director, a safety coordinator, and the Risk Manager. Neither the report nor any other facts about the inspection should be shared with anyone who does not have a bona-fide business need to know.

Finally, the department director, Supervisor or department representative should review all violations and concerns of the compliance officer and take immediate actions to prevent repeat violations. The Departmental Safety Committee may assist departments in correcting any safety violations.

Demonstrating to an OSHA compliance officer that your department is committed to safety may be your best defense against a citation. However, the officer may need more than a simple declaration to be convinced. A department that can produce employee training records, written programs, safety procedures, posters, educational materials, and other signs of a commitment to safety, can better convince a OSHA compliance officer that theirs' is a safe department. With this understood, the inspection process will go much smoother. So, start preparing now.

Chapter 3

HOW THE CITY COMMUNICATES SAFETY

(Safety Committees and Meetings)



The City of Albany communicates safety in many ways. The City's Risk Manager is primarily responsible for ensuring general safety leadership is communicated effectively. The Risk Manager communicates safety through these manual pages, through encouraging and assisting safety committees, providing safety promotions, and providing select safety training, such as 1st-Aid / CPR / AED training, hearing conservation training, and new employee safety orientation. Department specific training occurs throughout the year and all job specific or required training will be communicated by your direct supervisor.

What should I be looking for regarding safety communication?

There are three ways by which the City communicates safety to its employees, supervisors and department managers. The first way is through the use of this manual. This manual is a reference source for you, supervisors and department managers. It will answer most of your questions about general safety.

The manual is available to all city employees on the City Intranet. Supervisor's are responsible for assuring that all of their direct reports have the opportunity to view the manual. To find the manual on the Intranet, look under "Safety" on the Human Resources home page. Supervisors are also encouraged to make the Manual accessible in hard copy, and in congregate areas, to enhance employee access. If any specific safety question is not answered by reading the manual, contact your supervisor, local safety committee member, or Risk Manager for clarification or assistance.

Besides the manual, what other ways does the City communicate safety?

All workgroups are required to have representatives participate in regular local **safety committee** meetings. These local safety committees must be comprised of at least 50% line employees, and must keep thorough records of their meeting agendas, minutes, and the committee's various activities. In addition to this, Committee members review all new accidents, safety incidents, and formal safety inspections, making recommendations for present solutions and future prevention.

The complexity, hazards and structure of your workgroup should determine the frequency and structure of your safety activities and meetings. In less hazardous operations, like office areas for example, local safety meetings may take place on a quarterly basis. High hazard departments like Fire and Police Departments, on the other hand, conduct monthly meetings where safety topics are greatly expanded, discussed and communicated. The diversity of hazards, remote locations, shifts and compliance requirements creates the need for a unique structure of safety communication for each department.

To provide compliance and communication between departments, a City-wide Safety Committee has also been formed. This is in addition to local safety committees. The responsibilities of the City-wide Safety Committee include dissemination of key safety information, such as newly adopted changes to administrative rules. This group may also serve as a venue for final resolution of ongoing unresolved departmental safety issues.

The third way safety is communicated is through **safety training**. Safety training is provided throughout the year by individual departments, supervisors and employees. Various lectures, videos and safety promotions on safety topics are conducted in conjunction with specific departmental need or to address an identified risk or exposure. Other considerations include the topic's timeliness and interest level.

Individual departments and their safety committees should post all available safety trainings in common areas and publicize training opportunities through the most effective means available. The City encourages each work group regardless of size or operation, to make employee, volunteer, and citizen safety a regular topic of discussion in staff meetings.

“My accident was investigated. Why?”

One of the most important functions of a supervisor is to determine what can be done to prevent accidents. One way is to conduct post-accident investigation to discover how to keep accidents from recurring. This is not only a good management practice, but also a good safety practice. Investigating work related accidents is a required activity of safety committees. In the safety structure of the City, supervisors are required to investigate employee accidents as soon as possible after an incident. The first portion of the Safety Incident Report is completed by the employee involved to explain what happened. The second portion is for the supervisor to compete and discuss what could be done to prevent a similar incident. The third and final portion is a formal safety committee review. This form is designed to facilitate the development of recommendations. The supervisor’s recommendations will be reviewed by the local Safety Committee, and if the committee has further recommendations, they will be added. This process is discussed in greater detail in Chapter 5, Post-Accident investigation.

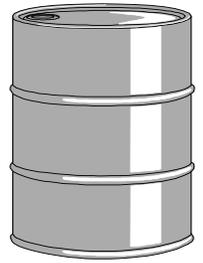
How do I find out what is happening with our local or City-wide Safety Committees?

The minutes of your local safety Committee should be posted on an employee bulletin board for reference. If at any time, you wish to view the minutes from past safety committee meetings, whether local or City-wide, simply contact a committee representative to access archived meeting minutes.

CHAPTER 4

HAZARD COMMUNICATION PROGRAM

(COMPLYING WITH EMPLOYEE RIGHT-TO-KNOW LAWS)



The City of Albany recognizes that many employees are at risk of being exposed to hazardous substances. With this in mind, the City of Albany uses a *Hazard Communication Program*.

The City's *Hazard Communication Program* is designed to prevent exposure to hazardous substances while meeting the requirements found in the OR-OSHA Hazard Communication Standard (OAR 1910.1200). This program intends to prevent exposure to hazardous substances by delivering useful information about the health hazards of materials used within your work area. The following chapter details the responsibilities of both department supervisors and employees in implementing the City's *Hazard Communication Program* and complying with the OR-OSHA Hazard Communication Standard.

What kinds of information does the *Hazard Communication Program* require?

In compliance with OR-OSHA's *Employee Right to Know Law*, the City's *Hazard Communication Program* requires supervisors to inform employees on the dangers of hazardous substances by:

- a. Identifying chemical products used in the workplace.
- b. Labeling all containers that hold hazardous substances.
- c. Collecting, maintaining, and making accessible Material Safety Data Sheets (MSDS) along with related information on hazardous substances.
- d. Training employees on the effects of hazardous substances and how to avoid exposure.
- e. Procedures to follow in the event of exposure.

How does the City implement its Hazard Communication Program?

For new employees, at the time of hire, and annually thereafter, City Departments that handle hazardous materials provide mandatory training for all employees with potential for exposure. This training must, at a minimum, discuss container labeling, accessibility and use of Material Safety Data Sheets (MSDS), and instruction in hazardous non-routine tasks. The most important component of the training is learning how to access and understand an MSDS and discovering how to protect yourself appropriately.

What are MSDSs, and how should they be used?

MSDS is an acronym for **Material Safety Data Sheets**. Vendors of all hazardous substances are required by law to provide information about the chemicals they produce and/or sell. The information included in a MSDS includes:

1. Manufacturer, Chemical Name and Chemical Class
2. Hazardous Ingredients
3. Physical Properties
4. Fire & Explosion Data
5. Health Hazard Data
6. Reactivity Data
7. Spill or Leak Procedures.

Oregon OSHA requires MSDS sheets to be maintained and used. Employers must ensure that each employee has a basic knowledge of how to find information on an MSDS, and how to properly make use of that information. Employers also must ensure the following:

- Complete and accurate MSDS are made available during each work shift to employees when they are in their work areas.
- Information is provided for every hazardous chemical or substance that employees may encounter as part of their job.
- Employees are trained regarding the content of the MSDS.

If you do not know where the MSDS for your area are kept... find out.

How should hazardous containers be labeled?

Chemical manufacturers are responsible for the labeling of containers that hold hazardous substances. Labeling secondary containers and checking manufacturer's labels may be done by the department supervisor or a designated employee. However, the supervisor remains ultimately responsible for verifying that all secondary containers are labeled and that the label information is correct. Containers should be labeled as follows:

- a. A clear record of a container's contents must be visible on the label.
- b. Appropriate hazard warnings must be included.
- c. The manufacturer's name and address must be listed.
- d. The label must be placed in clear view on the container.
- e. Secondary containers or containers without a manufacturer's label must be labeled with either an extra copy of the manufacturer's label or an alternate label that is filled out appropriately, including all applicable information as in a-d above.

What about training?

The City's Human Resources Department will conduct a health and safety orientation as part of its new employee orientation. Basic training on hazardous materials and the *Hazard Communication Program* will be included in this orientation. Departmental safety committees may provide a refresher course on Hazard Communication on a yearly basis, as needed. Department supervisors are responsible for providing training regarding specific safe practices and chemicals that their employees may be exposed to on the job. Where exposure risk exists, the supervisor must provide this same information to temporary and seasonal employees, as well as contractors and volunteers.

Training will include the following information:

- a. An overview of the requirements contained in the *Hazard Communication Standard*, including employee rights protected by the standard and the location and availability of the written program.
- b. The physical health risks of applicable hazardous chemicals.
- c. The symptoms of overexposure.
- d. Methods and techniques used to determine the presence or release of hazardous substances in the work area.
- e. Techniques to lessen or prevent exposure through the use of controls, work practices, and personal protective equipment.
- f. The procedures to follow if employees are exposed.
- g. Instruction on how to read and review MSDS to obtain hazard information.
- h. The location of MSDS Sheets.

When new chemicals are introduced to a work area, responsible supervisors must review the MSDS and take appropriate action prior to chemical use including:

- a. Provide Information regarding the location and use of hazardous substances in particular work areas.
- b. Provide for and require the use of appropriate personal protective equipment (PPE).
- c. Discuss health risks and symptoms of exposure of specific chemicals.
- d. Discuss the methods to determine the presence or release of specific chemicals in the work place.
- e. Share the steps to prevent or reduce exposure to employees.
- f. Locate the procedures to follow if exposures or release take place.
- g. Demonstrate the access to MSDS sheets within the department.
- h. Discuss any department specific labeling procedures.

What are “hazardous non-routine tasks”, and what should be done before performing such tasks?

Hazardous non-routine tasks are jobs which involve hazardous materials or situations that employees do not normally encounter in their daily assignments.

Before starting a hazardous non-routine task, the supervisor must inform and advise all employees working on or around the project about the particular hazards involved. Supervisors should include the following information as they direct employees in non-routine tasks:

- a. Specific hazards of the job.
- b. Special procedures and equipment that must be used.
- c. MSDS sheets for any new chemicals that will be used.
- d. A description of the measures the City has taken to prevent injuries (ventilation, respirators, presence of other employees, etc.)
- e. Procedures to follow during an emergency.

What to do when working with contractors?

If contractors may be exposed to chemicals in our workplace, they should be notified of the hazards and precautions so they may take appropriate steps in their employee safety program. Also, if contractors are bringing in chemicals to do work, they must provide MSDSs for all chemicals used in the work and disclose the hazards and appropriate precautions that affect City employees. Contractors’ MSDS shall be kept on site for the duration of the work. Contractors bringing chemicals on to City property are required by law to provide affected City employees with information on any hazardous materials and the corresponding safety procedures that should be followed when using these materials.

What chemicals are covered by the HazCom Standard?

Don't assume that because the product did not come with an MSDS that it is not covered by the rule. If there is any doubt, request an MSDS from the manufacture. Even household products in consumer packaging can be included in the rule if the exposure is greater or more frequent than then that of a private consumer. Other chemicals under the rule may be more elusive. For example, pressure treated lumber is not covered but the sawdust (that can release a chemical preservative) is a hazard. Bricks can be cut releasing silica dust which is a hazard under the standard. When in doubt, ask questions.

CHAPTER 5

ACCIDENT INVESTIGATION

Post accident investigation of any work related accident or injury is mandatory per City policy and often required by Oregon OSHA. The City's safety committees are responsible for reviewing the results of these investigations and making follow-up recommendations. This chapter provides some insight to the philosophy and process of investigating accidents and incidents.



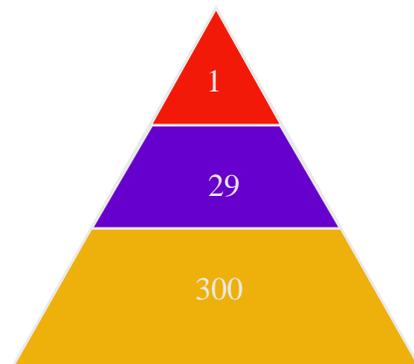
The key to preventing a recurrence

It is the position of the City of Albany that all accidents can be prevented, not just theoretically, but realistically. A key step in this prevention program is accident investigation and then the corrective actions that follow.

Accident Investigation

It is critical that we enter into accident investigation knowing that we can make a difference *if* we can find the true causes of the accident. This means dropping the assumption that there is nothing that can be done if “it is an accident.” Dropping this assumption helps us to realize that we should investigate all accidents and “near miss” accidents in a thoughtful and thorough manner. Heinrich’s Accident triangle shows us this.

A study of accidents was done. What it revealed on the average is that out of 330 times in an identical situation, there would be 300 near miss accidents, or opportunities to see an accident coming. 29 times there would be a minor accident, and 1 out of the 330 would result in a serious accident.



For example: If a person stumbles on a crack in the sidewalk 300 times, they might fall and sustain a minor scrape or bruise 29 times, and one time they could perhaps fall and sustain a severe injury. Since this is a statistical model, we don't know which time will

be the serious injury. It could be the first stumble, the last, or anywhere in the middle of the 330. This is why we investigate all accidents and near miss opportunities.

Accidents Have Multiple Causes

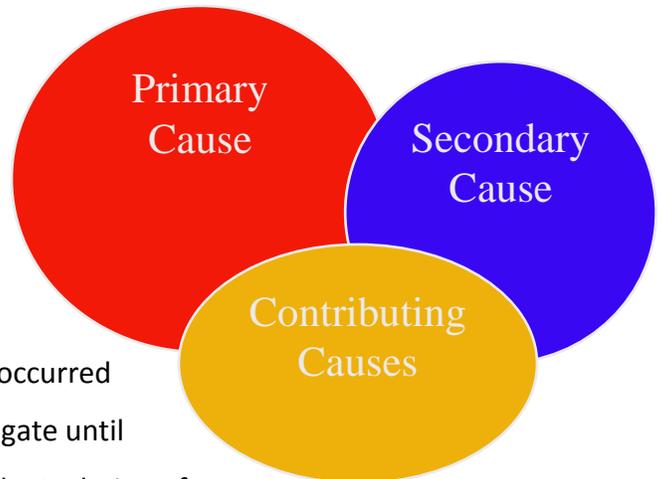
All accidents have multiple causes that intersect.

If we can deduce the causes and eliminate anyone of them, we can prevent a repeat of the exact same accident from happening again.

Many times eliminating even one of the causes also eliminates future accidents that might have occurred with other elements as well. The key is to investigate until

the true causes of the accident are discovered. The technique for conducting this type of investigation is called the “Why Method of Accident

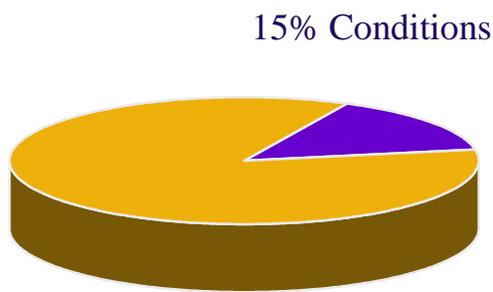
Investigation.”



The “Why Method” of Accident Investigation

Some physical hazards will always exist in our various environments. Problems occur when people put themselves in proximity to those hazards in dangerous ways. This happens for a vast multitude of reasons. After an accident, it is often these reasons that we need to uncover. The main barrier to getting these questions answered (in addition to our natural tendency towards an “accidents will happen” mentality) is a failure to ask the simple question “why?” The “why method” of investigating accidents prescribes that we don’t just ask the question once but several successive times, as each subsequent “why” uncovers another potential cause and therefore another layer of the explanation. In this manner we get deeper and closer to root causes, which, when identified and dealt with, effectively prevent accidents.

The Typical Results of an Investigation



85% Personal Behaviors

Statistics reveal that 85% of accident causes are “behaviors”, or something that someone did. 15% of accidents are caused by “physical conditions” that exist in the workplace. In the majority of controlled environments this will hold true. The good news is that this means most accidents can be avoided through either training or an engineering control. We should be looking toward these remedies. It is important, though, that we stay objective with employees. Just because 85% of accidents are caused by something someone did, it does not mean that they wanted to be involved in an accident. No one wants to be injured. Accident investigation should not be punitive, but should be presented as a caring function of management – aimed only at making the work environment safer. Any other approach may keep employees from freely sharing information related to an accident.

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Investigative Tools and Skills

The supervisor or manager filling out the Safety Incident Report should also be the one to do the accident investigation. Presumably they are close to the worker and know the job best. If the supervisor starts the investigation immediately, they will be closest to the fresh facts. Furthermore, they should have the ability to come to a logical conclusion and effect positive change.

The person doing the accident investigation should, whenever possible, go to the scene of the accident. Important details come from the accident scene. We want to get there before causal factors are removed and we want the opportunity to interview witnesses. Waiting is not acceptable and the accident investigation should be done with the Safety Incident Report in hand, which should be completed before the end of that shift whenever possible.

Investigators should interview both the injured individual and any witnesses. It is important that we be sincere and caring during the accident investigation. Remember to convey that our goal is to prevent future injuries, not punish employees. The classic investigative questions of “, who, what, when, where, how, and most importantly why” must be answered. Occasionally hidden details, or questions of personal motivation must be uncovered. As these type details are not obvious, they may require patience and/or persistence on the part of the investigator. It is important to ask open-ended questions that require more than a yes or no answer. It is important that we do not interrupt the interviewee once they have started. It is OK to clarify information, but wait until they have finished speaking. Our job in the investigative stage is to take detailed notes and complete the paper work immediately.

If the investigation does not yield apparent causes, we might want to question things like policies, procedures and training. This includes looking at who was nearby, or who should have been nearby. Were there any unsafe acts, unsafe conditions, equipment or chemicals? What personal factors might have come into play? Has there been any change in productivity demands? The deeper we question the more likely we are to come to realistic causes of the accident. Then we are most likely to discover root causes instead of symptoms.

Often an Accident Investigation Tool Box can be helpful. You might want to include things like a camera to take accident photos with; or, a micro cassette recorder to record statements with; or, flashlight to explore dark or dimly lit accident scenes. You definitely want to have the accident report and investigation forms and perhaps a clipboard to write on. We also recommend personal protective equipment in case there is hazardous debris to handle or blood borne pathogens. Having a roll of barrier tape might also be a consideration if we need to keep employees out of an accident site, or if we need to block off the area during the investigation and until we get it cleaned up and back to a point of productivity.

EFFECTING CHANGE

Of course, accident investigation is aimed at the goal of effecting change to eliminate future incidents. The way we accomplish this final step is key to the ongoing success of our collective safety efforts. We must consistently strive to effectively communicate the outcome of accident investigations, and any recommended changes to the employees involved as well as the general workforce. Further, maybe most importantly, we must continually reinforce employee vigilance through the process of empowerment.



Closing the Loop

Clearly, the most thorough and conclusive post-accident investigation is of little practical use unless its conclusions are effectively communicated to the involved and the potentially affected employees.

Empowerment

Empowerment is essential to the theory of Accident Investigation. The very reason we do accident investigation and take the time to discover root causes is so that we can take action to effect safe change. That goal can only be accomplished if every employee realizes that they make a very real difference every time a safety cause is championed. Some changes will not come about immediately. Many changes require significant effort. However, each step towards a safer work environment pays multiple dividends. You can create a safer environment that will cause less physical pain to others. You may save a life. You can prevent significant financial losses through workers' compensation, lost productivity and material loss. You will help us to comply with the safety regulations and laws that are there to protect our employees. Your efforts make a difference.

Chapter 6

HOW TO BE A SAFE AND CONSIDERATE DRIVER

(MOTOR VEHICLES AND DEFENSIVE DRIVING)

Employees driving City vehicles face some unique challenges. Many of these drivers operate large vehicles which can be difficult to maneuver. Beyond that, employees driving City vehicles spend much of their work time under a critical public's eye. Consequently, all City employees must drive in a safe and courteous manner during work hours. This can become a difficult task when other drivers are dangerous and inconsiderate. However, safe and courteous driving is a requirement of all employees driving City vehicles. City policy [HR-SF-07-001](#), Vehicle Incident Prevention (VIP policy) addresses specific expectations for all City drivers.

This chapter contains information on how to be a safe and considerate driver. Topics covered include defensive driving, preventative vehicle maintenance, rules, and procedures for safe driving, and driving in adverse weather conditions. Hopefully, you will gain the skills and knowledge to stay alive, remain healthy, and become a positive representative of the City.

What is “defensive driving” anyway?

Defensive driving is more of an attitude than a set of techniques. It's looking out for “the other guy,” being cautious, and remaining calm. There are many types of motorists on the road. Some are impatient and pushy. Some are risk takers. Others are oblivious to what is happening around them. Some are trying to do other things while driving. And, a few may even be impaired by drugs or alcohol. None of these types of drivers are driving defensively. So, it is up to you to be the responsible one.

How should I react to dangerous drivers?

First of all, don't become agitated. Such a reaction may be natural, but it doesn't help the situation. Any demonstrative gesture or expression makes a bad impression and may take your attention away from other hazards at hand. Instead, you should remain calm and cautious about the situation.

Look for ways to avoid these types of drivers. Slow down, let these drivers pass you, or if it is safe to do so, move into another lane. If a driver is being extremely dangerous or you believe he or she is impaired, pull over and contact the police.

Never race another car or break suddenly. Signal turns at least 100 feet in advance. Give up the right-of-way when an aggressive driver obviously wants it, and if you are being tailgated, allow the tailgater to pass, or make a safe lane change. Also, it is important to keep a safe distance behind others to prevent the impression that you are tailgating.

Seasoned drivers can gain a false sense of security with years of experience. Drivers who have never been in an accident before may begin to take driving for granted and ignore common hazards. This is when drivers are most likely to become involved in accidents. Conscious defensive driving can prevent this from happening. Furthermore, being aware, maintaining a good attitude, and controlling your anger among poor drivers will reduce stress.

What else can I do to be a safe and courteous driver?

Obviously, you should follow posted speed limits and other rules of the road. This includes having your drivers license with you at all times; wearing your seat belt; and

abstaining from illicit drugs, alcohol, and certain prescription medications both before and during the times you drive.

Safe and courteous drivers also avoid distracted driving. Reading a map, using a cell phone, eating, looking over work assignments, or doing any other distracting activity takes your attention away from the road and creates a serious hazard. To avoid such hazards, have a passenger do the task; or if you don't have a passenger, pull over and stop at a safe area.

Here are some other tips for safe and courteous drivers:

- Don't keep your eyes on one thing (vehicle in front of you, center line, etc.). Scan the entire scene looking for all hazards.
- Adjust your speed to traffic and weather conditions.
- Always use your horn, headlights, hazard flashers, signals, and brake lights to let others know what you are going to do.
- Secure all loads.
- Keep plenty of space between your vehicle and others.
- Adjust your speed before you enter a curve, not after.

Often, I have to back up or park in a hazardous area to do a job. Are there any special precautions I should take?

Yes. Many City employees, especially public utility workers, are required to back up and park in hazardous areas. If a vehicle must be backed up or parked in an area normally used for vehicle or pedestrian traffic, appropriate traffic control devices and flaggers should be used to redirect traffic.

If it is not essential that a vehicle be parked in a hazardous area near a work site, other parking options should be explored. It is better to park in a safe area and walk than to park in a hazardous area.

Hazard lights and/or back-up alarms should be used each time you back up. Before backing into an area that is difficult to negotiate, get out of your vehicle to inspect the area. Also, use co-workers to direct you. Most importantly, back up slowly.

Whenever a vehicle is parked in a designated parking area near a curb, the vehicle must be parked on the right side of the street (not facing traffic). Once parked, the vehicle's front wheels should be turned towards the curb. To finish parking, put the transmission in either the lowest gear or "park," turn off the motor, remove the key, and set the emergency brake(s). This will prevent the vehicle from rolling into traffic.

Note: Never leave a City vehicle parked with the motor running. This is clearly unsafe but also may be illegal.

How should I maintain my City vehicle for safety?

Preventative maintenance can be just as important as defensive driving when it comes to preventing accidents. Preventative maintenance is the responsibility of all drivers who are assigned City vehicles. Some City departments maintain operating procedures that are more specific and/or intensive than those contained here. If this is the case in your department, please adhere to those standards.

To make sure your City vehicle is safe as possible, safety checks should be performed on the following items each day before a vehicle is driven:

- horn
- clutch
- tires
- gas
- lights and signals
- mirrors
- seat belts
- spare tire
- hydraulic systems
- brakes
- windshield wipers
- windshield wiper fluid
- sirens
- dump lights
- backup alarms

In addition to this, all seats and mirrors should be properly adjusted and all truck boxes, ladders, aerial buckets, and other equipment should be secured.

Note: If any piece of equipment is found to be defective, notify the appropriate supervisor or other responsible party immediately.

We drive in some really nasty weather conditions at times. What are some of the precautions to take when driving in different kinds of weather?

The City of Albany is located in an area that presents a wide variety of weather conditions. Because of this, all City employees driving City vehicles should be aware of and prepared for driving in all weather conditions.

Rain can interfere with a driver's ability to control a vehicle. This is especially true during the first half hour after rain starts. The following techniques should be used when driving in rain.

- reduce speed
- use low beams and defroster
- avoid driving through standing water
- If no anti-lock brakes, manually pump breaks if you begin to hydroplane

Snow can also interfere with a driver's ability to control his or her vehicle. Use the following techniques when driving in snow.

- drive slow
- look at least one block ahead to anticipate stops
- avoid lane changes at speeds higher than 25 mph
- never pass another car
- If no anti-lock brakes, manually pump breaks if you begin to lose control

Ice can be very slippery, especially at temperatures near freezing. Use the following techniques when driving on ice.

- watch for ice spots in shaded areas
- drive slowly
- avoid all lane changes
- never pass another car
- pump breaks if you begin to lose control

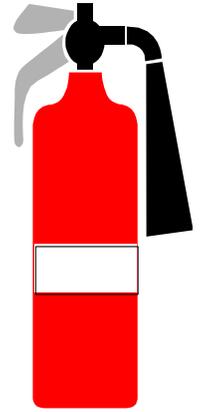
Whether you are a beginner or an experienced driver, good driving habits are a must. Becoming a safe and considerate driver is more than learning a set of rules. It is an attitude and commitment. So, for your own safety and the safety of your co-workers and the general public, be alert, follow the rules of the road, and remain courteous whenever you drive a City vehicle.

Chapter 7

WHAT YOU SHOULD KNOW

ABOUT FIRE SAFETY

(Fire Extinguishers and Evacuation)



You never know when you will need to know what to do in a fire emergency. You should always be prepared and talk to your co-workers about “what you would do if...” This is your best planning tool. Fire extinguisher use and evacuation procedures are key safety precautions that everyone should be familiar with. Human Resources provides fire safety training within the new employee orientation program, which covers fire prevention techniques, extinguisher location and usage, environmental awareness, and knowledge of evacuation routes.

How do I know what kind of extinguisher to use?

Most offices, including City Hall, have ABC fire extinguishers. These are dry chemical extinguishers for wood, paper or trash fires (Type A fires); oil, gas, grease or flammable liquid fires (Type B fires); and electrical fires (Type C fires). These types of fire risks may be found in our operations. The dry chemical smothers the fire by taking away the oxygen needed for the fire to continue.

How do I use the fire extinguisher?

Most extinguishers can be found hanging on a wall or in an alcove near an exit. To use a fire extinguisher, remove the extinguisher from the storage place and follow the **PASS** sequence. The **PASS** sequence goes as follows.

- Pull the pin
- Aim at the base of the fire
- Squeeze the handle
- Sweep from side to side

How do I know whether I should use the extinguisher or not?

You should only use the extinguisher, 1) if you are comfortable with the idea, and 2) if the fire is small enough to attack. Most fire safety professionals advise that if a fire is larger than could be contained in a common waste basket, or if the fire is spreading, you should leave the area. If the fire could grow large enough to block your escape route, you should not use the fire extinguisher, but leave immediately by the safest exit route.

What should I do after I use the fire extinguisher?

You should call 9-911 for the Fire Department. They will determine additional steps that are necessary.

Where should fire extinguishers be stored?

Fire extinguishers should be stored in proximity to heat sources and escape routes. Look around your work area to ensure there is proper fire extinguisher protection. If you have any concerns, you can contact your local safety committee or the Fire Department.

How should the fire extinguisher be maintained?

The City uses an outside fire extinguisher service company to maintain our extinguishers so they remain in a proper operating condition. Each extinguisher should have a tag that indicates the month and year of service. Extinguishers are maintained annually. If the tag date on any extinguisher is older than one year, contact your local safety committee or the Risk Manager. Also, there is a gauge on the fire extinguisher. The needle on the gauge should always be in the "charged" green area, regardless of the tag date.

What do I need to know about evacuation?

Each department is required to have an emergency evacuation plan. These plans must be prominently posted, and may continually change because of either employee turnover or changes in the layout of the work area.

Responsibilities also may change as people move and transfer. Supervisors should assure that each new employee is oriented immediately on the department evacuation routes, plan, and employee responsibilities.

The complexity of your department plan depends upon the size of your department, the special needs for property protection and the special needs of your employees and the public. Your department is unique; so talk it over and know how to react in an emergency. When planning for emergency evacuations, consider the following:

Who will “sweep” the area to make sure employees and the public have been evacuated?

Who will “count” heads to make sure everyone made it out safely?

Does everyone know where to gather to be counted?

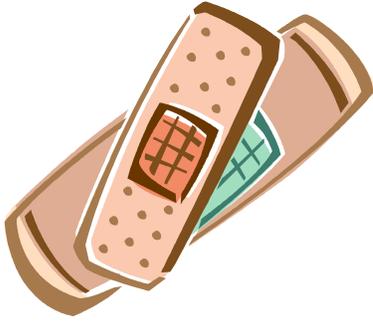
Are there any special procedures or public areas that need to be accounted for?

How often should we review our fire safety procedures?

Your department’s evacuation plan and its components must be reviewed annually. Evacuation drills will be conducted on a regular schedule as per fire marshal requirements.

Remember that it is important to orient all new employees, including temporary or seasonal employees to the current plan.

Remember there are other contingencies to consider in addition to fire. Learn more about these contingencies; refer to your [Employee Emergency Response Guide](#). Discuss contingency planning for emergencies such as loss of utility services, bomb threats, earthquakes and violent situations that may, and occasionally do arise, because of the nature of our work.



Chapter 8

What You Need to Know About First Aid

Because we place primary importance on the welfare and safety of our employees, the City of Albany is very active in assuring that a segment of our employees are trained in first aid and that they have the appropriate resources to perform first aid procedures if needed.

Why does the City care about First Aid?

First Aid is a required component of any safety program. But there are many other reasons that the City is involved in assuring first aid is available and performed appropriately. Most people's natural tendency is to help people when they are in need. If placed in a position to help, the City prefers that you be trained to know what you can and can't do and also how to protect yourself while doing it. First aid procedures many times involve people who are bleeding and Bloodborne Pathogen Exposures are a concern. Please refer to Chapter nine (9) for information about the Bloodborne Pathogens.

What is the first step in a first aid program?

It is the City's goal is to have first aid responders placed within every segment of our work force. The best first step is to determine whether there is a sufficient compliment of trained first aid responders in your work area. A first aid responder is a first aid trained and certified employee.

After the level of need has been assessed, the next step is to determine who should be trained or re-trained to be a first aid responder. These employees should be identified as responders. They should know the locations and proper usage of first aid supplies and kits.

Who needs to be trained in my department?

Your department is responsible for determining who and how many employees should be trained as first aid responders. The department or area should consider the nature and potential of occupational hazards, remoteness of the workplace and past medical emergencies. For example in City Hall, perhaps two people per floor are enough to assure back up in case one person is not there on a given day. In a more remote location such as the A-M Water Treatment Plant, the department would consider staffing, shifts and communication to determine what is appropriate to assure a trained first aid person is available if needed. Risk Management and the Citywide Safety Committee recommend that two people per work area be trained responders. If you have any questions about the adequacy of coverage for first aid trained employees, call the Risk Manager.

A key aspect of responder training is that everyone knows who the designated responders are. At new employee orientation, new staff persons are advised to identify who the first aid responders in their work area are. Likewise, all staff should work to ensure that they remain aware of active local responders on an ongoing basis. In the event that a designated first aid responder separates from City employment, the Risk Manager should be notified so that coverage is continually maintained.

Where do I find out more about training on first aid?

With supervisor approval, you may sign up for first aid classes on a semi-annual basis. Human Resources distributes the training dates and times via City e-mail and intranet.

Contact Human Resources to sign up. Re-certification is required every two years. You should receive your certification card after successful completion at the end of the class.

What about first aid kits?

First aid kits are inventoried on a regular basis. First aid supplies will be readily available to all employees. They are centrally located, highly visible, and movable to the location of an injured or ill person.

First aid supplies must be stored in containers adequate to protect the contents from damage, deterioration or contamination. The container must be clearly marked; the container may be sealed but not locked.

What kind of documentation is required for use of first aid?

If first aid is applied or received by an employee, a Safety Incident Report and an Accident Investigation should be completed. This will document the “incident.” If medical treatment is sought as a result of the incident, a workers’ compensation claim may be appropriate if the first aid treatment was provided within the scope of the employee’s work. For more information about incident and workers’ compensation claim reporting, please refer to chapter 15, Worker’s Compensation Claims.

If first aid treatment involves a citizen, a City of Albany Liability Incident Report should be completed and sent to Risk Management in addition to the Safety Incident Report.

If first aid treatment involves blood or other body fluids, and a possible Bloodborne Pathogen exposure occurs, you should follow the medical advice of a doctor and complete the appropriate forms. Procedures for Bloodborne Pathogen exposures are found in Chapter 9 of this manual.

Chapter 9



How to Avoid Contracting a Disease From a Bloodborne Pathogen

(Bloodborne Pathogens Exposure Control Plan)

Bloodborne pathogens are microscopic organisms, which cause disease and are found in and transmitted through human blood. The most prominent bloodborne pathogens are Hepatitis B Virus (HBV), Hepatitis C Virus (HCV) and Human Immunodeficiency Virus (HIV).

HBV is a virus that causes the disease, Hepatitis B. Hepatitis B is a serious public health problem that affects people of all ages in the United States and around the world. The disease can lead to severe illness, liver damage, and in some cases, death.

HCV is a virus that causes the disease, Hepatitis C. This virus is being identified more frequently and there is no vaccination at this time.

HIV is a virus that eventually develops into a disease called Acquired Immunodeficiency Syndrome (AIDS). HIV is a public health problem that has become increasingly more prominent among people in the United States and around the world.

HIV lowers the immune system making those infected with the virus extremely susceptible to other diseases. Because there is no cure for AIDS, the virus continues to attack the immune system until another disease or condition causes death.

HIV and HBV are considered the most threatening of the Bloodborne pathogens because they are the most common, and they are easily transmitted through small amounts of blood or other body fluids.

The City of Albany recognizes that some employees may be at risk of infection by the more common bloodborne pathogens, especially HBV and HIV.

These bloodborne pathogens can live in and be transmitted through blood, semen, vaginal secretions, and unfixed human tissue. Transmission usually occurs when the materials mentioned above come in contact with a person's bloodstream through a needle stick, a cut, or another break in the skin. Some city employees perform duties that may require them to come in contact with blood or other potentially infectious materials. Because these employees can reasonably anticipate such contact, they are considered to have "potential occupational exposure." And, under OSHA's *Bloodborne Pathogen Standard*, these designated employees must go through special training and follow certain procedures to prevent infection from bloodborne pathogens.

This *Bloodborne Pathogens Exposure Control Plan* endorses such procedures and provides specialized training as required by OSHA's Bloodborne Pathogens Rule (OAR 437-002-1910.1030).

This *Bloodborne Pathogen Exposure Control Plan* is designed to prevent exposure to bloodborne pathogens by establishing preventive practices that should be used when working around blood or other potentially infectious materials. Remember that HBV, Hepatitis B, is the only Bloodborne pathogen with a vaccine at this time. Components of this program are appropriate for all employees to prevent exposure.

A plan is in place to reduce your risk of exposure to Bloodborne pathogens through the following activities:

- a) Conducting a comprehensive "exposure determination" Creating a list of employees with potential occupational exposure to blood or other potentially infectious materials.
- b) Making the Hepatitis B vaccine available to all employees with potential occupational exposure.

- c) Educating those same identified employees on methods for preventing exposure to Bloodborne pathogens.
- d) Providing appropriate Personal Protective equipment and training in its proper maintenance and usage.
- e) Assuring that records are maintained on employee vaccinations and training as it relates to bloodborne pathogens.
- f) Providing medical treatment when an employee becomes exposed to blood or other potentially infectious materials.
- g) Investigating all blood and body fluid exposure incidents.

The following chapter clarifies the responsibilities of both supervisors and employees in implementing a basic *Bloodborne Pathogens Exposure Control Plan* and complying with *OSHA's Bloodborne Pathogen Standard*. It should be clear that individual City departments such as the Fire Department, Police Department, and the Public Works Department maintain local *Exposure Control Plans* that work with and may be more targeted than the City's basic plan. Employees should speak with their immediate supervisor to determine whether a local Exposure Control Plan is in place for their department.

Who participates in the City's *Exposure Control Plan*?

This *Bloodborne Pathogens Exposure Control Plan* is designed to protect employees who can reasonably anticipate being exposed to blood and other potentially infectious materials during work. Therefore, all employees with potential occupational exposure must utilize and adhere to the City's plan. Employees with occupational exposure include, but are not limited to, custodians, firefighters, police, police property clerks, code enforcement workers, paramedics, wastewater treatment and sewer maintenance staff, and parks and recreation workers. Individual supervisors are responsible for identifying classifications with occupational exposure and assuring that those employees participate in the *Exposure Control Plan*.

Hazard communication, engineering controls and personal protective equipment is available to all employees, to minimize the incidence of accidental exposure.

What are some of the methods used to prevent infection from Bloodborne pathogens?

There are several methods for preventing infections from bloodborne pathogens. The City encourages every employee (even those employees who are not enrolled in the *Bloodborne Pathogen Exposure Control Plan*) to use these methods when encountering blood or other potentially infectious materials. Methods for preventing infections from Bloodborne pathogens include:

- a) Universal precautions
- b) Engineering controls
- c) Work practice controls
- d) Personal protective equipment

What are “universal precautions”?

“Universal precautions” are methods that control exposure to Bloodborne pathogens by treating all human blood, body fluids, detached tissue and other potentially infectious materials *as if* they were infected with HIV, HBV, or another Bloodborne disease.

The use of universal precautions is the most important measure one can take to control the transmission of HBV, HIV, and other Bloodborne diseases. Because of this, the City’s *Bloodborne Pathogens Exposure Control Plan* requires employees to treat all blood and other potentially infectious materials as if they were infectious.

Universal precautions must be observed to prevent contact with infected blood or other potentially infectious materials. Because it is difficult to tell the difference between blood

and other potentially infectious materials, all body fluids should be considered potentially infectious.

What are “engineering controls” and how do they control bloodborne pathogens?

The use of engineering controls is another important measure one can take to control the transmission of bloodborne diseases. Engineering controls are special technologies to isolate or remove hazards from the worker. Examples of engineering controls include puncture resistant containers for needles and broken glass (sharps), splashguards, and self-sheathing needles. In the event that your classification has potential exposure to bloodborne pathogens, you should be made aware of, and trained in the use of all applicable engineering controls. For details speak with your direct supervisor or local safety committee members.

What are work practice controls?

Work practice controls are alterations in the way tasks are performed to reduce your potential for exposure to blood or other potentially infectious materials. A good example of a work practice control that reduces your chances of becoming exposed is correctly removing your gloves and washing your hands immediately after coming in contact with body fluids or other potentially infectious materials.

What kinds of work practice controls does the City require, and how should employees use them?

The City’s Bloodborne Pathogen Exposure Control Plan requires City employees to use several work practice controls to minimize exposure to Bloodborne pathogens. Listed below are some of the more common controls used. Consult your supervisor, and your local safety committee members for controls specific to your duties.

Hand washing is an important practice. Most City departments have hand-washing facilities that are readily accessible to employees. Employees working in departments with hand washing facilities should wash their hands and other exposed skin with non-abrasive soap and water as soon as they come in contact with any blood or other potentially infectious materials.

Other cleansing issues. Mucous membrane (eyes, nose, and mouth) may also become exposed to potentially infectious materials. When eyes are affected, eye wash facilities or clean water should be used to rinse the eyes. If eye wash facilities are not available, use hand-washing facilities. When rinsing mucous membrane, do not use soap. Simply flush the area with clean, cool water.

Decontamination is another important work practice that minimizes exposure to Bloodborne pathogens. Equipment and work areas contaminated with blood or other potentially infectious materials must be decontaminated unless decontamination is not feasible. When contaminated equipment and/or work areas have not been decontaminated, the supervisor shall notify all affected employees so appropriate precautions can be taken.

To protect employees from being unknowingly exposed to potentially infectious materials, all departments with equipment or work areas that can reasonably anticipate becoming contaminated with blood or other potentially infectious materials must develop and implement a written process for cleaning and decontaminating those work areas and equipment. Cleaning and decontamination methods must be reasonable based on the location and condition of the work area or equipment, types of surfaces to be cleaned, and tasks and procedures being performed.

When blood or potentially infectious materials are introduced to a work area, all equipment and working surfaces in that area must be cleaned and decontaminated immediately. Pieces of broken glass or sharp objects should be cleaned up with a brush

and dustpan. Never use your bare hands. Decontamination can be achieved using a freshly prepared solution of household bleach diluted 1:10 parts with water. Gloves should be worn during the decontamination process to protect hands from contamination and chemical irritation.

Contaminated waste shall be disposed of in color-coded containers labeled “biohazard.” Non-disposable items such as linen, mop heads, and other equipment should be placed in a 10% chlorine bleach solution for 20 minutes.

Note: Employees must always wear protective rubber gloves when handling and washing contaminated items. Double gloving is recommended.

Contaminated laundry may also hold Bloodborne pathogens. Therefore, contaminated laundry must be handled as little as possible. If you must handle contaminated laundry, there are special procedures you must follow.

Most important, always wear gloves when handling contaminated laundry. Secondly, when work clothes, towels, or any other laundry items become contaminated, they must be placed in bags or containers at the location where they became contaminated. All bags or containers holding contaminated laundry must be labeled or color-coded “biohazard.” Furthermore, laundry cannot be sorted or rinsed at the location of use. If laundry is soaked and looks like it may leak, it must be placed in leak proof bags or containers labeled or color-coded “biohazard.”

Once contained, someone wearing protective gloves can transport contaminated laundry. Remember, always label or color-code contaminated laundry with the biohazard label before shipping it off for appropriate laundering.

How does personal protective equipment minimize my exposure to Bloodborne pathogens?

Personal protective equipment (PPE) minimizes your exposure to Bloodborne pathogens by separating you from potentially infectious blood or other materials. PPE includes, but is not limited to, gloves, gowns, lab coats, fluid-resistant aprons, head and foot coverings, face shields or masks, eye protection, mouthpieces, and ventilation devices.

Who is responsible for the proper use, maintenance, and storage of PPE?

Department supervisors are responsible for ensuring that appropriate PPE is provided and properly used. Employees using PPE are responsible for the proper operation, fitting, maintenance, and storage of PPE. Because of this, both supervisors and employees must be familiar with the techniques and procedures used to operate, maintain, and store PPE.

What am I responsible for regarding the use, maintenance, and storage of PPE?

As part of the City's Bloodborne Pathogen Exposure Control Plan, all employees identified as having potential occupational exposure must do the following:

- Complete training on appropriate PPE and become knowledgeable on how PPE is used in their work to minimize exposures.
- Make sure PPE fits, functions properly, and does not cause allergic reactions.
- When garments or PPE become penetrated by blood or other potentially infectious materials, remove the exposed items immediately at the work area.
- After removing exposed garments and PPE, place the items in a bag or container labeled "biohazard" for storage, washing, decontamination, or disposal.
- Wear gloves whenever there is a possibility that hands may come in contact with blood or other potentially infectious materials.

- Properly dispose of single use gloves immediately after use.
- Decontaminate multiple-use utility gloves for re-use only if they can still function as a barrier between you and any blood or other potentially infectious material.
- Wear masks and eye protection devices such as goggles, glasses with solid side shields, or chin-length face shields whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials might contaminate the eyes, nose, or mouth.
- Wear protective clothing such as gowns, aprons, lab coats, clinic jackets, or similar outer garments whenever there is a high potential for exposure to blood or other potentially infectious materials.
- Wear surgical caps, hoods, or shoe covers whenever there is a high potential for exposure to blood or other potentially infectious materials.

Note: Decisions about what types of personal protective equipment to use for a particular job must be based on the conditions of the work environment and the likelihood for exposure. If there are any doubts about what types of personal protection equipment should be worn, employees should contact their supervisor. If the supervisor has doubts, he or she should contact the Safety Committee.

What are supervisors responsible for in the use, maintenance, and storage of PPE?

As part of this Bloodborne Pathogen Exposure Control Plan, supervisors will be responsible for the following duties:

- Becoming trained on how personal protection equipment is used to minimize exposure.

- Providing (at no cost to the employee) all appropriate PPE to prevent infection within their job-related tasks.

Note: Personal protective equipment will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to reach an employee’s skin, eyes, mouth, or other mucous membranes.

- Ensuring that appropriate PPE is available to all employees including those employees who have allergies or other conditions which may prevent them from using common types of PPE.
- Designating areas and providing containers wherein contaminated PPE can be safely stored, washed, decontaminated, and disposed.
- Reinforcing the proper use of PPE through performance management and direct feedback to employees.
- Making available methods for cleaning or disposal of PPE when it is penetrated by blood or other potentially infectious materials, at no cost to the employee.
- Making arrangements for the repair or replacement of PPE when needed, at no cost to the employee
- Assuring that sharps containers are routinely replaced, and not allowed to over fill.

Does a Department have to maintain their own Exposure Control Plan and how often do we need to do that?

This document is the “basic” exposure control plan for the City. However, if your department has regular contact with bloodborne pathogens such as the Police or Fire Departments, there will be a more specific control plan that is reviewed with your policies and procedures annually.

In that review, you must make sure the exposure control plan reflects changes in technology that would reduce or eliminate exposure; document annual consideration and implementation of commercially available safer medical devices; and include provisions for employees to take part in the identification, evaluation and selection of engineering controls and work practices as they would apply to BBP exposures.

What if I become exposed to blood or another potentially infectious material?

If you have an exposure, it is extremely important to wash exposed skin and to contact appropriate medical professionals immediately. You should follow any medical recommendations and complete the proper paperwork as soon as it is possible.

If you do have an exposure, you must complete a [Safety Incident Report Form](#). The report must include, at a minimum:

- Materials you were exposed to (blood, vomit, needle stick, etc.)
- Parts of your body exposed
- Open cuts, sores, or rashes exposed
- Circumstances of the incident
- Identification of the source individual (if possible)

In the event that the exposure incident involves a work related injury that requires further medical treatment, you may also be required to complete a Workers' Compensation claim form (see Chapter 15 of this manual for details). After you provide this information, you will be sent to an occupational medicine specialist for appropriate and comprehensive follow-up. Depending upon the circumstances of the exposure incident, this follow-up may entail prophylactic vaccination, testing of your blood to determine baseline information, and testing of the source patient's blood, if possible.

What are the supervisor's responsibilities when an employee is exposed to blood or another potentially infectious material?

Immediately after the exposure, supervisors should provide exposed employees with the opportunity to be seen by an appropriate occupational medicine facility. Employees may also work with their supervisor to avail themselves of the resources of the city Employee Assistance Program (EAP) if they wish to do so. Within one working day after the exposure, supervisors must send copies of the completed Safety Incident Report Form to the local safety committee, the Risk Manager and Human Resources.

If I'm treated for exposure, will I have medical records somewhere? If so, where will they be? Are they confidential?

If you have been vaccinated for HBV, the occupational medicine provider will retain a record of that vaccination series. If you have an exposure incident, additional and more sensitive records will be kept in a strictly confidential setting within Risk Management, Human Resources and/or by the Occupational medicine provider. These records are kept in compliance with OSHA and OR-OSHA standards and potentially for Workers' compensation purposes. OSHA and OR-OSHA require the City to track incidents; however the names and confidential information of employees will not be disclosed per appropriate privacy laws. This tracking includes your name and social security number; your vaccination status; the results of your examination, medical testing, and any follow-up procedures; copies of the healthcare professional's written opinion; and the Safety Incident Reporting Form.

All of these records will be kept confidential. No records will be made public or reported outside Risk Management/Human Resources or the occupational medicine provider without your written consent or a subpoena from an official body of law.

Definitions

“Blood” means human blood, human blood components, and products made from human blood.

“Bloodborne pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

“Contaminated” means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

“Contaminated laundry” means laundry which has been soiled with blood or other potentially infectious materials or may contain contaminated sharps.

“Contaminated sharps” means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

“Decontamination” means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

“Engineering controls” means controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needle less systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

“Exposure incident” means a specific eye, mouth, other mucous membrane, nonintact skin, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

“Hand washing facilities” means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

“HBV” means hepatitis B virus.

“HIV” means human immunodeficiency virus.

“Occupational exposure” means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

“Other potentially infectious materials” means:

(a) The following human body fluids: Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

(b) Any unfixed tissue or organ (other than intact skin) from a human (living or dead);
and

(c) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

“Parenteral” means piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.

“Personal protective equipment” is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

“Regulated waste” means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

“Sharps with engineered sharps injury protections” means a non needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

“Source individual” means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to, hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing homes; human remains; and individuals who donate or sell blood or blood components.

“Sterilize” means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

“Universal precautions” are an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

“Work practice controls” means controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Chapter 10

Respiratory Protection Devices

(Departmental Respiratory Protection Programs)



The City of Albany recognizes that some employees work in hazardous environments where respirators or self contained breathing apparatuses or “SCBA”s, (hereafter referred to collectively as respirators) must be worn to perform work safely. With this in mind, specific City departments have created local *Respiratory Protection Programs* to meet their specialized needs.

The departmental Respiratory Protection Programs’ fundamental goals are to prevent employees from being exposed to harmful fumes, dust, vapors, and gases that may cause cancer, lung impairment, or other respiratory diseases. To meet this goal, the programs are designed to give employees the knowledge and tools needed to properly choose, use and maintain respiratory protection devices while meeting the requirements of Oregon OSHA. The following chapter summarizes the responsibilities of departments in implementing their departmental *Respiratory Protection Programs* and complying with Oregon OSHA’s standards on Respirators and Respiratory Hazards.

Which City Departments Use Respirators?

The following City departments have some job classifications that may be required to utilize respirators for employee health and safety of in the course of their work:

Police Department
Public Works

Fire Department

In the event that respirator use is a City requirement, all respirator use is then subject to a departmental written respirator program with worksite specific procedures which will be outlined later in this chapter.

In addition to the above, some other City Departments, such as (but not limited to) Building Maintenance or Park Maintenance may allow voluntary use of filtering face pieces (commonly known as dust masks). In these cases, the employee must request permission in writing to use the dust mask. Before use, the employee's supervisor must deem that respirator use is 1) not contrary to applicable business goals, and 2) that the respirator itself does not pose a hazard to the employee. This is usually done through direct discussion with the employee and occasionally may include a physician's clearance if any question remains. Such voluntary usage is not subject to the details of the written departmental respiratory protection programs. Approved voluntary respirator users will all receive a copy of 29 CFR 1910.134, appendix D (Information For Employees Using Respirators When Not required Under the Standard).

Who is responsible for the administration of *The Respiratory Protection Program*?

The Respiratory Protection Programs will be administered by individual City departments who have classifications with potential exposure to airborne contaminants, with support and consultation from Risk Management and Human Resources. Responsibility and authority for the Citywide program will be assigned to the Chair of the Citywide Safety Committee (Safety Chair). Supervisors and employees will assist the Safety Chair by administering the program in their areas of responsibility, and complying with all rules set forth.

Risk Management and the Safety Chair are responsible for distributing this chapter on Respiratory Protection, and for providing consultation to departmental written respiratory protection programs as needed. Individual departments are responsible for providing and tracking employee training on the proper use of respirators, as per their special needs.

Supervisors are responsible for both administering the Respiratory Protection Program within their departments and enforcing all respiratory protection rules that apply to those

departments. Supervisors are responsible for distributing and reading this written respiratory program; completing training on the proper use of respirators; requiring employees to complete training; maintaining training records (including names and training dates of persons enrolled); allowing employees time off for yearly medical evaluations and fit tests; and overseeing the proper selection, maintenance, fitting, and use of respirators within their departments.

Employees are responsible for reading this chapter as well as their department's written respiratory program (where applicable); completing training on the proper use of equipment; undergoing medical evaluations; and selecting, maintaining, fitting, and using respirators according to best protection standards.

What kinds of activities will be included in the Departmental *Respiratory Protection Program*?

Written departmental *Respiratory Protection Programs* will include at least the following elements:

- Appointment of a departmental administrator to oversee and implement the program.
- Identification of respiratory hazards; estimate or measure worker exposure.
- Selection of NIOSH certified respirators and respirator components.
- Provision of medical evaluations and assurance that records are forwarded to the employee's confidential medical file within Human Resources.
- Fit testing of workers who wear respirators with tight fitting facepieces, and assurance that records are forwarded to the employee's confidential medical file within Human Resources.
- Development of procedures for using respirators in routine situations and emergencies.
- Provision of appropriate training for staff who are required to wear respirators.
- Provision of written procedure to ensure respirators are clean, sanitary and properly stored.

- Ensure that breathing air for atmosphere-supplying respirators meets grade D quality.
- Ensure periodic evaluation of the program to assure its effectiveness.

Chapter 11

How to Enter and Work in Confined Spaces

(DEPARTMENTAL CONFINED SPACE ENTRY PROGRAMS)



Entering and working in confined spaces is an important yet dangerous job for some employees of the City of Albany. It is the city's goal to prevent accidents among those City employees who work in confined spaces. To accomplish this, departments that are involved in confined space entry must strictly follow detailed policies and procedures (P&P) which clearly delineate employee and supervisor responsibilities.

These P&Ps are to be maintained within the departments who have classifications who may engage in confined space entry, with support and consultation of the Risk Manager and the Safety Chair. These P&Ps must be followed whenever confined space entry operations are conducted. Governing rules and procedures can be found in Federal OSHA's Confined Spaces Entry Standard, 29 CFR 1910.146.

While each City Department must develop and maintain confined space entry P&Ps that meet the special needs of their specific tasks, departmental P&P must include the following elements:

- a. Identifying confined spaces
- b. Identifying confined space hazards
- c. Specific Elements of the Departmental Confined Space Entry Program
- d. Responsibilities and training requirements

P&P related to **Identifying Confined Spaces** must answer the question, “How should confined spaces be identified?” Specifically, it must outline how department directors or their designated representatives should determine whether employees should enter and conduct work in a confined space or not.

P&P on **Identifying Confined Space Hazards** must answer the question, “How do I identify specific hazards within confined spaces?” Specifically, it must provide information on the types of hazards that may be present in a confined space. It should be reviewed whenever the hazards of a confined space are being evaluated.

Policy on **Elements of the Confined Space Entry Program** answers the question, “What are the elements of my department’s Confined Space Entry Program?” It must detail all elements of the Department’s program, including how the “The Permit System” should be implemented, if applicable.

The section on **Responsibilities and Training Requirements** answers the question, “Who is responsible for confined space training and entry?” This section lists the responsibilities and training requirements of each individual involved in a confined space entry along with those persons overseeing confined space entry work.

CHAPTER 12

RELEASE OF HAZARDOUS ENERGY: LOCKOUT/TAGOUT

(ENERGY CONTROL PROGRAM)



The City of Albany has an “Energy Control Program,” that meets the requirements of 29 CFR 1910.147, the Oregon OSHA standard for **The Control of Hazardous Energy**. It is the intent of this program to protect employees from the accidental release of any residual or stored energy source. Energy control, or Lockout/Tagout, is necessary whenever employees are performing duties, service or maintenance around any machine where employees could be injured by the unexpected start-up of the equipment or release of stored energy. Machines or equipment must be isolated from their energy source, and rendered inoperative to prevent injury or death from unanticipated, uncontrolled hazardous energy. This program establishes general procedures to achieve this goal.

What are energy sources?

Energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy including gravity. Lockout/tagout is intended to protect employees from injury or death due to the accidental release or discharge of these energy sources and to protect bystanders, equipment and materials. Employees who regularly work with heavy machinery or power tools are often familiar with lockout /tagout procedures, but the concept applies potentially to any machine that has the potential to release electricity, or through movement (energized or not) has the potential to create dangerous contact with the employee.

Before work begins, the energy source should be disconnected and the controls locked out **and** tagged out. Lockout/tagout gives you control and protection against

someone else unexpectedly re-energizing the system, or the system unexpectedly re-energizing itself automatically.

What are energy-isolating devices?

Energy-isolating devices are mechanical devices that physically prevent the transmission or release of energy. Examples include a manually operated circuit breaker, a disconnect switch, a line valve, a block, or any similar device used to block energy.

Lockout Devices are devices such as a lock to hold an energy-isolating device in the safe position and prevents equipment from being energized.

Lockout is placing a lockout device on an energy-isolating device, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Tagout Devices are prominent warning devices such as a tag which can be securely fastened to an energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout is placing a tagout device on an energy-isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

In routine operations, both a lockout device and a tagout device shall be utilized.

The only time lockout and/or tagout procedures are not be required, would be if:

- A single source of energy can be readily identified and isolated, locking out the energy source, completely de-energizing and deactivating the equipment. In

other words, if there is a simple way to de-energize the equipment, like just unplugging it, the full process may not be required.

- No potential for stored or residual energy or re-accumulation of stored energy exists that could harm employees after shut-down; the service or maintenance activity does not create hazards for other employees.

What is my first step?

Procedures must be developed, documented, and utilized for energy control or lockout/tagout. These procedures should be specific to the work being performed. As such, **individual departments where the potential release of energy is an issue, will develop, and utilize lockout tagout procedures that are more targeted and detailed than this basic plan.** The procedures should, at a minimum, include preparation for shutdown, shutting down the machine or equipment and the isolation of the machine or equipment to control the energy to the machine or equipment from the energy source(s), and procedures for the removal of devices and the termination of energy isolation. Procedures can also be developed to include group lockout or tagout.

What sequence must be followed for lockout/tagout?

Lockout/tagout procedures must be done in the following sequence:

- A. Energy control
 1. Prepare for shutdown. Know the machine being shut down, the magnitude of energy, the hazards of energy to be controlled and the means of controlling the energy.
 2. Notify all affected employees that machinery or equipment is being shut down for servicing or maintenance.
 3. Turn off or shut down the machine or equipment.

4. Isolate or block hazardous energy.
5. Remove any potential or stored energy from the system.
6. Authorized employee must affix the lockout or tagout device. Where a lockout device is used, it must hold the energy-isolating device in the “safe” or “off” position. Tagout devices must be located at the same point where a lockout device would normally be attached. If a tag cannot be placed directly on the energy-isolating device, it must be as close as possible to the device.
7. Before restarting work on the machine or equipment, the authorized person must verify that machinery or equipment has been isolated and de-energized.

B. Release from lockout or tagout

1. Inspect the work area. Make sure all nonessential items have been removed, all employees are safely positioned or moved and the machine or equipment components are operationally intact.
2. Inform co-workers about energy control device removal.
3. Ensure all workers are clear of the work area.
4. Verify machine or equipment power controls are in a neutral or off position.
5. Remove the lockout or tagout device.
6. Re-energize the equipment.

Special Situations

1. What must be done if I need to remove the device to test the equipment?

When lockout/tagout devices must be temporarily removed to test a piece or component of machinery, all the steps in part B), **Release from Lockout or Tagout**, on the checklist must be followed first, before testing the machinery. When locking out again, follow the steps in part A) **Energy Control**. Both these elements are mentioned above.

2. What are the procedures if more than one person is working on the equipment, process or machine?

This is called group lockout/tagout. Each individual must affix a personal lockout/tagout device onto a group lockout device, group lockbox or comparable mechanism for lockout/tagout. In such cases, one employee shall be designated as having responsibility for all employees working under the protection of the group lockout or tagout and shall coordinate affected work forces and ensure continuity of protection.

3. What must be done when outside personnel or contractors are involved in the shutdown of an energy source?

When an outside contractor works collaboratively with City staff on City machinery or equipment, the City and the outside employer shall inform each other of their respective lockout or tagout procedures. The outside employer shall assure that all outside personnel shall comply with all the requirements of the City of Albany's lockout/tagout program. Likewise, City employees will comply with all elements of the outside employer's lockout/tagout program.

4. Do I have to be trained to participate in Lockout/Tagout?

Yes, training in lockout/tagout requirements is provided as needed by each individual Department where the potential release of hazardous energy is an issue. This training includes the purpose and function of the energy control program, how to recognize hazardous energy sources, the type and magnitude of the energy

available in the workplace, and the methods and means necessary for energy isolation and control.

On the job training is necessary for specific lockout/tagout requirements and procedures for machines, equipment and systems housed at the department.

Retraining may be necessary when there is a change in energy control procedures,

machines, equipment or processes, or if an inspection reveals that shortcomings exist in employees' knowledge of the procedures.

5. Where do I obtain the equipment, protective materials and hardware, for Lockout/Tagout? May I use any lock or equipment?

Individual departments provide locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware specific to the equipment in question.

Lockout devices and tagout devices are to be used only for the purpose designed. If you have any questions regarding the devices, see your direct supervisor or your local safety committee representative for clarification.

Is periodic inspection required?

At least annually, departments must inspect and confirm the effectiveness of all energy control procedures. Authorized employees other than those using the procedures being inspected should perform these inspections. The inspection documentation must identify the specific equipment and include the date of the inspection, the person performing the inspection, and all employees included in the inspection. The inspectors must review and verify that all:

- Lockout and tagout procedures are adequate.
- Authorized and affected employees know their procedural responsibilities.
- Procedures are being followed.

CHAPTER 13

HOW TO PREVENT EMPLOYEE HEARING LOSS

(HEARING CONSERVATION PROGRAM)



The City of Albany recognizes that some workers are exposed to excessive noise levels at work. These excessive noise levels may cause permanent hearing loss if engineering controls and/or personal protective equipment are not used. In an attempt to prevent cases of permanent hearing loss, the City of Albany created the *Hearing Conservation Program*.

This program is designed to prevent unnecessary loss of hearing while complying with the *OAR 437, (Division 2 /G, 3/D, and 4/G, Occupational Noise Exposure)* as it relates to hearing loss. It is the City's intent to prevent hearing loss by providing useful information about excessive noise levels in your work area and about protective measures which should be taken. Further, the City will provide testing and results from individual employee hearing tests, so that employees may monitor their auditory health. The following chapter details the responsibilities of both department supervisors and employees in implementing the *City's Hearing Conservation Program* and complying with *Oregon OSHA's* standards on hearing conservation.

How does the Hearing Conservation Program operate?

To be compliant with *Oregon OSHA* and to prevent unnecessary loss of hearing among City employees, the *City's Hearing Conservation Program* includes the following:

1. Hazard assessment of job function as needed
2. Noise sampling of work areas with sound level meters as needed

3. Posting warning signs where excessive noise is present
4. Providing hearing attenuation PPE as appropriate
5. Providing annual hearing tests
6. Providing an annual training program

How do you know if your work area has excessive noise levels?

Noise levels can be recorded using audiometric noise sampling equipment. If the noise level of a work area is unknown and suspected to be excessive, supervisors and employees should call the Risk Manager to see if the area has been tested. If it has not, the City's Safety Chair will make arrangements for a noise sampling of the area with a sound level meter.

How are employees identified for testing and enrollment into the Hearing Conservation Program? Which employees should be tested?

The City will utilize the hearing conservation program whenever employee noise exposures equal or exceed a time weighted average (TWA) of 85 decibels measured on the A scale (85 dBA). The City may exceed this minimum requirement if it chooses. With department input, the Risk Manager and Human Resources will identify equipment or processes that meet or exceed this sound level. Employees that work in the identified environments will be enrolled into the City's *Hearing Conservation Program*. This means the employee will have their hearing tested annually and be trained in the basic concepts of hearing conservation, and the use of Personal Protection Equipment (PPE). It is the supervisor's responsibility to refer employees to Human Resources that have job position changes that may affect their exposure levels to noise. All employees who are exposed to excessive noise on a daily basis should be in the Hearing Conservation Program. "Excessive noise," again, is anything at or above an 8-hour Time Weighted Average of 85 dBA.

What about new and returning Employees?

Individual departments where employees may be subjected to excessive noise levels are responsible for identifying which new employees are subject to the hearing conservation program, and enrolling them in the program. Baseline audiograms are required for all new or returning employees in identified positions.

What kinds of training will those enrolled in the City's Hearing Conservation Program receive?

Employees enrolled in the *City's Hearing Conservation Program* will receive training on hearing conservation along with their annual hearing test. Training will include the following topics:

1. The effects of noise on hearing.
2. The purpose of hearing protection.
3. The advantages and disadvantages of various types of hearing protection.
4. Selection, use and care of hearing protection
5. The purpose of audiometric testing.

Where and when should warning signs for excessive noise be posted?

Warning signs stating "High Noise Area - Hearing Protection Required" must be posted at entrances to or around the perimeter of all work areas where noise levels reach 90 dBA or above.

What is considered proper hearing protection?

Hearing protectors must provide sufficient attenuation (noise reduction) to reduce the employee's exposure to a level below a TWA of 85 dBA.

Proper hearing protection includes earplugs and earmuffs, which are specifically designed to reduce noise levels. Cotton or other substitutes shall not be used.

Employees have the right to choose their hearing protection from at least two different types of suitable hearing protectors provided by the city.

It is the responsibility of supervisors to provide hearing protection and enforce its use when engineering controls are not possible.

What is hearing attenuation?

Attenuation is the amount of noise that is muffled due to ear protection. Supervisors and employees must be aware of the adequacy of hearing protection in order to keep the employee exposure below a TWA of 85 dBA. Sometimes it may be necessary to wear earplugs and earmuffs in order to reduce the employee attenuation. An example of where it may be necessary to where both ear plugs and earmuffs is the police firing range.

Noise Reduction Ratings (NRR) must be noted on the hearing protector package. When using the NRR, subtract 7 dB from the NRR. This will indicate the level of attenuation provided by the hearing protectors (muffs or plugs). The adequacy of hearing protector attenuation shall be re-evaluated whenever employee noise exposures change.

What is a threshold shift?

A threshold shift is a hearing level change, relative to the baseline audiogram taken at the regular employee's time of hire. If upon annual testing, an employee is recorded as having a threshold shift, in either ear, then engineering controls and / or hearing protection should be re-evaluated to ensure that the employee's noise exposure is under a TWA of 85 dBA.

How do I know if my hearing protection is adequate?

In order to ensure hearing protection is adequate the supervisor must identify the noise an employee is exposed to and make sure the Noise Reduction Rating (NRR) is adequate on

the hearing protector being used. Employees may speak to their direct supervisor for sound level meter readings on specified equipment as well as consultation on hearing protectors.

Do I have to wear my hearing protection if I can't hear my co-workers or other outside hazards?

Yes, whenever the employee must work in hazardous noise, the employee becomes responsible for wearing their hearing protectors. Employees and their co-workers must develop personal habits and strategies for using their hearing protectors and guarding against outside hazards such as traffic. Noisy environments requiring the use of hearing protection means you may not hear directions or hazards coming your way. You must determine safe ways to communicate with your hearing protection intact. We encourage increased care and communication, coordination, and in severe instances the use of an observer. Remember, hearing protectors reduce hazardous noise; they do not eliminate all sound.

CHAPTER 14

HOUSEKEEPING, SELF-INSPECTIONS AND FORMAL INSPECTION REQUIREMENTS



The City recognizes the importance of maintaining a clean, organized work environment. Poor housekeeping can contribute to injuries, property and equipment damage, lost productivity, or a poor public image. Therefore, proper housekeeping is everyone's responsibility.

Worksite Inspection is a valuable tool to help ensure good housekeeping and to help identify unsafe work conditions and/or unsafe work practice.

What should be the frequency of housekeeping?

- The workplace or jobsite should be cleaned and organized at the end of each shift or at the end of the workday.
- The removal of debris and the proper storage of tools, equipment, hard copy data, and supplies should be continual.
- When necessary, one day of the week should be designated for general housekeeping. This time would also be a good opportunity for performing informal self-inspections.

When should worksite inspections be completed?

In most cases, inspections of the work site should be completed once every month. Monthly site inspections are formal, and are conducted by members of your local safety committee. An inspection checklist, which is tailored for your specific work area, is used for those inspections. In the event that a hazard is identified, if possible, corrective action should be taken immediately. If the corrective action is more complex, a formal recommendation should be submitted to the local departmental safety committee.

These recommendations take the form of “open issues” on the regular agenda of every local safety committee, where they are addressed toward resolution. Risk Management and/or the Safety Chair may be consulted for help on specific open issues if needed. Open issues, along with a date and explanation of the specific resolution are kept in the minutes of every local safety committee.

Some environments are subject to very little physical change on a day-to-day basis. In these cases, it may be sufficient to perform quarterly formal inspections. Decisions regarding such a schedule should be made in consultation with the local safety committee.

What items should be looked at during an inspection?

Worksites within the City vary greatly. An inspection checklist for a wastewater treatment plant will rightly have an entirely different look, from a checklist for an office environment within City Hall. It is the responsibility of the local departmental safety committee to ensure that proper inspection checklists are created and maintained to ensure a thorough inspection of each work environment within the City.

CHAPTER 15

WORKERS' COMPENSATION CLAIMS



Employers in the state of Oregon are required to provide workers' compensation benefits to employees who are injured on the job or become ill from their workplace. These benefits are intended to cover medical expenses and partially make up for wages lost while an employee is recovering from a work-related injury or occupational illness. Workers' compensation benefits include:

- Medical care,
- Partial compensation for lost wages (temporary disability time loss benefits),
- Compensation for permanent disabilities,
- Some travel expenses for medical care,
- Vocational rehabilitation and counseling for employees who are unable to return to their jobs of injury, and
- Death benefits.

Benefits levels are set by, administered, and regulated by the Oregon Workers' Compensation Division (WCD). The City of Albany's workers' compensation provider is City County Insurance Services (CIS).

What is covered under the Workers' Compensation?

Workers' compensation is obligated to cover any injury or illness that occurs "in the course and scope of employment," requires medical treatment, and is reported in a "timely manner."

“In the course and scope of employment” simply means that the injury or illness arose while the employee was acting at the direction of and in the interest of the employer. Generally, this does not include going to and coming from work. It also may not include injuries sustained during offsite lunch breaks, recreational activities not required by the employer, personal errands, and felony crimes.

Timely reporting of injuries requires that notice of an accident resulting in an injury be reported to the employee’s supervisor immediately but no later than 90 days from the date of accident. Timely reporting for occupational illnesses requires that a claim be filed within one year of a doctor’s notification to the employee that the disease is occupational in its nature and causation. Any claim made after these time periods may be denied.

What should I do if I’m injured on the job?

First, you must decide if your injury requires immediate medical treatment and whether you want to file a workers’ compensation claim. If the injury does not require immediate medical treatment, you still must complete the City’s Safety Incident Report by the end of the day. This form documents that an incident has occurred. It also allows your supervisor and the City’s safety committees to track and investigate safety incidents. If you find that you need medical treatment at a later time, the Safety Incident Report documents the incident and the date in the event you file a workers’ compensation claim at a later time.

If your injury requires medical treatment and you want to file a workers’ compensation claim, it is essential for you to obtain the 801 worker comp claim forms and the “Physician’s Report for Employee’s Work Status” form. All are available on the City’s Web site at <http://www.cityofalbany.net/hr/workerscomp.php>.

What are “time loss” benefits and how are they calculated?

Time loss benefits (temporary disability payments) are state-mandated benefits for injured employees who are unable to return to work due to their work-related injury or

illness. To be eligible for these benefits, the employee must have certification from a licensed physician that s/he is unable to perform her/his regular job duties or light duty. If the employee is offered light duty and s/he refuses, s/he will not be eligible for time loss benefits.

Time loss benefits are calculated using the employee's current salary or hourly rate. Time loss benefits are up to 66-2/3 percent of the employee's gross income and are nontaxable under current IRS regulations. Time loss rates are mandated by the state and change periodically.

The City may agree to supplement the employee's time loss benefits as follows: Employees prevented from performing their normal duties due to a work-related compensable illness or injury shall be compensated in compliance with ORS 656.262(4)(b). This compensation shall be in lieu of time loss payments from the City's worker's compensation provider and shall be at the same rate as the employee's normal rate of pay. The City shall compensate employees eligible to receive this benefit for a maximum of 90 calendar days in this manner. At the conclusion of or during this 90-day period at the City's discretion, the eligible employee may be required to have their City sick leave benefit coordinated with their worker's compensation benefit from the City's workers' compensation provider.

When is a claim closed, how will I know that it has been closed?

Claims are closed when treatment is completed and the treating physician has notified the City's workers' compensation insurance provider that the condition is medically stationary such that no further treatment or the passage of time will materially improve the condition. In some cases, the employee may continue to experience pain or may find treatment beneficial even after the condition is found medically stationary. If the pain can be managed by prescription medications, those medications and the cost of your physician monitoring those prescriptions will be paid. For other treatment, the

attending physician must request approval for “palliative care” from the City’s workers’ compensation insurance provider prior to commencing treatment.

Palliative Care is treatment prescribed to temporarily alleviate symptoms and designed to keep you working (e.g., a short course of physical therapy. If your condition worsens and curative treatment is required, you can request to reopen your claim as an “Aggravation” through your treating physician.

Once your treating physician finds that your condition is medically stationary, s/he will determine whether or not you have sustained any permanent physical impairment as a direct result of the injury. If you do not have any permanent physical impairment, you will be notified that your claim has been closed via a Notice of Closure issued by the City’s workers’ compensation insurance provider.

If your treating physician finds that you do have some permanent partial disability, you will undergo a “rating exam” by either an independent medical examiner (IME) or your treating physician. During this exam, the physician will make a disability rating based on the degree of impairment you have. This impairment rating will be translated into a monetary award and included in the closing order from the City’s workers’ compensation insurance provider. You can request review of the closing order by the Workers’ Compensation Division. Once a closing order is issued and final, no further disability benefits will be issued unless you suffer a worsening of your condition and your claim is reopened for an aggravation.

Where can employees find more information about workers’ compensation and employee rights to benefits?

Reading this chapter is a good start on gaining an understanding of workers’ compensation and employee rights to benefits. However, there are many other ways to get information on workers’ compensation and employee rights.

Information about Workers’ Compensation is located via the Internet at the state of Oregon Department of Consumer and Business Services, Workers Compensation

Division Web site, which is located at www.cbs.state.or.us/external/wcd/index.html, and includes, among other information:

- Where to get help and claims information,
- Information on your rights as an injured worker,
- Information on what types of injuries may be covered,
- What to do in the event that you disagree with the worker compensation insurance company's decision,
- Information regarding your return to work, and
- Resources for injured workers

In addition to this, information about Workers' Compensation is provided to all employees in the text of HR Policy HR-SF-03-001, Reporting On-The-Job Injuries, <http://www.cityofalbany.net/hr/documents/policies/HR-SF-03-001%20Reporting%20On-The-Job%20Injuries.pdf> and on the City's Web site at <http://www.cityofalbany.net/hr/workerscomp.php>.