

CITY OF ELKO SAFETY PROGRAM



INTRODUCTION

To: All City of Elko Employees

Message from the City Manager

The City of Elko values its employees and is committed to providing a safe and healthy workplace. With this objective in mind, the City of Elko has adopted a comprehensive written workplace safety program.

The City of Elko is committed to the prevention of workplace accidents, injuries, and illnesses. As such, the City of Elko will provide necessary equipment, procedures, and training required for personal safety and health.

You too can help ensure the success of the City's safety program. It is important that all employees fully understand and abide by the guidelines contained in this written workplace safety program and various site-specific safety procedures. Working together, we can make every workday a safe one.

For questions or concerns regarding the content of this written workplace safety program, please contact your supervisor, any member of the City's Safety Committee, or the Human Resources Manager/Safety Administrator.

Sincerely,

Curtis Calder
City Manager

Approved by Elko City Council

May 2010

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CITY ELKO SAFETY PROGRAM

I. SAFETY POLICY

The City of Elko is committed to providing a safe and healthy workplace for all employees. It is our policy that the first consideration in the performance of work shall be the safety of our employees and citizens we serve. All reasonable methods, procedures and equipment necessary to achieve this will be used. There will be no compromise with safety.

To carry out this policy, the Management, including all levels of supervision, has the responsibility to:

1. Provide or make available to each employee such protective equipment/clothing, safe tools, and equipment as is needed to perform the work safely.
2. Provide employees with necessary training and instruction to prevent unsafe operations and work practices.
3. Provide a continuing program of safety instruction through all available communication methods.
4. Engage in a continuing program of investigation of improved safety methods, techniques, concepts, and equipment and of adopting those deemed advantageous to the overall safety program.
5. Enforce all City safety rules and regulations.

To best accomplish our goals of a safe and healthful workplace, all employees must accept responsibility to:

1. Observe applicable City, departmental, and unit safety rules.
2. Use all safety equipment which is required on the job.
3. Constantly observe work conditions and keep work areas free of unnecessary hazards.
4. Inform supervisors of unsafe conditions and tools.
5. Comply with all job safety instructions and requirements.
6. Comply with all City, departmental, and unit safety rules and regulations.
7. Maintain work habits and attitudes that will protect other employees and themselves.

8. Contact a supervisor for information anytime you are exposed to a material, directly or indirectly, and do not know if it is hazardous and/or are concerned about the physical or health hazards associated with it. The supervisor must provide you with access to Material Safety Data Sheets (MSDS) which are documents supplying information about a particular hazardous substance or mixture.
9. You have the right and the responsibility to report hazards. Initially report it to your immediate supervisor. If no corrective action is taken by your supervisor, you should notify the Safety Administrator. If so desired, your name will remain anonymous.

II. RESPONSIBILITIES

A. Employer's Responsibilities

The Human Resources Manager has been designated by the City of Elko as the Safety Administrator. The Human Resources Manager/Safety Administrator (hereafter "Safety Administrator") will oversee all City safety programs, confirm that accurate safety records are kept, investigate accidents, serve as a permanent member of the Safety Committee, and regularly report to management and employees on the success of our safety program. The Safety Administrator will make available all accident/injury statistics, safety reports to any affected employee, as well as representatives of the Division of Enforcement for Industrial Safety and Health upon request.

To carry out this policy, the *Management*, including all levels of supervision, has the responsibility to:

1. Comply with OSHA, DEISH, and NIOSH standards.
2. Reduce or eliminate conditions which can cause accidents or incidents through aggressive promotion of safe practices.
3. To incorporate safety as an essential element of successful job performance.
4. To assure that employees have the proper working conditions, tools, equipment, OSHA required personal protective clothing and training so that they will be able to devote their energies to their work without risk of possible harm to life and health.
5. Engage in a continuing program of investigation of improved safety methods, techniques, concepts and equipment and of adopting those deemed advantageous to the overall safety program.
6. Create an environment in which taking the time to perform work safely takes precedence over expediency, and in which performance excellence depends upon use of safe practices.
7. Ensure that all City employees comply with these same rules, standards and regulations.

Management is accountable for creating and maintaining a safe and healthy work environment. Measurement of the effectiveness of the safety program will be accomplished by statistical analysis of previous injuries, utilizing the OSHA Incident Rate formula:

$$\frac{\# \text{ of recordable injuries} \times 200,000}{\text{Total Hours Worked}} = \# \text{ of employees per 100 with recordable injuries}$$

Goals for each coming year will be obtained based upon prior incident rates and forecast for reduced injuries based upon the successful continued implementation of the Safety Program.

Supervisor performance evaluations will contain factors on:

- (1) Safety meetings held
- (2) Workplace safety inspections conducted
- (3) Quality of accident investigations
- (4) Ratings on housekeeping
- (5) Enforcement of safety rules and regulations and
- (6) Other related safety factors.

Management will provide the time and financial resources necessary to create a safe and healthy work environment. This will be accomplished through providing OSHA required personal protective equipment, safety training, and regular inspections of facilities and equipment.

B. Employee's Responsibilities

To assure their own safety and the effectiveness of the City of Elko's safety program, all employees have personal responsibility for making safety a high priority. It is only by each employee becoming familiar with the hazards of their job and doing what is necessary to insure their safety, that the City of Elko can achieve the safe working conditions deserved by all its employees. Specifically, each employee is responsible for:

1. Observing all applicable City, department, and unit safety rules.
2. Actively participating in safety training and loss prevention programs.
3. Develop and exercise safe work habits in the course of their work to prevent injuries to themselves, their co-workers, citizens, and to preserve and protect city materials, equipment and facilities.
4. Immediately report prior injuries or physical limitations to ensure that the assigned work can be performed safely.
5. Reporting all accidents and injuries immediately to supervisors.
6. Cooperate and assist in investigations of accidents to identify correctable causes and to prevent recurrence.
7. Promptly report all unsafe actions, practices, or conditions to a supervisor. An employee safety information form will be made available to all employees for this purpose.
8. Know what to do in case of emergency.

III. GENERAL SAFETY RULES

The City of Elko is committed to maintaining a safe working environment in which work is performed in a safe manner and energies are directed toward protecting the safety of the individual, other employees, and the public. In keeping with this commitment, all City employees in the course of their employment and while acting on behalf of the City are required to adhere to City-wide and departmental safety rules, regulations and practices, Chapter 618 of the Nevada Revised Statutes, the Occupational Safety and Health Act, and other pertinent Federal and State laws. Failure to comply with safety rules, regulations and practices may result in disciplinary action, up to and including termination of employment. The cooperation and commitment of all City employees to the goals established above will help to provide for a safe work environment for both employees and members of the public. The following workplace safety rules are general in nature and should not be interpreted as all-inclusive:

1. Report hazards to your immediate supervisor. If no corrective action is taken by your supervisor, you should notify the Safety Administrator.
2. Follow the recommended practices as set forth by the manufacturer of any equipment used. If you have not been properly trained or do not understand how to use a piece of equipment, you should immediately notify your supervisor prior to using the equipment.
3. Obey all rules, governmental regulations, signs, markings, and instructions. Be particularly familiar with those that apply directly to you. **If you don't know – ask.**
4. Report all accidents to your immediate supervisor, even minor ones. Obtain first aid promptly (if necessary). Know where first aid supplies are located.
5. Do not remove, displace, damage, destroy, or carry off any safety device or safeguard provided for your use or the use of any other employee.
6. Do not interfere with the use of any method or process adopted for the protection of yourself or any other employee.
7. Comply with Occupational Safety Rules and Health Standards, which are applicable to your own actions and conduct.
8. Report immediately any condition or practice you think might cause injury or damage to equipment.
9. Always make sure seatbelts are fastened when driving a City vehicle. Obey all traffic laws and drive defensively.
10. Wear the appropriate Personal Protective Equipment (PPE) provided, including hard hats, safety glasses, safety vests, proper shoes, gloves, and appropriate clothing. If you feel that you have not been provided the appropriate PPE, check with your supervisor.

11. Use all prescribed safety equipment when required, including PPE, and maintain that equipment in good working condition.
12. Do not operate any equipment which, in your opinion, is not in a safe condition. Report unsafe equipment and/or conditions to your immediate supervisor.
13. Always use the right tools and equipment for the job. Use them safely and only when authorized.
14. Use the approved lifting technique – bend your knees, grasp the load firmly, then raise the load using your legs, keeping your back straight. **Get help for heavy loads.**
15. Practice good housekeeping. Return all tools, equipment, materials, etc. to their proper places. Disorder wastes time, energy, and materials and will often result in injury.
16. Do not stand on wet floors while using any electrical apparatus. Keep extension cords in good repair and do not overload electrical outlets.
17. Do not participate in horseplay. Fighting, scuffling, practical jokes, and tricks are prohibited. Avoid distracting others and be courteous.
18. Do not smoke in “no smoking” areas.
19. Do not use drugs and/or intoxicating beverages while on duty or in uniform. Reporting to work while impaired by alcohol and/or drugs is prohibited.
20. Attend safety meetings and share information with fellow coworkers. Watch City bulletin boards for safety notices.

Remember, safety rules are developed for one reason: to protect employees and others from injuries. The above rules are a result of our belief in the dignity and importance of the individual employee and his/her right to derive personal satisfaction from employment with the City of Elko.

IV. SAFETY COMMITTEE

A Safety Committee has been established in order to provide a mechanism to evaluate accidents, practices, resources and issues and to make recommendations which promote and maintain a safe and healthy working environment for City employees, protect the public’s resources, and reduce City exposure to risk and loss.

A. Committee Membership

The Safety Committee will be comprised of the following individuals:

- ❑ The Safety Administrator will serve as the Committee Chairperson.
- ❑ A maximum of two (2) Department Heads to be appointed by the City Manager.
- ❑ A minimum of two (2) employees each to be appointed by each recognized bargaining unit to be appointed by the respective unions.
- ❑ A minimum of three (3) employees at large.

It is the objective of this committee to obtain and use employee feedback. At no point will Department Heads out number employees on the committee.

Note: Committee members are expected to attend monthly and emergency Safety Committee meetings. Employees who are unable to attend due to work and/or personal schedules should not serve on the Safety Committee.

B. Responsibilities

Action By:	Action:
City Manager, or designee	1. Coordinates appointment of members of the Safety Committee, including the Safety Administrator, who serves as a permanent chairperson of the committee.
Committee Chairperson	1. Prepares agenda. 2. Chairs meetings. 3. Reports findings and recommendations to appropriate authorities. 4. Prepares and distributes minutes for meetings.

Committee	<ol style="list-style-type: none"> 1. Meets at times and places determined. 2. Conducts committee business. 3. Makes findings and recommendations to the City Manager or his/her designee for final approval.
Committee Members	<ol style="list-style-type: none"> 1) Attend meetings. Conduct business, including, but not limited to the establishment of by-laws and operating procedures 2) Be Safety Leaders 3) Report all findings and recommendations to departmental peers. 4) Make findings and recommendations on, but not limited to, the following: <ul style="list-style-type: none"> ➤ Unsafe working conditions or practices. ➤ All accidents and incidents involving property damage or employee time loss. ➤ Accident prevention. ➤ First aid training and equipment. ➤ Regularly inspect facilities to detect unsafe conditions and practices. ➤ Liability and loss control measures. ➤ Actively participate in safety and health instruction programs and evaluate effectiveness of these programs. ➤ Distribution of safety, health, and hazard communications to employees. ➤ Evaluation of safety programs and communication. ➤ Periodically review and update existing work practices and hazard controls. ➤ Monitor and evaluate the effectiveness of safety recommendations and improvements. ➤ Study and analyze accident and injury data. ➤ Actively seek ways to promote safety.

C. Meetings

1. The Safety Committee will meet on the last Thursday of every month unless otherwise announced.
2. A quorum will consist of five (5) Safety Committee members.

D. Training

1. Safety Committee members will participate in available safety training opportunities

offered through OSHA (Safety Consultation and Training Section), Cooperative for Human Resource Management, and the Nevada Public Agency Insurance Pool and other available resources.

2. Training will vary from face-to-face, hands-on and DVD based safety training and will be a regular component of monthly Safety Committee meetings. Safety training resources are available through OSHA (Safety Consultation and Training Section) and the City of Elko Human Resources Department.

E. Records

1. Agendas and minutes of all Safety Committee meetings will be drafted by the Safety Administrator.
2. Copies of the minutes will be posted on employee bulletin boards throughout the City.
3. Original agendas and minutes will be retained by the Safety Administrator for a minimum of three (3) years.

V. IDENTIFYING, ANALYZING AND CONTROLLING HAZARDS

A. Identification of Worksite Hazards

Every employee is responsible for inspecting their work area, equipment and tools each day before beginning work.

Worksite hazards will be identified utilizing the following:

1. Every department is responsible for doing work area safety inspections. Department Heads have the responsibility to inspect their work areas on a regular basis and at a minimum of monthly. The Safety Committee will conduct monthly inspections on random work areas. The “Work Area Safety Checklist” found below, or equivalent, shall be used in completing these inspections.

Work Area Safety Checklist

Work Area Inspection Instructions:

Every department is responsible for doing a daily work area safety inspection. Department Heads have the responsibility to inspect their work areas on a regular basis and at a minimum of monthly. The Safety Committee will conduct monthly inspections on random work areas.

<u>Y</u>	Yes
<u>N</u>	No
<u>NA</u>	Not Applicable to this work area

For each answer marked with an “N”, submit a detailed, written explanation of the condition with suggested corrective action and submit it immediately to the Safety Administrator for further inspection and correction.

Daily General Work Environment Work Area Safety Checklist *To Be Completed by Department Daily:*

_____ Are all worksites clean and orderly?

_____ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip resistant?

_____ Are all spilled materials or liquids cleaned-up immediately?

_____ Is combustible scrap, debris and waste stored safely and removed from the

work site promptly?

_____ Are special precautions taken to protect employees during construction and repair operations?

_____ Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc?

_____ Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?

_____ Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?

_____ Are covered metal waste cans used for oily and paint-soaked waste?

_____ Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?

_____ Are fire extinguishers accessible and fully charged?

_____ Have fire extinguishers received monthly inspections?

_____ Have fire extinguishers been serviced within the last 12 months?

_____ Are all toilets and washing facilities clean and sanitary?

_____ Are all work areas adequately illuminated?

_____ Are pits and floor openings covered or otherwise guarded?

Exiting or Egress

_____ Are all exits marked with an exit sign and illuminated by a reliable light source?

_____ Are the directions to exits, when not immediately apparent, marked with visible signs?

_____ Are exit passageways kept open at a minimum of 28” throughout the entire pathway?

_____ Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked “**NOT AN**

EXIT”, “TO BASEMENT”, “STOREROOM”, etc?

- _____ Are exit signs provided with the word “EXIT” in lettering at least 5 inches high and the stroke of the lettering at least 2 inches wide?
- _____ Are there sufficient exits to permit prompt escape in case of emergency?
- _____ Is the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load?
- _____ Are exit doors side-hinged?
- _____ Are all exits kept free from obstructions?
- _____ Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable or explosive substances?
- _____ Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- _____ Where exiting will be through frameless glass door, glass exit doors, etc., are the doors fully tempered and do they meet the safety requirements for human impact?
- _____ Are windows that could be mistaken for exit doors made inaccessible by means of barriers or railings?
- _____ Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
- _____ Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- _____ Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
- _____ Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it’s padlocked or otherwise locked on the outside?
- _____ Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers warnings provided to prevent

employees from stepping into the path of traffic?

_____ Are there viewing panels in doors that swing in both direction and are located between rooms where there is frequent traffic?

Floor and Wall Openings

_____ Are floor openings guarded by a cover, a guardrail or equivalent on all sides (except at entrance to stairways or ladders)?

_____ Are toe boards installed around the edges of permanent floor opening (where persons may pass below the opening)?

_____ Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?

_____ Is the glass in windows, doors, glass walls, etc., which are subject to human impact of sufficient thickness and type for the condition of use?

_____ Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

_____ Are used portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?

_____ Are manhole covers, trench covers and similar covers, plus their supports, designed to carry a truck rear axle of at least 20,000 pounds when located in roadways and subject to vehicle traffic?

_____ Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?

Stairs and Stairways

_____ Are standard stair rails or handrails on all stairways having four or more risers?

_____ Are all stairways at least 22 inches wide?

_____ Do stairs have at least 6 foot, 6 inch overhead clearance?

_____ Do stairs angle no more than 50 and no less than 30 degrees?

- _____ Are stairs of hollow-pan type treads and landings filled to nosing level with solid material?
- _____ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7 ½ inches?
- _____ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- _____ Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- _____ Do stairway handrails have at least 1 ½ inches of clearance between the handrails and the wall or surface they are mounted on?
- _____ Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
- _____ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
- _____ Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?
- _____ Are exit stairways that are required to be separated from other parts of a building enclosed by at least two-hour fire resistive construction in buildings more than four stories high, and not less than one-hour fire resistive construction elsewhere?
- _____ When ramps are used as part of required exiting from a building, is the ramp slope limited to 1 foot vertical and 12 feet horizontal?

Portable Ladders

- _____ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and movable parts operating freely without binding or undue play?
- _____ Are non-slip safety feet provided on each ladder?
- _____ Are ladder rungs and steps free of grease and oil?

- _____ Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
- _____ Is it prohibited to place ladders on boxes, barrels or other unstable bases to obtain additional height?
- _____ Are employees instructed to face the ladder when ascending or descending.
- _____ Are employees prohibited from using ladders that are broken; missing steps, rungs, or cleats; or have broken side rails; or from using other faulty equipment?
- _____ Are employees instructed not to use the top step of ordinary stepladders as a step?
- _____ When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?
- _____ Is it required that when portable rung or cleat type ladders are used, the base is placed so that slipping will not occur or it is lashed or otherwise held in place?
- _____ Are portable metal ladders legibly marked with signs reading “CAUTION: Do Not Use Around Electrical Equipment” or equivalent wording?
- _____ Are employees prohibited from using ladders as guys, braces, skids, gin poles or for other than their intended purposes?
- _____ Are employees instructed to adjust extension ladders only while standing at a base (not while standing on the ladder or from a position above the ladder)?

Walkways

- _____ Are aisles and passageways kept clear?
- _____ Are aisles and walkways marked as appropriate?
- _____ Are wet surfaces covered with non-slip materials?
- _____ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- _____ Is there safe clearance for walking in aisles where motorized or mechanical

handling equipment is operating?

_____ Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?

_____ Are spilled materials cleaned up immediately?

_____ Are changes of direction or elevations readily identifiable?

_____ Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?

_____ Is adequate headroom provided for the entire length of any aisle or walkway?

_____ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?

_____ Are bridges provided over conveyers and similar hazards?

_____ Is the vertical distance between stairway landings limited to 12 feet or less?

_____ Is a stairway provided to the roof of each building four or more stories in height?

Elevated Surfaces

_____ Are signs posted, when appropriate, showing the elevated surface load capacity?

_____ Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?

_____ Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4 inch toe boards?

_____ Is a permanent means of access and egress provided to elevated storage and work surfaces?

_____ Is required headroom provided where necessary?

_____ Is material on elevated surfaces piled, stacked in a manner to prevent it from

tipping, falling, collapsing, rolling or spreading?

_____ Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

Environmental Controls

_____ Are all work areas properly illuminated?

_____ Do all work areas/workstations facilitate safe working postures?

_____ Are Material Safety Data Sheets (MSDS) provided for any potentially hazardous material/chemical?

_____ Are MSDS forms available to all employees and readily accessible during each work shift?

_____ Are hazardous materials/chemicals properly labeled?

_____ Can a less harmful method or product be used?

_____ Is the work area's ventilation system appropriate for work being performed?

_____ Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?

_____ Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time or other means?

_____ If forklifts and other vehicles are used in buildings or other enclosed areas, are carbon monoxide levels kept below maximum acceptable concentration?

_____ Has there been a determination that noise levels in the facilities are within acceptable levels?

_____ Is vacuuming with appropriate equipment used whenever possible, rather than blowing or sweeping dust?

_____ Are grinders, saws and other machines that produce respirable dusts vented to an individual collector or central exhaust system?

_____ Are all local exhaust ventilation systems designed and operation properly at the airflow and volume necessary for the application? Are the ducts free of obstructions or the belts slipping?

_____	Is all water provided for drinking, washing and cooking potable?
_____	Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?
_____	Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear a bright colored (traffic orange/green) safety vest?
_____	Are exhaust stacks and air intakes located so that contaminated air will not be recirculated within a building or other enclosed area?

2. The State of Nevada, Department of Business and Industry, Safety Consultation and Training Section, will be invited, as needed, to conduct inspections to identify hazards.
3. The City's worker's compensation insurance carrier will be requested, as needed, to provide training, educational services and conduct workplace inspections.
4. The City's property/casualty insurance company will be requested to provide inspections focused on property risks and liability concerns such as premises, operations and equipment. Additionally, training support will be requested.
5. The Safety Committee shall conduct monthly random inspections of facilities to identify hazards for referral to the department head, facilities management, or building department for further evaluation and correction.
6. The Fire, Engineering, and/or Building departments will be utilized to evaluate safety hazards and provide solutions.

B. Analysis of Worksite Hazards

The City of Elko will use any means available to analyze hazards including:

- Performing a job hazard analysis for each job description.
 - The use of area and personal environmental sampling.
 - Reviewing insurance policyholder statements.
 - Periodically reviewing accident investigation reports.
 - Performing trend analysis of the City's OSHA Injury and Illness Log.
1. The Safety Administrator will coordinate the hazard analysis effort.

2. The Safety Administrator will review all accident investigation reports to identify the need to improve training, evaluate if corrective action has been addressed, and determine that action has been taken to reduce injuries. Any problems identified may indicate a need to address the system, processes, and controls.
3. The Safety Administrator will communicate results of area and personal environmental sampling to affected employees and supervisory personnel. Supervisors are to correct problems resulting in levels above acceptable limits. Any necessary action outside of the supervisor's control will be directed to the Safety Committee and appropriate Department Head and/or Appointed Official. Employees will be removed from high exposure areas or provided with the appropriate personal protective equipment (PPE) until adequate controls are in place.
4. Department Heads will conduct a job hazard analysis at least annually for each job classification in their departments and ensure they are up to date. This is to include a hazard assessment for personal protective equipment (PPE).
5. The Safety Administrator and Safety Committee will evaluate accident trends from the insurance policyholder statements and OSHA Injury and Illness log while ensuring the appropriate confidentiality. They will notify and work with Department Heads to evaluate solutions and implement procedures or controls to reduce future injuries.

C. Control of Worksite Hazards

After a hazard has been analyzed, it must be given priority based on its overall gravity. Hazards will be controlled in the following manner:

1. Any hazard that can be eliminated will be.
2. All other hazards will be controlled using in the following controls in order:
 - Engineering – Replacing or redesigning machinery, equipment, tools, materials, or workplaces.
 - Administrative Controls – Change in work procedures to reduce the exposure to the hazard that remains.
 - Personal Protective Equipment – PPE puts a barrier between the hazard and the employee.
3. Department Heads and immediate supervisors are to correct hazards within their control and ensure that all remaining hazards are forwarded to the Safety Administrator and Safety Committee for action.
4. The Safety Committee and the Safety Administrator will evaluate and implement controls for the hazards.
5. Administrative and work practice controls for hazards will be either designated as a

separate program or part of the City of Elko’s safety procedures. The following controls for hazards can be found in separate programs or procedures:

Program	Location
Fire, Bomb Threat, Natural Disasters	Emergency & Fire Evacuation Plan
Chemical Hazards	Hazard Communication Program
Energy Source Hazards	Electrical Safety Program and Lockout/Tagout Program
Noise Hazards	Hearing Conservation Program
Use of Respirators	Respiratory Protection Program
Bloodborne Pathogens Exposure	Bloodborne Pathogens Exposure Control Program
Confined Space Entry/Trench Safety	Confined Space Entry Program (Appendix D)
Forklift Safety	Powered Industrial Truck Operator Training Program (Appendix E)
Workplace Violence	City of Elko Prohibition of Workplace Violence Policy (Appendix A)

6. Personal Protective Equipment (PPE) will be used as a last option or as an interim measure.
7. The Safety Administrator will monitor the progress of all abatement procedures and ensure that all affected employees are apprised of the status.
8. The applicable Department Head and/or the Safety Administrator will coordinate safety communication to vendors and subcontractors working on City property.
9. The Safety Administrator will provide a status report to the City Manager as necessary regarding the status of implemented controls, controls pending action, and needed controls based on injuries, hazards, and regulations.

VI. ACCIDENT REPORTING, INVESTIGATION & CORRECTIVE ACTION

All injuries, illnesses, and property damage incidents that occur must be reported immediately to the employee's supervisor, leadman, or to the Safety Administrator. The proper forms will need to be filled out completely and turned into the Safety Administrator. The forms will be viewed and the accident/incident will be investigated.

How, Where and When to Report Injuries

The below listed standards will outline activities that are to be followed when an accident/incident occurs, insuring that those involved properly report and investigate all accident/incidents.

All of the following incidents, no matter how slight must be reported to the supervisor in charge, immediately. Incidents include:

- Near Misses
- First Aid Injuries
- Personal Injury
- Property Damage

The employee must complete a B-1 form for any accident/incident. The supervisor will in turn fill out the B-2. Statements should be gathered from all witnesses.

Employees should inform their manager, supervisor, or Safety Administrator before seeking professional medical care unless a life-threatening situation exists.

The purpose of incident investigation is to prevent repeat incidents by learning causes so that corrective actions can be taken to implement needed physical changes, improve operating procedures, improve safety and supervision, upgrade training, and reduce the probability of a repeat event and the resulting loss of human and economic resources.

A. Accident Reporting & Investigation

1. Upon report and/or notification of an incident and/or injury, the responding party shall determine if anyone requires first aid on the scene or transport to a medical facility. Emergency response personnel may be summoned by dialing 911 from either a landline or a cell phone.
2. Employees seeking medical attention will be accompanied by their immediate supervisor, Department Head or the Safety Administrator.
3. All injuries, incidents and "near misses" shall be reported to the supervisor as soon as possible. For workplace injuries, please refer to Section VII (Workers' Compensation Insurance).
4. Using a B-2, the immediate supervisor shall investigate all incidents as soon as

possible after the incident has occurred and in accordance with the policies and procedures of the City. The depth of the investigation shall be commensurate with the potential severity of the incident.

5. The Safety Administrator and Manager shall review all incidents and conduct further investigation, if necessary.
6. The Safety Administrator will contact the enforcement section of the State OSHA office within eight (8) hours anytime an incident results in a fatality or three (3) or more persons being hospitalized.
7. All industrial incidents and injuries shall be investigated within forty-eight (48) hours, and a Supervisor's Report of Accident filed with the Safety Administrator.
8. All employees shall fully cooperate and assist in the investigation as needed. Involved employees shall complete an **EMPLOYEE'S REPORT OF ACCIDENT** form (Appendix B-1) and submit it to the supervisor as soon as possible. Upon review, the supervisor shall complete a **SUPERVISOR'S REPORT OF ACCIDENT** form (Appendix B-2). Upon completion, the supervisor shall submit both forms to the Safety Administrator within forty-eight (48) hours.
9. It is the policy of the City of Elko to emphasize fact finding, not fault finding, in all investigative proceedings; however, discipline may be a necessary part of corrective action.
10. Using the Supervisor and Employee Accident Report (s), and other information sources, the supervisor, Safety Administrator and/or the Safety Committee shall investigate all incidents using the following general format as a guide. Investigators should select the appropriate procedures and apply them to the specific type of incident (injury, collision, damage, theft, etc.).
 - a. Assure that essential details have been reported:
 - ❑ Time and exact date of occurrence.
 - ❑ Exact location.
 - ❑ Conditions at time of occurrence.
 - ❑ Full names, addresses and phone numbers of all persons (employees, bystanders, claimants, contractors, medics or physicians) involved. (This information will not be made public)
 - ❑ Nature and extent of any injuries.
 - ❑ Full names, address and phone numbers of all witnesses. (This information will not be made public)
 - ❑ Witness accounts of the incident.
 - ❑ Equipment involved.

- b. Record identifying information:
 - Where did the incident occur?
 - What were the events leading up to the incident?
 - What were the conditions surrounding the incident?
 - Draw a diagram or sketch.
 - Photograph the accident scene.
 - When did the incident occur?
 - Who was injured?
 - What/who was damaged? How extensive?
- c. Describe incident:
 - Who had control of the cause?
 - What happened?
- d. Analyze cause(s):
 - What was the cause of the incident?
- e. Determine corrective action(s):
 - What can be done to avoid, prevent, or reduce recurrence?
- f. Prepare investigation report:
 - Complete Employee and Supervisors Accident Report Form(s).
 - Date reports.
 - Transmit incident reports and additional investigative materials to the Safety Administrator.

B. Corrective Action

1. All incident investigations will be submitted to the Safety Administrator for review. The Safety Committee will review the incidents monthly and make recommendations for corrective action, if necessary. Recommendations made by the Safety Committee shall be forwarded to the Department Head for action. However, if the accident/incident is of a serious nature, the Safety Administrator will choose an available member of the Safety Committee and recommend corrective actions sooner.
2. Suggested corrective action(s) shall define what will be done to avoid, prevent, or reduce incident recurrence. Employee discipline may be a necessary part of corrective action.
3. Corrective action will be initiated by the Department Head and/or the immediate supervisor as soon as possible. A checklist shall be used to track abatement action,

and shall be posted weekly until all abatement is complete.

4. From time to time, the Safety Administrator and/or the Safety Committee will examine past corrective actions to ensure their effectiveness.

VII. WORKERS' COMPENSATION INSURANCE

Everyone has rights and responsibilities affiliated with Workers' Compensation Insurance. Employees owe it to themselves, their family, and the City of Elko to work safely. The City of Elko has a responsibility to maintain a safe work environment.

1. Employees who are injured must notify their immediate supervisor and file a **“Notice of Injury or Occupational Disease” (Incident Report Form C-1)** within seven (7) days, even if the injury is minor and does not require medical treatment or time lost from work. Failure to complete this form will jeopardize benefits if the injury worsens and medical attention is required and time is lost from work (NRS 616C.015).
2. If medical treatment is sought, a **“Claim for Compensation” (Form C-4)** must be completed within 90 days after an incident or occupational disease (the Form C-4 is available at the place of initial medical treatment). Within 3 working days after treatment, the treating physician or chiropractor must complete and mail the Form C-4 to the City of Elko, the City's workers' compensation insurance carrier, and the City's third-party administrator.
3. Within 6 working days after receipt of the “Claim for Compensation (Form C-4), the City of Elko must complete and mail an **“Employer's Report of Industrial Injury or Occupational Disease (Form C-3)** to the City's workers' compensation insurance carrier, and the City's third-party administrator.

If you have any questions regarding workers' compensation insurance, talk with your supervisor or call the Safety Administrator at 777-7122.

VIII. EMPLOYEE TRAINING

The City of Elko is responsible for training new employees, current employees, temporary employees, leased employees, and employees of outside contractors. The Safety Administrator is responsible for coordinating all formal safety and health training. Appointed Officials, Department Heads, Managers, and Supervisors are responsible for ensuring that employees under their supervision are provided specific training relative to their job. Training may be conducted in-house or outsourced, if necessary.

A. Initial Training

1. Pursuant to NRS 618.376, the City of Elko shall provide each new employee with a document or videotape setting forth the rights and responsibilities of employers and employees to promote safety in the workplace.
2. Regardless of assignment, all employees will be trained prior to beginning work. The Safety Administrator will ensure each new employee has read and signed the City of Elko's written workplace safety program. Supervisors will provide specific training relative to the employee's job.

B. Specific Training

1. The following training procedures can be found in separate programs or procedures:

Program	Location
Fire, Bomb Threat, Natural Disasters	Emergency & Fire Evacuation Plan
Chemical Hazards	Hazard Communication Program
Energy Source Hazards	Electrical Safety Program and Lockout/Tagout Program
Noise Hazards	Hearing Conservation Program
Use of Respirators	Respiratory Protection Program
Bloodborne Pathogens Exposure	Bloodborne Pathogens Exposure Control Program
Confined Space Entry/Trench Safety	Confined Space Entry Program (Appendix D)
Forklift Safety	Powered Industrial Truck Operator Training Program (Appendix E)
Workplace Violence	City of Elko Prohibition of Workplace Violence Policy (Appendix A)

2. In addition to the above-referenced training procedures, some employees may be subjected to additional, departmental-specific policies and training procedures. Examples include, but are not limited to, Police Officers, Firefighters, and Laboratory personnel.

C. Training Frequency & Type

1. Although training is considered a continuous process, certain events and/or circumstances will trigger employee training:
 - Before initial assignment.
 - Whenever processes, procedures, equipment, or materials are changed.
 - Whenever employee performance or behaviors indicate that additional training is needed.
2. Retraining will be provided on an as required or needed basis, pursuant to the specific safety program and/or procedure.
3. Training may be formal (classroom type), informal (tool box type), or practical (on-the-job type).

D. Training Effectiveness

1. Effective safety training will promote a safe working environment, a healthy working atmosphere, and will provide the following benefits:
 - Reduction in injuries.
 - Reduction in damage to property, supplies, and equipment.
 - Reduction in retraining time.
 - Reduction in City liability.
 - Reduction in absenteeism.
 - Increase in morale.
 - Increase in productivity.
2. The Safety Administrator and Safety Committee will evaluate accident trends from the annual insurance policyholder statements and the year-end OSHA Injury and Illness log.

E. Training Records

1. Training records will be maintained in City and/or departmental training files.
2. Certificates of completion will be distributed to employees, copies of which will be placed in employee personnel files.

IX. EMPLOYEE EMERGENCY & FIRE EVACUATION PLAN

This plan is to be used for the safe evacuation of employees in all buildings in the city. It shall describe the emergency action to be taken when there is a fire or other emergency that may require the evacuation of a building or area. This plan is general in nature and should be used as a guideline in the development of departmental-specific programs.

A. Definitions

1. Department Evacuation Monitor: That employee whose duty it is to account for all the employees, contractors, and the general public in a particular location that is designated by the supervisor. This person shall be able to account for all employees in his or her area when they are removed from a building. There must be a second monitor to take charge in case the evacuation monitor is absent from the location when there is an emergency.
2. Responsible Personnel: Those persons whose specific duties are to remain behind in an evacuation if it is safe to do so and to shut down equipment, turn off power, lock up cash or other sensitive information or do some function that would prevent further hazard if left unattended. These persons and their duties should be known to the monitors and listed by them prior to any real emergency. There must be backup Responsible Personnel in case the Responsible Personnel is away from their workstation.
3. Building Evacuation Coordinator: That individual who is responsible for the safe evacuation of the building and, when all are evacuated from a building, takes reports from the various Evacuation Monitors to determine missing persons. This individual shall also work closely with the Incident Commander.
4. Safe Area: That location away from the building or work area designated by the employer so that all employees can be accounted for and are out of the danger from any fire or emergency and are also clear for the fire or emergency people to do their work.
5. Emergency Alarm: That sound (bell, whistle, horn, or other device) that is designated by the director of the particular location that is an indication of a fire or other emergency for that location. Where there are hearing impaired or other disabled personnel, someone shall be assigned to help them.
6. Code or Regulation: Refers to Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.
7. Incident Commander: The individual responsible for the management of all incident operations.

B. Emergency Protocol

1. Employees in a building that is not their usual place of employment will follow the Emergency Plan of the building they are in at the time of the emergency.
2. All exits, emergency doors, and ways of egress shall be kept unlocked and clear for use when workspace is occupied. Each exit shall be clearly marked. Emergency lighting shall be provided, where needed, in case of power failure.

C. Emergency Action Plan Procedures

1. Whenever the alarm is sounded, all personnel shall evacuate the building by the nearest escape route as designated on the building floor plan. No employee will be allowed back into the building once an emergency is sounded on the alarm. Take purses, coats, hats, briefcases, or other essentials with you as you leave, if it is safe to do so.
2. The Building Evacuation Coordinator shall be certain that someone contacted 911 to notify of an emergency.
3. All employees shall withdraw from the vicinity of the exits so as not to impede the others exiting the building. They shall withdraw to the safe area so the monitor for their work location can get an accurate check to ascertain any missing personnel.
4. Responsible personnel whose duties require them to remain behind temporarily shall report to the monitors as soon as their tasks are completed.
5. All monitors shall be certain that all department employees, contractors, and the general public are evacuated and shall report to the Building Evacuation Coordinator any missing persons.
6. Monitors shall coordinate with other surrounding work areas to ensure that all locations are cleared.
7. City personnel should pay particular attention to the needs of civilians and visitors of the City if use of evacuation plan or routes becomes necessary.
8. Personnel may only return to the building when it is designated safe by the Building Evacuation Coordinator, after approval from the Incident Commander.

D. Emergency Action Plan Training

1. Regularly, not on scheduled days, an alarm shall be sounded and practice drills shall be conducted. These drills are to be conducted just as if a real emergency does exist.
2. Evacuation monitors whose duties are to account for employees in their work location

should check each room on their way from the building.

3. Where there are disabled/handicapped persons, be certain that persons assigned are in attendance to help.
4. The use of a practice drill may also uncover areas where improvement can be made. A critique should be made and changes implemented that would improve evacuation procedures.

E. Fire Prevention Training

1. Employees shall know the locations of fire extinguishers and emergency exits in the near vicinity to their work location. Additionally, employees shall be trained annually on the use of fire extinguishers. Fire extinguisher training shall consist of:
 - Knowing how to select the right type of fire extinguisher for a fire.
 - Knowing how and when to use a fire extinguisher.
2. All fire extinguishers shall be kept clear of obstructions. They shall be checked monthly and replaced when used or low.
3. Employees shall be trained on the use of fire detection equipment, alarm systems, and sprinkler systems, if applicable (not all City facilities are equipped with the above-referenced safety features). Department Heads are responsible for ensuring departmental-specific training is conducted in accordance with OSHA standards.
4. Training in fire prevention, emergency evacuation, and the review of this plan shall be given to employees at the initial implementation of this program and:
 - Whenever there is a change in the plan.
 - When an employee is given a change in job assignment.
 - Whenever there is a change in a signaling device.
5. A copy of the complete evacuation and fire prevention plan shall be kept in the supervisor's office for viewing by any employee.

F. Housekeeping

1. All trash shall be removed from the premises at the close of each workday.
2. All hallways, doorways and passages in individual rooms shall be kept clear for the egress of employees in case of an emergency.
3. Where flammable liquids are used only that amount that would be used on a particular day should be kept in the room, unless stored in an approved fireproof cabinet.

4. No combustible material shall be kept in the near vicinity to any heat producing equipment.
5. All exterior doors designated as emergency exits shall be unlocked or provided with panic bars that allow the door to freely open in case of an emergency.

G. Alarm System Tests

1. The audibility of signals shall be tested to see if they can truly be heard in all parts of the work location and are above the ambient noise level. If not, changes should be made to make them more easily heard.
2. If equipped, building alarm systems shall be tested at regular intervals. Whenever an alarm is sounded all employees of the building should be able to hear the signal and to respond to the emergency.

H. Posted Evacuation Plan

1. An emergency evacuation plan shall be conspicuously posted in each department showing that which is required of each employee and giving the safe escape routes, signals, a meeting place for employees and responsible emergency personnel.

I. Specific Incident Procedures

1. Bomb Threats: Bomb threats are becoming more commonplace in our society. Should an incident occur, employees should remain calm and record all available information on a bomb threat checklist (Appendix B-3). Once completed, the employee should immediately call 911 from a landline or cellular phone. Upon the arrival of the Police and/or Emergency Personnel, the employee who received the threat must be available to repeat what they were told and answer any questions the Police and/or Emergency Personnel may have.
 - a. In the event a bomb threat is received, employees may be asked to assist the Police and/or Emergency Personnel during the search of buildings/facilities. Since the Police and/or Emergency Personnel do not know what a building normally contains, what deliveries have been received, or what things may look unusual and/or suspicious, it is important that employees make themselves available during the search process. During the search, employees should not touch, move, pick-up, or otherwise alter anything unusual and/or suspicious. Employees should immediately report their findings to the Police and/or Emergency Personnel.
2. Suspicious Mail: Upon delivery from the U.S. Postal Service, mail is typically sorted and delivered to individual mailboxes and/or to specific individuals. At this stage, mail is only given a casual inspection for unusual conditions. It is the responsibility

of each employee to inspect individual envelopes and/or packages for anything that may be out of place or suspicious. There are certain things that employees should look for and take note of:

- Is the envelope/package excessively heavy?
 - Is the envelope/package lopsided or lumpy in appearance?
 - Is the envelope/package taped excessively?
 - Is the envelope/package marked with restrictive endorsements such as “Personal” or “Confidential”?
 - Does the envelope/package have excessive postage?
 - Does the envelope/package have any batteries or wiring attached?
 - Does the exterior of the envelope/package have oil/grease stains on it?
 - Does the envelope/package contain any unusual powder and/or residue?
 - Is the envelope/package unexpected or from an unknown source?
 - Are you unable to confirm the legitimacy of the return address?
 - Is the address on the envelope/package handwritten without a return address?
- a. Remember that unusual mail could indicate hazardous chemicals, biological agents, or a bomb. The most important thing to remember if you have a suspicious envelope/package is to not handle it and/or pass it around to others. Do not shake, bump, or sniff the envelope/package and make sure to wash your hands thoroughly with soap and water. Once a suspicious envelope/package is identified, the employee should immediately call 911. The employee should take note of everyone inside the room at the time of the discovery and list their names for the responding Emergency Personnel.
3. Floods: Having a flood in Elko would be an extremely rare experience however; there are times when individual storms will cause localized flooding. There are also situations other than weather that would cause flooding such as cold winter weather which freezes pipes and breaks water lines or a fire sprinkler is set off. Although we do not need low elevation flooding plans, the City of Elko is still subject to water line breaks, heavy snowfall, and similar problems.
- a. In the event of a broken pipe or broken fire sprinkler, staff should contact the Water Department and/or Facilities Maintenance Department immediately. If flooding is occurring in an occupied area, employees should follow evacuation procedures, exiting through the door farthest from the active water source. All employees should reassemble in the parking area nearest the exit door and await further instructions. Employees may be asked to use towels, mops, squeegees, etc. to help control the water and move it toward a drain to minimize damage.
1. Earthquakes: Although earthquakes are not very common in Elko, it is important that if one does occur that employees know how to protect themselves and the public. Employees should remain inside until the shaking stops and it is safe to go outside. Most injuries during earthquakes occur when people are hit by falling objects.

a. Before an Earthquake

- Drop, cover and be still. Minimize your movements during an earthquake to a few steps to a nearby safe place. Stay indoors until the shaking has stopped and you are sure that exiting is safe.
- If you are *indoors*, take cover under a sturdy desk, table or bench, or against an inside wall, and hold on. Stay away from glass, windows, outside doors or walls and anything that could fall, such as lighting fixtures or furniture.
- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Doorways should only be used for shelter if they are in close proximity to you and if you know that it is a strongly supported load-bearing doorway.
- If you are *outdoors*, stay there. Move away from building, streetlights and utility wires.

b. After an Earthquake

- Be prepared for aftershocks. These secondary shocks are usually less violent than the main quake but can be strong enough to do additional damage.
- Check for injuries. If there are injuries, call 911 immediately.
- If the electricity goes out, use flashlights or battery powered lanterns. Do not use candles, matches or open flames indoors after the earthquake because of possible gas leaks.

4. Hazardous Material Spills: Toxic or hazardous materials are any substance, which endanger the health and safety of our employees, citizens, or the environment. Depending on the quantity as well as the inherent hazard of the release materials, hazardous spills can be broadly classified as **incidental** or **non-incidental** spills. Spills consist of the release of liquids, solids, waste products, gases, fumes, or vapors when found outside of their normal containers.

- a. An **incidental** spill is one that does not cause a health or safety hazard to employees and/or citizens and does not need to be cleaned up immediately to prevent serious injury, serious illness, death, or hazard to the environment. If the spill is of the type and size which can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area it will be considered an incidental spill. Although incidental spills will not be reported as emergency response situations, Department Heads must be notified to ensure

that proper cleanup procedures are followed. The proper response should be:

- ❑ Verbally notify everyone in the area that a spill has occurred.
- ❑ Refer to the label or material safety data sheet for hazard cleanup information.
- ❑ Use the appropriate personal protective equipment.
- ❑ Confine the spill. If a liquid, use absorbent materials to remove the contamination. If dry, carefully scoop, sweep, or otherwise pick up the material without causing it to become airborne.
- ❑ If the spill is in the eyes, flush with cool water for 15 minutes. If on the skin, flush with water then thoroughly wash with soap and water. If the contaminate is on the clothing, it must be removed and washed. Seek medical assistance/evaluation based on the level of contamination and the directions on the material safety data sheet.

b. A **non-incident** spill is a spill that requires a response effort from outside the immediate release area by other designated responders (i.e., trained emergency responders, fire departments, hazardous cleanup companies, etc.). This is an incident that may result in an uncontrolled release which may cause high levels of exposure to toxic substances, or which poses danger to our employees, citizens, or the environment. An incident of this type requires immediate attention, at which time the following “Emergency Response” actions will begin.

- ❑ Emergency personnel should be contacted by calling 911 from an landline or cellular phone.
- ❑ Employees will turn off all power equipment and fuel sources.
- ❑ If it is safe to do so, employees will wear PPE and contain the area of the spill, diking liquids, turning on hood fans to vent fumes, and closing windows/doors.
- ❑ All employees and citizens will follow the evacuation procedures and exit the area.
- ❑ Material safety data sheets will be located for the item(s) spilled so that responding emergency personnel will have the cleanup information readily available.
- ❑ Emergency personnel should evaluate any person injured or directly exposed to the spill to determine if treatment at the emergency room is required.
- ❑ Notification procedures will be initiated to include the Department Head of the involved department, City Manager, and City Council representative.

c. Once a **non-incident** spill is contained and the hazard removed, a review of the cause of the incident will be conducted by the Safety Committee and the appropriate Department Head. The sole intent of this review will be to determine what caused the spill so that changes may be instituted to avoid, prevent, or reduce future spills of this nature.

5. Workplace Violence: See City of Elko Prohibition of Workplace Violence Policy (Appendix A).

X. HAZARD COMMUNICATION PROGRAM

The City of Elko's Hazard Communication Program (HCP) is designed to provide information regarding the chemical hazards associated with the products used by City employees. The City's HCP includes the following elements:

- ❑ Hazardous Chemicals List
- ❑ Container Labeling
- ❑ Material Safety Data Sheets (MSDS)
- ❑ Employee Training
- ❑ Non-Routine Tasks
- ❑ Informing Contractors

This program applies to all work operations at the City of Elko where employees may be exposed to hazardous substances under normal situations, construction, or during an emergency. The following program outlines how we will accomplish this objective.

A. Definitions

1. Chemical: Any element, chemical compound, or mixture of elements and/or compounds.
2. Chemical Name: The scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.
3. Combustible Liquid: Any liquid having a flashpoint at or above 100 degrees Fahrenheit (37.8 degrees Celsius), but below 200 degrees Fahrenheit (93.3 degrees Celsius), except any mixture having components with flashpoints of 200 degrees Fahrenheit (93.3 degrees Celsius), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.
4. Compressed Gas: A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 PSI at 70 degrees Fahrenheit (21.1 degrees Celsius); or a gas or mixture of gases having, in a container, an absolute pressure exceeding 104 PSI at 130 degrees Fahrenheit (54.4 degrees Celsius), regardless of the pressure at 70 degrees Fahrenheit (21.1 degrees Celsius); or a liquid having a vapor pressure exceeding 40 PSI at 100 degrees Fahrenheit (37.8 degrees Celsius) as determined by ASTM D-323-72.
5. Container: Any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For the purpose of this program, pipes or piping systems, engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

6. Explosive: A chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
7. Exposure or Exposed: An employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (i.e., accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (i.e., inhalation, ingestion, skin contact, or absorption).
8. Flammable: A chemical that falls into one of the following categories:
 - a. Aerosol, flammable: an aerosol that, when tested by the method described in 16 CFR 1500.45, yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;
 - b. Gas, flammable: A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of 13 percent by volume or less; or forms a range of flammable mixtures with air wider than 12 percent by volume, regardless of the lower limit;
 - c. Liquid, flammable: Any liquid having a flashpoint below 100 degrees Fahrenheit (37.8 degrees Celsius), except any mixture having components with flashpoints of 100 degrees Fahrenheit (37.8 degrees Celsius) or higher, the total of which make up 99 percent or more of the total volume of the mixture.
9. Hazardous Chemical: Any chemical which is a physical hazard or a health hazard.
10. Hazard Warning: Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s).
11. Health Hazard: A chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees.
12. Identity: Any chemical or common name which is indicated on the material safety data sheet (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label, and the MSDS.
13. Label: Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.
14. Material Safety Data Sheet (MSDS): Written or printed material concerning a hazardous chemical which is prepared in accordance with OSHA standards.

15. Physical Hazard: A chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.
16. Pyrophoric: A chemical that will ignite spontaneously in air at a temperature of 130 degrees Fahrenheit (54.4 degrees Celsius) or below.
17. Unstable (reactive): A chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure, or temperature.
18. Water Reactive: A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.
19. Work Area: A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

B. Hazardous Chemicals List

1. Because of the large and varied number of operations that are performed throughout the City of Elko, each department and, in some cases, each division within a department will make a list, or inventory, of all hazardous chemicals and related work practices used in the facility. The list shall serve as a cover sheet to the corresponding Material Safety Data Sheets (MSDS).
2. In order to avoid confusion and misunderstanding, the name of a chemical on the hazardous chemicals list, the name on the MSDS supplied with the chemical, and the label on the chemical container must all match.
3. The hazardous chemical list and corresponding MSDS forms must be kept in an area that is readily accessible for employees during each work shift.
4. A copy of this list will be forwarded to the Safety Administrator who will have a copy of all lists available in his/her office.
5. The hazardous chemical list will be updated as new products are purchased by the department. When a chemical is no longer used, the department supervisor will not remove the information from the list, but shall note the discontinuation date.
6. The hazardous chemical list is considered a permanent record and is required to be kept for 30 years, in lieu of the specific MSDS.

C. Container Labeling

1. It is the policy of the City of Elko that no incoming container of hazardous chemicals will be released for use until the following information is verified by the supervisor or

his/her designee:

- a. Containers are clearly labeled (chemical or trade name).
 - b. Appropriate hazard warnings are rated.
 - c. The name and address of the manufacturer and appropriate MSDS are on file.
2. To ensure that the above criteria are met, the supervisor in each department or division or his/her designee will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with the Hazardous Material Identification System (HMIS) of the National Paint and Coatings Association and/or National Fire Protection Association (NFPA), whichever is appropriate based on the chemical.
 3. Any container which does not have a label or has a defaced label will be immediately taken out of use and put aside until its contents can be determined and a proper label affixed.

D. Material Safety Data Sheets (MSDS)

1. Material Safety Data Sheets provide specific information on the chemicals in use. Each department or division will maintain a binder in a designated area that is accessible to the employees during the workday. This binder will contain all the MSDS's on every substance in the department or division list of hazardous chemicals. The department or division designee will also review all incoming MSDS's for new and significant health/safety information. The designee will see that any new information is passed on to the affected employees.
2. The department or division designee will forward a copy of all MSDS and updated MSDS to the Safety Administrator where they will be kept on file. If a MSDS is not received at the time of initial shipment or if there is a product on hand for which there is no MSDS, the product will not be placed into use until a MSDS is received. If the supplier of the product cannot or will not supply a MSDS, the product will be returned to the supplier. A copy of the MSDS can be obtained by calling the 800 number located on the product label.
3. Material Safety Data Sheets must be maintained for a minimum of thirty (30) years.

E. Employee Training

1. Prior to initial assignment or when a new hazard is introduced into the workplace, employees will attend a health and safety orientation set up by the department or division designee for information and training on the following:
 - a. An overview of the requirements contained in the Hazard Communication

Regulation, including their rights under the regulation.

- b. Location and availability of the written hazard communication program and MSDS.
 - c. Operation in the work area where the hazardous chemicals are present.
 - d. How to lessen or prevent exposure to these hazardous substances through the usage of control, work practices and personal protective equipment.
 - e. The physical and health hazards of the chemicals in the work area.
 - f. Steps the City has taken to lessen or prevent exposure to these substances.
 - g. How to read labels and review MSDS to obtain appropriate hazard information.
 - h. Specific information on the target organ that could be affected by overexposure. When new hazards are introduced, the designee will review the new material in the department or division safety meeting.
2. During any training, a list of all employees trained shall be made and kept on file in the Safety Administrator's office. This list shall show the date, subject, department, as well as training done.

F. Non-Routine Tasks

1. When employees are required to perform hazardous non-routine tasks, e.g., cleaning tanks, entering confined spaces, etc., a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

G. Informing Contractors

1. To ensure that outside contractors work safely in our facility, it is the responsibility of the department or division designee to provide contractors with the following information:
 - a. Hazardous substances to which they may be exposed while on the job site.
 - b. Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.
 - c. Location of the MSDS's for the chemicals used in the area in which they are working.
2. In addition to the information to be provided to the contractor, the department or

division designee will be responsible for obtaining:

- a. A list of the contractor's hazardous chemicals, together with their MSDS's, which will be brought into the facility.
- b. It would be advisable to request these items, together with a copy of the contractor's hazardous communication program, at the time the contract is bid.
- c. Training of the employees on the physical and health hazards of the chemicals introduced into the workplace by the contractor.

H. Annual Review

1. The chemical inventory will be reviewed and updated on an annual basis by each department or unit. The material safety data sheets will be matched to the current inventory and adjusted accordingly. While the annual review is being conducted, the written Hazard Communication program will be reviewed and employee input will be sought. Any changes in the hazard communication program will automatically require annual refresher training of the employees in the affected work area.

I. Additional Information

1. Further information on this written program, the Hazard Communication Standard, and applicable MSDS's is available by contacting the Safety Administrator.

XI. ELECTRICAL SAFETY PROGRAM

The Electrical Safety Program was developed to provide guidelines in electrical safety requirements and to ensure the safeguarding of City employees from the hazards of electric shock. For additional information, please reference the State of Nevada, Division of Occupational Safety & Health (NV DOSH) General Industry Standard 29CFR1910.303 through 399, Subpart S, Construction Industry Standards 29CFR1926.400 through 449, Subpart K, and the appropriate National Electrical and National Fire Protection Codes.

A. General Requirements

1. Only listed or labeled equipment will be used or installed.
2. Flexible cords will be used only in continuous lengths without splicing. The repair of cords by splicing is prohibited.
3. The repair of cord insulation must retain insulation properties, flexibility, usage, and thickness equivalent to the original insulation.
4. Where multiple outlets at the end of an extension cord are needed, the Facilities Maintenance Department will be contacted to obtain the proper equipment and qualified electrical personnel will replace as needed.
5. Mark each disconnecting means (circuit breaker) to indicate its purpose.
6. No room designed as an electrical room will be used for storage. No storage will be allowed within three feet of circuit-breaker boxes, motor control centers, switch gear or transformers.
7. Where lighting fixtures are within seven feet of the floor, workbench or storage shelves are at or above the fixture level, the bulbs will be guarded.
8. All electrical repairs, including the changing of plug and receptacle ends of flexible cords, will be done by the Facilities Maintenance Department or other qualified electricians.
9. All cord sets, plugs and receptacles will be visually inspected for defects before each day's use. Equipment found to be damaged will not be used. The Facilities Maintenance Department will be advised.
10. Unused openings in cabinets, cutout boxes, fittings, and circuit-breaker boxes will be effectively sealed.
11. For specific instructions pertaining to the control of electrical energy prior to repairs consult the City's Lockout/Tagout Program.

B. Grounding Program

1. No grounded conductor will be attached to any terminal to reverse the designed polarity.
2. The path to ground from circuits, equipment and enclosures will be permanent and continuous.
3. The following types of equipment or tools connected by cord and plug will be grounded or protected by an approved system of double insulation:
 - a. Refrigerators, freezers and air-conditioners;
 - b. Clothes-washing, clothes-drying and dishwashing machines, swamp coolers, and electrical aquarium equipment;
 - c. Hand-held motor-operated tools;
 - d. Motor-operated appliances of the following type: hedge clippers and lawn mowers;
 - e. Portable hand lamps.

C. Ground-Fault Circuit Interrupter (GFCI) Program

1. All 120-volt, single-phase, 15- and 20-ampere receptacle outlets on construction or temporary remodel sites, which are not part of the permanent wiring of the building or structure, and which are in use by employees, will have approved ground-fault circuit interrupters (GFCI) for personal protection.
2. Portable tools, extension cords or equipment used in areas that have the potential to become wet or damp will not be used unless the circuit is protected by GFCI. Such areas include, but are not limited to, bathroom receptacle, outside building receptacle and laboratory receptacle.
3. When a ground-fault circuit interrupter trips the tool or appliance, the cord set, plugs and receptacles will be visually inspected for defects. If no defect is visible, the GFCI may be reset. If it trips again, the cord and tool or appliance will be removed from service for testing and repair.
4. The bypassing or removal of GFCI by any employee, except removal for repair or replacement, is prohibited.
5. Receptacles on 2-wire, single-phase portable or vehicle-mounted generators rated not more than 5KW are exempt when circuit conductors are insulated from the generator frame and all other grounded surfaces.

D. Flexible Cords

Flexible cords will **not** be:

1. Used as a substitute for the fixed wiring of a structure;
2. Run through walls, ceilings or floors;
3. Run through doorways, windows or similar openings;
4. Attached to building surfaces;
5. Concealed behind building walls, ceilings or floors;
6. Run under carpets, floor mats or throw rugs.

E. Overhead Power Lines

1. All City employees shall comply with the Overhead Power Line Safety Law (NRS 455.200 to 455.250, inclusive). Any employee who violates a provision of the Overhead Power Line Safety Law is liable for a civil penalty not to exceed \$1,000 per day for each violation.
2. Anyone planning to work within 10 feet of a line carrying between 600 volts and 50 kilovolts (kV) of electricity must call the electric utility operating the line for consent. For lines with more than 50 kilovolts, the clearance distance must be increased by four tenths of an inch for each additional kilovolt. This means that a person or business planning to work with hand tools or equipment within 10 feet (or more for higher voltage lines) must call.
3. In Nevada Energy Power Company's service territory, employees must call 738-3188 or 1-800-962-4166 prior to conducting work. Failure to call will result in disciplinary action, up to and including the termination of employment.

XII. LOCKOUT/TAGOUT PROGRAM

The Lockout/Tagout program was developed to prevent injuries to City employees and citizens from the unexpected energization, start-up, or release of stored energy from machines, equipment, or processes when employees are engaged in servicing and/or maintaining machines or equipment. *This program specifically includes mobile equipment (i.e., motor vehicles, heavy equipment, etc.).*

A. Definitions

1. Energy Source: Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy source that is capable of causing injury to employees.
2. Energy Isolating Device: A device that physically prevents the transmission or release of energy such as: a manually operated switch, slide gate, slip blind, line valve, or blocks. The term does not include push buttons, selectors, switches, and other control circuit-type devices.
3. Energized: Connected to an energy source (mechanical, electrical, hydraulic, etc.) which has not been isolated.
4. Stored or Residual Energy Source: Refers to sources such as springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc.
5. Lockout/Tagout Devices: Specific types of locks, tags, and blocks used to provide a higher level of security and protect employees from possible injury that may occur with the unexpected energizing or start-up of equipment and machinery.
6. Authorized (Qualified) Employees: Employees that are certified to lock and tagout equipment or machinery.
7. Affected Employees: Employees who operate machinery or equipment upon which lockout or tagout is required under this program.
8. Other Employees: Employees that do not fall into the authorized, affected or qualified employee category.

B. Program

1. All energy isolating devices used for the control of hazardous energy sources will be permanently marked or labeled.
2. Annual inspections will be conducted by Department Heads and/or supervisors to verify that energy control procedures are being utilized.
3. Periodic training will be provided to ensure that the purpose and function of energy control procedures are understood. Training will include hazardous energy source identification, energy isolation and control methods, and energy control procedures.

C. Lockout/Tagout Procedure (Shutdown)

1. Employees initiating lockout/tagout procedures must notify their supervisor and other employees who have access to the equipment.
2. Employees will recognize and identify the type(s) of energy used and potential energy that may be released as work is in progress.
3. Equipment/machines will be turned off using local controls, following normal shutdown procedures.
4. A lockout/tagout of all energy sources, active or potential, will be performed, with the objective being Zero Energy State (ZES) and Zero Mechanical State (ZMS). Lockout/tagout devices will be affixed on energy isolating devices to prevent the devices from being operated.
5. Where two or more employees are involved in the lockout/tagout procedure, each individual shall install their own lock/tag.
6. No one shall ignore or remove a lockout/tagout device. Only the person placing the lockout/tagout device on a piece of equipment or machinery shall remove the device.
7. If possible, equipment and machinery will be unplugged. A tag is to be placed on the power cord stating that the equipment is not to be plugged in.
8. Operating controls of all energy sources, active or potential, will be tested to verify ZES and ZMS.
9. Operating controls will be reset to "OFF" or "SAFE" position.
10. Repair or service will be performed.
11. If testing is required during service, the start-up procedures will be performed. Once testing is completed, the lockout/tagout procedures will be repeated.

12. In the event servicing must continue on a subsequent shift, the employee who will continue the work should place his/her lock on the equipment. The original lock will be removed by the first employee.

D. Lockout/Tagout Procedure (Start-up)

1. Ensure that all employees remain at a safe distance from the equipment and machinery that underwent service.
2. Re-install all guards.
3. Remove all blocks or stands used in the performance of the work.
4. The employee who placed the lock/tag on the equipment will remove his/her lock/tag. The sequence of removal is “FIRST LOCK ON – LAST LOCK OFF.”
5. Visually check to verify that all employees are clear.
6. Restore energy source.
7. Test equipment and machinery for correct operation.
8. Advise appropriate supervisor and employees when equipment and machinery is returned to service.

Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own assigned lockout device or tagout device on the energy isolating device cannot accept multiple locks or tags; a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use their own assigned lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

Accidents Concerning Lockout/Tagout

The supervisor or manager and the Safety Administrator will be responsible for fully investigating all lockout/tagout accidents, and reporting the cause of the accident to the City Manager. If the accident involved a specific procedure for a piece of equipment, the lockout/tagout specific procedure will be evaluated and modified (if necessary) prior to authorizing work to continue.

E. Lockout/Tagout Equipment

1. Locks:

- a. Workers will be assigned his/her own lock, hasp, and the only key that fits the lock. Locks are personally assigned and may not be used by anyone except the assigned person.
 - b. Locks will be a standard color, shape, size, and be utilized for lockout only.
 - c. Locks shall be strong enough to require heavy force or tools to disable, and be equipped with a single key.
 - d. Hasps shall be for the use of multiple locks.
2. Tags:
- a. Tags should be used in addition to locks for identification and safety purposes. Each tag must clearly state the reason for the lockout, the name of the employee who is working on the equipment, the date and time when the tag was put in place. Tags must also state one of the following: “DO NOT START”, “DO NOT OPERATE”, “DO NOT OPEN”, “DO NOT CLOSE”, or “DO NOT ENERGIZE.”
 - b. Tags will be uniform in size and must be securely attached so that they cannot be inadvertently or accidentally detached during use.
 - c. Tags should be affixed to locks with self-locking bands and have a minimum unlocking strength of 50 pounds.
3. Blocks:
- a. The material used to construct a block must be of suitable size and strength.
 - b. Blocks are to be placed under raised dies, lifts, or any equipment that may inadvertently move by sliding, falling, or rolling.

F. Emergency Removal of Locks/Tags

In those instances where the person who installed the lock and/or tag is not immediately available and removal of the device is necessary, every effort shall be made to contact the installer of the lock/tag to obtain permission for its removal. If the installer cannot be contacted, the following emergency procedures shall be utilized:

1. The Department Head/Supervisor and Safety Administrator shall be notified and will respond to the site in question.
2. The employee requesting the removal of the lockout/tagout device shall inform the Department Head/Supervisor and Safety Administrator of the reasons and

consequences of this action.

3. The Department Head/Supervisor and Safety Administrator will make the determination on removal of a lock and/or tag. If the lock and/or tag is allowed to be removed, it shall be accomplished under their direct supervision. This action shall be documented and the employee shall be informed that the lock and/or tag was removed.
4. The removal of a lock and/or tag shall be done in accordance with the start-up procedures described in Section XII, Paragraph D of this document.

G. Lockout vs. Tagout

Employees should make every effort to use a lockout device before using a tagout device. If equipment cannot be secured by a lockout device, a tagout device may be used with extreme caution. The tagout device should be placed using the same procedure as a lockout device. All employees must keep in mind the following limitations:

1. Tagout devices do not provide a physical restraint.
2. Tagout devices are only a warning device and may provide a false sense of security unless their meaning is clearly understood.
3. Tagout devices are not always legible or understandable by all employees.
4. Tagout devices, and their means of attachment, are not always able to withstand hostile environmental conditions encountered in the workplace.
5. Tagout devices can be removed, bypassed, ignored, or otherwise defeated without first obtaining permission from the person placing the tag on the equipment.

H. Employee Training

1. Prior to initial assignment or when a new hazard is introduced into the workplace, employees will attend a health and safety orientation set up by the department or division designee for information and training on the following:
 - a. An overview of the requirements contained in the Lockout/Tagout Program and OSHA 1910.147/1926.417.
 - b. The type and magnitude of energy sources available in the workplace.
 - c. The methods and means necessary for energy isolation and control.
 - d. The safe application, usage, and removal of lockout/tagout controls.

2. Periodic, recurring training shall re-establish employee proficiency and introduce new or revised control methods and procedures. Training will also be provided if requested by an employee, supervisor, or Safety Administrator.

Initial Evaluations

Initially all machines with multiple sources of power and stored energy shall be evaluated

I. Informing Contractors

When the isolation of a piece of equipment or energy source is to be performed by an outside contractor, the applicable Department Head and/or the Safety Administrator shall be contacted prior to the work being started. The outside contractor must provide a copy of its written Lockout/Tagout Program for review, which must meet or exceed the requirements set forth in the City of Elko's Lockout/Tagout program and OSHA 1910.147/1926.417.

Shift or Personnel Changes

In the case of shift or personnel changes, a change over period will be established so that the authorized employees may exchange their assigned locks/tags. Authorized personnel assuming control of lockout or equipment will be fully briefed in the scope and stage of the work by those whom are being relieved.

Initial Evaluations

Initially all machines with multiple sources of power and stored energy shall be evaluated by the Energy Source Determination Checklist. This evaluation will be made by an authorized employee who is not involved in the lockout of subject equipment. Those involved in the lockout/tagout and those affected by the lockout/tagout may participate in the evaluation if necessary.

Periodic Evaluations

Periodically (at least annually) the effectiveness of the entire program will be evaluated by the Safety Administrator and the Facilities Department. These annual evaluations will be conducted during the month of March each year. The date of the inspection/evaluation will be maintained as a part of this program until the next annual evaluation replaces it.

XIII. HEARING CONSERVATION PROGRAM

This program covers the establishment and implementation of procedures to determine City employees' exposure to noise, annual hearing testing and training, and to reduce the loss of hearing to City employees who operate noisy equipment.

A. Monitoring

1. A sampling program will be conducted to identify employees for inclusion in the program and to enable the proper selection of hearing protectors.
2. Where the circumstances such as high worker mobility, significant variations in sound level, or a significant component of impulse noise make area monitoring generally inappropriate, personal sampling will be used to determine employee exposure.
3. All continuous, intermittent and impulse sound levels from 80 decibels (db) to 130 db, shall be integrated into the noise measurements.
4. Monitoring will be repeated whenever a change in production, process, equipment or controls increases/decreases noise exposure.

B. Audiometric Testing Program

1. Audiometric testing will be made available to employees whose exposure equals or exceeds an 8-hour time-weighted average (TWA) of 85 db.
2. The program will be provided at no cost to the employees.
3. Audiometric tests will be performed by a licensed or certified audiologist, otolaryngologist or other physician, or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation.
4. A valid baseline audiogram will be obtained within six months of the employee's first exposure to 85 db.
5. Audiometric testing will be completed annually thereafter. The annual audiogram will be compared to the baseline audiogram to determine:
 - a. If the audiogram is valid;
 - b. If a standard threshold shift has occurred.

C. Follow-up Procedures

1. If a comparison of the annual audiogram to the baseline audiogram indicates a

significant threshold shift, the employee will be informed in writing within 21 days of the determination.

2. Unless a physician determines that the standard threshold shift is not work-related or aggravated by occupational noise exposure, the following steps will be taken when a standard threshold shift occurs:
 - a. Employees not using hearing protectors will be fitted with hearing protectors, trained in their use and care, and required to use them.
 - b. Employees already using protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors offering greater attenuation, if necessary.
 - c. If additional testing is necessary or, if it is suspected that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors, the employee will be referred for a clinical audiological evaluation or an otological examination, as appropriate.
 - d. If a medical pathology of the ear is unrelated to use of hearing protectors, the employee will be informed of the need for further audiological examination.

D. Hearing Protector Requirements

1. Hearing protectors will be made available to all employees exposed to an 8-hour TWA of 85 db or greater at no cost to the employees. Hearing protectors will be replaced as necessary.
2. Training will be provided in the use and care of all hearing protectors provided to employees.
3. It will be ensured that initial fitting is proper, and corrected use of all hearing protectors will be supervised.
4. Hearing protector attenuation will be evaluated for the specific noise environments in which the protector will be used.
 - a. Hearing protectors must attenuate employee exposure at least to an 8-hour TWA of 85 db.
 - b. For employees who have experienced a threshold shift, hearing protectors must attenuate employee exposure to an 8-hour TWA of 85 db or below.
 - c. The adequacy of hearing protector attenuation will be re-evaluated whenever employee's noise exposures increase to the extent that the hearing protectors provided may no longer provide adequate attenuation.

- d. For employees while operating on a shooting range.

E. Employee Training Program

1. A training program will be established for all employees who are exposed to noise at or above an 8-hour TWA of 85 db or impact noise above 130 db.
2. The training program will be repeated annually for each employee included in the Hearing Conservation Program. Information provided in the training program will be updated to be consistent with changes in protective equipment and work processes.
3. Each employee will be informed of the following:
 - a. The effects of noise on hearing;
 - b. The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions of selection, fitting, use and care; and
 - c. The purpose of audiometric testing and an explanation of the test procedures.

F. Recordkeeping

1. An accurate record of all employee exposure measurements will be maintained in the Safety Administrator's office for duration of employment plus three years. All employee audiometric test records will include:
 - a. Name and job classification of the employee;
 - b. Date of the audiogram;
 - c. The examiner's name;
 - d. Date of the last acoustic or exhaustive calibration of the audiometer;
 - e. Employee's most recent noise exposure assessment.

G. Noise Surveys

1. Noise surveys help pinpoint areas where problems exist and provide records/documentation to help prove compliance with the noise and record keeping requirements. Surveys may be made:
 - a. Annually of all facilities;
 - b. Of specific noise sources in work areas;

- c. At the location where the employee spends the greater part of his workday;
- d. Noise measurements will be taken in the employee's hearing zone.

H. Noise Controls

1. Engineering controls involve reduction in the noise level or exposure itself. This can be accomplished by two approaches:
 - a. Reduce the noise at source through such means as:
 - Noise dampers (mufflers);
 - Maintenance and repair;
 - Use a less noisy manufacturing process (welding instead of riveting).
 - b. Reduce the amount of noise that reaches the employee through the use of:
 - Acoustic absorption material;
 - Enclosures or barriers between equipment and the employee;
 - Increase of distance between the employee and noise source.
2. Administrative controls simply involve a reduction in the amount of time an employee is subjected to excessive noise. The following are examples of this type of control:
 - a. Rotating/rescheduling personnel;
 - b. Shutting down a noisy machine when it is not in use;
 - c. Rescheduling high noise operations to hours when only a small number of employees would be exposed.
3. Personal protection is direct protection of the employee. This type of control can only be used if the first two methods fail to successfully lower the noise levels. Any hearing protective equipment issued will meet the requirements of ANSI Standard Z24.22, Latest Edition.
 - a. In those areas with high noise levels, wearing hearing protective equipment will be mandatory not only for permanently assigned personnel but also for any employee who is in that area long enough to have a serious noise exposure. Those employees who cannot wear protective equipment because of medically certified ear conditions should not be assigned work in high noise areas.
 - b. Employees will be informed of locations where hearing protection must be worn and those areas should be posted to this effect with warning signs.

XIV. RESPIRATORY PROTECTION PROGRAM

This program sets forth standard operating procedures for the administration and enforcement of the City's Respiratory Protection Program. The purpose of this program is to coordinate the use and maintenance of respiratory protection equipment as determined necessary to allow employees to work safely in hazardous work environments. Although engineering controls and process designs are usually the most efficient means of controlling airborne contaminants, they are not always feasible. Therefore, respiratory protection must be provided.

The Respiratory Protection Program has been established in response to the concern for the health and safety of all employees of the City of Elko. The effectiveness of this program can be assured only with the full cooperation of every employee.

A. Employer Responsibilities

1. The City of Elko shall be responsible for providing adequate training of employees in the selection, fitting, use and maintenance of respiratory protective equipment.
2. The City of Elko shall also provide a Medical Surveillance Program to assure that employees are not assigned to tasks requiring respirators unless they are physically able.
3. The City of Elko shall assure the availability of approved respiratory protective equipment and the necessary facilities for cleaning and sanitizing the equipment.

B. Program Administrator Responsibilities

The City of Elko has designated the Safety Administrator (or designee) to be responsible for the Respiratory Protection Program. The Safety Administrator shall be responsible for:

1. Supervision of respirator selection procedures;
2. Establishment of a respirator training program(s) for employees;
3. Establishment of a continuing program of cleaning and inspection of equipment;
4. Designation of proper storage areas for respiratory protection equipment;
5. Establishment of accounting procedures for and issuance of respiratory protection equipment;
6. Establishment of respirator fit testing program;
7. Procurement of all necessary respirators, spare parts and other personal protective equipment; and

8. Continuing evaluation of the above to assure program effectiveness.

C. Employee Responsibilities

1. Use and maintenance of respiratory protection equipment in conformance with instructions and training received.
2. Cooperation in the proper fitting of respirators.
3. Wearing only those respirators for which they are fitted.
4. Conducting a visual inspection of respiratory protection equipment for defects before putting the equipment to use. **NOTE:** Modification of a NIOSH/MSHA approved respirator, unauthorized by the approving agencies, automatically voids the respirator approval and may seriously jeopardize the health and safety of the employee.
5. Performing a negative and positive pressure test prior to using.
6. Reporting any malfunction of the respirator to the supervisor.
7. Protecting respiratory protection equipment from damage and abuse.
8. Informing the supervisor of any problems arising from the use of respiratory protection equipment.
9. Facial hair lying between the sealing surface of a respirator face piece and the wearer's skin will prevent good face seal. Therefore, the employees shall ensure that they are clean-shaven when they are required to wear a respirator and that facial hair (moustache, sideburns or beard) does not protrude under the seal surface.
10. Participation in the Medical Surveillance Program.

D. Medical Surveillance Program

1. Management has established a Medical Surveillance Program to ensure that employees will not be assigned to tasks requiring the use of respirators unless they have been found physically able to do the work while wearing the respirator.
2. The Medical Surveillance Program shall initially have the respirator users complete a Medical Questionnaire (Appendix B-4).
 - a. A Licensed Health Care Professional shall review all questionnaires. Those employees who disclose possible problems associated with wearing respirators shall be referred to a physician.

- b. If referred, a physician shall determine what health and physical conditions are pertinent, and the physician must certify in writing that the employee is able to wear respiratory protection equipment (air purifying) in field situations. The following factors may be pertinent for this determination:
- Emphysema
 - Chronic obstructive pulmonary disease
 - Bronchial asthma
 - X-ray evidence of pneumoconiosis
 - Evidence of reduced pulmonary function
 - Coronary artery disease or cerebral blood vessel disease
 - Severe or progressive hypertension
 - Epilepsy, grand mal or petit mal
 - Anemia
 - Diabetes, insipidus or mellitus
 - Punctured eardrum
 - Communication of sinus through upper jaw to oral cavity
 - Breathing difficulty when wearing a respirator
 - Claustrophobia or anxiety when wearing a respirator

E. Workplace Surveillance

1. Evaluation of contaminant concentration to which a person wearing a respirator may be exposed is an integral part of an effective respirator program. Air sampling data are important in the selection of the proper respirator and should include:
 - a. Identification of the contaminant;
 - b. Nature of the hazard; and
 - c. Concentration at the breathing zone.

The data are also helpful in estimating the possible levels of exposure that may have occurred during the use of respirators.

2. Air sampling will be conducted whenever there is a change in the product information through the MSDS's indicating an increased airborne hazard or a potential airborne hazard to employees. Air sampling will be conducted whenever employee complaints in an area or building warrant.
3. In an air monitoring program, sampling should be carried out over at least one cycle of operation and, preferably, over several cycles when production activity varies. Normally, samples should be collected at the worker's breathing zone. However, where necessary, general air samples should be collected in the vicinity of the operation. The sampling period will be determined by the sensitivity of the analytical method and the acceptable contaminant concentration.

- a. It is important that representative samples be obtained. The number of samples to be taken depends on the variation in contaminant generation rate during the operation. Sampling data should permit estimation of the worker's time weighted exposure. The peak contaminant concentration should also be estimated to assure that the respirator selected will provide adequate protection against high transient air concentrations.
 - b. Breathing zone samples are important since significant variations in concentrations are noted between general air and the worker's breathing zone.
4. Although it is recognized that in emergency situations air sampling cannot be carried out as outlined above, every reasonable effort shall be made to evaluate conditions of exposure and to provide appropriate respiratory protection. Where a high hazard potential exists, a conservative estimate should be made.

F. Selection and Use of Respirators

1. The correct respirator shall be specified for each job based on the following factors:
 - a. The nature of the hazard;
 - b. Initial monitoring of the hazard;
 - c. Characteristics of the hazardous operation or processes; and
 - d. The respiratory protection factor and respirator fit.
2. Immediate supervisors who are having employees apply hazardous materials shall consult the Material Safety Data Sheet (MSDS) and contact the manufacturer, if necessary. The correct respirator will be specified for each job based on the following factors:
 - a. When using enamels, lacquers, or other coatings, a half face piece with organic cartridges must be worn to protect against dust or mist.
 - b. During the application of pesticides, employees shall wear full-face piece respirators with organic vapor cartridges.
 - c. During the changing of chlorine cylinders, employees shall use full-face piece respirators with chlorine cartridges. In the event of a chlorine gas leak, the employee will exit the contaminated environment immediately and contact the Fire Department for containment and/or mitigation.
 - d. For entry into contaminated environments, 30 minute positive-pressure self-contained breathing apparatus (SCBA) shall be used.

- e. M-17 Gas masks shall be worn by Police Department only for use in training exercises and riot/crowd control.

G. Employee Training (Air-Purifying Respirators)

Training shall be provided to all employees who are required to wear respirators in their employment. Training shall include the proper use and care of the respirators and their limitations. A record of the training received shall be maintained by the Safety Administrator (Appendix B-5).

1. Air-Purifying Respirators: Defined as negative-pressure, air-purifying respirators for protection against gases, vapors, mists, and particulates which are not immediately dangerous to life or health. The following procedures are to be performed before each use:
 - a. Examine the facepiece for excessive dirt, cracks, tears, holes or distortion from improper storage, inflexibility (stretch and massage to restore flexibility), cracked or broken air-purifying element holder(s), badly worn threads.
 - b. Examine the head straps or head harness for breaks, tears, loss of elasticity, broken or malfunctioning buckles and attachments.
 - c. Examine the exhalation valve for the following after removing its cover: Foreign materials, such as detergent residue, dust particles or human hair under the valve seat; cracks, tears or distortion in the valve material; improper insertion of the valve body in the facepiece; cracks, breaks or chips in the valve body, particularly in the sealing surface; missing or defective valve cover; improper installation of the valve in the valve body.
 - d. Examine the air-purifying elements for incorrect cartridge or filter for the hazard, incorrect installation, loose connections, or cross-threading in holder, cracks or dents in outside case of filter or cartridge.
2. Fitting:
 - a. Position the respirator on the face with narrow portion over the nose.
 - b. Pull both headbands over the head with the lower headband positioned below the ears and the upper headband above the ears. Place your chin against the chin stop.
 - c. Adjust the headbands for fit, increasing or decreasing their length. This is accomplished by changing the location of the headband attachment to the mask.
 - d. A negative and/or positive pressure test shall be performed in the field by the

respirator wearer each time the respirator is used.

3. Negative Pressure Test:

- a. The wearer can perform this test alone in the field. It consists merely of closing off the inlet of the cartridge or filter by covering with the palm so that it does not pass air; inhaling gently so that the facepiece collapses slightly; and holding the breath for 10 seconds. If the facepiece remains slightly collapsed and no inward leakage is detected, the respirator is probably tight enough. This test can be used only on respirators with tight-fitting facepieces.
- b. Although this test is simple, it has severe drawbacks, primarily that the wearer must handle the respirator after it has supposedly been positioned on his face. It is strongly recommended that this test be used only as a very general determination of fit when the respirator is to be used in a relatively non-toxic atmosphere. The wearer should use this test just before entering any toxic atmosphere.

4. Positive Pressure Test:

- a. This test is very similar to the negative pressure test, and it has the same advantages and limitations. It is conducted by closing off the exhalation valve and exhaling gently into the facepiece. The fit is considered satisfactory if slight positive pressure can be built up inside the facepiece without any evidence of outward leakage.
- b. For some respirators, this method requires that the wearer remove the exhalation valve cover and then carefully replace it after the test, often a most difficult task. Removing and replacing the exhalation valve cover often disturbs the respirator fit even more than does the negative pressure test. Therefore, this test should be used sparingly if it requires removing and replacing a valve cover. The test is easy for respirators whose valve cover has a single small port that can be closed by the palm or a finger. The wearer should perform this test just before entering any hazardous atmosphere.

5. Advantages and Limitations of Air-Purifying Respirators: It is important that the user be thoroughly familiar with the following information. Many instances of misuse arise because the user is unaware of the performance limits of a particular device.

- a. Advantages: Air-purifying devices are small, relatively inexpensive and easily maintained. They restrict the wearer's movement the least. Many combinations of facepieces, mouthpieces, filters, cartridges and canisters allow the user to match the device to the particular situation.

b. Limitations:

- i. Air-purifying respirators cannot be used in oxygen-deficient atmospheres. In atmospheres containing less than 19.5 percent oxygen, the first physiological effects of oxygen deficiency are noted; i.e., increased rate and depth of breathing, increased heartbeat and impaired coordination and judgment. Concentrations below 14% oxygen are to be considered as “Immediately Dangerous to Life or Health” (IDLH). Concentrations below 10% oxygen will cause unconsciousness, followed by death.
- ii. Air-purifying respirators offer protection only for the specific circumstances for which they were tested and approved by NIOSH/MSHA.
- iii. Due to small absorbent or filter capacity, they afford protection for limited contaminant concentrations. For example, cartridges for highly toxic particulates (such as lead) are rated to a maximum use concentration of 500 micrograms per cubic meter of air.
- iv. The length of time a chemical cartridge or filter will provide protection depends on the conditions of use (type of contaminants and concentration, wearer’s breathing rate and humidity). The filter life is dependent on the loading characteristics of the particulate. When the filter becomes clogged, the resistance to breathing increases appreciably until it becomes objectionable to the wearer. If either of the above is noticed, the cartridge or filter should be changed.
- v. These respirators do not protect exposed areas of the body against toxic contaminants that irritate the skin or may be absorbed by the body through skin penetration.

6. Maintenance and Sanitizing:

- a. Respirators shall be sanitized at least weekly when in use.
- b. Each employee will clean the respirator according to the manufacturer’s instructions or as provided in Section K.
- c. During the cleaning of the respirator, maintenance shall be performed. Missing or deteriorated parts shall be replaced according to the manufacturer’s instructions and reported to the supervisor.
- d. A written record of repairs shall be maintained (Appendix B-6).

H. Respirator Fit Testing Procedures

A qualitative fit testing program has been established to determine the ability of each respirator wearer to obtain a satisfactory fit with a negative-pressure respirator.

1. Initial fit testing shall be conducted by authorized Fire Department staff for each employee required to wear a negative-pressure respirator, and testing shall take place annually thereafter. Results of fit testing shall be used to select specific types, makes and models of negative-pressure respirators.
2. An employee wearing a respirator is exposed to an irritant smoke, odorous vapor or other suitable test agent. An air-purifying respirator must be equipped with an air-purifying element(s) which effectively removed the test agent from inspired air. If the respirator wearer is unable to detect penetration of the test agent into the respirator, the respirator wearer has achieved a satisfactory fit with the respirator. One or more of the following procedures shall be used to determine the fit of the respirator in use.
 - a. Irritant Smoke Test: The irritant smoke test can be used for both air-purifying respirators and atmosphere-supply respirators. When an air-purifying respirator is tested, it should be equipped with a high-efficiency filter (purple).
 - i. The irritant smoke is produced by air flowing through a commercially available smoke tube normally used to check the performance of ventilation systems.
 - ii. Ventilation should be provided when performing a test to prevent contaminating the room with smoke.
 - iii. The respirator wearer should keep his eyes closed during the test, even if the respirator offers eye protection.
 - iv. If the respirator wearer detects the penetration of the smoke into the respirator during the test, the wearer should be permitted to readjust the seal of the respirator.
 - v. The test operator operates the smoke tube to direct smoke over the respirator, keeping the smoke tube about twelve inches from the respirator, and watches the reactions of the respirator wearer.
 - vi. If the respirator wearer does not detect penetration of smoke into the respirator, the test operator moves the smoke tube closer to the respirator and observes the reactions of the respirator wearer.
 - vii. When the smoke tube has been moved to within six inches of the respirator and the respirator wearer still has not detected penetration of

smoke into the respirator, the smoke may be directed at potential points of leakage in the seal of the respirator.

- viii. If the respirator wearer still does not detect penetration of the smoke into the respirator, the wearer should carry out a series of exercises such as deep breathing, turning head from side to side, nodding head up and down, and talking while smoke is directed at the respirator.
 - ix. If the respirator wearer is unable to detect the penetration of smoke into the respirator, the wearer has achieved a satisfactory fit with the respirator.
- b. The respirator wearer will react involuntarily, usually by coughing or sneezing, to leakage around or through the respirator. Since this is a qualitative test, the tester is interested in any response to the smoke. The degree of response is not important.

I. Exercises Used During Test Procedures

1. A respirator wearer will carry out a series of exercises that simulate work movements. The kind of exercises carried out depends on the type of respirators. Each exercise should be carried out for at least two minutes. The series of exercises for testing a respirator equipped with a facepiece should include, but not be limited to, the following:
 - a. Normal breathing;
 - b. Deep breathing;
 - c. Turning head from side to side;
 - d. Nodding head up and down;
 - e. Talking; and
 - f. Bending over

J. Records

A written record of the test results shall be maintained by the Safety Administrator (Appendix B-7).

K. Respirator Maintenance Program

A program for maintenance and care of respirators shall be adjusted to the type of working conditions and hazards involved and shall include the following basic services in order to maintain the equipment at its original effectiveness:

- Inspection for defects (including a leak check);
- Cleaning and disinfecting;
- Repair; and
- Storage

1. Inspection:

- a. All respirators shall be inspected routinely before and after each use. The self-contained breathing apparatus (SCBA) will be inspected monthly and before and after each use.
- b. Respirator inspection shall include a check of the tightness of connections and the condition of the facepiece, headbands, valves, connecting tube and canisters. Rubber or elastomer parts shall be inspected for pliability and signs of deterioration. Stretching and manipulating rubber or elastomer parts with a massaging action will keep them pliable and flexible and prevent them from taking a set during storage.

2. Cleaning and Disinfecting:

- a. Respirators shall be cleaned and disinfected weekly when in use to ensure that proper protection is provided for the wearer. Each respirator wearer shall be instructed in the proper cleaning procedure.
- b. The following procedure is recommended for cleaning and disinfecting respirators:
 - i. Remove any filters and cartridges.
 - ii. Wash facepiece in a cleaner-disinfectant or detergent solution (see following paragraphs). Use a hand brush to facilitate removal of dirt.
 - iii. Rinse completely in clean, warm water.
 - iv. Air dry in a clean room.
 - v. Clean other respirator parts as recommended by manufacturer.
 - vi. Inspect valves, head straps and other parts; replace with new parts if defective.
 - vii. Insert new filters and cartridges and make sure seal is tight.
 - viii. Place in plastic bag or container for storage.

- c. Respirators will be washed in a liquid detergent solution, then immersed in a hypochlorite solution (50 parts per million of chlorine) for 2 minutes (household bleach diluted, 10 parts water to 1 part bleach).
3. Repair: Replacement or repairs shall be done only by experienced persons. No attempt shall be made to replace components or to make adjustments or repairs beyond the manufacturer's recommendations.
4. Storage: After inspection, cleaning and necessary repair, respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture or damaging chemicals.
 - a. Respirators, such as dust respirators, will be placed in plastic bags or other suitable containers in designated areas. Respirators should not be stored in such places as vehicles (trunk) or tool boxes unless they are in carrying cases or cartons.
 - b. Respirators should be packed or stored so that the facepiece and exhalation valve will rest in a normal position and function will not be impaired by the elastomer sitting in an abnormal position.

L. Respirator Program Evaluation

Feedback on how a respirator program is functioning is necessary if management is to maintain effective respiratory protection. Program improvements and elimination of deficiencies cannot be effected unless the program is evaluated and monitored on a continuing basis. The following techniques are used in evaluating the effectiveness of respirator programs.

1. Wearer Acceptance: The effectiveness of a respirator program can be largely determined by the degree of worker acceptance. Numerous factors affect the worker's acceptance of respirators. These include comfort, ability to breathe without objectionable effort, adequate visibility under all conditions, ability to communicate, ability to perform all tasks including without undue interference and confidence in the facepiece fit. Failure to consider these factors is likely to reduce cooperation of the wearers in promoting a satisfactory program. How well these problems have been overcome can be determined by the supervisor observing wearers during normal activities and by soliciting their comments.
2. Examination of Respirators in Use: Respiratory protection is no better than the respirator in use, even though it is worn conscientiously. Periodic inspections shall be conducted by the supervisor to ensure that respirators are properly selected, used, cleaned and maintained.

M. Self-Contained Breathing Apparatus (SCBA)

1. Purpose and Use: SCBA's provide a transportable supply of breathing air and afford complete protection against toxic gases and oxygen deficiency.
 - a. This apparatus is to be used whenever entry into a confined space is required where the air quality is not satisfactory or there is an oxygen deficiency.
 - b. The City of Elko Confined Space Entry Program (Appendix D) will be strictly followed.
2. Inspection: Inspection shall be carried out as required for respirators and provided for in Section XIV, Paragraph K.
3. Fitting: The fitting of the SCBA face mask and restrictions regarding facial hair and glasses shall be adhered to as provided in the appropriate section on respirator fitting (Section XIV, Paragraph H).
4. Maintenance and Sanitizing: Maintenance and sanitizing shall be carried out as provided for in the appropriate sections on respirators and supplemented by Section XIV, Paragraph K.

XV. BLOODBORNE PATHOGENS EXPOSURE CONTROL PROGRAM

In an effort to reduce employee risk of exposure to blood or other potentially infectious fluids, the City of Elko has developed the following Bloodborne Pathogens Exposure Control Program, in accordance with OSHA 29 CFR 1910.1030.

A. Employer Responsibilities

1. The City of Elko shall be responsible for ensuring that a procedure exists which will reduce the risk of an infectious disease contaminating City of Elko employees.
2. The Safety Administrator is responsible for the development and implementation of the Bloodborne Pathogens Exposure Control Program.

B. Department Head/Immediate Supervisor Responsibilities

1. Department Heads/Immediate Supervisors are responsible for requiring all employees, within their scope of responsibility, to be aware of the risk of an infectious disease being transmitted through bodily fluids.
2. Department Heads/Immediate Supervisors will require all employees to use the personal protective equipment and supplies when the possibility of exposure exists.

C. Employee Responsibilities

1. Employees are responsible for using the personal protective equipment (PPE) provided when the possibility exists that a contaminated substance is present.
2. Employees are responsible for observing work area restrictions. Employees are not to eat, drink, apply cosmetics, use lip balm, smoke, or handle contact lenses in work areas where there is a reasonable opportunity for exposure to blood or other potentially infectious material.

D. Exposure Determination

1. Due to occupational duties/hazards, employees working in the following departments may be exposed to blood or other potentially infectious fluids: Fire Department, Police Department, Landfill Department, and Water Reclamation Facility (WRF). Employees who perform janitorial duties in the Parks Department, Facilities Maintenance Department, and Elko Regional Airport may also be exposed to blood or other potentially infectious fluids.
2. Employees in the above referenced departments/occupations will be offered the Hepatitis B Vaccine and will receive additional, site-specific bloodborne pathogen training.

E. Universal Precautions

1. Universal precautions are methods of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other bloodborne pathogens.
2. Universal precautions are to be observed in all situations where there is a potential for contact with blood or other potentially infectious material. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids are to be considered potentially infectious.

F. Engineering and Work Practice Controls

Engineering and work practice controls are the primary methods used to control the transmission of HIV and HBV. To the extent feasible, the City of Elko has instituted controls to eliminate or minimize employee exposure to bloodborne diseases.

1. Engineering controls reduce employee exposure in the workplace by either removing the hazard or isolating the worker from exposure. Self-sheathing needles and special containers for contaminated sharp instruments are examples of engineering controls. Engineering controls must be examined and maintained, or replaced, on a scheduled basis.
2. Work practice controls alter the manner in which a task is performed. Correct work procedures include proper handling and disposal of needles and sharps, used bandages and gauze, linens, and all other emergency items that come in contact with blood or other potentially infectious materials.
 - a. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splattering, generating droplets, splashing, and spraying.
 - b. Shearing or breaking of needles is prohibited.
 - c. Needles must not be bent, removed, or recapped unless it can be demonstrated that no alternative is feasible or that such action is required by a specific medical procedure.
 - d. Any recapping or removing of needles must be accomplished through the use of a mechanical device or one-handed technique.
 - e. The Fire Department shall be notified when a syringe or other sharp object is discovered on City premises. The employee who discovered the item in question shall secure the area until the Fire Department responds. Upon arrival, Fire

Department personnel will retrieve the item in question and properly dispose of it.

- f. Specimens of blood or other potentially infectious materials shall be placed in leak-proof containers and turned over to Fire Department personnel for proper disposal.

G. Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is specialized clothing or equipment worn by employees for protection from exposure to blood or other potentially infectious materials. The City of Elko will provide appropriate personal protective equipment to provide employee protection from blood or other potentially infectious materials.

1. Personal protective equipment (PPE) will be chosen based upon the anticipated exposure to blood or other infectious materials. PPE will be considered appropriate only if it does not permit blood or potentially infectious materials to pass through or to reach the employee's clothing, skin, eyes, mouth, or other mucous membranes. PPE to be used includes:
 - a. Protective gloves will be utilized when handling chemicals, blood, or potentially infectious materials.
 - b. Disposable gloves shall be a standard component of emergency response equipment and should be donned by all personnel prior to initiating any emergency patient care tasks involving occupational exposure. Disposable gloves shall not be reused and will be replaced if they become torn or punctured.
 - c. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin-length face shields, are required to be worn whenever splashes, spray, splatter, droplets of blood, or other potentially infectious materials may be generated, and eye, nose, or mouth contamination can be reasonably anticipated.
 - d. Lab coats, gowns, aprons, clinic jackets, disposable shoe coverings, or similar protective outer garments are required to be worn when cleaning blood or other potentially infectious materials.
 - e. Garments penetrated by blood or other infectious materials shall be removed immediately, or as soon as feasible. Before leaving the work area, contaminated protective clothing shall be placed in appropriately designated areas or containers for storing, washing, decontaminating, or discarding. The Fire Department shall be consulted regarding any and all contaminated protective clothing.
 - f. After removal of personal protective equipment, employees shall wash hands and any other potentially contaminated skin areas immediately, or as soon as feasible with soap and water. Hand washing facilities are located throughout the City of

Elko.

2. An employee may temporarily and briefly decline wearing personal protective equipment under **rare and extraordinary circumstances**, when in the employee's professional judgment, it prevents the delivery of health care or public safety services, or poses a greater hazard to the worker or other workers.
 - a. Whenever the employee makes this judgment, the circumstances shall be investigated and documented to determine whether changes can be instituted to prevent such occurrences in the future. **In general, appropriate personal protective equipment is to be used whenever occupational exposure may occur.**

H. Cleaning and Decontamination

1. Contaminated spills will be cleaned and decontaminated at the time the spill is discovered using body fluid clean-up kits, hydrogen peroxide, Johnson's Expose Phenolic Cleaner, Johnson's Expose/Johnson's Triad/Carpet Shampoo, disposable towels/absorbent material, scoops/shovels, biohazard bags, brooms, tongs, and/or hot water with bleach solution. Cleaning and decontamination shall only be completed by authorized personnel (Appendix C).
2. All equipment and working surfaces that could have become contaminated shall be cleaned and checked routinely and shall be decontaminated as necessary.
3. Hand washing facilities shall have a sign posted indicating that it is an approved bloodborne pathogen approved washing area.
4. All bins, pails, cans, and similar reusable receptacles, which have a reasonable likelihood of becoming contaminated, must be decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as possible after visible contamination.
5. Broken glassware, which may be contaminated, must be picked up only by using mechanical means such as tongs, brush and dustpan, or forceps, and never with bare or gloved hands.
6. Contaminated reusable items, such as sharps, may not be stored or processed in a way that requires employees to reach into containers where the contents cannot be seen or safely handled.
7. Contaminated laundry shall be handled as little as possible with a minimum of agitation. Protective gloves and other appropriate personal protective equipment should be used when handling contaminated laundry.
8. Contaminated laundry shall be bagged or containerized at the location where it was

used and shall not be sorted or rinsed where it was used. Contaminated laundry shall be placed and transported in bags or containers that are labeled with fluorescent orange or orange-red biohazard warning labels.

I. Hepatitis and Other Vaccines

1. The Hepatitis B Vaccine will be offered ten (10) working days of the employee's initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious material unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee has sufficient immunity.
2. All employees who have been identified as having possible exposure to blood or other potentially infectious material will be offered the Hepatitis B Vaccine within twenty-four (24) hours of notice of exposure.
3. Employees who decline the Hepatitis B Vaccine will sign a waiver declining the vaccine (Appendix B-8).
4. Employees who initially decline the vaccine, but who later wish to have it administered, may have the vaccine provided.
5. The Hepatitis B Vaccine and other vaccines will be provided by the physician under contract at the time the request is made.
6. Other vaccines such as, but not limited to tuberculosis (TB), pneumonia, measles, mumps, and rubella (MMR), and tetanus shall be provided to Emergency First Responders as recommended by governing health agencies.

J. Post-Exposure Evaluation and Follow-Up

1. At the City of Elko, two (2) levels of exposure are used to determine post-exposure evaluation and follow-up: Exposure Incident and Infectious Exposure.
 - a. Exposure Incident: When an employee has had physical contact with blood or other potentially infectious materials. The employee shall be evaluated by a physician to determine whether further treatment is necessary.
 - b. Infectious Exposure: When an employee is exposed to blood or other potentially infectious material via broken or non-intact skin, mucous membranes, or needle sticks. Employee shall be offered the Hepatitis B Vaccine within twenty-four (24) hours.
2. All employees who incur an exposure will be offered post-exposure evaluation and follow-up in accordance with the OSHA Standard. Follow-up will include the following:

- a. Examination by an approved worker's compensation physician.
 - b. Identification of the source individual who provided specimen should be obtained and if possible, documented in the reports. If permission is obtained, blood of this individual should be drawn and tested for Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV). If identification and testing are not possible, or no consent can be obtained, those facts will be documented and filed with the Safety Administrator.
 - c. Results of tests will be made available to the employee. The employee will be informed of the applicable laws and regulations concerning disclosure of the identity and possible infection of the source individual.
 - d. The employee will be offered the option of having his/her blood collected for testing of the HIV/HBV serological status. The blood sample will be preserved for up to ninety (90) days to allow the employee to decide whether it should be tested for HIV serological status. However, if the employee decides prior to that time that testing will not be conducted, then appropriate steps can be taken and the blood sample discarded.
 - e. The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.
 - f. The employee will be given appropriate counseling and instructed about precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to watch for and asked to report any related experiences to appropriate personnel.
3. When an employee incurs an exposure, it shall be reported to:
- a. The immediate supervisor and/or Department Head.
 - b. The Safety Administrator.
 - c. The City of Elko Fire Department.

K. Interaction With Health Professionals

1. A written opinion will be obtained from the health care professional who evaluates the exposed employee. A written opinion will be obtained in the following instances:
 - a. When the employee is sent to obtain the Hepatitis B Vaccine.
 - b. Whenever the employee is sent to the health care professional following an exposure incident.

2. Health care providers will be asked to limit their opinions to:
 - a. Whether the Hepatitis B Virus is indicated and if the employee has received the vaccine, for evaluation following an incident.
 - b. Whether the employee has been evaluated and informed of the results of the evaluation.
 - c. Whether the employee has been informed of medical conditions resulting from exposure to blood or other potentially infectious materials.

Note: All information not related to the exposure incident shall not be included in the opinion.

L. Employee Training

1. Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur. Training for employees will be on two different levels, depending upon anticipated exposure for the job classification. City of Elko Firefighters/Emergency First Responders will be trained to a higher level, in accordance with Fire Department Training Standards. However, training for all employees shall include the following information:
 - a. The OSHA Standard for bloodborne pathogens (29 CFR 1910.1030).
 - b. Epidemiology and symptomology of bloodborne diseases.
 - c. Modes of transmission of bloodborne pathogens.
 - d. The City of Elko Bloodborne Pathogens Exposure Control Program.
 - e. Procedures which may cause exposure to blood or other potentially infectious material.
 - f. Control methods which will be used at this facility to control exposure to blood or other potentially infectious materials.
 - g. Personal protective equipment available at this facility and who should be contacted concerning post-exposure evaluation and follow-up, signs and labels used at the facility, and the Hepatitis B Vaccine Program.

M. Recordkeeping

1. Records required by the OSHA Standard will be maintained by the Safety Administrator (excluding Firefighter/Emergency First Responder records).

Firefighter/Emergency First Responder records will be maintained by the Elko Fire Department.

2. Medical records must be kept confidential and maintained for at least the duration of employment plus thirty (30) years. Medical records are to be kept separate from employee personnel files.
3. The City of Elko will keep and maintain accurate training records for a minimum of three (3) years, and will include training dates, content or summary of the training, names and qualifications of trainer(s), and names and job titles of trainees.

APPENDICES

APPENDIX A

City of Elko Prohibition of Workplace Violence Policy

CITY OF ELKO

PROHIBITION OF WORKPLACE VIOLENCE POLICY

I. Policy

The City of Elko will not tolerate workplace violence. Acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the City of Elko or which occur on City property or during the course of City business will not be tolerated.

Examples of workplace violence include, but are not limited to, the following:

- A. All threats or acts of violence occurring on the City's premises, regardless of the relationship between the City of Elko and the parties involved in the incident.
- B. All threats or acts of violence occurring off the City's premises involving someone who is acting in the capacity of a representative of the City of Elko.
- C. All threats or acts of violence occurring off the City's premises involving an employee of the City if the threats or acts affect the legitimate interests of the City of Elko.
- D. Any acts or threats resulting in the conviction of an employee or agent of the City, or of an individual performing services for the City on a contract or temporary basis, under any criminal code provision relating to violence which adversely affect the legitimate interests and goals of the City of Elko.

II. Coverage

Applies to all employees of the City.

III. Exemptions

Actions of law enforcement personnel which are necessary in the performance of their duties and are consistent with the Elko Police Department Manual or sound law enforcement procedures shall not be considered to have violated this policy. In addition, actions necessary for bona fide self-defense or protection of City property shall not be considered to have violated this policy.

IV. Prohibited Conduct

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

- A. Hitting or shoving an individual.
- B. Threatening an individual or his/her family, friends, associates, or property with

harm.

C. The intentional destruction or threat of destruction of City property.

D. Harassing or threatening phone calls or computer messages.

E. Harassing surveillance or stalking.

F. Unauthorized possession or inappropriate use of firearms, weapons, or explosives.

V. Reporting Requirements

The City of Elko desires to detect and deter real or threatened violence. Every employee is required to immediately report any acts of violence against any coworker, supervisor, manager, department head, appointed official, elected official, visitor, or other individual. Every other person on City property is encouraged to report incidents of threats or acts of violence of which he/she is aware. These reports should be made to the Human Resources Department, an employee's immediate supervisor or manager, or any other supervisory or management employee. Supervisory and managerial personnel who witness or become aware of any acts or threats of violence must notify their superior immediately. Employees reporting real or perceived threats in good faith will not be subject to harassment or retaliation. Nothing in this policy alters any other reporting obligation established in the City's policies or in State, Federal, or other applicable law.

VI. Violations

Violations of this policy by any individual on City property, by any individual acting as a representative of the City while off City property, or by any individual acting off City property when his/her actions affect the City's interests may lead to disciplinary action, up to and including termination and/or legal action as appropriate. The City may also take appropriate disciplinary action against any employee who intentionally makes false or malicious statements about other employees.

Approved by Elko City Council:
January 2001

APPENDIX B

Miscellaneous Forms

**EMPLOYEE'S REPORT OF ACCIDENT
FORM B-1**

Employee Name: _____	Department: _____
Job Title: _____	Date: _____
Date of Incident: _____	Time of Incident: _____

Incident location:

Equipment involved:

Brief description of incident:

Sketch/Diagram of accident scene (if applicable):

Describe injuries (if any):

Was medical attention sought? If so, where did employee seek medical attention?

Witnesses (if any):

Could anything be done to prevent accidents of this type? If so, what?

Employee signature: _____ Date: _____

Form B-1 must be completed by employee's involved in accidents, including "near misses" and provided to the immediate supervisor as soon as possible (no later than 24 hours).

Note: This form does not take the place of an "Incident Report Form C-1".

**SUPERVISOR'S REPORT OF ACCIDENT
FORM B-2**

Supervisor Name: _____ Date: _____
Date of Incident: _____ Time of Incident: _____
Incident Location: _____
Person(s) Involved: _____
Date and Time Reported: _____

Complete Description of incident (attach additional sheets if necessary): _____ _____ _____ _____ _____ _____ _____ _____

Witnesses (if any): *include address and telephone number*

Were photographs taken?

Yes: *attach photographs*

No

Were sketches or diagrams made?

Yes: *attach sketches or diagrams*

No

Injury/Illness: *if checked, fill in requested information and attach C-1 Form(s):*

Name(s) of injured/sick employees: _____

Nature of injury/illness: _____

Part of body affected: _____

Treatment provided:

- No treatment given
- On-site first-aid
- Taken to medical facility

Name(s) of medical responder(s): _____

Treatment given: _____

Property Damage: *if checked, mark the type of property damage:*

- Non-City Property Damage: *police report required*
- City Property Damage: *police report required only if insurance claim is anticipated*
- Other: _____

Equipment/facilities involved:

Describe damage/loss:

Cost evaluation (estimate):

- \$0 - \$1,000
- \$1,001 - \$5,000
- \$5,001 - \$10,000
- \$10,001 - \$25,000
- \$25,001+

Actual Cost (if known): _____

Describe the major causes/conditions that require remedial action:

What was the immediate cause?

What was the basic/root cause?

Were there performance/behavioral deficiencies?

- Yes: *if yes, explain below*
 No

What has and/or should be done to control the causes and conditions listed?

Have you reviewed the incident with the employee(s)?

- Yes
 No

Report to be reviewed with employees during group safety meetings?

- Yes
 No

Supervisor's signature : _____ Date: _____

*Note: Attach **Employee's Report of Accident Form (Form B-1)** and forward to the Safety Administrator within 48 hours of incident.*

Human Resources Department Use Only:

Date Received: _____ Date Reviewed by Safety Committee: _____

Bomb Threat Checklist

Should an incident occur, the following checklist will serve as a guide to anyone receiving a bomb threat.

1. **Above all else, remain calm.**
2. Should someone else be available in the immediate vicinity, have them call 911 immediately.
3. Questions to ask:
 - a. When is the bomb going to explode?
 - b. Where is it right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you personally place the bomb? Why?
 - g. What is your address?
 - h. What is your name?
4. Exact wording of threat:

5. To the best of your ability, try and determine the following:
 - a. Was the voice familiar?
 - b. What ethnic origin was the caller (i.e., White, Black, Hispanic, etc.)?
 - c. What sex was the caller?
 - d. What age was the caller?
 - e. Was the voice calm, angry, or excited?
 - f. What type of voice was it...soft, loud, slurred, deep?
 - g. Were you, a specific employee, or the City threatened?
 - h. What sounds did you hear in the background (i.e., traffic, music, factory, airplane, and other noises)?

If you receive a bomb threat by E-mail, do not change, alter, or delete the screen. Leave the message on your computer, print it out but do not reply or forward the threat. The employee should immediately call 911. Upon the arrival of the Police and/or Emergency Personnel, the employee should provide as much assistance as possible, including access to all passwords and levels of their computer as necessary.

OSHA Respirator Medical Evaluation Questionnaire (Mandatory)

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee: Can you read? (circle one): Yes/No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory)

The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____
2. Your name: _____
3. Your age (to nearest year): _____
4. Sex (circle one): Male/Female
5. Your height: _____ ft. _____ in.
6. Your weight: _____ lbs.
7. Your job title: _____
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____
9. The best time to phone you at this number: _____
10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No
11. Check the type of respirator you will use (you can check more than one category):
 - a. _____ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
 - b. _____ Other type (for example, half or full-facepiece type, powered air-purifying, supplied-air, self-contained breathing apparatus).
12. Have you worn a respirator (circle one): Yes/No
If "yes," what type(s): _____

Part A. Section 2. (Mandatory)

Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month: Yes/No

2. Have you ever had any of the following conditions?
 - a. Seizures (fits): Yes/No
 - b. Diabetes (sugar disease): Yes/No
 - c. Allergic reactions that interfere with your breathing: Yes/No
 - d. Claustrophobia (fear of closed-in places): Yes/No
 - e. Trouble smelling odors: Yes/No

3. Have you ever had any of the following pulmonary or lung problems?
 - a. Asbestosis: Yes/No
 - b. Asthma: Yes/No
 - c. Chronic bronchitis: Yes/No
 - d. Emphysema: Yes/No
 - e. Pneumonia: Yes/No
 - f. Tuberculosis: Yes/No
 - g. Silicosis: Yes/No
 - h. Pneumothorax (collapsed lung): Yes/No
 - i. Lung cancer: Yes/No
 - j. Broken ribs: Yes/No
 - k. Any chest injuries or surgeries: Yes/No
 - l. Any other lung problem that you've been told about: Yes/No

4. Do you currently have any of the following symptoms of pulmonary or lung illness?
 - a. Shortness of breath: Yes/No
 - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
 - c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
 - d. Have to stop for breath when walking at your own pace on level ground: Yes/No
 - e. Shortness of breath when washing or dressing yourself: Yes/No
 - f. Shortness of breath that interferes with your job: Yes/No
 - g. Coughing that produces phlegm (thick sputum): Yes/No
 - h. Coughing that wakes you early in the morning: Yes/No
 - i. Coughing that occurs mostly when you are lying down: Yes/No
 - j. Coughing up blood in the last month: Yes/No
 - k. Wheezing: Yes/No
 - l. Wheezing that interferes with your job: Yes/No

- m. Chest pain when you breathe deeply: Yes/No
 - n. Any other symptoms that you think may be related to lung problems: Yes/No
5. Have you ever had any of the following cardiovascular or heart problems?
- a. Heart attack: Yes/No
 - b. Stroke: Yes/No
 - c. Angina: Yes/No
 - d. Heart failure: Yes/No
 - e. Swelling in your legs or feet (not caused by walking): Yes/No
 - f. Heart arrhythmia (heart beating irregularly): Yes/No
 - g. High blood pressure: Yes/No
 - h. Any other heart problem that you've been told about: Yes/No
6. Have you ever had any of the following cardiovascular or heart symptoms?
- a. Frequent pain or tightness in your chest: Yes/No
 - b. Pain or tightness in your chest during physical activity: Yes/No
 - c. Pain or tightness in your chest that interferes with your job: Yes/No
 - d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
 - e. Heartburn or indigestion that is not related to eating: Yes/ No
 - f. Any other symptoms that you think may be related to heart or circulation problems: Yes/No
7. Do you currently take medication for any of the following problems?
- a. Breathing or lung problems: Yes/No
 - b. Heart trouble: Yes/No
 - c. Blood pressure: Yes/No
 - d. Seizures (fits): Yes/No
8. If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check the following space and go to question 9 _____.)
- a. Eye irritation: Yes/No
 - b. Skin allergies or rashes: Yes/No
 - c. Anxiety: Yes/No
 - d. General weakness or fatigue: Yes/No
 - e. Any other problem that interferes with your use of a respirator: Yes/No
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you ever lost vision in either eye (temporarily or permanently): Yes/No

11. Do you currently have any of the following vision problems?

- a. Wear contact lenses: Yes/No
- b. Wear glasses: Yes/No
- c. Color blind: Yes/No
- d. Any other eye or vision problem: Yes/No

12. Have you ever had an injury to your ears, including a broken ear drum: Yes/No

13. Do you currently have any of the following hearing problems?

- a. Difficulty hearing: Yes/No
- b. Wear a hearing aid: Yes/No
- c. Any other hearing or ear problem: Yes/No

14. Have you ever had a back injury: Yes/No

15. Do you currently have any of the following musculoskeletal problems?

- a. Weakness in any of your arms, hands, legs, or feet: Yes/No
- b. Back pain: Yes/No
- c. Difficulty fully moving your arms and legs: Yes/No
- d. Pain or stiffness when you lean forward or backward at the waist: Yes/No
- e. Difficulty fully moving your head up or down: Yes/No
- f. Difficulty fully moving your head side to side: Yes/No
- g. Difficulty bending at your knees: Yes/No
- h. Difficulty squatting to the ground: Yes/No
- i. Climbing a flight of stairs or a ladder carrying more than 25 lbs.: Yes/No
- j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B.

Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If "yes," do you have feelings of dizziness, shortness of breath, pounding in your chest, or other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

If "yes," name the chemicals if you know them: _____

3. Have you ever worked with any of the materials, or under any of the conditions, listed below:
- a. Asbestos: Yes/No
 - b. Silica (e.g., in sandblasting): Yes/No
 - c. Tungsten/cobalt (e.g., grinding or welding this material): Yes/No
 - d. Beryllium: Yes/No
 - e. Aluminum: Yes/No
 - f. Coal (for example, mining): Yes/No
 - g. Iron: Yes/No
 - h. Tin: Yes/No
 - i. Dusty environments: Yes/No
 - j. Any other hazardous exposures: Yes/No

If "yes," describe these exposures:

4. List any second jobs or side businesses you have:

5. List your previous occupations:

6. List your current and previous hobbies:

7. Have you been in the military services? Yes/No

If "yes," were you exposed to biological or chemical agents (either in training or combat):
Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If "yes," name the medications if you know them: _____

10. Will you be using any of the following items with your respirator(s)?

- a. HEPA Filters: Yes/No
- b. Canisters (for example, gas masks): Yes/No
- c. Cartridges: Yes/No

11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?:

- a. Escape only (no rescue): Yes/No
- b. Emergency rescue only: Yes/No
- c. Less than 5 hours per week: Yes/No
- d. Less than 2 hours per day: Yes/No
- e. 2 to 4 hours per day: Yes/No
- f. Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

- a. Light (less than 200 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work; or standing while operating a drill press (1-3 lbs.) or controlling machines.

- b. Moderate (200 to 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

- c. Heavy (above 350 kcal per hour): Yes/No

If "yes," how long does this period last during the average shift: _____ hrs. _____ mins.

Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No

If "yes," describe this protective clothing and/or equipment:

14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you'll be doing while you're using your respirator(s):

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):

18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

Name of the first toxic substance: _____

Estimated maximum exposure level per shift: _____

Duration of exposure per shift: _____

Name of the second toxic substance: _____

Estimated maximum exposure level per shift: _____

Duration of exposure per shift: _____

Name of the third toxic substance: _____

Estimated maximum exposure level per shift: _____

Duration of exposure per shift: _____

The name of any other toxic substances that you'll be exposed to while using your respirator:

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security):

Respiratory Protection Program Training Report

Employee Name

Job Title

Brief description of duties

Training Topics (Please Initial)

Explanation of Respiratory Protection Standard 1910.134

Location of written program

Nature and degree of respiratory hazards

Medical evaluation

Respirator selection and use

Respirator limitations

Tasks requiring respirators

Donning procedures

Fit-check and test

Inspection procedures

Care of the respirator

The following employee has received training on the above items to comply with the Respiratory Protection Standard 29 CFR 1910.134.

Employee Signature

Date

Instructor Signature

Date of training

QUALITATIVE FIT TEST

Name

Date

Face Piece Manufacturer

Model #

Size

Perform each step for 60 seconds, unless otherwise indicated

Fit-Test Step	Irritant Smoke Pass/Fail
Wear for 10 minutes	
Breathe normally	
Breathe deeply	
Turn head left to right	
Nod head up and down	
Repeat "Rainbow Passage"	
Bend at waist and turn head side to side	
Jog in place (optional)	

"Rainbow Passage"

When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at the end. People look, but no one ever finds it. When a man looks for something beyond his reach, his friends say he is looking for the pot of gold at the end of the rainbow.

Instructor/Fit-tester

Date

Respirator Wearer/Employee

Date

HEPATITIS B VACCINE DECLINATION

I UNDERSTAND THAT DUE TO MY OCCUPATIONAL EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS, I MAY BE AT RISK OF ACQUIRING A HEPATITIS B VIRUS (HBV) INFECTION. I HAVE BEEN GIVEN THE OPPORTUNITY TO BE VACCINATED WITH HEPATITIS B VACCINATION AT THIS TIME. I UNDERSTAND THAT BY DECLINING THIS VACCINE, I CONTINUE TO BE AT RISK OF ACQUIRING HEPATITIS B, A SERIOUS DISEASE. IF IN THE FUTURE I CONTINUE TO HAVE OCCUPATIONAL EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS AND I WISH TO BE VACCINATED WITH HEPATITIS B VACCINE, I MAY REQUEST AND RECEIVE THE VACCINATION SERIES AT NO CHARGE TO ME.

I HAVE READ AND UNDERSTAND MY RIGHTS AND OBLIGATIONS AS EXPLAINED ABOVE.

NAME (PRINT)

WITNESS (PRINT)

SIGNATURE

SIGNATURE

DATE

DATE

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CITY OF ELKO DEPARTMENTAL SAFETY MTG.	Location:	Date:	<i>RETURN A COPY OF THIS REPORT TO THE HUMAN RESOURCES DEPARTMENT WITHIN 7 DAYS.</i>			
	DEPARTMENT:					
	Crew:	TIME: FROM	TO	AM/PM		
TOPICS DISCUSSED:				Topic(s) Presented By:		
1.				1.		
2.				2.		
3.				3.		
4.				4.		
5.				5.		
EMPLOYEE CONCERNS, RECOMMENDATIONS, ETC.						
1.						
2.						
3.						
4.						
FOLLOW UP ACTION:				Person Respons.	Est. Comp. Date	Comp. Date
1.						
2.						
3.						
4.						
LEAD WORKER/ASST. SUPERVISOR:						
NAME:		DATE:		REVIEW? YES NO		
PARTICIPATION? YES NO		HOW DID YOU PARTICIPATE?				
FIRST LINE SUPERVISOR:						
NAME:		DATE:		REVIEW? YES NO		
PARTICIPATION? YES NO		HOW DID YOU PARTICIPATE?				
DEPARTMENT HEAD:						
NAME:		DATE:		REVIEW? YES NO		
PARTICIPATION? YES NO		HOW DID YOU PARTICIPATE?				
WAS MATERIAL HANDED OUT? YES NO						
		DESCRIPTION:				
CIRCLE QUALITY OF MEETING:		EXCELLENT		GOOD		
QUALITY ASSESSED BY:						
COMMENTS:						

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APPENDIX C

Authorized Personnel

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APPENDIX D

City of Elko Confined Space Entry Program

APPENDIX E

City of Elko Powered Industrial Truck Operator Training Program

I have been provided with a copy of the City of Elko Safety Program. Additionally, I have read the City of Elko Safety Policy Statement and understand my rights and responsibilities for safety in the workplace.

SIGNED: _____
Employee Signature

DATE: _____