



## Agenda

### EXECUTIVE COMMITTEE

THURSDAY, October 6, 2016

4:00 p.m.

Conference Room

128 Sun Street, Suite 101, Salinas, California

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#### CALL TO ORDER

#### ROLL CALL

President	Jyl Lutes (City of Salinas)
Vice President	Simon Salinas (County of Monterey)
Alternate Vice President	Richard Perez (City of Soledad)
Past President	Elizabeth Silva (City of Gonzales)

#### GENERAL MANAGER AND DEPARTMENT MANAGER COMMENTS

#### COMMITTEE MEMBER COMMENTS

#### PUBLIC COMMENTS

Receive public communications from audience on items which are not on the agenda. Speakers are limited to three minutes.

#### CONSIDERATION ITEMS

1. [Minutes of June 2, 2016 Meeting](#)
  - A. Committee Discussion
  - B. Public Comment
  - C. Recommended Committee Action – Approval
2. [August 2016 Claims and Financial Reports](#)
  - A. Receive a report from Finance Manager Ray Hendricks
  - B. Committee Discussion
  - C. Public Comment
  - D. Recommended Committee Action – Forward to the Board for Approval
3. [Accept the Revised Injury Illness Prevention Program](#)
  - A. Receive a report from Human Resources Manager Rose Gill
  - B. Committee Discussion
  - C. Public Comment
  - D. Recommended Committee Action – Forward to the Board for Acceptance
4. [Cost Analysis for Processing Construction & Demolition Materials](#)
  - A. Receive a report from Cesar Zuñiga, Operations Manager
  - B. Committee Discussion
  - C. Public Comment
  - D. Recommended Committee Action – Provide Guidance
5. [Franchise Agreements Update](#)
  - A. Receive a report from Patrick Mathews, General Manager/CAO
  - B. Committee Discussion
  - C. Public Comment
  - D. Recommended Committee Action – Provide Guidance

## **FUTURE AGENDA ITEMS**

### **6. [Future Agenda Items – View Ahead Calendar](#)**

## **ADJOURNMENT**

This meeting agenda was posted at the Salinas Valley Solid Waste Authority office at 128 Sun Street, Suite 101, Salinas, on **Friday, September 30, 2016**. The Executive Committee will next meet in regular session on **Thursday, November 3, 2016, at 4:00 p.m.** Staff reports for the Authority Executive Committee meetings are available for review at 128 Sun Street, Suite 101, Salinas, California 93901, Phone 831-775-3000 and at [www.salinasvalleyrecycles.org](http://www.salinasvalleyrecycles.org).

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact Elia Zavala, Clerk of the Board, at 831-775-3000. Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II)

**MINUTES OF MEETING  
SALINAS VALLEY SOLID WASTE AUTHORITY  
EXECUTIVE COMMITTEE  
June 2, 2016**

Draft

**CALL TO ORDER**

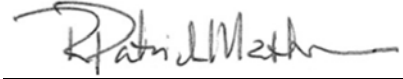
President Lutes called the meeting to order at 4:05 p.m.

**Committee Members Present**

Jyl Lutes	President
Simon Salinas	Vice President
Richard Perez	Alternate Vice President
Elizabeth Silva	Immediate Past President

**ITEM NO. 1**

Agenda Item



General Manager/CAO

**N/A**

General Counsel

**Staff Members Present**

Patrick Mathews, *General Manager/CAO*  
Susan Warner, *Asst. General Manager/  
Diversion Manager*  
Ray Hendricks, *Finance Manager*  
Cesar Zuniga, *Operations Manager*

Brian Kennedy, *Engineering and  
Environmental Compliance Manager*  
Rose Gill, *Human Resources/Organizational  
Development Manager*  
Elia Zavala, *Clerk of the Board*

**GENERAL MANAGER AND DEPARTMENT MANAGER COMMENTS**

Finance Manager Hendricks announced that for the second time, the agency received an award for its Comprehensive Annual Financial Report (CAFR).

**COMMITTEE MEMBER COMMENTS**

None

**PUBLIC COMMENT**

(4:08) None

**CONSIDERATION ITEMS**

**1. Minutes of February 4, 2016, Special Meeting**

**Public Comment:** None

**Committee Action:** Vice President Salinas made a motion to approve the minutes as presented. Past President Silva seconded the motion. The motion passed unanimously.

**2. April 2016 Claims and Financial Reports**

(4:09) Finance Manager Hendricks provided a report, stating that the expenditures are comparable to last year and that there is a slight increase in revenues.

**Public Comment:** None

**Committee Discussion:** The Committee discussed the increase in tonnage.

**Committee Action:** Vice President Salinas made a motion forward to the Board for approval. Past President Silva seconded the motion. The motion passed unanimously.

**3. A Resolution Establishing the Investment Policy**

(4:11) Finance Manager Hendricks reviewed the investment policy, which reflects no changes at this time.

**Public Comment:** None

**Committee Discussion:** The Committee received the report.

**Committee Action:** Vice President Salinas made a motion to forward the item to the Board for approval. Past President Silva seconded the motion. The motion passed unanimously.

**4. Update on Interagency Collaboration with Monterey Regional Waste Management District (District)**

(4:14) General Manager/CAO Mathews provided an update indicating that the District has reiterated that it is not interested in joint governance or a merger with the Authority. It is not currently interested in the Clean Fiber and Organics Recovery System, but will evaluate it after the environmental review studies are complete. However, it is interested in contracted landfill disposal and/or processing services.

**Public Comment:** None

**Committee Discussion:** The Committee discussed the concept and timing of establishing an ad hoc committee.

**Committee Action:** Vice President Salinas made a motion to forward the report to the Board for discussion. Past President Silva seconded the motion. The motion passed unanimously.

**FUTURE AGENDA ITEMS**

**5. Agenda Items – View Ahead**

The Committee reviewed the future agenda items. Staff reminded the Committee of the strategic planning retreat scheduled in July.

**ADJOURNMENT**

(4:52) President Lutes adjourned the meeting.

APPROVED: \_\_\_\_\_  
Jyl Lutes, President

ATTEST: \_\_\_\_\_  
Elia Zavala, Clerk of the Board



## Report to the Executive Committee

ITEM NO. 2

Finance Manager/Controller-Treasurer

General Manager/CAO

N/A

General Counsel

**Date:** October 6, 2016  
**From:** Ray Hendricks, Finance Manager  
**Title:** August 2016 Claims and Financial Reports

### RECOMMENDATION

Staff recommends acceptance of the August 2016 Claims and Financial Reports.

### DISCUSSION & ANALYSIS

Please refer to the attached financial reports and checks issued report for the month of August for a summary of the Authority's financial position as of August 31, 2016. Following are highlights of the Authority's financial activity for the month of August.

#### Results of Operations (Consolidated Statement of Revenues and Expenditures)

For the month of August 2016, FY 2016-14 operating expenditures exceeded revenues by \$630,435. This is due to the debt service payments that are paid twice a year in August and February. Year to Date operating revenues exceeded expenditures by \$106,941.

#### Revenues (Consolidated Statement of Revenues and Expenditures)

After two months of the fiscal year (16.7% of the fiscal year), revenues total \$3,207,517 or 18.5% of the total annual revenues forecast of \$17,354,800. August Tipping Fees totaled \$1,176,511 and for the year to date totaled \$2,275,354 or 19.5% of the forecasted total of \$11,645,600.

#### Operating Expenditures (Consolidated Statement of Revenues and Expenditures)

As of August 31 (16.7% of the fiscal year), year-to-date operating expenditures total \$3,100,575. This is 19.5% of the operating budget of \$15,902,000.

#### Capital Project Expenditures (Consolidated Grant and CIP Expenditures Report)

For the month of August 2016, capital project expenditures totaled \$449,599. \$311,748 of the total was for the Jolon Road Equipment Purchase project, and \$137,852 was for the Johnson Canyon Flare Station Improvements project.

The FY 2016-17 Capital Improvement Projects Budget is approved with carryovers by the Board separate from the Operating Budget. The August report reflects the budget approved by the Board on September 15, 2016.

#### Claims Checks Issued Report

The Authority's Checks Issued Report for the month of August 2016 is attached for review and acceptance. August disbursements total \$1,356,559 of which \$389,088 was paid from the payroll checking account for payroll and payroll related benefits.

Following is a list of vendors paid more than \$50,000 during the month of August 2016.

Vendor	Service	Amount
QUINN COMPANY	JRTS EQUIPMENT PURCHASE	184,177.96
	EQUIPMENT MAINTENANCE	71,816.84
PERENNIAL ENERGY, LLC	JC LFG FLARE SYSTEM	137,175.57
GOLDEN GATE FREIGHTLINER, INC.	JRTS EQUIPMENT PURCHASE	125,463.86
WASTE MANAGEMENT INC.	JR JULY OPERATIONS	60,233.16
	JULY REPUBLIC TONNAGE TO MADISON	32,886.72

### Cash Balances

The Authority's cash position decreased \$1,253,167.41 during August to \$16,851,244.96. This is due to the debt service payments that are paid twice a year in August and February. Most of the cash balance is restricted, committed, or assigned as shown below:

#### Restricted by Legal Agreements:

Johnson Canyon Closure Fund	3,602,521.63
State & Federal Grants	(3,785.48)
BNY - Bond 2014A Payment	-
BNY - Bond 2014B Payment	-
BNY - Sub Pmt Cap One 2014 Eq Lease	-

#### Funds Held in Trust:

Central Coast Media Recycling Coalition	37,801.46
Employee Unreimbursed Medical Claims	5,072.73
GOE Deposit for CEQA work	20,390.77

#### Committed by Board Policy:

Expansion Fund (South Valley Revenues)	8,055,134.73
Designated for Capital Projects Reserve	-
Designated for Operating Reserve	254,527.02
Designated for Environmental Impairment Reserve	254,527.02
Salinas Rate Stabilization Fund	24,324.06

#### Assigned by Budget

Assigned for Capital Projects	2,773,517.69
Assigned for OPEB	291,400.00

#### Available for Operations

1,535,813.33

Total

16,851,244.96

### **ATTACHMENTS**

1. August 2016 Consolidated Statement of Revenues and Expenditures
2. August 2016 Consolidated Grant and CIP Expenditures Report
3. August 2016 Checks Issued Report



# Salinas Valley Solid Waste Authority

## Consolidated Statement of Revenues and Expenditure

### For Period Ending August 31, 2016

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
<b><u>Revenue Summary</u></b>							
Tipping Fees - Solid Waste	11,645,600	1,176,511	2,275,354	19.5 %	9,370,246	0	9,370,246
Tipping Fees - Surcharge	1,751,000	147,053	281,044	16.1 %	1,469,956	0	1,469,956
Tipping Fees - Diverted Materials	1,043,600	141,581	275,638	26.4 %	767,962	0	767,962
AB939 Service Fee	2,228,900	185,742	371,484	16.7 %	1,857,416	0	1,857,416
Charges for Services	124,500	0	0	0.0 %	124,500	0	124,500
Sales of Materials	309,500	4,155	4,350	1.4 %	305,150	0	305,150
Gas Royalties	220,000	0	0	0.0 %	220,000	0	220,000
Investment Earnings	31,700	1,278	(353)	-1.1 %	32,053	0	32,053
Grants/Contributions	0	0	0	0.0 %	0	0	0
Other Non-Operating Revenue	0	0	0	0.0 %	0	0	0
<b>Total Revenue</b>	<b>17,354,800</b>	<b>1,656,318</b>	<b>3,207,517</b>	<b>18.5 %</b>	<b>14,147,283</b>	<b>0</b>	<b>14,147,283</b>
<b><u>Expense Summary</u></b>							
Executive Administration	445,800	21,264	43,582	9.8 %	402,218	631	401,587
Administrative Support	505,600	32,794	74,374	14.7 %	431,226	96,780	334,446
Human Resources Administration	368,200	25,906	45,110	12.3 %	323,090	2,073	321,017
Clerk of the Board	185,900	13,726	22,470	12.1 %	163,430	3,870	159,560
Finance Administration	625,750	39,015	89,291	14.3 %	536,459	5,735	530,724
Operations Administration	425,900	13,158	36,583	8.6 %	389,317	12,722	376,596
Resource Recovery	825,850	50,470	99,372	12.0 %	726,478	26,759	699,719
Marketing	75,000	2,500	2,250	3.0 %	72,750	67,000	5,750
Public Education	206,500	1,750	1,750	0.8 %	204,750	86,658	118,092
Household Hazardous Waste	781,400	32,718	67,804	8.7 %	713,596	3,761	709,834
C & D Diversion	80,000	0	0	0.0 %	80,000	0	80,000
Organics Diversion	690,200	0	0	0.0 %	690,200	0	690,200
Diversion Services	18,000	2,308	3,098	17.2 %	14,902	4,902	10,000



# Salinas Valley Solid Waste Authority

## Consolidated Statement of Revenues and Expenditure

### For Period Ending August 31, 2016

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
Scalehouse Operations	478,650	25,599	54,226	11.3 %	424,424	9,428	414,996
JR Transfer Station	406,800	61,294	69,599	17.1 %	337,201	500	336,701
JR Recycling Operations	124,200	0	9	0.0 %	124,191	0	124,191
ML Transfer Station	185,000	32,887	32,887	17.8 %	152,113	0	152,113
SS Disposal Operations	716,200	38,678	117,235	16.4 %	598,965	22,041	576,923
SS Transfer Operations	954,800	61,946	130,628	13.7 %	824,172	2,406	821,766
SS Recycling Operations	590,000	34,796	53,866	9.1 %	536,134	0	536,134
JC Landfill Operations	2,365,900	169,636	306,440	13.0 %	2,059,460	231,295	1,828,165
JC Recycling Operations	374,300	21,322	33,397	8.9 %	340,903	0	340,903
Crazy Horse Postclosure Maintenance	609,100	43,082	90,466	14.9 %	518,634	6,634	512,000
Lewis Road Postclosure Maintenance	222,700	6,601	37,408	16.8 %	185,292	5,850	179,442
Johnson Canyon ECS	309,700	3,353	4,901	1.6 %	304,799	0	304,799
Jolon Road Postclosure Maintenance	204,650	3,706	111,556	54.5 %	93,094	21	93,074
Sun Street ECS	182,300	7,436	9,135	5.0 %	173,165	7,895	165,270
Debt Service - Interest	1,653,300	833,592	833,592	50.4 %	819,708	0	819,708
Debt Service - Principal	1,052,300	683,337	683,337	64.9 %	368,963	0	368,963
Closure Set-Aside	238,000	23,881	46,207	19.4 %	191,793	0	191,793
Total Expense	15,902,000	2,286,753	3,100,575	19.5 %	12,801,425	596,960	12,204,465
Revenue Over/(Under) Expenses	1,452,800	(630,435)	106,941	7.4 %	1,345,859	(596,960)	1,942,819





# Salinas Valley Solid Waste Authority

## Consolidated Grant and CIP Expenditure Report

### For Period Ending August 31, 2016

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
<b>Fund 180 - Expansion Fund</b>							
180 9804 Long Range Facility Needs EIR	531,664	597	705	0.1 %	530,959	487,614	43,344
180 9805 Harrison Road	75,000	0	0	0.0 %	75,000	0	75,000
180 9806 Long Range Financial Model	95,000	0	0	0.0 %	95,000	0	95,000
180 9807 GOE Autoclave Final Project	100,000	0	0	0.0 %	100,000	0	100,000
<b>Total Fund 180 - Expansion Fund</b>	<b>801,664</b>	<b>597</b>	<b>705</b>	<b>0.1 %</b>	<b>800,959</b>	<b>487,614</b>	<b>313,344</b>
<b>Fund 211 - State Grants</b>							
211 9206 HHW HD25-15-0003	23,870	213	240	1.0 %	23,629	0	23,629
211 9208 Tire Amnesty 2015-16	23,193	0	1,312	5.7 %	21,881	7,900	13,981
211 9209 Tire Derived Aggregate 5-15-0004	66,373	0	0	0.0 %	66,373	0	66,373
211 9247 Cal Recycle - CCPP	95,345	7,555	7,555	7.9 %	87,790	0	87,790
211 9248 Cal Recycle - 2014-15 CCPP	19,517	9,517	9,517	48.8 %	10,000	14,353	(4,353)
<b>Total Fund 211 - State Grants</b>	<b>228,299</b>	<b>17,285</b>	<b>18,625</b>	<b>8.2 %</b>	<b>209,673</b>	<b>22,253</b>	<b>187,420</b>
<b>Fund 216 - Reimbursement Fund</b>							
216 9802 Autoclave Demonstration Unit	141,499	0	0	0.0 %	141,499	0	141,499
216 9804 Long Range Facility Needs EIR	274,569	0	0	0.0 %	274,569	242,828	31,741
<b>Total Fund 216 - Reimbursement Fund</b>	<b>416,067</b>	<b>0</b>	<b>0</b>	<b>0.0 %</b>	<b>416,067</b>	<b>242,828</b>	<b>173,240</b>
<b>Fund 800 - Capital Improvement Projects Fund</b>							
800 9103 Closed Landfill Revenue Study	31,769	0	0	0.0 %	31,769	0	31,769
800 9316 CH Corrective Action Program	253,000	0	0	0.0 %	253,000	0	253,000
800 9319 CH LFG System Improvements	116,500	0	0	0.0 %	116,500	0	116,500
800 9401 LR LFG Replacement	67,500	0	0	0.0 %	67,500	0	67,500
800 9502 JC Flare Station Improvements	274,996	137,852	137,914	50.2 %	137,082	24,929	112,153
800 9506 JC Litter Control Barrier	50,000	0	0	0.0 %	50,000	0	50,000
800 9507 JC Corrective Action	100,000	0	0	0.0 %	100,000	0	100,000
800 9508 JC Drainage Modifications	35,000	0	0	0.0 %	35,000	0	35,000



# Salinas Valley Solid Waste Authority

## Consolidated Grant and CIP Expenditure Report

### For Period Ending August 31, 2016

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	REMAINING BALANCE	Y-T-D ENCUMBRANCES	UNENCUMBERED BALANCE
800 9509 JC Groundwater Wells	150,000	0	0	0.0 %	150,000	0	150,000
800 9510 JC LFG System (Vertical Wells)	30,000	0	0	0.0 %	30,000	0	30,000
800 9511 JC LFG System (Horizontal Wells)	30,000	0	0	0.0 %	30,000	0	30,000
800 9526 JC Equipment Replacement	80,900	0	0	0.0 %	80,900	0	80,900
800 9527 JC Module 7 Engineering and Cons	50,000	0	0	0.0 %	50,000	0	50,000
800 9528 JC Roadway Improvements	2,218,937	0	0	0.0 %	2,218,937	0	2,218,937
800 9529 JC Leachate Handling Sys	55,531	0	0	0.0 %	55,531	0	55,531
800 9601 JR Transfer Station Improvements	82,000	0	0	0.0 %	82,000	0	82,000
800 9602 JR Equipment Purchase	556,454	311,748	387,714	69.7 %	168,740	87,800	80,940
800 9701 SSTs Equipment Replacement	191,260	0	0	0.0 %	191,260	0	191,260
800 9702 SSTs NPDES Improvements	12,062	0	0	0.0 %	12,062	0	12,062
<b>Total Fund 800 - Capital Improvement Proje</b>	<b>4,385,909</b>	<b>449,599</b>	<b>525,628</b>	<b>12.0 %</b>	<b>3,860,281</b>	<b>112,729</b>	<b>3,747,552</b>
<b>Total CIP Expenditures</b>	<b>5,831,939</b>	<b>467,481</b>	<b>544,959</b>	<b>9.3 %</b>	<b>5,286,980</b>	<b>865,424</b>	<b>4,421,557</b>

**Salinas Valley Solid Waste Authority**  
**Checks Issued Report for 8/1/2016 to 8/31/2016**

Check #		Check Date	Amount	Check Total
16741	GEOLOGIC ASSOCIATES, INC. JUNE GROUNDWATER MONITORING SERVICES	8/3/2016	5,777.61	5,777.61
16742	OLD TOWN DELI BD RETREAT SUPPLIES	8/3/2016	248.30	248.30
16743	PENINSULA MESSENGER LLC DAILY COURIER SERVICE	8/3/2016	360.00	360.00
16744	QUINN COMPANY JC EQUIPMENT MAINTENANCE	8/3/2016	39,223.20	39,223.20
16745	J. S. COLE CO. JC EQUIPMENT RENTAL	8/11/2016	7,727.44	7,727.44
16746	MONTEREY COUNTY HEALTH DEPARTMENT MO. CO. REGIONAL FEE - APR - JUNE 2016	8/11/2016	29,557.77	29,557.77
16747	WASTE MANAGEMENT INC JR JUNE OPERATIONS	8/11/2016	60,233.16	60,233.16
16748	WEST COAST RUBBER RECYCLING, INC JR AMNESTY TIRE RECYCLING	8/11/2016	1,100.00	1,100.00
16749	US BANK CORPORATE PAYMENT SYSTEM THEWEBSTRAUNT:GARBAGE AND COLLECTION CARTS AA AIRLINES: CONFERENCE TRAVEL AA AIRLINES: CONFERENCE TRAVEL AA AIRLINES: CONFERENCE TRAVEL ACE HARDWARE: CRAZY HORSE SUPPLIES ADOBE:MONTHLY ADOBE SUBSCRIPTION AMAZON.COM: OFFICE & VEHICLE SUPPLIES AMAZON.COM: OFFICE & VEHICLE SUPPLIES NATIONAL SEMINARS: ANNUAL TRAINING PASS ALMAS BAKERY:BOAD RETREAT SUPPLIES CAJPA CONFERENCE: CONFERENCE LODGING CAJPA CONFERENCE: CONFERENCE REGISTRATION CALIFAEP: CONFERENCE REGISTRATION SUPERMAX:CH FACILITY SUPPLIES EXPERIAN: JULY CREDIT CHECKS CSUMB SUPERVISOR DEVELOPMENT PROGR PROTRAIN: EMPLOYEE TRAINING EVENTBRITE: MEMBER LUNCHEON INTERMEDIA.NET:EXCHANGE SERVICE HOSTING ACME CAR WASH: OPS VEHICLE MAINTENANCE HOMEDEPOT:CH FACILITY MAINTENANCE FEDEX: SUPPLIES GASB: ANNUAL SUBSCRIPTION EXPEDIA - CALPERS CONFERENCE LODGING SHAREFILE SUBSCRIPTION AMAZON.COM: OFFICE SUPPLIES DELLA-ROSE DELI: BOARD RETREAT REFRESHMENTS FINISHMASTER INC: SSTs DEPARTMENT SUPPLIES HUGHES.NET: SCALEHOUSE INTERNET SERVICE SMART&FINAL: RETREAT SUPPLIES 7/13/16 HARBOR FREIGHT TOOLS: EQUIPMENT MAINTENANCE HARBOR FREIGHT TOOLS: CH FACILITY MAINTENANCE WALMART: RETREAT SUPPLIES 7/13/16 SUPER MAX: SSTs POTABLE WATER	8/11/2016	2,719.03 465.20 465.20 465.20 6.45 24.99 10.77 23.37 499.00 25.00 145.77 700.00 150.00 16.76 49.95 765.00 225.00 27.37 273.75 10.99 9.16 20.89 240.00 777.66 32.95 47.93 163.67 25.64 91.60 45.01 126.88 72.54 92.46 22.58	8,837.77

**Salinas Valley Solid Waste Authority**  
**Checks Issued Report for 8/1/2016 to 8/31/2016**

Check #		Check Date	Amount	Check Total
16750	**VOID**	8/11/2016	-	-
16751	**VOID**	8/11/2016	-	-
16752	**VOID**	8/11/2016	-	-
16753	ACE HARDWARE CORPORATION CH FACILTY MAINTENANCE	8/11/2016	166.40	166.40
16754	AMERICAN SUPPLY CO. JANITORIAL SUPPLIES	8/11/2016	214.38	214.38
16755	BC LABORATORIES, INC LR LAB SERVICE	8/11/2016	1,008.00	1,008.00
16756	CARDLOCK FUELS SYSTEM, INC. SSTS EQUIPMENT FUEL JCLF EQUIPMENT FUEL	8/11/2016	672.18 2,134.93	2,807.11
16757	COAST COUNTIES TRUCK & EQUIPMENT CO. SSTS EQUIPMENT MAINTENANCE	8/11/2016	1,098.42	1,098.42
16758	COSTCO WHOLESALE OFFICE SUPPLIES	8/11/2016	85.63	85.63
16759	DOUGLAS NOLAN SCHOOL ASSEMBLY PROGRAM	8/11/2016	1,750.00	1,750.00
16760	EAGLE STAR SECURITY SS SECURITY SERVICE	8/11/2016	1,216.00	1,216.00
16761	EAST BAY TIRE CO. SS VEHICLE MAINTENANCE	8/11/2016	1,271.37	1,271.37
16762	ERNESTO NATERA REIMBURSEMENT: REPAIR COSTS TABLET/LAPTOP	8/11/2016	481.94	481.94
16763	FIRST ALARM SSTS FACILITY ALARM SERVICES	8/11/2016	38.19	38.19
16764	FULL STEAM STAFFING LLC ALL SITES FACILITY CONTRACT LABOR	8/11/2016	6,635.63	6,635.63
16765	GAIL K. TSUBOI SP RETREAT RECORDER 7/13/16	8/11/2016	1,625.76	1,625.76
16766	GOLDEN STATE TRUCK & TRAILER REPAIR ALL SITES EQUIPMENT MAINTENANCE	8/11/2016	4,960.12	4,960.12
16767	**VOID**	8/11/2016	-	-
16768	GRAINGER SSTS DEPARTMENT SUPPLIES	8/11/2016	45.23	45.23
16769	GREEN RUBBER - KENNEDY AG, LP SS & JC FACILITY MAINTENANCE	8/11/2016	1,711.79	1,711.79

**Salinas Valley Solid Waste Authority**  
**Checks Issued Report for 8/1/2016 to 8/31/2016**

Check #		Check Date	Amount	Check Total
16770	GREENWASTE RECOVERY INC. CARPET RECYCLING	8/11/2016	808.35	808.35
16771	JULIO GIL OPERATIONS VEHICLE MAINTENANCE	8/11/2016	216.86	216.86
16772	MANUEL PEREA TRUCKING, INC. SSTS & CH FACILITY MAINTENANCE	8/11/2016	400.00	400.00
16773	MARILYN M. SNIDER SP RETREAT FACILITATOR 7/13/16	8/11/2016	2,858.76	2,858.76
16774	MASKELL PIPE & SUPPLY, INC CH FACILTY MAINTENANCE	8/11/2016	792.23	792.23
16775	OFFICE DEPOT OFFICE SUPPLIES	8/11/2016	212.66	212.66
16776	PACIFIC GAS AND ELECTRIC COMPANY ALL SITES ELECTRICTY	8/11/2016	7,990.25	7,990.25
16777	QUALITY FUEL TRAILER AND TANK, INC. JR FUEL TRAILER SYSTEM	8/11/2016	2,106.11	2,106.11
16778	QUINN COMPANY JC & SS EQUIPMENT MAINTENANCE	8/11/2016	13,984.57	13,984.57
16779	ROSE GILL CAJPA CONFERENCE: PER DIEM ROSE GILL	8/11/2016	267.00	267.00
16780	SAN BENITO SUPPLY, CONSTRUCTION, CONCRETE & QUARRY FACILITY MAINTENANCE	8/11/2016	1,314.79	1,314.79
16781	STRATEGIC INSIGHTS, INC PLAN-IT CIP SOFTWARE	8/11/2016	200.00	200.00
16782	STURDY OIL COMPANY SSTS EQUIPMENT MAINTENANCE	8/11/2016	116.84	116.84
16783	SWANA WASTECON REGISTRATION & MEMBERSHIP	8/11/2016	1,411.60	1,411.60
16784	ASBURY ENVIRONMENTAL SERVICES USED OIL COLLECTION	8/18/2016	80.00	80.00
16785	AT&T SERVICES INC MONTHLY TELEPHONE SERVICE	8/18/2016	636.49	636.49
16786	CALIFORNIA PRODUCT STEWARDSHIP COUNCIL FY16-17 SPONSORSHIP	8/18/2016	2,500.00	2,500.00
16787	CALIFORNIA WATER SERVICE JRTS WATER SETUP DEPOSIT	8/18/2016	900.00	900.00
16788	CARDLOCK FUELS SYSTEM, INC. ALL SITESEQUIPMENT FUEL	8/18/2016	7,690.80	7,690.80
16789	CITY OF GONZALES JC HOSTING FEE	8/18/2016	20,833.33	20,833.33

**Salinas Valley Solid Waste Authority**  
**Checks Issued Report for 8/1/2016 to 8/31/2016**

Check #		Check Date	Amount	Check Total
16790	COMCAST INTERNET SERVICE	8/18/2016	182.23	182.23
16791	EAGLE STAR SECURITY SS SECURITY SERVICE	8/18/2016	912.00	912.00
16792	ERNEST BELL D. JR JULY JANITORIAL SERVICES ALL SITES	8/18/2016	2,400.00	2,400.00
16793	FULL STEAM STAFFING LLC ALL SITES CONTRACT LABOR	8/18/2016	10,892.83	10,892.83
16794	GOLDEN GATE FREIGHTLINER, INC. JRTS EQUIPMENT PURCHASE	8/18/2016	125,463.86	125,463.86
16795	GOLDEN STATE TRUCK & TRAILER REPAIR SSTS EQUIPMENT MAINTENANCE	8/18/2016	2,626.75	2,626.75
16796	KETTLE CREEK CORPORATION CART CORRAL ENCLOSURES	8/18/2016	14,353.26	14,353.26
16797	MANUEL PEREA TRUCKING, INC. SSTS EQUIPMENT MAINTENANCE	8/18/2016	150.00	150.00
16798	MONTEREY BAY UNIFIED AIR POLLUTION CONTROL BOARD ANNUAL PERMIT FEES	8/18/2016	3,962.00	3,962.00
16799	NEXIS PARTNERS, LLC ADMIN BUILDING RENT	8/18/2016	9,212.00	9,212.00
16800	NEXTEL OF CALIFORNIA, INC CELL PHONE SERVICE	8/18/2016	275.90	275.90
16801	OFFICE DEPOT DEPARTMENT OFFICE SUPPLIES	8/18/2016	812.27	812.27
16802	QUINN COMPANY ALL SITES EQUIPMENT MAINTENANCE JRTS EQUIPMENT PURCHASE	8/18/2016	17,988.63 184,177.96	202,166.59
16803	**VOID**	8/18/2016	-	-
16804	SHARPS SOLUTIONS, LLC HHW HAULING & DISPOSAL	8/18/2016	200.00	200.00
16805	SOUTH COUNTY NEWSPAPER ANNUAL SUBSCRIPTION	8/18/2016	49.70	49.70
16806	STURDY OIL COMPANY SSTS EQUIPMENT MAINTENANCE	8/18/2016	852.11	852.11
16807	THOMAS M BRUEN JULY LEGAL CONSULTING SERVICES	8/18/2016	1,174.56	1,174.56
16808	TOYOTA MOTOR CREDIT HHW EQUIPMENT MAINTENANCE	8/18/2016	163.50	163.50
16809	VALLEY PACIFIC PETROLEUM SERVICES, INC. JCLF EQUIPMENT FUEL	8/18/2016	3,972.73	3,972.73

**Salinas Valley Solid Waste Authority**  
**Checks Issued Report for 8/1/2016 to 8/31/2016**

Check #		Check Date	Amount	Check Total
16810	VALLEY TROPHIES & DETECTORS PLAQUES FOR BOARD OF DIRECTOR WALL	8/18/2016	148.96	148.96
16811	WRIGHT EXPRESS FINANCIAL SERVICES CORPORATION FUEL PURCHASES	8/18/2016	2,542.88	2,542.88
16812	AMERICAN SUPPLY CO. JCLF JANITORIAL SUPPLIES	8/25/2016	46.60	46.60
16813	AT&T SERVICES INC JCLF TELEPHONE SERVICES	8/25/2016	150.70	150.70
16814	BC LABORATORIES, INC CH LAB SERVICE	8/25/2016	24,160.00	24,160.00
16815	CARDLOCK FUELS SYSTEM, INC. JCLF EQUIPMENT FUEL	8/25/2016	8,881.01	8,881.01
16816	COAST COUNTIES TRUCK & EQUIPMENT CO. SSTS EQUIPMENT MAINTENANCE	8/25/2016	98.07	98.07
16817	EAGLE STAR SECURITY SS SECURITY SERVICE	8/25/2016	1,824.00	1,824.00
16818	EAST BAY TIRE CO. OPERATIONS VEHICILE MAINTENANCE	8/25/2016	437.69	437.69
16819	FULL STEAM STAFFING LLC SSTS & JCLF CONTRACT LABOR	8/25/2016	8,095.55	8,095.55
16820	GOLDEN STATE TRUCK & TRAILER REPAIR JCLF EQUIPMENT MAINTENANCE	8/25/2016	2,129.13	2,129.13
16821	GREEN RUBBER - KENNEDY AG, LP CH FACILITY MAINTENANCE	8/25/2016	762.84	762.84
16822	GUERITO SITES PORTABLE TOILET SERVICES	8/25/2016	2,056.00	2,056.00
16823	HERC RENTALS INC. SSTS EQUIPMENT RETAL	8/25/2016	180.06	180.06
16824	HYDROTURF, INC LR LFG WEED ABATEMENT	8/25/2016	1,199.50	1,199.50
16825	MONTEREY AUTO SUPPLY INC SSTS EQUIPMENT MAINTENANCE	8/25/2016	2,444.03	2,444.03
16826	PENINSULA MESSENGER LLC BANK COURIER SERVICES	8/25/2016	360.00	360.00
16827	PURE WATER BOTTLING POTABLE WATER SERVICE	8/25/2016	469.60	469.60
16828	QUINN COMPANY JCLF EQUIPMENT MAINTENANCE	8/25/2016	39,843.64	39,843.64
16829	TOYOTA MATERIAL HANDLING HHW EQUIPMENT MAINTENANCE	8/25/2016	327.00	327.00

**Salinas Valley Solid Waste Authority**  
**Checks Issued Report for 8/1/2016 to 8/31/2016**

Check #		Check Date	Amount	Check Total
16830	BECKS SHOE STORE, INC. SSTS & JCLF EMPLOYEE UNIFORM	8/30/2016	222.61	222.61
16831	CSC OF SALINAS/YUMA JCLF EQUIPMENT MAINTENANCE	8/30/2016	151.18	151.18
16832	ERNESTO NATERA - PETTY CASH CUSTODIAN PETTY CASH FOR JR OPERATING FUND	8/30/2016	300.00	300.00
16833	FULL STEAM STAFFING LLC JCLF CONTRACT LABOR	8/30/2016	833.18	833.18
16834	GOLDEN STATE TRUCK & TRAILER REPAIR JCLF EQUIPMENT MAINTENANCE	8/30/2016	51.10	51.10
16835	GUARDIAN SAFETY AND SUPPLY, LLC SSTS SAFETY SUPPLIES	8/30/2016	283.78	283.78
16836	HOPE SERVICES JULY DIVERSION SERVICES	8/30/2016	11,279.80	11,279.80
16837	JENNY MITCHELL FRANCHISE MEETING SUPPLIES	8/30/2016	42.22	42.22
16838	OFFICE DEPOT OFFICE SUPPLIES	8/30/2016	1,024.25	1,024.25
16839	OPENGOV, INC OPEN GOV TRANSPERENCY	8/30/2016	1,788.00	1,788.00
16840	PERENNIAL ENERGY, LLC JC LFG FLARE SYSTEM	8/30/2016	137,175.57	137,175.57
16841	SWANA GOLD RUSH CHAPTER MEETING REGISTRATION	8/30/2016	90.00	90.00
16842	WASTE MANAGEMENT INC JR JULY OPERATIONS JULY REPULIC TONNAGE TO MADISON	8/30/2016	60,233.16 32,886.72	93,119.88
16843	WEST COAST RUBBER RECYCLING, INC TIRE RECYCLING	8/30/2016	1,500.00	1,500.00
DFT2016615	WAGeworks FSA ADMIN FEES	8/17/2016	128.00	128.00
				<u>128.00</u>
	SUBTOTAL:			967,470.98
	PAYROLL DISBURSEMENTS			<u>389,088.45</u>
	GRAND TOTAL			1,356,559.43



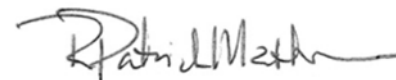


## Report to the Executive Committee

### ITEM NO. 3

N/A

Finance Manager/Controller-Treasurer



General Manager/CAO

N/A

Legal Counsel

**Date:** October 6, 2016

**From:** Rose Gill, Human Resources Manager  
Cesar Zuniga, Operations Manager

**Title:** Accept the Revised Injury Illness Prevention Program

### RECOMMENDATION

Staff recommends that the Executive Committee accept the revised Injury Illness Prevention Program.

### STRATEGIC PLAN RELATIONSHIP

The recommended action supports our strategic goal to Maintain a High Performance and Flexible Workforce.

### FISCAL IMPACT

No fiscal impact.

### DISCUSSION & ANALYSIS

Salinas Valley Recycles (SVR) is committed to provide a safe workplace to its employees. The agency has adopted a set of policies collectively called the "Injury and Illness Prevention Program (IIPP)". SVR strives to provide a work environment that is relatively free of hazards, as well as maintain a low injury and illness occurrence. SVR provides monthly safety training in an effort to ensure that all employees understand and apply safe practices in their assigned job task and continue to contribute suggestions to improve the overall safety of our facilities.

### BACKGROUND

The previous Injury Illness Prevention Program was created when the Authority became a standalone agency in 2004. Since then numerous regulations have been imposed on the agency that required a substantial revision to the IIPP. One of the goals assigned to the Safety Committee FY 2015/2016 was to update the IIPP. The revision of the IIPP included the following written programs:

- General Code of Safe Practices
- Hazard Communication
- Job Hazard Assessment
- Heat Illness Prevention Plan
- Respiratory Protection Tracking for correction and preventive actions
- Hearing protection program
- Blood Borne Pathogens
- Confined Space Entry
- Lockout / Tagout

### ATTACHMENT(S)

1. Revised IIPP



## INJURY AND ILLNESS PREVENTION PROGRAM

**Salinas Valley Solid Waste Authority**  
128 Sun Street, Suite 101  
Salinas, CA 93901

Revised:  
April 4, 2016



## INJURY AND ILLNESS PREVENTION PROGRAM

**Salinas Valley Solid Waste Authority**  
128 Sun Street, Suite 101  
Salinas, CA 93901

Revised:  
April 4, 2016

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## **List of Appendices**

- A General Code of Safe Practices
- B Safety and Health Forms
- C Supporting Documents and Exhibits
- D Hazard Communication (HAZCOM)
- E Hazardous Waste Operations and Emergency Response (HAZWOPER)
- F Personal Protective Equipment (PPE)
- G Respiratory Protection
- H Heat Illness Prevention
- I Bloodborne Pathogens
- J Hearing Protection Program
- K Lockout/Tagout (LOTO)
- L Confined Space Awareness
- M Contractor Safety Management

# 1 HEALTH AND SAFETY POLICY

The Salinas Valley Solid Waste Authority (SVSWA) is committed to employee safety in the work place. Safety is an integral part of how we operate, and we have adopted a comprehensive program to carry out that philosophy. SVSWA accepts responsibility for leadership of the health and safety (H&S) program and for providing the resources necessary to abate unsafe conditions and practices. This Injury and Illness Prevention Program (IIPP) is SVSWA's guiding H&S document.

We strive to keep our work environment free of recognized hazards, continually keeping in mind that there is always room for improvement and understanding that using safe practices is a learned skill. Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience and programs of operations similar to ours. It is always our goal to eliminate unsafe practices and conditions, and to have zero accidents and injuries.

**Further, it shall be the policy of SVSWA to promote excellence in our health and safety performance by abiding by the following principles:**

- Comply with all applicable environmental, health, and safety regulations to protect the health and safety of our employees, the public, and contractors.
- Strive to provide a workplace free from known and recognizable hazards.
- Always recognize that working in the recycling and solid waste industry poses many unknown hazards that require emergency action planning and constant awareness of the work environment.
- Give employees the authority to stop unsafe work practices, to stop work if necessary, and to inform supervisors immediately, and without fear of reprisal, when unsafe conditions are present.
- Take prompt action to correct or control unsafe conditions or work practices.
- Provide the necessary tools, equipment, and training for employees to perform their work in a safe manner.
- Investigate all workplace incidents and communicate lessons learned to the employees.
- Continually improve our health and safety performance and evolve our safety culture.
- Integrate health and safety elements into our organization's planning, decision making, and daily activities.
- Maintain appropriate standards and procedures that address and support all phases of this policy, with periodic review to verify their effectiveness in meeting regulatory compliance and organizational implementation.

SVSWA operates under the philosophy that safety, quality, and productivity complement each other. To that end, employee compliance with this health and safety program is required at all times.

The person with the authority and responsibility for implementing the Program:

Name: Rose Gill

Title: Human Resources and Organizational Development Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **2 PURPOSE OF THIS DOCUMENT**

This Injury and Illness Prevention Program (IIPP) documents the guiding principles of our health and safety (H&S) program. By preparing and implementing a formal IIPP, SVSWA intends to minimize the risk of injury and illness in the workplace and meet the requirements of Title 8 of the California Code of Regulations (CCR), Section 3203. This IIPP includes as appendices many vital safety and health programs, including our Code of Safe Practices (see Appendix A). The appended programs are listed in the table of contents.



### **3 HEALTH AND SAFETY AUTHORITY AND RESPONSIBILITY**

The discussion below describes the H&S authority and responsibilities of the Safety Officer, Managers and Supervisors, the Safety Committee, and all SVSWA employees.

#### **3.1 SVSWA Safety Officer**

The SVSWA Human Resources and Organizational Development (HROD) Manager will assume the duties of the Safety Officer. The Safety Officer has the authority and responsibility for H&S leadership and for proper implementation and maintenance of this Injury & Illness Prevention Program.

**The Safety Officer provides leadership and assumes overall responsibility for:**

- Implementing, maintaining, and monitoring the performance of the H&S Program.
- Determining the appropriate financial, human, and organizational resources to implement, maintain, and monitor the H&S Program, including training.
- Establishing accountability and delegating authority for continual improvement of an effective H&S Program.
- Leading the prompt investigation and evaluation of incidents, helping determine the necessary corrective actions, and assisting in communicating and implementing them.
- Conducting an annual review of this document and providing the current version to managers and supervisors.
- Integrating the H&S Program into the operational systems and business processes at SVSWA.
- Verifying the maintenance of H&S records consistent with SVSWA policy and regulatory requirements (see Section 10).
- In his or her absence, delegating the authority, responsibilities, and duties of the Safety Officer to a Safety Committee member.
- Reporting any serious injury, illness, or death immediately by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health (see Section 7.1)
- Verifying that the efforts of the Safety Committee, Managers, Supervisors, and others who assist in implementing the IIPP are coordinated and effective.

## 3.2 Managers and Supervisors

**Managers and Supervisors are responsible for helping improve the organization's safety culture by developing effective employee behaviors in themselves and in those they supervise. Additionally, Managers and Supervisors will verify that operations performed under their supervision are done with the utmost regard for the safety and health of all personnel involved, including themselves. Additional responsibilities include:**

- Providing leadership regarding safety policy, and setting the example by following all SVSWA safety rules.
- Implementing the safety policy with employees under their supervision.
- Implementing the safety work practices and procedures that apply to the work supervised.
- Providing and/or verifying adequate safety training to all employees under their supervision.
- Providing continuing safety instruction while issuing daily work assignments to focus attention on potential hazards and changes in work conditions or procedures.
- Being fully accountable for preventable injuries, collisions, and liabilities caused by their employees.
- Promptly reporting work-related incidents under their supervision and assisting in the investigation of such incidents. This will include assisting in communicating and implementing the identified corrective actions, and verifying that the corrective actions are implemented.
- Verifying that the necessary safety equipment and employee protective devices for each job are available, used, and maintained properly.
- Continually observing and evaluating work conditions and work practices, including tools, equipment, and environmental conditions (e.g., heat, etc.) to detect and correct unsafe conditions or practices and encourage safe behavior.
- Maintaining good housekeeping standards and cleanliness in their departments.

## 3.3 Safety committee

SVSWA has a Safety Committee that includes representatives from the administrative office, field operations, Resource Recovery department, supervisory, and management staff. The SVSWA Safety Committee is responsible for verifying the maintenance of a safe, healthy work environment by understanding and promoting SVSWA's H&S Policy and this IIPP, monitoring its application and effectiveness in the work place, and recommending improvements, consultation, and training.

**As such other responsibilities of the Safety Committee include:**

- Functioning as advisors to the Safety Officer.
- Serving as the “eyes and ears” of the Safety Officer and communicating to managers, employees, and supervisors about safety issues and provide feedback and recommendations to the Safety Officer.
- Assessing employee needs, helping engage the workforce with regard to safety, and serving as a channel for feedback from employees to management. The committee should promote the concept that safety problem solving is everyone's responsibility. However, it is important that, as H&S concerns are relayed by employees to a Safety Committee member, the issues are brought to the attention of the appropriate manager for improvement and/or disciplinary action.
- Verifying safety policy/procedure compliance through periodic inspections of all departments (see Section 6).
- Participating and reviewing incident/accident reports as applicable, and determining if the incident/accident was preventable, and recommending additional training or steps necessary to prevent further incidents/accidents of that nature.
- Providing copies of all records mentioned in Section 10 of this program to Human Resources, who maintain these files.
- Verifying that there is a person on site with the delegated authority to assume the responsibilities and duties of the Safety Officer in his or her absence.
- Assessing hazards associated with new or modified equipment, machinery or tasks for hazards, using the hazard assessment process outlined in Section 6.
- Inspecting work areas for hazards, including unsafe conditions, and safe and at-risk behaviors and/or work practices.
- Advising managers and the Safety Officer for the prompt control and correction of identified hazards (see Section 6).
- Maintaining the Code of Safety Practices (Appendix A) to be consistent with current jobs, tasks, and hazards.

**Along with providing key assistance to implement the program, the Safety Committee will assist with the following:**

- Employee training.
- Periodic facility inspections.
- Safety and health communications.

- Incident investigations.
- Identifying at-risk conditions and actions and recognizing safe behaviors.
- Record keeping related to safety and health.

**Safety Committee meets monthly to:**

- Review and act on submitted safety suggestions;
- Review and act on worksite inspection results;
- Review and act on investigations of workplace incidents; and,
- Discuss improvements to the current overall safety program/IIPP.

The Safety Committee's written records of the safety and health issues discussed at the committee meetings are made available to employees, and the records are maintained.

### **3.4 Employees**

**Employees are responsible for understanding their role in the effective implementation of all applicable aspects of our health and safety program and for complying with all Code of Safe Practices rules and SVSWA H&S policies. Employees must also continuously practice safe work practices and utilize safe behaviors while performing their duties. Other responsibilities for each employee include:**

- Attending and participating in tailgate safety meetings and other applicable health and safety training sessions.
- Becoming familiar with and complying with job safety rules and procedures during the course of his/her work activities (See the General Code of Safe Practices, Appendix A.).
- Refraining from unsafe work practices or the use of tools, equipment, or materials that create hazards for the user or others.
- Continually observing work conditions and work procedures to detect and report unsafe conditions, actions, equipment, or tools.
- Promptly reporting to his/her supervisor all incidents occurring within the course of his/her employment, no matter how minor, and cooperating in obtaining appropriate medical treatment.
- Cooperating with and assisting in the investigation of incidents to identify root causes and corrective measures to prevent their recurrence.
- Keeping work areas clean and orderly at all times.
- Wearing personal protective equipment when required, including, at a minimum, safety glasses, hard hats, and steel toed shoes in all areas where heavy equipment is operating.

Employees are also encouraged to submit suggestions to improve the H&S Program and practices. Safety communication is discussed below in Section 5.

## 4 COMPLIANCE

**All SVSWA personnel are responsible for implementing safe and healthful work practices. SVSWA verifies that all personnel will comply with these practices through the following practices:**

- Informing workers of the provisions of the Injury & Illness Prevention Program.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

If, during the course of work, an employee is observed performing an unsafe behavior and/or work practice, the employee is to be immediately informed of the situation, informed of the correct procedure, reminded to comply and correct actions, and reminded of the SVSWA disciplinary policy, and disciplinary action taken by supervisors or managers, if appropriate.

**Employees who fail to comply with the SVSWA safety rules (the Code of Safe Practices, Appendix A) will be subject to disciplinary action, up to and including, termination. Depending on the circumstances and the safety issues involved, the progressive disciplinary process may be appropriate. Typically, progressive discipline consists of:**

1. Verbal counseling
2. Written warning
3. Suspension without pay
4. Termination

For those employees participating in a collective bargaining unit, specific procedures for discipline may be contained in the Memorandum of Understanding (MOU).

Discipline will not be administered in retaliation for participation in safety activities or for reporting injuries or safety problems.

## 5 COMMUNICATION

**SVSWA believes that the best way to sustain our safety culture is through an effective safety communication system. SVSWA communicates with all employees about occupational safety and health elements in a form that is readily understood by its employees. The Safety Committee is SVSWA's primary vehicle for safety and health communication. The communication system includes the following features:**

- New-employee orientation including a discussion of safety and health policies and procedures and review of our IIPP.
- Employee health and safety training programs.
- Posted or distributed safety information at all SVSWA facilities. Posted information includes a safety bulletin board for written communication, relevant safety topics, and posted temporary hazards. Also, safety posters and signs will be posted in areas of concern to help remind employees of certain hazards and how to work safely in those areas.
- Regularly scheduled meetings of the Safety Committee, including making available to employees the written record of the safety and health issues discussed at the committee meetings and maintaining those records.
- General safety meetings, which will be scheduled as needed to review changes in the program and receive employee input. Other safety meetings include periodic meetings of supervisory employees and toolbox or tailgate meetings with SVSWA employees.
- Since the employee is often in a better position to spot potential hazards in the work areas, suggestion boxes and forms are provided at each SVSWA facility. Employee input with regard to safety is encouraged. All suggestions are reviewed at the Safety Committee meetings with a response given in a timely manner to the person making the suggestion with a safety suggestion action summary posted monthly on employee bulletin boards. In the event of an anonymous suggestion, a response will be written and posted on the safety bulletin board. A copy of the Safety Suggestion Form can be found in Appendix B.

SVSWA supervisors and managers communicate with and instruct employees orally about general safe work practices and hazards unique to each employee's job assignment. The SVSWA safety communication system encourages all employees to inform their manager or supervisor about workplace hazards without fear of reprisal.

## 6 HAZARD ASSESSMENT / PERIODIC INSPECTIONS

As a general rule, all personnel will be responsible for continuous, ongoing inspection of the workplace and the immediate reporting of hazards.

## 6.1 Hazard Assessment

Evaluating hazards is necessary for hazard control. It is important to identify all equipment and practices during the course of setting job classifications and describing their duties. Tools for identifying and evaluating work place hazards include Job Safety Analysis Forms and periodic inspections (see Section 6.2, below). These tools aid the Safety Officer and the Safety Committee in the site-specific identification and assessment of workplace hazards and the further development of our Code of Safe Practices.

### **Workplace hazards must be identified & assessed:**

- When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g., General Industrial Safety Orders, Construction Safety Orders, Telecommunication Safety Orders, Elevator Safety Orders, etc.) are revised.
- During the accident investigation process.
- When revealed during a routine inspection noted above.
- Whenever new substances, process, procedures, or equipment are introduced to the work place that represent a new safety hazard.
- Whenever SVSWA is made aware of a new or previously unrecognized hazard.
- When employee safety suggestions are made regarding a hazard.

Hazard evaluations may be conducted using the Job Task Safety Analysis and PPE Assessment forms in Appendix B. Directions for completing the Job Safety Analysis are provided in the sample.

When a new hazard is identified, workers must be alerted and trained about the new hazard and the new controls or safe work practice(s) being implemented to control that hazard. The identification of a new hazard may necessitate an update to the periodic inspection checklists (see Section 6.2, below). Further, the Code of Safe Practices may need to be reviewed and updated as new hazards are identified.

With regard to chemical safety, refer to the Hazard Communication Program (Appendix E) and the safety data sheets (SDS) for information about proper handling, storage, protective equipment, etc.

## 6.2 PERIODIC INSPECTIONS

Periodic inspections of SVSWA facilities will be performed to verify that the Code of Safe Practices is being followed (Appendix A) and to identify new or previously unrecognized hazards.

### **The inspections will consider the following aspects:**

- General Code of Safe Practices (Appendix A)



- Safety and health regulations
- Physical hazards
- Use of any hazardous chemicals or hazardous materials
- Employee work habits

**The responsibility for performing the inspections is described above in Section 3. At a minimum, these periodic inspections will be performed at the following times;**

- Quarterly by the Safety Committee;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new hazard; and
- Whenever management is made aware of a new or previously unrecognized hazard.

In addition, supervisors will continually monitor their work areas for at-risk conditions and actions.

**The scope of the periodic inspections will be such that, at a minimum, a thorough inspection of each facility will have completed over the course of a year. Quarterly inspections of the entirety of each facility are encouraged where feasible. Appendix B includes blank copies of the following inspection forms:**

- Office Area Inspection Form
- Household Hazardous Waste Area Inspection Form
- Landfill & Transfer Station Inspection Form
- Vehicle and Equipment Inspection Form

All findings will be documented on the inspection form, and a risk assessment code assigned, based on the descriptions given below. The risk assessment code is determined as follows:

Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

Class 3 - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

When a problem area is identified by a periodic inspection, all personnel exposed to the hazard are to be warned of the hazard and removed from it. The relevant operation will be ceased until the appropriate corrective actions are developed and implemented. The corrective action will be determined by the Safety Committee and reported to the Safety Officer and the appropriate supervisor and manager. A person is to be assigned responsibility and given the resources to correct the hazard, and a due date for completion is to be established. When the corrective action

is implemented and its completion verified by the Safety Officer, the inspection form should be signed and dated by the person responsible for the work. Hazard correction is described below in Section 8.

### **6.3 HAZARD NOTIFICATION BY EMPLOYEES**

Upon notification of a potential workplace hazard by an employee, whether verbally, in writing, or anonymously, an inspection of the subject work area, as described above, will be performed immediately by the Safety Officer or the Safety Committee. If a hazard is verified, it will be determined immediately if that operation must cease. Then the hazard will be abated to the extent practical, and all affected employees will receive training related to the newly identified hazard and any revised work practices and/or protective equipment that are applicable. The results of the inspection will also be given to the reporting employee or employees for review.

### **6.4 INSPECTION RESULTS / DOCUMENTATION**

Inspection records include the inspection schedule, results, and corrective and preventive actions. Inspection records will be maintained as described in Section 10.

## **7 INCIDENT REPORTING AND INVESTIGATION**

Employees are responsible for promptly reporting to their supervisor all incidents occurring within the course of their employment, no matter how minor, and cooperating in obtaining appropriate medical treatment. Incidents include work-related injuries, illnesses, and/or property damage. Incident reporting and investigation is encouraged for near-miss situations that could have resulted in injury, illness, or property damage.

### **7.1 Incident Reporting**

Every serious injury, illness, or death must be reported immediately by telephone or telegraph to the nearest office of the California Division of Occupational Safety and Health. Once a manager or supervisor is put on notice of an employee injury, they are to call the Human Resources Manager or Technician with the information. Human Resources will confer with the Safety Officer and determine if the injury is reportable. The Safety Officer or his or her designee will make the call to Cal/OSHA. The telephone number for the Cal/OSHA Enforcement District Office is 510-794-2521.

If the injury is after regular work hours or if Human Resources and the Safety Officer and his or her designee are unavailable, the manager or supervisor is to leave a detailed voice message for the Safety Officer and his or her designee, determine if the injury is serious based on the definition below, and make the call to Cal/OSHA.

A serious injury is defined as an injury or illness which requires hospitalization for more than 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement. Exception: an injury is not reportable if it occurs during a crime (penal code violation), or on a public roadway (vehicle accident).

Immediate is defined as soon as a call can possibly be made without interfering with medical treatment or emergency response activities.

**When making notification of a serious injury or death, be prepared to provide:**

- Your name;
- A telephone number at which you can be reached for follow-up questions;
- The name of the injured employee;
- The nature of the injury to the best of your knowledge;
- Where the employee is being hospitalized;
- A telephone number for the hospital;
- If the employee's family or other important person(s) have been contacted;
- What, to the best of your knowledge, happened;

- Where the injury occurred (site or location);
- When the incident happened; and
- The names of any other parties involved with the injury, as well as the names of witnesses.

### **Employer's Report of Occupational Injury or Illness, Form 5020**

California law requires employers to report, within five days of knowledge, every occupational injury or illness that results in lost time beyond the date of the incident or requires medical treatment beyond first aid. Cal/OSHA form 5020, Employer's Report of Occupational Injury or Illness, is used for this reporting. If an employee subsequently dies as a result of a previously-reported injury or illness, the employer must file within five days of knowledge an amended report (form 5020) indicating death.

**As noted, the report is not required for injuries and illnesses requiring only first aid. First aid is defined as:**

- Using a nonprescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
- Cleaning, flushing or soaking wounds on the surface of the skin;
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc. are considered medical treatment);
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards, etc.);
- Using eye patches;
- Removing foreign bodies from the eye using only irrigation or a cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;

- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
- Drinking fluids for relief of heat stress.

### **Workers' Compensation Claim Form (DWC 1)**

SVSWA must provide form DWC 1 to the employee within 24 hours of learning of an occupational injury or illness. The form includes instructions for completing the employee and employer portion of the form, retaining copies, and submitting the form. The employee should complete the appropriate portions of the forms and return it in a timely manner.

### **Doctor's First Report Form**

If the employee goes to the doctor, ask the employee to have the doctor send SVSWA a copy of the Doctor's First Report Form (Cal/OSHA form 5021) from the doctor for the file.

### **OSHA 300 Log**

This summary report of recordable injuries and illnesses is to be posted in a common area without employee names, specific to each physical address, every year from February 1 to April 30 for the previous year's recordable injuries and illnesses.

## **7.2 INCIDENT INVESTIGATION**

All reportable injuries and occupational illnesses will be investigated by the Safety Officer and the supervisor of the affected person or persons. As defined above, a reportable injury or illness is one that results in lost time beyond the date of the incident or requires medical treatment beyond first aid. The investigation will seek to determine the underlying causes of the injury or illness for the purpose of preventing similar incidents in the future. Employees are responsible for cooperating with and assisting in the investigation of incidents to identify root causes and corrective measures to prevent their recurrence.

**Procedures for investigating workplace accidents and hazardous substances exposures include the following actions:**

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

All investigation reports are reviewed by the Safety Committee. The Safety Committee may further investigate any injury or accident. Investigation results will be posted on the safety bulletin board, and the information disseminated among affected employees by their supervisors.

### **Accident, Injury and Illness Investigation Form**

**Once an occupational illness, accident, or injury occurs, reports must be completed by the affected employee and his or her supervisor immediately. (Separate employee and supervisor forms for reporting and investigating incidents are included in Appendix B.) The Safety Officer will lead the investigation with input from the affected employee and his or her supervisor. The investigation will evaluate causes and corrective actions necessary to prevent recurrence. All corrective actions will be documented on the investigation form. The description of corrective actions must include the identified hazard(s), who will be assigned to correct the hazard(s), and the date of completion. The correction protocol that is used may include one or more of the following:**

- Elimination of the hazardous practice or substance
- Substitution of a less hazardous practice or substance
- Engineering control
- Administrative control (such as a new safety rule or a change to employee training)
- Personal Protective Equipment (PPE)

### **Cal/OSHA Investigation**

**In the event of a serious injury or fatality, an inspection by Cal/OSHA should be expected. The following is a list of suggested questions from the Cal/OSHA Policy & Procedure C-170. The Safety Officer, Managers, and Supervisors should be prepared to answer the following questions:**

- How long has the employee been employed by the employer?
- What was the employee doing at the time of the accident?
- Was the employee assigned to do the job(s) he or she was doing at the time of the accident, and who did the assigning?
- Who was the employee's immediate supervisor, or other supervisor, for the job the employee was doing at the time of the accident?
- Was the employee trained in the specific job and the hazards of that job? Who provided the training? Is there documentation of the training?
- Were there any written procedures for the job that was being performed and was the employee following those procedures?

- Was the employee working alone? If not, who were the other employees and what were they doing at the time of the accident?
- Was the proper equipment, including personal protective equipment, being used for the job?
- Is the process, operation or job new to the worksite?
- Was the injured employee being supervised? What was the proximity and adequacy of supervision?
- Did the employee receive hazard recognition training prior to the accident?
- What was the location of the accident? What was the physical condition of the area where the accident occurred?
- What immediate or temporary action(s) could have prevented the accident or minimized its effect?
- What long-term or permanent action(s) could have prevented the accident or minimized its effect?
- Had corrective action been recommended in the past, but no corrective action been taken?

**Documents related to an incident may be requested by the Cal/OSHA investigator; Managers, Supervisors, and the Safety Officer should be prepared to present the following documents:**

- Injury and Illness Prevention Program;
- Records that establish management policies governing the activity involved in the accident, e.g., Code of Safe Work Practices;
- Condition reports, hazard reports, and analysis records that reflect decisions regarding the accident environment;
- Facility specifications and descriptions that construct the work environment;
- Purchasing specifications and directives that reflect decisions regarding equipment and work materials;
- Equipment installation, repair, maintenance and critical parts inspection records that reflect priorities and control of work;
- Equipment manufacturers' and SVSWA's operator manuals, work instructions, operator training criteria, and skill certification requirements that reflect program standards;

- Employee selection, placement, and training records that relate to operators, repair and maintenance workers, and supervisors;
- Work records that relate to the job and the individual employee with respect to task assignment, classification, hazard exposure, or health exposure; and
- Employer's Report of Occupational Injury or Illness (5020) for the incident and any other identified injuries or illnesses of interest.

NOTE: This list is not exhaustive. It is intended to provide guidance as to the types of documents and records that may be relevant to an investigation. The guiding principle for Cal/OSHA compliance personnel is to collect all records relating to the accident until knowledge of factors or examination of individual records determines that certain records are not relevant to the accident investigation.



## 8 HAZARD CORRECTION

**Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:**

- When observed or discovered.
- When a piece of equipment or an activity is immediately dangerous to life and health, the condition will be corrected immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service, or the activity discontinued.
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition will be provided the necessary protection.
- When a hazard is not an imminent threat and cannot be immediately abated, the hazard will be corrected in a timely manner based on the severity of the risk, and all potentially exposed employees alerted to the hazard.

When an employee is observed not complying with the SVSWA safety policy, rules, and/or procedures, the employee's supervisor will immediately inform the employee of the situation and will assist in correcting it as appropriate. The employee will be asked to comply and correct at-risk work practices and/or behaviors, he or she will be reminded of the SVSWA disciplinary policy, and disciplinary action shall be taken, if deemed appropriate.

## 9 TRAINING AND INSTRUCTION

**All SVSWA employees shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:**

- When the IIPP is first established;
- To all new employees;
- To all employees given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever SVSWA management is made aware of a new or previously unrecognized hazard;
- To managers/supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

**General workplace H&S training includes the following technical disciplines with specific information provided as necessary to reflect the employee's particular work area.**

- Implementation and maintenance of the IIPP and SVSWA policies, including the disciplinary policy;
- Emergency action and fire prevention;
- Provisions for medical services and first aid including emergency procedures;
- Personnel protective equipment
- Basics of spotter safety
- Equipment safety: general issues
- Hazards in the waste stream: handling difficult loads
- Hazards in the waste stream: bloodborne pathogens
- Working in dusty conditions

- Spotter safety: communicating with drivers
- Equipment safety: loader
- General traffic safety
- Fire extinguisher safety
- Prevention of musculoskeletal disorders, including proper lifting techniques;
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills;
- Proper storage and handling of toxic and hazardous substances, including the prohibition of eating or storing food and beverages in areas where they can become contaminated.
- Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers; and
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels;
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety;
- Proper reporting of hazards and accidents to supervisors;
- Load checking

A Training Matrix has been developed as a tool to help identify the hazards associated with each job classification, and employee training required for it. Supervisors, Safety Committee members, and/or the Safety Officer are responsible for verifying that employees receive training on general workplace safety as well as on health and safety issues specific to their job.

A training log form (see Appendix B) is to be filled out upon the completion of any training. The training log must include the names of all students and instructors as well as the subjects covered and the date of the training. All training logs should be forwarded to Human Resources for maintenance.

## 10 RECORDKEEPING

**Safety-related records will be kept by the Human Resources Department and will include the following:**

- Copies of inspection forms used in conjunction with periodic safety inspections and required routine Facility self-inspections. Safety inspection records include the inspection schedule, completed inspection forms, and records relating to any corrective or preventive action that was implemented. Inspection-related records will be maintained for a minimum of three years.
- Current employees' training records.
- Former employees' training records (to be retained at least three years after termination of employment, unless the employee was employed for less than one year, in which case the employee will be provided a copy of his training record upon termination of employment).
- Documented accident, injury and illness investigations including the completed form(s).
- Safety Suggestion Forms and the documented responses.
- Copies of all required workers' compensation forms (Employer's First and Employee Claim Forms).
- Safety meeting minutes.
- Records of hazardous waste tank daily inspections; and
- Descriptions and documentation of facility emergency-response drills.

Records associated with the specific health and safety programs that are attached as appendices to this IIPP (see the Table of Contents) are described and their retention periods provided in the applicable written programs themselves.

## **APPENDICES**

## **Appendix A**

### **Code of Safe Practices**



## Appendix A –Code of Safe Practices

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**Table 1.**

# **APPENDIX A**

## **CODE OF SAFE PRACTICES**

### **PURPOSE AND SCOPE**

This document outlines safe work practices that must be adhered to in the workplace. The safe work practices apply to all employees in all work areas. Employees are to receive specific instruction by their supervisor with respect to hazards specific to each employee's job assignment.

### **GENERAL CODE OF SAFE PRACTICES**

Our general safe work practices are as follows:

#### **General**

- Comply with SVSWA rules and workplace policies regarding health and safety.
- Read and become familiar with the following safety-related documents:
- SVSWA health and safety Injury and Illness Prevention Plan (IIPP).
- Any site-specific or task-specific health and safety plans, programs, procedures or requirements. Contact your supervisor for the latest versions. These plans, programs, procedures or requirements must be understood before you begin work.
- Never work under the influence of alcohol or illegal drugs.
- Never possess, distribute, sell, transfer, or use alcohol or illegal drugs in the workplace.
- Fighting or threatening violence in the workplace is prohibited.
- Permit no horseplay, boisterous or disruptive activity, or running in the workplace. Do not throw tools or any other item.
- Maintain awareness. Negligence or improper conduct leading to damage of property is considered misconduct that may lead to disciplinary action.
- Participate in the safety program by reporting any unsafe conditions or unsafe acts to your supervisor.
- Report all accidents, near misses, injuries, or occupational illnesses to your supervisor.



- When driving a vehicle or operating equipment, buckle the seat belt, pay attention, and observe traffic laws.
- Avoid awkward positions or twisting while lifting, pulling, or pushing. Pushing generally is better than pulling loads. Review ergonomic training material and apply knowledge to your work tasks. Get help with loads that are awkward or weigh 50 pounds or more.
- Comply with fire codes. Keep hallways and exits clear and familiarize yourself with proper fire response procedures and fire extinguisher locations.
- Do not block access to fire extinguishers, fire pull stations, or other firefighting equipment. Do not operate, tamper with, or remove portable fire extinguishers, except in an emergency and in accordance with safety procedures. If a fire extinguisher is used, do not put it back on the hook. Instead, contact your supervisor to have the fire extinguisher recharged to full capacity.
- When storing materials of any description near the ceiling, allow at least 18 inches between the top of the storage and any fire sprinkler head.
- Do not obstruct electrical control panels. Maintain at least 36 inches of clearance in front of this equipment.
- Familiarize yourself with locations of first aid kit(s) and where to obtain first aid, emergency evacuation routes, and details of the emergency notification system.
- If you provide first aid or other assistance, avoid direct contact with blood or other bodily fluids. Wear appropriate gloves and other protective equipment before providing assistance. Follow the exposure control guidelines outlined in your first aid training. Do not provide first aid unless you have received training.
- Always practice good housekeeping:
- Keep floors clean and dry to prevent slipping hazards. Spills should be cleaned up immediately.
- Make an effort to keep work areas clear of trip hazards, and keep tools and materials out of walkways. Do not run electrical cords or any other cords, ropes, cables, or other trip hazards across aisles, walkways, corridors, passageways, stairways, or any other areas where people might walk.

## **Facility Safe Practices**

- Read and understand the facility emergency action plan for evacuation and emergency response.
- Be familiar with facility communications systems (hand signals, emergency signals, etc.).

- Locate wind direction indicators (e.g., flags, strips of surveyor's tape) strategically placed at the facility. Be aware of weather conditions (wind direction, temperature, impending thunderstorms, etc.), and plan your work accordingly.
- Know the locations of safety equipment (eye wash stations, emergency showers, fire extinguishers, etc.) and how to use them.
- Never expose yourself to potentially hazardous conditions without appropriate protection. Wear Personal Protective Equipment (PPE) utilizing the following guidance (see also Appendix F, PPE):
  - Hard hat, safety glasses, safety-toe boots, and high-visibility clothing (e.g., safety vest) are our uniform. Wear them proudly. Work boots with safety toes and adequate ankle support are required while on the jobsite.
  - Wear properly fitted attire. Baggy clothing is not permitted.
  - Wear eye protection (safety glasses or goggles) to protect against flying objects (chips, fragments, etc.) or other hazards (such as splashing liquids). Eye protection must be worn under face shields, which protect the face but do not protect the eyes adequately by themselves.
  - Respirator use is determined by task-specific conditions. When using respirators, comply with the SVSWA Respiratory Protection Program (see Appendix G, Respiratory Protection).
  - Wear special clothing and gloves if necessary to protect against chemical exposure.
  - Use tools for the job as intended. Comply with all warning labels.
  - Wash hands and face thoroughly before eating, drinking, smoking or any activity that increases hand-to-mouth contact.
  - Watch out for and avoid natural hazards, such as poisonous plants (like poison oak), insects, spiders, and potentially dangerous animals where possible. Take steps to control or protect against stings or bites that may result despite precautions.
  - When dismounting equipment, use the three-point contact rule. DO NOT jump off machinery.
  - Observe the walking surface, especially in areas with an uneven surface (ungraded dirt, broken pavement, waste), and note potential for tripping, slipping, and falling, including such hazards as hidden holes or ditches. Wear boots with adequate ankle support.
  - Read, or discuss with your supervisor, any task-specific health and safety requirements before performing work.

## **Office Safe Practices**

- To reduce the risk of ergonomic injury, set up your office work station so that you can work in neutral postures to the extent possible. Make sure your office furniture gives proper back support and keyboard elevations. Your mouse and keyboard should be situated on the same level, about “elbow high” as you are seated.
- Take breaks from typing or other repetitive tasks as needed, including standing up, stretching in place, or walking around.
- Use equipment properly: pay attention when using items such as paper cutters and electric staplers, and do not use such equipment if guards or other safety features are broken or defective.
- Do not leave file cabinets or desk drawers open. Do not fully open the top drawer of a file cabinet if it could tip over or become unstable as a result.
- Personal property (such as purses and briefcases) should be stored out of sight or in locked cabinets to reduce the risk of theft.

## **AIR COMPRESSOR SAFETY**

- Compressors should be equipped with pressure relief valves and pressure gauges.
- No valving or other cut-off device may be installed on either side of a pressure relief valve.
- Pressure venting outlets must be directed such that they do not pose a hazard to personnel during the venting process.
- Compressor air intakes should be installed and equipped so as to ensure that only clean, uncontaminated air enters the compressor.
- Compressors should be operated and lubricated in accordance with the manufacturer's recommendations.
- Compressors and receivers should be maintained and periodically drained in accordance with the manufacturer's recommendations.
- Safety devices on the compressed air systems must be checked frequently.
- Before repair work is done on the pressure systems of a compressor, the entire system must be bled off and the system locked/tagged out such that the compressor motor cannot start, and no residual pressure remains anywhere within the system.
- Signs must be posted to warn of the automatic starting feature of the compressors.

- The belt drive system must be totally enclosed, providing protection from the front, back, top, bottom, and sides.
- Suitable locking devices, such as safety chains, should be used at couplings of high pressure hose lines where a connection failure would create a hazard.
- Do not use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard.

## **COMPRESSED AIR**

(NOTE: See also “Air Compressor Safety” and “Hand Tools Safety”)

- Air guns shall be equipped with safety nozzles that have side vents except where their use prevents them from doing the task.
- Eye protection must be worn when using compressed air.
- Before use, be sure that air hoses are not cracked, cut, abraded, or otherwise damaged in a way that could cause a leak.
- Do not use leaking hoses; a leak can easily become a rupture and create a hazard.
- Do not use ordinary compressed air for breathing air, such as in an air supplied respirator.
- Never hold air nozzle directly against skin.
- Never direct compressed air towards face or ears
- Do not use compressed air greater than 10 PSI to blow dirt, dust, chips, etc., from skin or clothing.
- Inappropriate use of air guns, such as shooting objects and other horseplay, is prohibited.
- Do not use compressed air to clean up flammable liquids or other hazardous materials.
- Do not use compressed air to clean up dust where the presence of airborne dust could create a fire or explosion hazard or if the dust would present a respiratory hazard.
- Do not use compressed air to transfer hazardous substances from one container to another unless the containers are specifically designed to withstand, with a safety factor of at least four, the maximum pressure to which they may be exposed.

## **CONVEYOR SAFETY**

- All appropriate conveyor guards must be in place so a person can't be caught in the nip, pinch or catch points between the belt(s), chain(s), drum(s), pulley(s), gear(s) or sprocket(s).
- Guards are not removed or adjusted by anyone except an authorized mechanic with the approval of the area supervisor. When the guards are removed for repairs or adjustment, the main power is to be locked out and tagged.
- Powered conveyors shall not be started until all exposed employees are clear of conveyor or are warned the conveyor is about to start.
- Loose clothing, ties, watches, and so forth are not worn around conveyor belts.
- Employees shall not crawl over or under, ride or walk on a moving conveyor.
- Employees should be instructed to push the stop button and not to grab for objects that get caught in the conveyor.

## **CRANES AND HOISTS**

- Do not use load hooks that are cracked, bent, or broken.
- Passengers are not permitted to ride inside the operator's cab of a truck crane.
- Keep crane windows clean. Do not use a crane if its windows are broken.
- Do not exceed the rated load capacity of the crane as specified by the manufacturer.
- Use the cribbing mats when operating the crane on compressible ground.
- Fully extend the outriggers of the crane before attempting a lift.
- Stay outside the barricades of the posted swing radius of the crane. Do not perform any crane refits or modifications without the manufacturer's approval.
- Do not leave the crane you are working in unattended if you have a hoisted load suspended in the air.
- Do not hoist loads over people.
- Do not drive the crane on the road shoulders.
- Signalmen must wear the high visibility, fluorescent orange vest. When operating a crane, follow only the signals of the person designated to give you signals.

- Replace the belts, gears or rotating shaft guards after servicing a crane: do not use the crane if your guards are missing from these areas.
- Use a spotter when working near overhead power lines, know the line voltage, and know the safe distance that must be maintained.

## **ELECTRICAL SAFETY**

- All on/off and safety switches must be in correct operating condition.
- All frayed wires are to be fixed or reported to the safety coordinator.
- Never use wet hands when handling electrical wires or equipment.
- Power operated tools are to be grounded or of the double insulated type.
- All unused electrical equipment must be put away after use.
- All proper electrical grounding mechanisms must be in place. **DO NOT CUT OFF THE GROUND INSERT OF ANY ELECTRICAL PLUG.**
- Use waterproof cords outdoors.
- Leave at least 3 feet of work space around electrical equipment while in use.
- Report any electrical tool, equipment, or wire problems immediately to your supervisor or the safety officer.
- Never overload motors, circuits, or outlets.
- Never work near a power line with metal tools.
- Never work on electrical equipment without following Lockout/Tagout procedures.
- Workers shall not handle or tamper with any electrical equipment, in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
- Portable electrical tools shall not be lifted or lowered by means of the power cord.
- Do not use frayed, cut, or cracked electrical cords.
- Do not plug multiple electrical cords into a single outlet. Do not use extension or power cords that have the ground prong removed or broken. Do not use electrical cords for permanent installations.

- Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits. Turn the power switch to "OFF" and unplug office machines before adjusting, lubricating or cleaning them.

## **FALL PROTECTION**

- Approved personal fall arrest, personal fall restraint or positioning systems shall be worn by those employees whose work exposes them to falling in excess of 7 1/2 feet from the perimeter of a structure, unprotected sides and edges, leading edges, through shaft ways and openings, sloped roof surfaces steeper than 7:12, or other sloped surfaces steeper than 40 degrees not otherwise adequately protected under the provisions of these Orders.
- Any employee(s) on suspended scaffolds or similar work platforms with horizontal lifelines which may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.
- Horizontal lifelines shall be designed, installed, and used, under the supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- Lanyards and vertical lifelines shall have a minimum breaking strength of 5,000 pounds.
- Any time vertical lifelines are used, each employee shall be attached to a separate lifeline.
- Lifelines shall be protected against being cut or abraded.
- Self-retracting lifelines and lanyards which automatically limit free fall distance to 2 feet or less shall be capable of sustaining a minimum tensile load of 3,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Self-retracting lifelines and lanyards which do not limit free fall distance to 2 feet or less, rip stitch lanyards, and tearing and deforming lanyards shall be capable of sustaining a minimum tensile load of 5,000 pounds applied to the device with the lifeline or lanyard in the fully extended position.
- Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body belts and body harnesses shall be made from synthetic fibers except for when they are used in conjunction with hot work where the lanyard may be exposed to damage from heat or flame.

### **Personal fall arrest systems, when stopping a fall, shall:**

- Limit maximum arresting force on an employee to 1,800 pounds when used with a body harness.

- Be rigged such that an employee can neither free fall more than 6 feet, nor contact any lower level, and, where practicable, the anchor end of the lanyard shall be secured at a level not lower than the employee's waist
- Bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet.
- Have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet, or the free fall distance permitted by the system, whichever is less.
- The attachment point of the body belt shall be located in the center of the wearer's back. The attachment point of the body harness shall be located in the center of the wearer's back near shoulder level, or above the wearer's head.
- Body belts, harnesses, and components shall be used only for employee protection and not to hoist materials. Body belts used in conjunction with fall restraint systems or positioning devices shall limit the maximum arresting force on an employee to 900 pounds.
- Personal fall arrest systems shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed from service.
- Body belts shall be at least one and five-eighths (1 5/8) inches wide.
- When a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the working level or working area.
- Each personal fall arrest system shall be inspected not less than twice annually by a competent person in accordance with the manufacturer's recommendations.

**Positioning device systems and their use shall conform to the following provisions:**

- Positioning devices shall be rigged such that an employee cannot free fall more than 2 feet.
- Positioning device systems shall be inspected prior to each use for wear, damage, and other deterioration, and defective components shall be removed from service.
- The use of non-locking snaphooks shall be prohibited after January 1, 1998.
- Anchorage points for positioning device systems shall be capable of supporting two times the intended load or 3,000 pounds, whichever is greater.



**Personal fall restraint:**

- Body belts or harnesses may be used for personal fall restraint.
- Body belts shall be at least one and five-eighths (1-5/8) inches wide.
- Anchorage points used for fall restraint shall be capable of supporting 4 times the intended load.
- Restraint protection shall be rigged to allow the movement of employees only as far as the sides of the working level or working area.
- Lanyards shall be secured to a substantial member of the structure or to securely rigged lines.
- All fall arresting, descent control, and rescue equipment shall be approved as defined.

**FLAMMABLE & COMBUSTIBLE MATERIALS**

- All combustible scrap, debris and waste materials (i.e. oily rags) must be stored in covered metal receptacles and removed from the worksite promptly.
- Proper containers and tanks must be used for the storage and handling of flammable and combustible liquids.
- All connections on drums and combustible liquid piping, vapor and liquids must be kept tight and secure.
- All flammable liquids must be kept in closed containers when not in use.
- All secondary hazardous wastes must be stored in fire-resistant, covered containers until they are removed from the worksite.
- Proper fire extinguishers must be provided for the types of materials in areas where they are to be used.
- Appropriate fire extinguishers must be mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials.
- Transfer-withdrawal of all flammable or combustible liquids must be performed by trained personnel.
- Employees must be trained in the use of fire extinguishers.

- All extinguishers must be serviced, maintained and tagged at intervals not to exceed one year, and inspected monthly.
- "NO SMOKING" signs must be posted where flammable or combustible materials are used or stored.
- Safety cans must be used for dispensing flammable or combustible liquids at a point of use.
- Spills of flammable or combustible liquids must be cleaned up promptly.

**PPE: when working with flammable or combustible materials, the following PPE is required:**

<b>Gear:</b>	<b>When:</b>	<b>To Protect Against:</b>
Safety glasses to indirectly-vented goggles and faceshield	When handling liquids or gasses	Chemical splash, exposure
Chemical gloves use appropriate type described in SDS	When handling liquids or gasses	Chemical contact with skin

## **ABRASIVE WHEEL EQUIPMENT (GRINDERS)**

- Safety glasses or indirectly-vented goggles must be worn when using a grinder.
- Face shields must be worn over the safety glasses when grinding larger objects where there is a hazard of flying pieces that may come into contact with the face.
- The area around the grinder shall remain clean and free of any potential hazards.
- The work rest shall be kept adjusted to within 1/8 inch of the wheel.
- The adjustable tongue on the top side of the grinder shall be kept within 1/4 inch of the wheel.
- The side guards must cover the spindle, nut and flange and at least 75% of the wheel diameter.
- Bench and pedestal grinders shall be permanently mounted.
- The maximum RPM rating of each abrasive wheel must be compatible with (greater than) the RPM rating of the grinder motor.
- All fixed or permanently mounted grinders must be connected to their electrical supply system with metallic conduit or other permanent wiring method.

- Each grinder must have an individual on and off control switch.
- All electrical operated grinders must be effectively grounded.
- Before new abrasive wheels are mounted, each must be visually inspected and ring tested.
- Dust collectors and powered exhausts provided on grinders must be used and operated whenever large amounts of dust are produced.
- Splash guards mounted on grinders that use coolant must be used to prevent coolant from reaching employees.

**PPE: when using grinders or other abrasive wheel equipment, the following PPE is required:**

<b>Gear:</b>	<b>When:</b>	<b>To Protect Against:</b>
Safety glasses or goggles	Always	Flying objects
Faceshields	Risk of larger flying objects	Flying objects
Ear plugs or muffs	Always	Noise-induced hearing loss

## **HAND TOOLS SAFETY**

### **General**

- Employers are responsible for the safe condition of tools used by employees, including those tools which are furnished by employees for use in the workplace.
- All tools must be restricted to the task for which they are intended.
- All employees must be made aware of the hazards caused by faulty or improper use of hand tools, such as using a screwdriver as a chisel.
- Hand tools such as chisels, punches, etc. which can develop "mushroom" heads during use must be reconditioned or replaced as necessary.
- Broken and fractured handles on equipment such as hammers, axes and similar tools must be replaced promptly.
- Appropriate safety glasses, face shields, etc., must be used when using hand tools or other equipment which produce flying materials, or that are subject to breakage.
- Eye and face protection must be worn when driving hardened or tempered studs, nails, or rivets.

- Tools with cutting edges must be kept sharp to ensure the tool will move smoothly without binding or skipping.
- Tools must be stored in a dry and secure location when not in use.
- Tools must not be left lying where others can slip or trip over them.
- Tool with sharp edges must be carried in sheaths, never loose in the pocket, and always pointed away from the body.
- Unrepairable tools must be destroyed or disposed of.

### **Hammers**

- Select the proper size and type of hammer for the job. Use soft hammers on machine parts, hardened parts, and finished work.
- Be sure the handle is not cracked or loose.
- Oily hands or hammer handles will cause the hammer to slip.
- Grip a hammer near the end of the handle not near the head.
- Hammers with chipped faces are dangerous and must be replaced.

### **Miscellaneous Bench Tools**

- Do not carry sharp-pointed tools, such as scribes, dividers, and screwdrivers in your pockets.
- Place your tool on the bench in such a way that any sharp points will not puncture your hands.
- Arrange your tools neatly on the bench so they will not roll off.
- Surface plates are precision tools and should never be used for hammering, stamping, or for rough work which might scratch them.

### **Files**

- Be sure the files have a handle that is well-secured to the file.
- Select the correct shape, size, and cut of file for your job.
- Do not strike a file against metal vises and other objects.
- Dull files should be replaced.

- Files that are clogged with soft metal should be cleaned with a wire brush

## **Scrapers**

- Check the scraper to be sure it is sharp.
- Hold it in such a way that it will not slip
- Never grip a scraper on the sharp edges.
- Never carry a sharp-pointed scraper in your pocket. Place it on your machine or bench so you won't jab your hand.

## **Screwdrivers**

- Use the correct type of screwdriver for the screw, e.g., Phillips, slotted, Torx, etc.
- The blade of a screwdriver must fit the slot of the screw correctly.
- Do not use screwdrivers whose blades are worn, dull, chipped or broken.
- Avoid holding small work in your hand when using a screwdriver.
- Be sure the handles have no sharp burrs and are not split.
- For electrical work use screwdrivers with insulated handles.
- Screwdrivers have been designed to fulfill one function, namely, to insert and remove screws. Do not use them as chisels, punches, or for any other uses.

## **Wrenches**

- Use a socket or box wrench whenever possible, instead of an open-end wrench.
- You should never use a wrench that does not fit the nut or bolt head properly. Loose-fitting wrenches are not only dangerous to use, but will soon ruin the corners of bolt heads and nuts.
- A wrench is not a hammer, never use it as such.
- Keep yourself well braced and be careful not to lose your balance. Do not throw your weight against a wrench.

- If necessary to use a hammer on a large wrench use a soft-faced hammer.
- Wrenches should be kept free of oil and grease.
- Do not use wrenches around revolving machine parts, work, or cutters.

### **Pliers—locking, slip-joint, etc.**

- Pliers with worn or smooth jaws are liable to slip and should be replaced.
- Do not use pliers as a wrench.
- When using pliers, be sure that no burr is left that will create a future hazard

## **HOISTING EQUIPMENT**

- Each overhead electric hoist must be equipped with a limit device to stop the hook travel at its highest and lowest points of safe travel.
- Each hoist must automatically stop and hold any load up to 125 percent of its rated load.
- The rated load of each hoist must be legibly marked and visible to the operator.
- Stops must be provided at the safe limits of travel for trolley hoists.
- The controls of all hoists must be plainly marked to indicate direction of travel or motion.
- Each cage-controlled hoist must be equipped with an effective warning device.
- Close-fitting guards or other suitable devices must be installed on hoists to assure hoist ropes will be maintained in the sheave grooves.
- All hoist chains or ropes must be of sufficient length to handle the full range of movement for the application, while maintaining two full wraps on the drum at all times.
- Nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground or working platform must be guarded.
- Kinked or twisted chains or ropes must never be used.
- Operators must avoid carrying loads over people whenever possible.
- Only employees who have been trained in the proper use of particular equipment are allowed to operate it.

# LADDER SAFETY

Because ladders are so commonplace, their safety precautions are often not followed. About 65,000 Americans per year are injured while using a ladder.

## General Policy

Always:

- Follow the ladder safety rules printed in these guidelines and on the ladder.
- Inspect ladders before using them.
- Ensure you have the required ladder(s) with you.

## Choosing a Ladder

Select the right ladder for the task. A ladder's type is determined by how much weight it can safely support. A ladder should be selected which can hold your weight, plus any tools, plus any materials.

**Type 1A:** Extra Heavy Duty Industrial Ladder, 300 pounds' capacity

**Type 1:** Heavy Duty Industrial Ladder, 250 pounds' capacity

**Type 2:** Medium Duty Commercial Ladder, 225 pounds' capacity

**Type 3:** Light Duty Household Ladder, 200 pounds' capacity

Extension ladders vary in length. Choose one that is about three feet taller than the job, plus allowing for the one foot out for every four-foot rise rule. Don't use a ladder that is so tall that the extra height presents a hazard. Extension ladders should have the proper overlap depending on their maximum length:

- 3- foot overlap for a 32-foot ladder
- 4- foot overlap for a 32 to 36-foot ladder
- 5- foot overlap for a 36 to 48-foot ladder
- 6- foot overlap for a 48-foot ladder

## Pre-Use Check

Ladders must be periodically inspected by a competent person for visible defects, and after any incident that could affect the ladder's safe use.

- The minimum clear distance between side rails for portable ladders is 11½ inches
- Rungs/steps of both portable and fixed ladders must not be vertically spaced less than 10 inches apart, or more than 14 inches apart.
- Rungs/steps must be parallel, level and uniformly spaced when the ladder is in position for use.
- Rungs/steps of portable ladders must be corrugated, knurled, dimpled, coated with skid-resistant paint, or otherwise treated to minimize slipping.
- Rungs/steps must be intact and free from grease, oil or other slipping hazards
- Side rails and rungs/steps must be free of splinters or sharp edges, which could lead to puncture or laceration wounds, or snag clothing.
- Metal ladders must not be dented or bent. Fiberglass ladders must not be cracked or torn. Ladders showing evidence of exposure to fire or corrosive chemicals should not be used.
- All ladder feet should be in place.
- All support braces and associated bolts/rivets must be in place and secure.
- On extension ladders, make sure the rope is not torn or frayed.
- On stepladders, make sure the hinge spreader is working properly.
- Wood ladder components must not be coated with any opaque covering (paint, plastic, etc.) except for required identification or warning labels, which may be placed on only one face of a side rail.

## **Using a Ladder**

- If you have any fear of heights – STOP – do not climb a ladder. Let somebody else do it.
- Read and follow all manufacturer’s labels and warning stickers on the ladder.
- Stepladders should only be used fully opened, with the spreaders locked.
- Never step on the spreader of a stepladder.
- Never climb on the rear section of a stepladder unless it is designed for use on both sides.
- Never stand or sit on the top rung or the top of a stepladder.



- Carefully raise an extension ladder before extending it. If in doubt, get a co-worker to help. Secure the foot of the ladder before extending it.
- The base of a ladder should be away from the building/wall  $\frac{1}{4}$  of the distance from the ground to the ladder's support or contact point on the building/wall.
- Use both hands when climbing. Hoist tools up in a bucket, or wear a tool belt.
- Don't stretch so far sideways to reach something that your belly button is past the side rail of the ladder. Climb down and move the ladder.
- Always face toward the ladder when climbing up or down.
- Be very careful when using a ladder in wet conditions – you may not have as much stability as when it's dry.
- Make sure all the ladder's feet are secure on a stable, level, and firm surface – unless secured to prevent accidental movement.
- For more than a one-time use, make sure the base and the top of the ladder are tied off or otherwise secured.
- Wear proper footwear.
- Carry an extension ladder horizontally, not vertically. Get help. Watch your step.
- Never use a ladder for uses it's not intended for, such as in place of scaffolding.
- Never allow more than one person at a time on a ladder.
- Ladders placed in areas such as doorways, passageways, driveways, etc., must be secured, or barricades must be placed to keep pedestrians, traffic, doors, etc. away from the ladder.
- The area around the top and bottom of a ladder should be kept clear of other activities.
- Ladders must not be moved, shifted or extended while in use.
- Ladders must have non-conductive side rails if used where workers could come into contact with energized electrical equipment or conductors.
- Immediately red-tag defective ladders: "Do Not Use" or Out of Service" and make sure they are not used.

## **Training**

Each employee using a ladder must be able to recognize hazards related to the ladder and its use, and be able to use proper procedures to minimize such hazards. Each employee must understand:

- The nature of fall hazards in the work area;
- The correct procedures for erecting, maintaining and lowering the ladder;
- The proper construction, use, placement and care of the ladder; and
- The maximum load-carrying capacity of the ladder

## **MACHINE EQUIPMENT SAFETY (GENERAL) & GUARDING**

- All "pinch points" and "shear points" of machines, parts of machines, or component parts of machines which create hazardous revolving, reciprocating, running, shearing, punching, pressing, squeezing, drawing, cutting, rolling, mixing or similar action, not guarded by the machine's frame or by its location, must be guarded against potential contact.
- A machine stopping device must be within easy reach of machine operator(s) and in correct operating order.
- Keep fingers and hair away from all moving parts of operating equipment.
- All equipment guards must be in place before operation.
- Proper clothing must be worn at all times.
- Gasoline must not be used for cleaning purposes.
- Keep machines well oiled. Always wipe off excess oil.
- Use only wrenches which fit properly. Open-end or socket wrenches should be used whenever possible. Avoid using adjustable wrenches if possible.
- Be sure the speed, feeds and stops are correctly set before turning on power.
- Be sure all attachments fit properly.
- Clean spindle holes and shanks before assembling parts.
- When raising and lowering tables and heads, be sure the clamps are loose.

- Replace the guards before starting machines, or after making adjustments or repairs to the machine.
- Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery. Do not wear loose clothing or jewelry in the machine shop. Long hair must be contained under a net, regardless of gender.
- Read and obey safety warnings posted on or near any machinery. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, unplug it before clearing the jam.

**PPE: Specific tasks may require further specific PPE. The following Personal Protective Equipment is required:**

<b>Gear:</b>	<b>When:</b>	<b>To Protect Against:</b>
Safety glasses or goggles	Always	Flying objects
Ear plugs or muffs	When signs on machine require it	Noise-induced hearing loss
Leather gloves	When handling sharp metal	Cuts
Safety-toed shoes	When handling heavy objects	Objects falling on toes

**Table 2.**

## **TRANSFER STATION TRAFFIC SAFETY**

### **General**

- Hardhats and eye protection must be worn at all times.
- Spotters and drivers must wear warning vests or garments.
- Personal sound systems, noise-canceling headphones, or other devices that could interfere with hearing backup alarms shall not be worn. This does not include passive hearing protection devices.

### **Loaders**

- Loaders with malfunctioning backup alarms shall not be used.
- Drivers shall wear seat belts.
- Drivers are responsible for ensuring that spotters or other persons on the ground are at a safe distance from the path of travel of the vehicle.

- Drivers should expect and anticipate that clients will be in unsafe locations or otherwise behave unsafely, and pay particular attention to looking out for them.

## **Spotters**

- Spotters should always assume that drivers cannot see them, and spotters should avoid the path of moving loaders and other vehicles.
- Spotter should be aware of their surroundings at all times.
- Spotters shall make sure to communicate to co-workers anytime a customer enters the facility with a pet inside his vehicle. All pets should be secured within the vehicle or restrained to a leach or chain in the vehicle bed.

## **Appendix B**

### **Safety and Health Forms**



## **Appendix B – Safety and Health Forms**

### **List of Forms**

## **SVSWA Safety Suggestion Form**

**This form is for use by employees who wish to make suggestions or report an unsafe condition or practice.**

Area of Unsafe Condition or Action: \_\_\_\_\_

What Unsafe Condition or Action Did You See? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What Do You Think Might Have Caused This? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How Would You Suggest Improving Safety? \_\_\_\_\_

\_\_\_\_\_

Has This Been Reported to the Safety Coordinator? \_\_\_\_\_

Name **(optional)**: \_\_\_\_\_ Date: \_\_\_\_\_

SVSWA ENCOURAGES EMPLOYEES TO PARTICIPATE IN COMMUNICATIONS INVOLVING SAFETY.

SVSWA WILL INVESTIGATE EVERY SUGGESTION AND ADVISE THE EMPLOYEE OF THE RESPONSE IN A TIMELY MANNER.

**Anonymous Suggestions: A response will be written and posted on the safety bulletin board.**

SVSWA  
**Forma De Sugestiones De Peligro**

**Esta forma es para los empleados para que hagan sugerencias, reportes de una condición o lugar peligroso o prácticas peligrosas.**

Área insegura de la condición o de la práctica: \_\_\_\_\_

Descripción insegura de la condición o de la práctica: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Factores o causas de contribución: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sugerencia para mejorar seguridad: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

El tema asido reportado a un coordinador de seguridad? \_\_\_\_\_

Nombre (Opcional): \_\_\_\_\_ Dia: \_\_\_\_\_

**SVSWA ANIMA LA EMPLEADOS QUE PARTICIPEN EN LAS COMUNICACIONES QUE IMPLICAN SEGURIDAD.**

**SVSWA INVESTIGARA CADA SUGERENCIA Y ACONSEJARA AL EMPLEADO DE LA RESPUESTA EN UNA MANERA OPORTUNA.**

**Sugerencias Anonimas: Se respondera en un papel postado en el pizarron en el cuarto de reposo/lonche.**





Trainer(s) \_\_\_\_\_ Date \_\_\_\_\_

Subjects Covered \_\_\_\_\_

Print Name	Signature	Date
------------	-----------	------

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_
- 11) \_\_\_\_\_
- 12) \_\_\_\_\_
- 13) \_\_\_\_\_
- 14) \_\_\_\_\_
- 15) \_\_\_\_\_
- 16) \_\_\_\_\_

## **On-The-Job Injury, Accident or Incident Investigation Form**

<b>Employee's Report</b>	<b>Indicate</b>	<input type="checkbox"/>	<b>Injury</b>	<input type="checkbox"/>	<b>Accident</b>	<input type="checkbox"/>	<b>Incident</b>
--------------------------	-----------------	--------------------------	---------------	--------------------------	-----------------	--------------------------	-----------------

Date of Exposure: \_\_\_\_\_ Name of Employee: \_\_\_\_\_

Employee's Job Title and Department: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Hepatitis B Vaccination Status (if applicable): \_\_\_\_\_

Address and Specific Location of Incident: \_\_\_\_\_

\_\_\_\_\_

Area of Body Affected: \_\_\_\_\_

Was the Incident a Hazardous Material Exposure, If So, what was the material and length of Exposure? \_\_\_\_\_

\_\_\_\_\_

(Attach the SDS Copy if the Incident Involved a Hazardous Material)

Describe the injury, accident or incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How could the injury, accident or incident been prevented? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What unsafe condition, practice, persons, or protective equipment contributed to the injury, accident or incident? \_\_\_\_\_

\_\_\_\_\_

How could the injury, accident or incident have been avoided? \_\_\_\_\_

\_\_\_\_\_

Witnesses? \_\_\_\_\_

(Name)	(Phone Number)
(Name)	(Phone Number)

Was Medical Attention Given and by Whom? \_\_\_\_\_

Did You Leave Work Because of the injury, accident or incident? \_\_\_\_\_

If So, When Did You Leave Work? \_\_\_\_\_

When Did You Return to Work? \_\_\_\_\_

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Department Manager: _____	Date: _____
Safety Officer Signature: _____	Date: _____

## **On-The-Job Injury, Accident or Incident Investigation Form**

### **Supervisor's Report:**

Supervisor name and title: \_\_\_\_\_

Police case number (if applicable): \_\_\_\_\_

Was a "Code of Safe Practices" Violated \_\_\_ If so, which one? (Review employee handbook) \_\_\_\_\_

To prevent another occurrence, what corrective action is necessary?

If an additional rule in the "Code of Safe Practices" is needed, what should it be?

Was the unsafe condition, practice, person, or protective equipment problem corrected immediately? \_\_\_\_  
\_\_\_\_\_ If not, what actions have been taken to prevent reoccurrence until  
corrected? \_\_\_\_\_

If a change is needed to the periodic inspection form, what should be inspected? \_\_\_\_\_

Please use the space provided to draw a diagram if needed

- All Serious Injuries or Illnesses Must be Reported to Cal/OSHA Within 8 Hours.
- Please Forward This Report to Human Resources.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Person Responsible for Corrective Action: \_\_\_\_\_ Date: \_\_\_\_\_

Department Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Safety Discipline Form

Warning number 1 2 3 4 (circle one)

Date: \_\_\_\_\_

1 = Verbal warning

2 = First written warning

3 = Final written warning

4 = Termination

Employee name: \_\_\_\_\_

Job title: \_\_\_\_\_

Description of unsafe condition or practice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Supervisor/Lead: \_\_\_\_\_

Date: \_\_\_\_\_

Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Safety Officer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_





	Job: <b>Example</b>	Date:
<b>JOB SAFETY ANALYSIS FORM</b>	Title of Person who does Job:	Title of Supervisor: Analysis by:
Department:	Division/section:	Reviewed by:
Required personal protective equipment:	Required material safety data sheets:	Approved by:
<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b>	<b>RECOMMENDED SAFE JOB PROCEDURE</b>

<p>Break the job down into its basic steps, e.g. what is done first, what is done next, and so on. You can do this by 1) observing the job, 2) discussing it with a knowledgeable person, 3) drawing on your knowledge of the job, or 4) a combination of the three. Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.</p>	<p>For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by, 1) observing the job, 2) discussing it with a knowledgeable person, 3) recalling past accidents, or 4) a combination of the three. Ask yourself, can the person be struck by or contacted by anything, can the person strike against or come in contact with anything; can the person be caught in, on or between anything, can the person fall, can the person overexert, does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?</p>		<p>For each potential accident or hazard, ask yourself how should the person do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by, 1) observing the job for leads, 2) discussing precautions with a knowledgeable person, 3) drawing on your personal experience, or 4) a combination of all three. Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.</p>
	Job:		Date:
<b>JOB SAFETY ANALYSIS FORM</b>	Title of Person who does Job:	Title of Supervisor:	Analysis by:
Department:	Division/section:		Reviewed by:
Required personal protective equipment:	Required material safety data sheets:		Approved by:
<b>SEQUENCE OF BASIC JOB STEPS</b>	<b>POTENTIAL ACCIDENTS OR HAZARDS</b>		<b>RECOMMENDED SAFE JOB PROCEDURE</b>



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**SVSWA  
SAFETY COMMITTEE**

*<Date>*

*<Time>*

**Main Conference Room**

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**Agenda**

- ▶ Approval of Agenda
- ▶ Approval of Minutes
- ▶ Safety Plan of Action
  - Progress Report
    - Employee Training
- ▶ Periodic Inspection Report
- ▶ Safety Suggestions
- ▶ Review of Injury/Accident Reports
- ▶ Next Meeting Date:
  - Establish Monthly Meeting Date

## **Appendix C**

### **Supporting Documents and Exhibits**



**Appendix D**

**Hazard Communication**



## Appendix D – Chemical Hazard Communication

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## APPENDIX D

### HAZARD COMMUNICATION

#### 1 PURPOSE AND SCOPE

This hazard communication program applies to all chemicals that are not over-the-counter goods used in the same quantity and manner as a household consumer would use them.

This hazard communication program outlines methods used by the Salinas Valley Solid Waste Authority (SVSWA) to identify hazardous chemicals in the workplace, manage container labeling and Safety Data Sheets (SDSs), and inform and train employees about job-specific chemical hazards and how to use them safely. It is designed to comply with the California Code of Regulations (CCR) Title 8, Section 5194, Hazard Communication. The state rule is often called the employee-right-to-know law, because it requires that chemical manufacturers identify and communicate the hazards of their products, and it requires that employees be informed of those chemical hazards so they can work safely.

The program is available to all personnel at the start of and during employment. At SVSWA, in work locations where we use or store hazardous chemicals in such a way that contractor employees may be exposed, this hazard communication program must be shared so that all potentially-exposed workers have access to SDSs and are informed of any precautionary measures that need to be taken (see Section 5, below).

#### 2 HAZARDOUS MATERIALS DETERMINATION

The Salinas Valley Solid Waste Authority does not produce, manufacture, or import chemicals, and we do not perform independent hazard determination for chemicals in the workplace. Instead, we rely on the information contained on product labels and in the safety data sheets (SDSs) as permitted by the Cal/OSHA hazard communication regulation (CCR Title 8, Section 5194).

#### 3 CHEMICAL INVENTORY AND SAFETY DATA SHEETS (SDS)

**Every SVSWA facility will prepare and maintain a current list or lists of hazardous chemicals that exist in the workplace or that employees could be exposed to during workplace activities, including in a foreseeable emergency. The list should include but is not limited to:**

- Cleaners, solvents, paints, and adhesives if used in amounts exceeding regular consumer use.
- Maintenance supplies, including lubricants, fuels, coolants, and hydraulic fluids.

- Chemicals that may be expected to be received at Household Hazardous Waste (HHW) collection facilities.
- Compressed gases and welding rods.

For each product listed, there should be a corresponding SDS. The SDS is a form that provides health and safety information from the manufacturer. Since there is a vast variety of HHW chemicals, some products that do not vary significantly (for instance, latex paint, gasoline, and motor oil) can be represented by generalized SDSs. When preparing the list of the hazardous chemicals, use a unique product identifier that is referenced on the appropriate SDS.

SDS binders contain inventories of those SDSs that have been collected. SDSs must be readily accessible to employees in their work area. Copies of retired SDSs and SDS inventories are kept by the Safety Officer as part of documenting what chemicals have been used in the workplace.

## 4 CONTAINER LABELING

Chemical containers are labeled by the chemical supplier or manufacturer. In general, SVSWA will rely upon the supplier for proper labeling. Employees must not remove or deface existing hazard warnings or labels on containers of hazardous chemicals used or received in the workplace.

Since June 1, 2015, all manufacturer's and importer's labels have been required to have pictograms (see Exhibit D-1), a signal word, hazard and precautionary statements, the product identifier, and supplier identification. In rare circumstances when an employee transfers hazardous chemicals to a different container, then the employee must take care that containers are properly labeled at a minimum with the product identifier and words, pictures, symbols, or a combination thereof, that provide at least general information regarding the hazards of the chemicals and which, in conjunction with the other information immediately available to employees under the hazard communication program, will provide employees with the specific information regarding the physical and health hazards of the hazardous chemical.

**Note:** Portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employee who performs the transfer, during a single shift, do not require labels.

An extra copy of the manufacturer's label or the National Fire Protection Association (NFPA) labeling system (see Exhibit D-2, below) can be attached to secondary containers or to the primary container when the original label is compromised.

## 5 CONTRACTOR NOTIFICATION

The Salinas Valley Solid Waste Authority provides pre-project information to contractors who have employees working where hazardous materials are present. This information is provided to allow contractors to apprise their employees of safety and health concerns, procedures to be used, and precautions to be taken when working near these materials. In areas requiring the use

of specific personnel protective equipment (PPE), subcontractor employees must comply with the SVSWA requirements for PPE use. Should subcontractors intend to bring any hazardous materials onto a SVSWA facility, a chemical product inventory and associated SDSs must be provided to SVSWA prior to movement of such material onto the site.

## **6 EMPLOYEE TRAINING PLAN**

Employees are informed of the hazardous chemical inventory, the SDS collection, and of the requirements of the Cal/OSHA hazard communication regulation by a combination of posters, a training program, and the SDS binders. Hazard communication posters and information may be found in employee break rooms.

Employees are trained in hazard recognition and safe handling precautions before working with any hazardous chemical. Training includes preparation for both the routine and infrequent (non-routine) tasks, including foreseeable emergencies. If employees are assigned to work for which training has not been previously provided, they are required to inform their supervisor or the Safety Officer.

Employee training records are maintained to record safety and health training. Records are maintained by the Human Resources Department.

### **6.1 TRAINING CONTENT**

**Each employee's initial training includes the following:**

- Requirements of the Cal/OSHA hazard communication regulation (CCR Title 8, Section 5194), including labels elements and safety data sheet format.
- Any operations in their work area where hazardous chemicals are present.
- Location and availability of SDS collections, this written hazard communication program, and workplace chemical list.
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.).
- The hazards of the chemicals in the work area, including the physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified.
- The measures employees can take to protect themselves from these hazards, including specific procedures that SVSWA has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.



- The details of this hazard communication program, including an explanation of the labels received on shipped containers and the workplace labeling system used by SVSWA.
- The details of the safety data sheet, including the order of information and how employees can obtain and use the appropriate hazard information.

Employees can avoid work-related chemical hazards by engaging in practices designed to protect them from exposure, including in-place emergency procedures, properly wearing required PPE, and cleaning up spilled materials in work areas.

**Training should be repeated every 36 months. Hazard communication training should be repeated more often if the following conditions at facilities are detected:**


- Supervisor's observation of unsafe work habits, including evidence of insufficient knowledge of handling or work with hazardous materials.
- Individual's acknowledgment of the need for retraining.
- Results of incident/accident investigations indicating a lack of knowledge of safe handling or use of chemicals.
- Results of audits or inspections in which personnel are asked about hazardous materials and they fail to respond correctly.

## **6.2 INFORMING EMPLOYEES OF HAZARDS RELATED TO NON-ROUTINE TASKS**

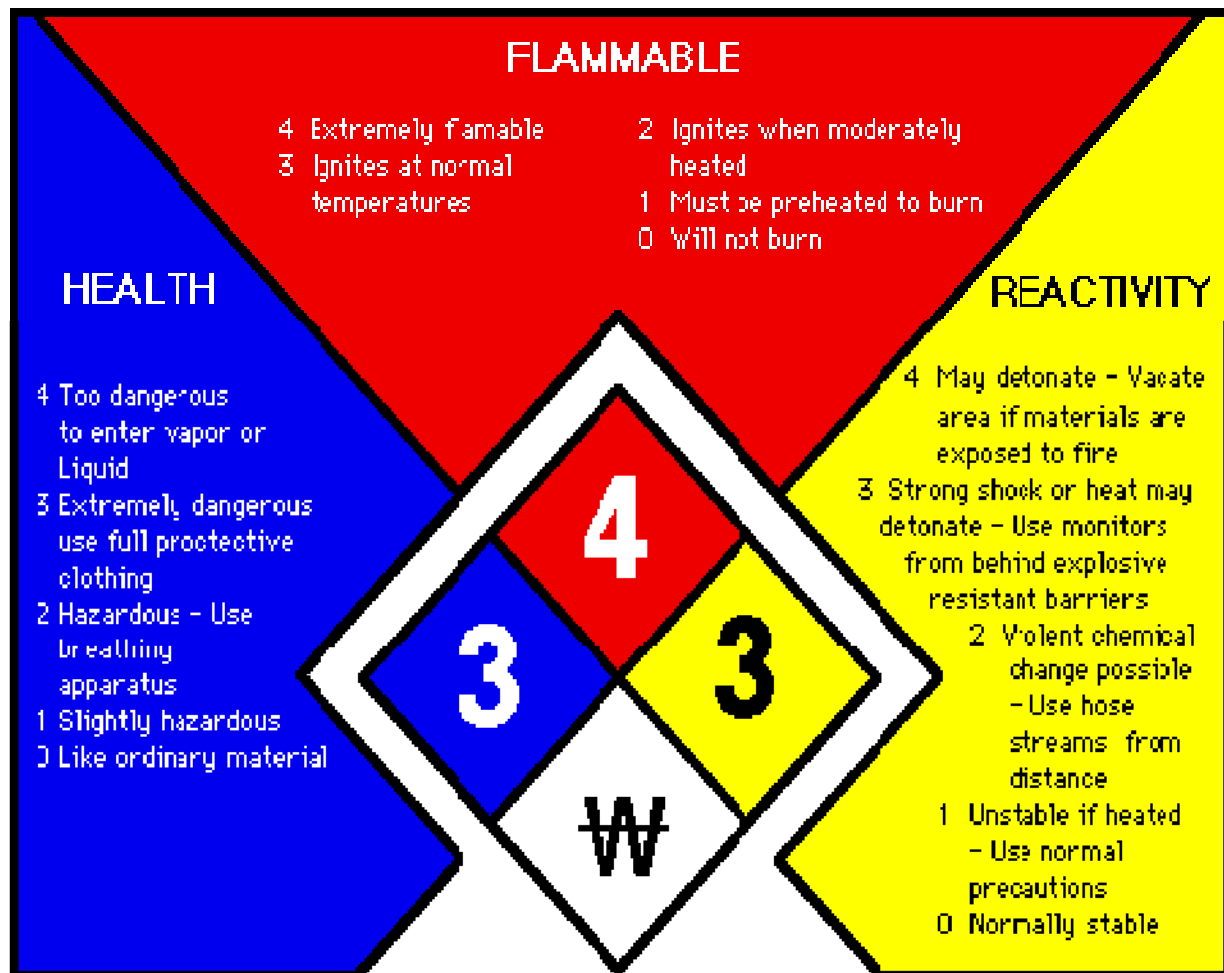
**Pre-work toolbox or tailgate safety meetings will cover the following information during a discussion of non-routine tasks:**

- Specific chemical name, hazard, and methods to detect its presence.
- Specific PPE required and safety measures to be implemented.
- Measures already taken to reduce hazards, including process ventilation, use of respirators, use of the buddy system, the presence of other employees, and adherence to emergency procedures.

## Exhibit D-1. Hazard Communication Standard Pictograms and Hazards

<p style="text-align: center;"><b>Health Hazard</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Carcinogen</li> <li>▪ Mutagenicity</li> <li>▪ Reproductive Toxicity</li> <li>▪ Respiratory Sensitizer</li> <li>▪ Target Organ Toxicity</li> <li>▪ Aspiration Toxicity</li> </ul>	<p style="text-align: center;"><b>Flame</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophorics</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>	<p style="text-align: center;"><b>Exclamation Mark</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p style="text-align: center;"><b>Gas Cylinder</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p style="text-align: center;"><b>Corrosion</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p style="text-align: center;"><b>Exploding Bomb</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>
<p style="text-align: center;"><b>Flame Over Circle</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Oxidizers</li> </ul>	<p style="text-align: center;"><b>Environment (Non-Mandatory)</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Aquatic Toxicity</li> </ul>	<p style="text-align: center;"><b>Skull and Crossbones</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Acute Toxicity (fatal or toxic)</li> </ul>

## EXHIBIT D-2.NFPA LABELING SYSTEM






## EXHIBIT D-2 (CONTINUED)

Flammability Category	
4 - Extreme	<p>Materials that rapidly or completely vaporize at atmospheric pressure and normal ambient temperature, or that are readily dispersed in air and burn readily. This degree should include:</p> <p>Gases.</p> <p>Cryogenic materials.</p> <p>Any liquid or gaseous material that is liquid under pressure, has a flash point below 73 F (22.8 C), and has a boiling point below 100 F (37.8 C).</p> <p>Materials which, because of their physical form or environmental conditions, can form explosive mixtures with air, and are readily dispersed in air, such as dusts of combustible solid and mists of flammable or combustible liquid droplets.</p>
3 - Serious	<p>Liquids and solids that can be ignited under almost all ambient temperature conditions. Materials in this degree produce hazardous atmospheres with air under almost all ambient temperatures, or, though unaffected by ambient temperatures, are readily ignited under almost all conditions. This degree should include:</p> <p>Liquids with a flash point below 73 F (22.8 C) and a boiling point at or above 100 F (37.8 C); and liquids having a flash point at or above 73 F (22.8 C) and below 100 F (37.8 C) (Class 1B and Class 1C flammable liquids).</p> <p>Solid materials in the form of coarse dusts that may burn rapidly, but that generally do not form explosive atmospheres with air.</p> <p>Solid materials in a fibrous or shredded form that may burn rapidly and create flash fire hazards, such as cotton, sisal, and hemp.</p> <p>Materials that burn with extreme rapidity, usually by reason of self-contained oxygen (e.g., dry nitrocellulose and <i>many organic peroxides</i>).</p> <p>Materials that ignite spontaneously when exposed to air.</p>
2 - Moderate	<p>Materials that must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur. Materials in this degree should include:</p> <p>Liquids having a flash point above 100 F (37.8 C), but not exceeding 200 F (93.4 C).</p> <p>Solids and semisolids that readily give off flammable vapors.</p>
1 - Slight	<p>Materials that must be preheated before ignition can occur. Materials in this degree require considerable preheating, under all ambient temperature conditions, before ignition and combustion can occur. This degree should include:</p> <p>Materials that burn in air when exposed to a temperature of 1,500 F (815.5 C) for a period of 5 minutes or less.</p> <p>Liquids, solids, and semisolids having a flash point above 200 F (93.4 C).</p> <p>This degree includes most ordinary combustible materials.</p>
0 - Minimal	<p>Materials that will not burn. This degree should include any material that will not burn in air when exposed to a temperature of 1,500 F (815.5 C) for a period of 5 minutes or less.</p>

## EXHIBIT D-2 (CONTINUED)

<b>Health Category</b>	
4 - Extreme	<p>Materials which, upon very limited exposure, could cause death or major residual injury even though prompt medical treatment is given, including those that are too dangerous to be approached without specialized protective equipment. This degree should include:</p> <p>Materials that can penetrate ordinary rubber protective clothing.</p> <p>Materials which, under normal conditions or fire conditions, give off gases that are extremely hazardous (i.e., toxic or corrosive) through inhalation or contact with or absorption through the skin.</p>
3 - Serious	<p>Materials which, upon short-term exposure, could cause serious temporary or residual injury even though prompt medical treatment is given, including those that required protection from all bodily contact. This degree should include:</p> <p>Materials giving off highly toxic combustion products.</p> <p>Materials corrosive to living tissue or toxic through skin absorption.</p>
2 - Moderate	<p>Materials which, upon intense or continued exposure, could cause temporary incapacitation or possible residual injury unless prompt medical treatment is given, including those that require the use of respiratory protective equipment with independent air supply. This degree should include:</p> <p>Materials giving off toxic combustion products.</p> <p>Materials giving off highly irritating combustion products.</p> <p>Materials which, either under normal conditions or fire conditions, give off toxic vapors lacking warning properties.</p>
1 - Slight	<p>Materials which, upon exposure, could cause irritation but only minor residual injury even if no medical treatment is given, including those that require use of an approved canister-type gas mask. This degree should include:</p> <p>Materials which, under fire conditions, give off irritating combustion products.</p> <p>Materials which, on the skin, could cause irritation without destruction of tissue.</p>
0 - Minimal	<p>Materials which, upon exposure under fire conditions, would offer no hazard beyond that of ordinary combustible material.</p>
<b>Reactivity Category</b>	
4 - Extreme	<p>Materials which, in themselves, are readily capable of detonation or of explosive decomposition or explosive reaction at normal temperatures and pressures. This degree should include materials that are sensitive to mechanical or localized thermal shock at normal temperatures and pressures.</p>
3 - Serious	<p>Materials which, in themselves, are capable of detonation or explosive reaction, but require a strong initiating source, or which must be heated under confinement before initiation. This degree should include materials that are sensitive to thermal or mechanical shock at elevated temperatures and pressures, or those that react</p>

## EXHIBIT D-2 (CONTINUED)

	explosively with water without requiring heat or confinement.
2 - Moderate	Materials which, in themselves, are normally unstable and readily undergo violent chemical change, but do not detonate. This degree should include materials that can undergo chemical change with rapid release of energy at normal temperatures and pressures, or that can undergo violent chemical change at elevated temperatures and pressures. This degree should also include materials that may react violently with water, or that may form potentially explosive mixtures with water.
1 - Slight	Materials which, in themselves, are normally stable, but which can become unstable at elevated temperatures and pressures, or which may react with water with some release of energy, though not violently.
0 - Minimal	Materials which, in themselves, are normally stable, even under fire exposure conditions, and which are not reactive with water.
<b>Special Category</b>	
Ox	Denotes materials that are oxidizing agents. These compounds give up oxygen easily, remove hydrogen from other compounds, or attract negative electrons.
	Radioactive
	Poison
	Denotes materials that are water-reactive. These compounds undergo rapid energy releases on contact with water.

## **Appendix E**

### **Hazardous Waste Operations and Emergency Response (HAZWOPER) Program**



## Appendix E

### Hazardous Waste Operations and Emergency Response (HAZWOPER) Program

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## **Appendix E**

### **Hazardous Waste Operations and Emergency Response (HAZWOPER) Program**

#### **PURPOSE AND SCOPE**

**This appendix describes how the Salinas Valley Solid Waste Authority (SVSWA) will implement its HAZWOPER program. This program is designed to comply with Title 8 of the California Code of Regulations (T8 CCR), Section 5192, Hazardous Waste Operations and Emergency Response. The HAZWOPER standard is strictly applicable to the SVSWA Household Hazardous Waste (HHW) collection operations. Therefore, this written program applies to the following employees:**

- Employees assigned to work with HHW collection, including storage, bulking, and shipping;
- Employees who are assigned roles in non-emergency response related to HHW incidents; and
- Other employees whose work has been determined by the Safety Officer to be affected by the aforementioned regulation

These employees will be referred to as HAZWOPER program employees for the purposes of this discussion.

#### **SAFETY AND HEALTH PROGRAM**

This HAZWOPER program is used in conjunction with SVSWA's written injury and illness prevention program (IIPP). The IIPP, which is our safety and health program, is designed to identify, evaluate, and control safety and health hazards in SVSWA facilities to protect employees. As appropriate for SVSWA operations, the IIPP addresses site analysis, engineering controls, and maximum exposure limits.

#### **TRAINING PROGRAM ELEMENTS**

The Cal/OSHA HAZWOPER rule requires that HAZWOPER program employees complete a 24-hour training course and annual 8-hour refresher training (T8CCR 5192, subsection p). The annual refresher training can be completed by attending a single 8-hour session or by attending a series of safety training sessions or meetings totaling 8 hours.

In either case, the training must be led by a qualified instructor who discusses critical safety procedures or programs applicable to the employees' duties and their potential for exposure to

physical and health hazards in their work. Trainers who teach initial training have satisfactorily completed a training course for teaching the subjects they are expected to teach, or they have the academic credentials and instruction experience necessary to demonstrate a good command of the subject matter of the courses and competent instructional skills.

**Initial HAZWOPER training may be augmented by custom, site-specific training provided by the HHW supervisor. The combination of training will include:**

- Names of personnel and alternates responsible for site safety and health.
- Safety, health, and hazards present in the work area.
- Use of Personal Protective Equipment (PPE).
- Work practices by which employees can minimize risks from hazards.
- Safe use of engineering controls and equipment for typical work.
- PPE to be used by employees for tasks and operations being conducted as required by the PPE program.
- Medical surveillance requirements.
- Frequency and types of air monitoring, personnel monitoring, and environmental sampling techniques and instrumentation to be used, including methods of maintenance and calibration of monitoring and sampling equipment.
- Decontamination procedures.
- Requirements of an emergency response plan to ensure safe and effective response to emergencies, including emergency-related PPE and other equipment.
- Spill containment program requirements, including drum and container handling procedures.
- Discussion of health and safety procedures and programs applicable to the employees' work duties as described in the SVSWA IIPP.

Refresher training normally includes a review of SVSWA standard operating procedures and health and safety programs in the SVSWA IIPP, as applicable to the employee's job duties; a review of incidents and lessons learned during the past year; and changes or improvements in the initial training elements described above.

## MATERIAL HANDLING PROGRAM

**HHW personnel encounter a variety of potentially hazardous materials, some of which are not readily identifiable. It is important to understand safe procedures for handling and managing hazardous materials. SVSWA material handling procedures include the following:**

- Drums and containers used for packaging materials that are transported off the HHW facility must meet the appropriate U.S. Department of Transportation (DOT), OSHA, and EPA regulations for the wastes that they contain.
- Drums and containers are periodically inspected and their integrity verified prior to being moved, when practical. Drums or containers that cannot be inspected before being moved because of storage conditions (i.e., stacked behind other drums, stacked several tiers high in a pile, etc.) are moved to an accessible location and inspected prior to further handling.
- Drums and containers are identified and classified prior to packaging for shipment.
- Drum or container staging areas are kept to the minimum number necessary to safely identify and classify materials and prepare them for transport. Staging areas are provided with adequate access and egress routes.
- Unlabeled drums and containers are considered to contain hazardous substances and handled accordingly until the contents are positively identified and labeled.
- Site operations are organized to minimize the amount of drum or container movement.
- Prior to movement of drums or containers, all employees exposed to the transfer operation are warned of the potential hazards associated with the contents of the drums or containers.
- U. S. DOT-compliant drums or containers, appropriate spill response equipment, and suitable quantities of proper absorbent must be readily available and used in areas where spills, leaks, or ruptures might occur.
- Where major spills might occur, a spill-containment program must be implemented to contain and isolate the entire volume of the hazardous substance that can foreseeably be spilled.
- Material handling equipment (e.g., drum dolly, etc.) used to transfer drums and containers is selected, positioned, and operated to minimize sources of ignition related to the equipment from igniting vapors released from ruptured drums or containers.
- Bulking of hazardous wastes is permitted only after a thorough characterization of the materials has been completed.

## EMERGENCY RESPONSE

SVSWA recognizes that non-emergency spills, leaks, and other chemical releases (e.g., compressed gas cylinders, etc.) may occur in relation to the HHW operations. HAZWOPER program employees are trained to recognize and respond appropriately (using fire extinguishers, spill containment methods, etc.) to non-emergency events.

**Emergency response is appropriate for leaks, spills, and other chemical releases that are beyond the capacity of SVSWA HAZWOPER program employees. When an emergency occurs, SVSWA emergency action is limited to notification (sounding an alarm, etc.) and evacuation from the worksite location. This response holds for all SVSWA work areas, including offices and HHW. Employees are not permitted to assist in handling a HAZMAT emergency. Employees are trained regarding the following:**

- Emergency recognition
- Emergency alarms
- Evacuation procedures, routes, and muster points

Evacuation route maps are posted in work areas. SVSWA has prepared emergency action plans (consistent with T8 CCR 3220) to describe site-specific evacuation procedures and alarms. Air horns are available in HHW areas as a means of sounding an alarm. Call 9-1-1 to summon the local fire department and the Monterey County Hazardous Materials Emergency Response Team (ERT). The ERT responds to any hazardous materials incidents that may occur in the county. If needed, SVSWA can call in a contractor (Stericycle) to assist with or perform spill response.

## NEW TECHNOLOGY PROGRAM

The Safety Officer will periodically evaluate new technologies, equipment, or control measures available to the industry, such as the use of foams, absorbents, adsorbents, neutralizers, or other means to suppress the level of air contaminants while implementing spill control. Such an evaluation will be done to determine the effectiveness of new methods, materials, or equipment before implementing their use on a large scale. Information and data from manufacturers or suppliers will be used as part of the Safety Officer's evaluation effort. The Safety Officer will train and inform employees regarding effective new technologies as part of the 8-hour refresher course curriculum.

## DECONTAMINATION

Decontamination is the process of cleaning equipment and clothing to reduce the possibility of spreading contaminants at project sites. Environmental and employee hazards can be reduced by the routine decontamination of equipment and clothing following planned tasks and by emergency decontamination following unplanned events (splashing chemicals onto skin or eyes,

etc.). A decontamination procedure will be developed, communicated to HAZWOPER program employees, and implemented before any employees or equipment may enter areas where potential exposure to hazardous substances exists. Employees will follow established standard procedures for minimizing contact with hazardous substances or with equipment that has contacted hazardous substances.

If an employee's non-impermeable clothing becomes wetted with hazardous substances, immediately remove the garment and proceed to the nearest emergency shower. The clothing will be disposed of or decontaminated before it is removed from the work zone. Any commercial laundry or cleaning establishment that decontaminates protective clothing and/or equipment will be informed of the hazards from exposure to the hazardous substances they are dealing with.

Decontamination procedures will be monitored to determine their effectiveness by the Safety Officer or a delegated member of the Safety Committee. Appropriate steps will be taken to correct any deficiencies if the procedures are found to be ineffective. All equipment and solvents used for decontamination will be decontaminated or disposed of properly.

## **Standard Decontamination Procedures**

Standard decontamination is applicable to routine activities in HHW. Procedures include the use of disposable personal protective equipment (PPE), followed by secure collection and disposal, and washing of hands and other potentially-affected parts of the body. Decontamination is performed inside the HHW collection area to the extent feasible. Washing of hands and face is performed at the nearest lavatory immediately after leaving HHW.

## **Alternative Decontamination Procedures**

Alternative decontamination is applicable to situations that involve the use of non-disposable PPE (e.g., chemical-resistant aprons, coveralls, and boots) or equipment (e.g., shovels). Multiple decontamination stations will be arranged to provide a specific sequence of decontamination activities as necessitated by the circumstances. The location of the decontamination station will be designed and arranged to minimize the spread of contamination and limit the risk of potential exposure to other persons, equipment, or the environment.

## **PERSONAL PROTECTIVE EQUIPMENT**

Various types of PPE are required depending on substances handled, existing conditions, and particular work activities. PPE includes a variety of specialty uniforms, hard hats, goggles, face shields, aprons, boots, gloves, safety vests, hearing protection, and respirators, all designed to protect against a variety of hazards. Selection of PPE will be based on an evaluation of workplace hazards using the Job Task Safety Analysis form. This tool aids the Safety Officer and the Safety Committee in the workplace-specific identification and assessment of hazards and the means to control them.

**For detailed information regarding selection and use of PPE, see Appendix F. The PPE program and PPE training address the following:**

- PPE selection, based on workplace hazards.
- Use and limitations of equipment.
- Work mission duration.
- Maintenance and storage.
- Decontamination and disposal.
- Training and proper fitting of equipment.
- PPE donning and doffing procedures.
- Inspection procedures prior to, during, and after use.
- Evaluation of the effectiveness of the PPE program.
- Limitations during temperature extremes, heat stress, and other appropriate medical considerations.
- Employees who may be required to wear a respirator are covered under a Respiratory Protection Program described in Appendix G.
- Employees who may be exposed to elevated levels of noise (>85 decibels or dBA) are required to review Appendix J, Hearing Conservation.

## **MEDICAL SURVEILLANCE PROGRAM**

**The SVSWA medical surveillance program is instituted for the following employees:**

- HAZWOPER program employees who are or may be exposed to hazardous substances or health hazards at or above the permissible exposure levels (PELs) or, if there is no PEL, above the published exposure levels for these substances, without regard to the use of respirators, for 30 days or more a year.
- Any HAZWOPER program employee who wears a respirator during any part of a day for a period of 30 days or more in a year, or as required by the respiratory protection rule (T8 CCR 5144).
- Any HAZWOPER program employee who is injured, becomes ill or develops signs or symptoms due to possible overexposure involving hazardous substances or health hazards from an emergency response or hazardous waste operation; and
- Members of SVSWA hazardous materials teams, such as person who work in HHW.

## **Frequency**

**Medical examinations and consultations are made available by SVSWA to each employee in the medical surveillance program on the following schedules:**

- Prior to assignment.
- At least once every twelve months for each employee covered, unless the attending physician believes a longer interval (not greater than biennially) is appropriate.
- At termination of employment or reassignment to an area where the employee would not be covered if the employee has not had an examination within the last six months.
- As soon as possible, upon notification by an employee either that the employee has developed signs or symptoms indicating possible overexposure to hazardous substances or health hazards or that the employee has been injured or exposed above the PELs or published exposure levels in an emergency situation.
- At more frequent times, if the examining physician determines that an increased frequency of examination is medically necessary.

**Medical examinations and consultations are made available as soon as possible following an emergency incident, or development of signs or symptoms, or at additional times if the examining physician determines that follow-up examinations or consultations are medically necessary for the following employees:**

- An employee who is injured, becomes ill or develops signs or symptoms due to possible overexposure involving hazardous substances or health hazards from an emergency response or hazardous waste operation.
- All employees who may have been injured, received a health impairment, developed signs or symptoms that may have resulted from exposure to hazardous substances resulting from an emergency incident, or been exposed during an emergency incident to hazardous substances at concentrations above the PELs or the published exposure levels without the necessary personal protective equipment being used.

## **Content of Medical Examinations and Consultations**

Medical examinations for the HAZWOPER program include a medical and work history (or updated history if one is in the employee's file) with special emphasis on symptoms related to the handling of hazardous substances and health hazards, and to fitness for duty including the ability to wear any required PPE under conditions (e.g., temperature extremes) that may be expected at the work site. The content of medical examinations or consultations made available to SVSWA employees as part of this HAZWOPER program are determined by the examining physician. All

medical examinations and procedures are performed by or under the supervision of a licensed physician, preferably one knowledgeable in occupational medicine, and are provided without cost to the employee, without loss of pay, and at a reasonable time and place.

**SVSWA will provide one copy of this standard and its appendices to the attending physician, and in addition, the following for each employee:**

- A description of each employee's duties as they relate to the employee's exposures.
- Each employee's exposure levels or anticipated exposure levels.
- A description of any PPE used or to be used by each employee.
- Information from previous medical examinations of each employee that is not readily available to the examining physician.
- Information required by the respiratory protection standard (T8 CCR 5144) for each employee.

### **Medical Surveillance Records**

**SVSWA will provide each employee with a copy of a written opinion from the examining physician. The opinion will not reveal specific findings or diagnoses unrelated to occupational exposures. The written opinion from the physician will contain the following:**

- The physician's opinion as to whether the employee has any detected medical conditions that would place the employee at increased risk of material impairment of the employee's health from HAZWOPER work or from respirator use.
- The physician's recommended limitations upon the employee's assigned work.
- A statement that the employee has been informed by the physician of the results of the medical examination and any medical conditions that require further examination or treatment.

The physician will provide the results of the medical examination and tests to the employee if requested.

**SVSWA will maintain an accurate record of its medical surveillance program. This record shall be retained for at least the duration of employment plus thirty years and meet the criteria of California's rule for access to employee exposure and medical records (T8 CCR 3204). Medical surveillance records will include at least the following information:**



- The name and social security number of the employee.
- Physician's written opinions, recommended limitations, and results of examinations and tests.
- Any employee medical complaints related to exposure to hazardous substances.
- A copy of the information provided to the examining physician by the employer, with the exception of the regulatory standard and its appendices.

## **Appendix F**

### **Personal Protective Equipment**



**Appendix F**  
**Personal Protective Equipment**

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## **APPENDIX F**

### **PERSONAL PROTECTIVE EQUIPMENT**

This appendix is intended to discuss the proper selection, use, and maintenance of personal protective equipment (PPE) other than equipment for respiratory protection, which is discussed in Appendix G. Information regarding task-specific appropriate PPE is provided to employees by their supervisors based on the content of a formal job hazard analysis and PPE assessment for the specific task.

All protective equipment shall be maintained in a sanitary condition and ready for use. Loose or frayed clothing, dangling ties, necklaces, or rings shall not be worn around moving machinery or other sources of entanglement.

## RESPONSIBILITIES

Safety Officer and Supervisor responsibilities include:

- Ensuring PPE is available;
- Providing PPE as required;
- Providing PPE as required or upon request to all employees;
- Ensuring PPE is being used by each affected employee during all job tasks which require such protection;
- Conducting specific hazard assessments for personal protective equipment use upon request;
- Documenting purchase and distribution of all PPE; and
- Taking the appropriate corrective action in accordance with the progressive disciplinary process for employees not wearing required PPE.
- Assessing the workplace to determine if hazards are present, or are likely to be present, which necessitates the use of PPE;
- Communicating selection decisions to each affected employee and supervisor;
- Selecting and recommending PPE that properly fits each affected employee;
- Providing training in the proper use and care of PPE;
- Documenting aforementioned hazard assessment components.

All employees are responsible for the proper use and maintenance of their PPE. Employees are also responsible for:

- Inspecting all PPE prior to its use;
- Wearing PPE upon the direction of their immediate supervisor;
- Participating in mandatory training;
- Notifying their supervisor when new PPE is necessary;
- Contacting supervisor when a hazard or process has changed which may render previously used PPE ineffective; and

- Notifying their supervisor of any changes which might impact the type of PPE they utilize.

## **EYE PROTECTION**

Safety glasses or safety goggles are to be worn while operating equipment that may produce flying particles, sparks, or chemical splash hazards, including using compressed air.

## **HAND PROTECTION**

Protective gloves must be used as needed to protect against corrosive liquids and chemicals, or against cuts and scrapes. Ensure that the glove is appropriate for the hazard.

## **HARD HATS OR CAPS**

Approved ANSI hard hats or caps must be used as needed to protect the person from exposure to head injury from falling objects or overhead obstructions.

## **HEARING PROTECTION**

See written Hearing Protection Program (Appendix J).

## **FOOT PROTECTION**

Employees are required to wear appropriate foot protection to protect against foot injuries from electrical hazards, hot, corrosive or poisonous substance, falling objects, crushing or penetrating actions.

## **DUST MASK**

Employees are required to wear dust mask at all when working around high dust loads such as powders, sawdust, alternative daily covers (C&D), or covering operations that could create heavy dust clouds. Any time an employee is working in high wind events they are required to wear a dust mask to avoid inhalation of dust particles.

**Appendix G**  
**Respiratory Protection Program**



# Appendix G - Respiratory Protection Program

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## **Appendix G**

### **Respiratory Protection Program**

#### **PURPOSE**

The intent of this respiratory protection program is to assure that Salinas Valley Solid Waste Authority (SVSWA) employees are kept safe from airborne contaminants encountered during work. This respiratory protection program is designed to meet or exceed requirements of Title 8 of the California Code of Regulations (T8 CCR), Section 5144. These rules are administered by the California Department of Industrial Relations (Cal/OSHA). The respiratory protection standard is strictly applicable to the SVSWA Household Hazardous Waste (HHW) collection operations.

**Hazard control through the use of respirators will be allowed only:**

- While engineering controls are being evaluated or implemented.
- When engineering or administrative controls fail to achieve full compliance.
- To provide emergency protection against occasional and/or relatively brief exposure.

#### **PROGRAM ADMINISTRATOR**

The respiratory protection program administrator is the SVSWA Administrative Manager, who also serves as the organization's Safety Officer. Day-to-day implementation efforts are coordinated through the safety committee members and line supervisors. Each employee assigned a respirator is responsible for its proper use, storage, and cleaning.

#### **ENGINEERING AND ADMINISTRATIVE CONTROLS**

**SVSWA implements engineering and/or administrative controls to mitigate employee exposure to airborne hazards before using respiratory protection. If engineering and/or administrative controls reduce employee exposure to airborne contaminants below Cal/OSHA Permissible Exposure Limits (T8 CCR, Section 5155), the use of respirators is not necessary. Engineering controls include but are not limited to:**

- Substitution of harmful chemicals or substances with less harmful or nontoxic chemicals or substances.
- Isolation or encapsulation of processes and/or operations.

- Ventilation, misting, or water application that removes dust or other contaminants before employees can be exposed.

If engineering controls are not feasible or are inadequate to control exposure, administrative controls, like job rotation, etc., can be used to limit employees' exposure time.

## **RESPIRATORY EQUIPMENT USED BY SVSWA**

This section provides an overview of the respiratory-protection equipment used by SVSWA. Only two types of respirators are authorized for use by SVSWA HHW employees, and both types are air-purifying respirators. Specifically, SVSWA employees in HHW may be issued disposable respirators (i.e., filtering facepiece) and/or air-purifying respirators with replaceable cartridges. Only NIOSH-approved respirators will be used.

Air-purifying respirators are typically small and lightweight, and they allow considerable freedom of movement compared to supplied-air respiratory equipment. Air-purifying respirators work well when used under conditions for which they were designed, i.e., to remove small amounts of contaminants from inhaled air.

Prior to entering environments where the potential for exposure to airborne hazards exists, a characterization of the airborne contaminants must be performed. This characterization should identify contaminant(s), their concentration(s), and the oxygen levels. SVSWA performs job hazard analyses for various work activities in HHW and has identified the type of respirator, if any, that is required for each specified task.

SVSWA HHW employees will not engage in work in an environment where potential atmospheric hazards exceed the protective capabilities of the respirators described above. Work in atmospheres that are oxygen deficient (<19.5% by volume) and/or have potentially high concentrations of hazardous contaminants (e.g., immediately dangerous to life or health) would require use of a supplied-air respirator (e.g., self-contained breathing apparatus or air-line respirator) and is beyond the scope of SVSWA HHW activities and this program.

### **Disposable Filtering Facepiece Respirators**

HHW employees may use disposable filtering facepiece respirators, which are a type of tight-fitting, air-purifying respirator. All air-purifying respirators utilize filter media to remove contaminants from inhaled air. Filtering facepiece respirators are constructed of the particulate filtering medium, as the name suggests.

### **Replaceable Cartridge Respirators**

Replaceable cartridge respirators utilize air-purifying media in replaceable cartridges. The cartridge media remove contaminants from the air by blocking them, absorbing them into the media, and/or adsorbing them onto the media. Examples like organic vapor, acid gas, and ammonia cartridges, also known as chemical cartridges, use specially prepared carbon filter media to adsorb harmful contaminants. Through use, the carbon becomes loaded with

contaminants, and less (carbon) surface area remains to adsorb new contaminants. A breakthrough of contaminants can then occur. Some contaminants have characteristic odors or taste that can be used to detect breakthrough. When odor or taste is noticed inside a respirator, used filters should be immediately exchanged (in a hazard-free environment) with new cartridges.

Cartridges are not interchangeable between manufacturers. Respirator cartridges are color coded for use with various contaminants and should be readily available. “Combination” cartridges typically have a chemical cartridge (yellow, green) situated underneath a particulate filter cartridge (P-100, magenta). Cartridges should be selected that are appropriate for the specific chemicals that present an exposure risk. If additional information about cartridges is needed, the HHW supervisor or the Safety Officer should be consulted.

### **Limitations: Disposable Filtering Facepiece Respirators**

**Disposable filtering facepiece respirators remove only particulates from inhaled air. Therefore, they have the following limitations:**

- They cannot be used where gases or vapors are present.
- They cannot be used in oxygen-deficient atmospheres, because they do not supply oxygen. Oxygen-deficient atmospheres are those with less than 19.5 percent oxygen by volume.
- They cannot be used in unknown (unidentified or unquantified) atmospheres.
- They cannot be used in atmospheres that are Immediately Dangerous to Life or Health (IDLH).

Disposable filtering facepiece respirators will not be used in environments with hazards not suitable for disposable filtering-facepiece respirators as detailed above.

Another limitation involves the efficiency of the filter media, which becomes more efficient as the filter becomes “loaded” with particulates. However, increasingly loading the filter media restricts the flow of air and makes breathing more difficult. Individuals may fatigue sooner when breathing is thus restricted, and leakage may occur around the edges of the respirator during inhalation. Therefore, it is important to dispose of disposable filtering facepiece respirators at the end of the work shift or when breathing is restricted.

### **Limitations: Replaceable Cartridge Respirators**

**Replaceable cartridge respirators are, as stated above, air-purifying respirators and remove only the specific vapors, gases, or particulates specified for each cartridge. Therefore, they also have the following limitations:**

- They cannot be used in oxygen-deficient atmospheres, because they do not supply oxygen. Oxygen-deficient atmospheres are those with less than 19.5 percent oxygen by volume.
- They cannot be used in unknown (unidentified or unquantified) atmospheres.
- They cannot be used in IDLH atmospheres.

Air purifying respirators must not be used for contaminants where no characteristic odor, taste, or other identifying factors (e.g., respiratory tract irritation) can detect breakthrough, or where odor thresholds are above PEL, as in the case of benzene and carbon tetrachloride. Half-face air-purifying respirators are additionally limited with their lack of eye protection. Many forms of contaminants, such as organic vapors or acid gases, may pose health threats when absorbed through the eyes. Full-face respirators should be used in environments where protection of the face and eyes is necessary.

## **PROCEDURES FOR SELECTING RESPIRATORS**

The purpose of this overview is to inform SVSWA employees of the appropriate respirator selection methodology, which is discussed in the following section. The respirator selection process used by SVSWA is consistent with Cal/OSHA regulations (CCR Title 8, Section 5144) and the OSHA Technical Manual guidelines (Section VIII, Chapter 2 Respiratory Protection), which require correctly matching the respirator with the hazard, the degree of hazard, and the user. The selected respirator must be adequate to effectively reduce a worker's exposure under all conditions of use, including reasonably foreseeable emergency situations. Proper respirator selection involves choosing a device that fully protects an employee from respiratory hazards to which he or she may be exposed and permits employees to perform work with the least amount of physical burden.

### **Selection Factors**

**In choosing the appropriate respirator, one must consider the nature and extent of the hazard, work requirements and conditions, and the characteristics and limitations of the respirator. The following use criteria must be taken into account:**

- Nature of the hazard, and the physical and chemical properties of the air contaminant(s);
- Concentration(s) of contaminant(s);
- Relevant permissible exposure limit(s) or other occupational exposure limit(s);
- Nature of the work operation(s) and/or process(es);
- Duration of use;

- Work activities and physical/psychological stress;
- Fit testing;
- Physical characteristics, functional capabilities, and limitations of respirators.

Each category is briefly discussed below.

### **Nature of the Hazard, and Physical and Chemical Properties of Air Contaminants**

The nature of a hazard, whether it is in the form of gas, dust, vapor, fume, mist, oxygen deficiency, or any combination of those must be accounted for. The physical and chemical properties of contaminants must also be considered. Physical properties include such factors as particle size for particulates (e.g., fume) and vapor pressure for gases or vapors. Chemical properties of air contaminants affect breakthrough times for cartridge-type respirators and the ability of the filter material to remove, adsorb, or absorb contaminants.

### **Contaminant Concentrations**

Sampling and analysis of the workplace for airborne contaminants will identify and quantify them. The data will be used to determine if an unwanted employee exposure is occurring and will assist in determining the appropriate mitigation factors that are required. Additionally, results from prior sampling and analysis of similar operations and/or processes may also be used as a point of reference to determine the applicability of respirator use to reduce employee exposure to acceptable levels. Air monitoring data are also taken into account when developing job task safety analyses for HHW tasks. The completed analyses would include recommendations for respiratory protection where necessary.

### **Relevant Permissible Exposure Limits or Other Occupational Exposure Limits**

Selected respirators must be capable of protecting employees against overexposure by maintaining relevant airborne contaminants at or below relevant exposure limits. In addition to the Cal/OSHA exposure limits (T8 CCR, Section 5155), SVSWA will consider the recommended American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs); the National Institute for Occupational Safety and Health (NIOSH) Recommended Exposure Limits (RELs); or other occupational exposure limits as appropriate.

### **Nature of Work Operations and/or Processes**

The type of operation, process, or equipment, and the task-specific physical requirements (e.g., heavy lifting, working at distances, etc.) can influence respirator selection.

### **Duration of Use**

Employees wearing respirators for long periods or in hot working conditions may require respirators that impose a minimal physical burden. Filtering facepiece respirators should be

changed out when breathing is restricted due to loading and should not be used more than one (8-hour) day.

Breakthrough times for chemicals vary, depending on the concentration of the contaminants, the patterns of respirator use, and environmental factors (e.g., temperature and humidity). Regarding breakthrough times, respirators providing adequate protection for one chemical may be inadequate for another. Cartridges should be replaced at the end of each shift or earlier as determined by a formal estimation of the cartridge life (see Procedures and Schedules for Respirator Maintenance).

### **Work Activities and Stress**

Work that is physically demanding can affect the employee's capability of wearing a respirator. Temperature and humidity can also increase physical and psychological stress associated with respirator use, as well as the effectiveness of a respirator's filter cartridges. These factors must be evaluated when selecting a respirator for a specific task.

### **Fit Testing**

Some employees may be unable to achieve an adequate fit with certain models or types of respirators. Therefore, SVSWA will provide alternate respirator sizes and/or models to accommodate individuals and to achieve an adequate fit.

### **Physical Characteristics, Functional Capabilities, and Limitations of Respirators**

Respirators must not impair vision, hearing, communication, or physical movement during the performance of work.

### **Selection**

Once all of the referenced selection factors have been evaluated, a NIOSH-certified respirator can be selected. Respirators must be appropriate for a contaminant's physical form and chemical properties, as well as conditions under which the respirators will be used. All should be chosen and used according to limitations set forth by the manufacturer.

### **Assigned Protection Factors**

Respirators are assigned a "Protection Factor" (PF) rating. Air-purifying respirators have a lower PF than supplied-air respirators. The PF for disposable filtering facepiece respirators and half-face replaceable cartridge respirators is 10. Full-face replaceable cartridge respirators have a PF of 50. It should be noted that PFs are established assuming that the person wearing the respirator is doing so consistent with the manufacturer's requirements.

PFs can be thought of as levels of protection above the Cal/OSHA permissible exposure limit (PEL). For example, the Cal/OSHA Toluene PEL (8-hour time-weighted average) is 200 parts per million (ppm). Since a half-face air purifying respirator has a PF of 10, theoretically the

wearer will be adequately protected in an environment with an ambient concentration as high as 2,000 ppm Toluene. However, the IDLH concentration for toluene is 500 ppm. Since no air-purifying respirator can be used in an IDLH atmosphere, the maximum use concentration (MUC) is 500 ppm toluene for a half-face replaceable cartridge respirator. As this example demonstrates understanding a respirator's protection factor and how it relates to a specific contaminant's PEL and IDLH concentrations is essential for selecting the proper respirator.

## **Warning Systems**

**For disposable filtering facepiece respirators, restricted breathing warns the user to dispose of the respirator and don a new one. When air-purifying respirators are selected for protection against gases and vapors, a system must be in effect that will reliably warn wearers of contaminant breakthrough. These systems are:**

- A respirator equipped with an end-of-service life indicator certified by NIOSH for the contaminant.
- An established and enforced cartridge/canister change schedule that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.

## **MEDICAL EVALUATIONS OF EMPLOYEES REQUIRED TO USE RESPIRATORS**

Each individual issued a respirator must be medically cleared by a physician or licensed health care professional (LHCP). The physician or LHCP must sign a statement to the effect that no restrictions exist, or summarize the restrictions. A record of the exam is maintained by SVSWA with a copy provided to the employee. A summary of this information is also recorded on the fit test record.

## **FIT TESTING PROCEDURES FOR TIGHT-FITTING RESPIRATORS**

**Fit tests are required to verify that the respirator provides a proper seal against a wearer's face, so it will prevent contaminants from leaking into the respirator facepiece. This is a required practice for all SVSWA employees who wear a respirator (including disposable filtering facepiece respirators). The fit test protocol requires:**

- Selection of a well-fitting respirator
- Verification that male users are clean shaven prior to conducting the test



- Verification that the user can correctly don and adjust the respirator and perform a positive and negative pressure seal check
- Fit test with Bitrex utilizing all of the required fit test elements

It is important to select respirators that are comfortable and provide an adequate fit. Employees will be able to select from several respirator models. If an adequate fit cannot be attained with the respirators offered, attempts will be made to acquire a respirator that does provide it. Some individuals will not be able to find a proper fit with any available respirator. Those personnel will not be assigned duties requiring respiratory protection. Facial scars may also interfere with a respirator's proper fit.

### **Positive and Negative Seal Checks**

Positive and negative pressure seal checks will be performed to assess the adequacy of the fit and to verify that the respirator's inhalation and exhalation valves are functioning properly. Positive and negative seal checks must be performed by wearers each time a respirator is used. The respirator manufacturer's recommended procedures for performing a user seal check can be used as alternatives to the OSHA-specified procedures under the respiratory protection standard. To obtain a good seal, always follow the manufacturer's directions provided with each respirator. A description of and figures depicting the right positioning and procedures for respirator seal checks are appended to this section.

### **Qualitative Fit Tests**

Qualitative fit tests will be performed on an annual basis for all persons required to wear a respirator. SVSWA will have an additional fit test conducted whenever the employee reports changes in his or her physical condition that could affect respirator fit or when such a change in physical condition is observed by the employer, physician or LHCP, supervisor, or program administrator. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight. After successfully completing a fit test for an air-purifying respirator, the employee will use only those models of respirator for which they have been successfully fit tested. Employees will be asked to sign a statement acknowledging receipt of the respirator, the type and model of respirator, participation in respirator training, and completion of a respirator fit test (see Exhibit G-1, located at the end of this document).

Any person who performs fit testing shall read the instructions that are included with the fit-testing equipment and will understand and adequately comply with the Cal/OSHA requirements for the type of fit testing methodology to be performed.

Once the user has adequately demonstrated the elements referenced above, a testing agent, Bitrex, will be used, as directed by the manufacturer, to conduct a qualitative fit test. Before conducting a qualitative test, the worker will undergo a sensitivity test to determine if he or she can taste the agent. A negative pressure, half-face respirator equipped with P-100 (HEPA)

cartridges or a disposable filtering facepiece respirator (as appropriate) will be used to perform the qualitative fit test with Bitrex.

**During a qualitative fit test, employees will perform the following exercises:**

- Head stationary, normal breathing (60 seconds)
- Head stationary, deep breathing (60 seconds)
- Head turning side to side (60 seconds)
- Head moving up and down (60 seconds)
- Talking (recite Rainbow Passage or count backwards)
- Bending over (60 seconds)
- Head stationary normal breathing (60 seconds)

If an adequate seal has not been maintained, the user will experience a bitter taste. Respirators will then need to be adjusted, or another model of respirator considered.

Only when employees have passed the qualitative fit test with Bitrex or other testing agent will they be issued respirators and be allowed to perform duties where respiratory protection may be necessary.

## **USE OF RESPIRATORS IN ROUTINE AND REASONABLY FORESEEABLE EMERGENCY SITUATIONS**

**For tasks where it has been determined that respirators will be used, and prior to use, employees must:**

- Inspect the respirator to verify that it is clean, free of foreign matter, and not damaged or distorted.
- Put the respirator on, adjusting the face piece and straps to the headband and neck strap.
- Perform a positive pressure seal check.
- Perform a negative pressure seal check.

Positive and negative pressure seal checks must be performed each time a respirator is put on; even if the respirator was removed for a moment. Check the manufacturer's instructions for donning the respirator and performing seal checks.

The service life of respirator cartridges and filtering facepiece respirators will vary depending on the work environment. Disposable filtering facepiece respirators, particulate filters, or pre-filters should be replaced when breathing is restricted. Respirator cartridges should be replaced when the end-of-service-life-indicator (if so equipped) changes color or as estimated by the job task safety analysis. When respirator cartridges are exchanged for new ones, openings in the old cartridges should be covered with duct tape, or equivalent, and properly disposed of.

Respirator cartridges and disposable filtering facepiece respirators should not be used more than one (8-hour) day.

**Personnel should immediately leave the work area and inspect the respirator if:**

1. Breathing becomes difficult.
2. Dizziness or other distress occurs.
3. Contaminant breakthrough happens (smell, taste, or sense irritant).
4. If respirator becomes damaged, water soaked, or frozen.

## **PROCEDURES AND SCHEDULES FOR RESPIRATOR MAINTENANCE**

**Employees are responsible for verifying that their respirators are properly inspected and maintained, including:**

- Inspecting the condition of respirators used in non-emergency situations before each use and during cleaning.
- Inspecting the condition of face pieces, straps, valves, and filter elements.
- Inspecting the condition of air hoses, hose clamps and connections, and gaskets.
- Inspecting SCBAs monthly for a fully-charged tank and the proper functioning of the regulator and warning devices.

Disposable filtering facepiece respirators are disposable. New filtering facepiece respirators should be kept in the manufacturer's packaging or in a plastic, zip-lock bag and stored in a cool, dry, non-contaminating environment to protect them from dust, chemicals, moisture, excessive heat, and physical damage.

Employees will also be responsible for properly cleaning and storing their respirator. Non-disposable respirators should be cleaned and sanitized after each day of use. Under very dirty or contaminated conditions, respirators should be cleaned several times during work. The air-purifying elements must be unscrewed from the respirator prior to washing and sanitation. Air-purifying elements should then be properly disposed of as potentially contaminated waste.

Face piece, elastic straps, inhalation valves and connectors, and exhalation valves, valve seats, and valve guards should be thoroughly washed in a warm (120-130°F) cleaner-sanitizer solution. The respirator should be then rinsed thoroughly in warm water, and air-dried at room temperature in a non-contaminated atmosphere. Previously listed respirator components should be inspected, and any worn or deteriorated parts discarded and replaced with new parts that are designed for that particular respirator. It is important that the exhalation valve system in the face piece be inspected frequently to ensure it is clean, free of foreign matter, and not damaged or distorted.

Only after the respirator is completely dry should it be placed in a plastic, resealable bag and stored in a cool, dry, non-contaminating environment to protect it from dust, chemicals, moisture, excessive heat, and physical damage.

### **Cartridge Change-Out Schedules**

Respirator cartridges and filters have a limited life span and require replacement or changing with new filters or cartridges. Respirator cartridges and filtering facepiece respirators should not be used more than one (8-hour) day. For particulate filters only, the filter should be changed when the employee has difficulty breathing which indicates the filter is overloaded with particulate, which increases resistance when inhaling through the filter.

**For chemical cartridges, each cartridge manufacturer has developed tables or software to calculate the change-out schedules for respirator cartridges. The change-out schedules are affected by the following factors:**

1. Concentration of the air contaminants;
2. Temperature and humidity of the environment in which the respirator is used;
3. The work load or breathing rate (heavy, medium and light) of the respirator user.

Values for these factors must be estimated and either inserted into the software program for calculation of the change-out schedule or used to look-up the change-out schedule on a table. The Safety Officer should be contacted for assistance in calculation of change-out schedules. Each job task safety analysis specifying the use of air-purifying respirators must include a cartridge change-out schedule.

## TRAINING

**Employees who use respiratory protection as part of their work duties must be trained as required by Title 8 CCR, Section 5144(I). The training must be conducted annually and will contain the following elements:**

- Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations;
- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- What the limitations and capabilities of the respirator are;
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
- How to inspect, put on and remove, adjust, use, and check the seals of the respirator;
- What the procedures are for maintenance and storage of the respirator;
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators; and
- The general requirements of the state respiratory-protection regulation.

## ANNUAL EVALUATION OF PROGRAM FOR EFFECTIVENESS

The Safety Officer or designee will reevaluate this program annually and will revise it as warranted in response to observed deficiencies in implementation and changes in technology or regulations.

**The Safety Officer will consult with industrial hygiene/occupational safety professionals and with employees wearing respirators to ascertain their views on program effectiveness and to identify problems. This assessment supports an evaluation of the following:**

- Whether the respirators are properly fitted;
- Whether employees are able to wear the respirators without interfering with their work;
- Whether respirators are correctly selected for the hazards encountered;
- Whether respirators are being worn when necessary; and

- Whether respirators are being maintained properly.

The Safety Officer will initiate corrective actions for any problems that are revealed during any other part of this evaluation.

## **RECORDKEEPING**

**Records generated by the respiratory protection program will be kept as required by Cal/OSHA regulations or SVSWA record keeping requirements whichever is more stringent. These include:**

- Training records
- Respirator fit test records
- Employee exposure monitoring records
- Medical surveillance records

Records will be available for inspection by employees at any time. Training records will be kept for each employee for the duration of employment and for a period of at least one year after the date that employment is terminated. Fit testing records will be kept for each employee until the next fit test is administered. Employee medical records will be kept for a period of 30 years after the date that employment is terminated, in accordance with Title 8 CCR, Section 3204(d).

## Exhibit G-1. Respirator Fit Test Form

### RESPIRATOR FIT TEST FORM

EMPLOYEE \_\_\_\_\_ FACILITY \_\_\_\_\_  
 EMPLOYEE # \_\_\_\_\_ SUPERVISOR \_\_\_\_\_  
 JOB TITLE \_\_\_\_\_

#### **BACKGROUND FOR ABOVE-NAMED EMPLOYEE**

**YES/NO**

**IF YES, DATE**

Has the employee been medically cleared to wear a respirator? \_\_\_\_\_

Did the evaluation note any restrictions while working with a respirator? \_\_\_\_\_ If yes, list restrictions:

#### **TRAINING**

**YES/NO**

**DATE**

Has the employee received instruction on all elements listed under *Training* in IIPP Appendix G, Respiratory Protection Program? \_\_\_\_\_

#### **RESPIRATOR MAKE(S)/MODEL(S)**

**TYPE**

**SIZE**

1. \_\_\_\_\_ FULL FACE HALF FACE SMALL MED LARGE

2. \_\_\_\_\_ FULL FACE HALF FACE SMALL MED LARGE

3. \_\_\_\_\_ FULL FACE HALF FACE SMALL MED LARGE

#### **RESPIRATOR FIT TEST**

**RESULTS**

**DATE**

**INSTRUCTOR INITIALS**

NEGATIVE SEAL CHECK	PASS	FAIL	_____	_____
POSITIVE SEAL CHECK	PASS	FAIL	_____	_____
BITREX TEST	PASS	FAIL	_____	_____

**EMPLOYEE SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**INSTRUCTOR/FITTER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## APPENDIX H

### HEAT ILLNESS PREVENTION PLAN





## Appendix H – Heat Illness Prevention Plan

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## **APPENDIX H**

### **HEAT ILLNESS PREVENTION PLAN**

#### **PURPOSE**

This plan describes work practices to comply with the requirements of Title 8 of the California Code of Regulations (CCR), Section 3395. The work practices include methods to recognize and measure the conditions and symptoms of heat illness and to prevent and respond to heat illness. This discussion applies to all employees of the Salinas Valley Solid Waste Authority (SVSWA) who are exposed to outdoor workplace conditions where the ambient temperature exceeds 80 degrees Fahrenheit.

#### **KEY POINTS**

- Heat illness can progress quickly to become life threatening, but it is readily prevented.
- Efforts to prevent heat illness will be in place when the temperature exceeds 80 degrees Fahrenheit.
- Employees will have access to potable drinking water that is fresh, pure, suitably cool, and provided free of charge. The water will be located as close as practicable to the areas where employees are working. The supply will provide at least one quart per employee per hour for drinking for the entire shift.
- When the outdoor temperature in the work area exceeds 80 degrees Fahrenheit, shade areas will be provided that are either open to the air or provided with ventilation or cooling. The shade will be located as close as practicable to the areas where employees are working and will be available while employees are present, including meal periods.
- Employees are allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to prevent overheating. An employee who takes a preventative cool-down rest (A) will be monitored and asked if he or she is experiencing symptoms of heat illness (see Table 1), (B) will be encouraged to remain in the shade, and (C) will not be ordered back to work until any signs or symptoms of heat illness have abated, but not less than 5 minutes in the shade.
- If an employee exhibits signs or reports symptoms of heat illness while taking a preventative cool-down rest or during a preventative cool-down rest period, appropriate first aid or emergency response will be provided.
- High heat procedures are strongly recommended as a best practice when the temperature equals or exceeds 95 degrees Fahrenheit. High heat procedures, which are detailed below, include (A) effective monitoring of employees for alertness and signs or symptoms of heat illness, (B) designating someone on each job site as authorized to call for emergency

medical services, (C) reminding employees throughout the work shift to drink plenty of water, and (D) holding pre-shift meetings to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary.

- Effective communication will be maintained so that employees at the work site can contact a supervisor or emergency medical services when necessary. Procedures for communication are provided below.
- Emergency response procedures (below) describe how to respond to signs and symptoms of possible heat illness, including first aid measures and how emergency medical services will be provided. Emergency response procedures will be implemented when an employee exhibits indicators of severe heat illness.
- An employee exhibiting signs or symptoms of heat illness will be monitored and will not be left alone or sent home without being offered on-site first aid and/or being provided with emergency medical services.
- Employees will be closely observed by a supervisor or designee during a heat wave, which means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days. An employee who has been newly assigned to a high heat area will be closely observed by a supervisor or designee for the first 14 days of employment.
- Employees will be trained regarding heat illness and its prevention before they begin work that might expose them to the risk of heat illness. Training topics, which are detailed below, include environmental and personal risk factors for heat illness, the procedures in this Heat Illness Prevention Plan, the importance of frequent consumption of small quantities of water, the importance and methods of acclimatization, signs of heat illness, the importance of immediately reporting symptoms or signs of heat illness in themselves or in co-workers, response to heat illness, and contacting emergency medical services,
- Supervisors will receive additional training, including procedures they are to follow to implement this Heat Illness Prevention Plan, responding to an employee exhibiting signs or reporting symptoms consistent with possible heat illness (including emergency response procedures), monitoring weather reports, and responding to hot-weather advisories.

## DEFINITIONS

“Acclimatization” means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

“Heat Illness” means a serious medical condition resulting from the body's inability to cope with a particular heat load, and it includes heat cramps, heat exhaustion, heat syncope and heat stroke.

“Environmental risk factors for heat illness” means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

“Personal risk factors for heat illness” means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

“Shade” means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

“Temperature” means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

## **RESPONSIBILITIES**

All employees are responsible for understanding and following the requirements of this plan.

**Supervisors have the following additional responsibilities:**

- Verify that water, shade, cool-down rests, and access to first aid is provided
- Remind workers throughout the day to drink plenty of water
- Monitor the supply of drinking water and replenish it with fresh, pure, and suitably cool water
- Monitor workers for signs and symptoms of heat illness, including communicating with work crews and solo workers
- Monitor any worker taking a preventative cool-down rest break, encourage the worker to remain in the shade, and allow any signs or symptoms of heat illness to abate before sending the person back to work, but allow not less than 5 minutes in the shade

- Monitor weather to respond to hot weather advisories and periodically use a thermometer to modify work schedules, or increase the number of water and rest breaks, or cease work early if necessary

During periods when high heat procedures are appropriate (see High Heat Procedures, below), supervisors should also lead pre-shift tailgate or toolbox meetings to review heat illness and the high heat procedures. The person with overall responsibility and authority for implementing this Heat Illness Prevention Plan is Rose Gill, HR/OD Manager and Safety Officer, office 831-775-3008.

## **COMMUNICATION**

Effective communication must be maintained so that employees can contact a supervisor regarding heat illness. Communication is by voice, observation, or electronic means. A two-way radio, cell phone, or text-messaging device will be used only if reception in the area is reliable. Checks will be made to verify that these electronic devices are functional prior to each hot weather shift.

Supervisors will monitor employees under their direction for alertness and signs or symptoms of heat illness. If a supervisor cannot be available, he or she will assign a designee to monitor employees, or a “buddy system” will be implemented. The buddy system is where two or more workers monitor each other for alertness and signs or symptoms of heat illness.

Frequent communication via phone or two-way radio will be maintained with employees working alone or in smaller groups to monitor those employees for possible symptoms of heat illness. The employee(s) will be contacted regularly and as frequently as possible throughout the day, since an employee in distress may not be able to summon help on his or her own. As mentioned above, reception in the area must be reliable.

Prior to the start of the shift, a determination will be made of whether a language barrier is present at the job site and steps will be taken (such as assigning the responsibility to call emergency medical services to an English speaking worker) to verify that emergency medical services can be immediately called in the event of an emergency. All supervisors and employees in work crews carry cell phones, or other means of communication, to verify that emergency medical services can be called.

## **PROVIDING WATER**

All employees will have access to drinking water. Water will be fresh, pure, and suitably cool, and it will be provided free of charge to employees. During hot weather, the water will be cooler than the ambient temperature but not so cool as to cause discomfort that might discourage drinking it. Where drinking water is not plumbed or otherwise continuously supplied, drinking water containers will be brought to the site so that at least one quart per employee per hour is available throughout the shift. All water containers will be kept in sanitary condition. Individual

water containers or bottled water provided to workers will be adequately identified to eliminate the possibility of drinking from a co-worker's container or bottle.

The supervisor/designated person will monitor the supply of water containers, or the water level in water containers, every hour and more frequently when the temperature rises. Employees are encouraged to report to the supervisor/designated person low levels or dirty water. Water containers will be refilled with cool water when the water level within a container drops below 50 percent.

Water containers will be located as close as practicable to where employees are working to encourage the frequent drinking of water. When employees are working across large areas, water will be placed in multiple locations.

Supervisors will remind employees to drink water. See additional information below regarding drinking water during a heat wave and during high heat conditions.

## **ACCESS TO SHADE**

Shade will be available and will be provided when requested by an employee. Shade will be present when the temperature exceeds 80 degrees Fahrenheit. Shade areas will not expose employees to unsafe or unhealthy conditions and will not be situated such that the location might deter or discourage access or use. Shade areas will be open to the air or provided with ventilation or cooling.

Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on. Whenever possible, SVSWA provides air-conditioned cabs for equipment operators. This will prevent heat stress and allow the operators to work for longer periods of time.

Enough shade structures will be available to accommodate all of the employees who are on a break at any point in time. During meal periods there will be enough shade for all of the employees who choose to remain in the general area of work or in areas designated for recovery and rest periods. All employees on a recovery, rest break, or meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

**Workers will be informed of the location of the shade structures and will be encouraged to take a five-minute cool-down rest in the shade when they feel the need to do so to prevent overheating. As stated above (see Key Points, above), an employee who takes a preventative cool-down rest break will:**

- Be monitored and asked if he or she is experiencing symptoms of heat illness,
- Be encouraged to remain in the shade, and

- Not be ordered back to work until any signs or symptoms of heat illness have abated, but not less than 5 minutes in the shade. (See also the section on Emergency Response for additional information.)

In situations where trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated by the supervisor or designated person to verify that sufficient shadow is being cast to protect employees.

## **MONITORING THE WEATHER**

During each workday when temperatures might exceed 80 degrees Fahrenheit, the operations manager or designee will monitor the weather (using <http://www.nws.noaa.gov/> or a thermometer). Weather information is considered to determine when it will be necessary to make modifications to the work schedule, such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, or increasing the number of water and rest breaks. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, High Heat Procedures will be implemented to provide additional preventive measures.

The Safety Officer is trained in and responsible for checking in advance the extended weather forecast. Supervisors are also trained to monitor weather and respond to hot weather advisories. Weather forecast resources include the internet (<http://www.nws.noaa.gov/>), and the National Weather Service (San Francisco: 831-656-1725). The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. Information is related to supervisors, who communicate the necessary information to employees.

Advance planning for the prevention of heat illness occurs when temperatures might exceed 80 degrees Fahrenheit. Prior to each workday during such periods, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether workers will be exposed at a temperature and humidity characterized as either “extreme caution” or “extreme danger” for heat illnesses. It is important to note that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

## **RESPONSE TO A HEAT WAVE**

For purposes of heat illness planning, “heat wave” means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days.

During a heat wave, all employees exposed to the heat will be closely observed by a supervisor or designee. The work day may be cut short or rescheduled (for example conducted at night or during cooler hours) to reduce the risk of heat illness. If schedule modifications are not feasible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.

## EMPLOYEE ACCLIMATIZATION

People need time for their bodies to adjust to working in the heat. This truth applies to employees (1) returning to work after a prolonged absence, (2) moving from a cool to a hot climate, or (3) working during the beginning stages of a heat wave.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and high activity. Unacclimatized employees risk heat illness by working too vigorously when a heat wave strikes or when starting a new job that exposes them to heat to which their bodies have not yet adjusted. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat. To help your body acclimatize to the heat, you may have to reduce your hours of heat exposure and/or increase your breaks for a few days.

Acclimatization procedures include weather monitoring for heat waves (see Monitoring the Weather, above). The supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer. Responses to heat waves are described above (see Response to a Heat Wave, above).

New employees, or those employees who have been newly assigned to a high heat area, will be closely observed by the supervisor or designee for the first 14 days. The intensity of the work will be lessened during a two-week break-in period, such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day.

The supervisor, or the designee, will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms. New employees will be assigned a "buddy" or experienced coworker to watch each other closely for signs or symptoms of heat illness.

## HIGH HEAT PROCEDURES

**High Heat Procedures are additional preventive measures that can be used when the temperature equals or exceeds 95 degrees Fahrenheit. Pre-shift tailgate or toolbox meetings should be held to cover the following topics:**

- The signs and symptoms of heat illness
- The means of communication that workers can use to contact a supervisor when necessary
- Employees are encouraged to drink plenty of water
- Employees have the right to take a cool-down rest when necessary.

Procedures for maintaining effective communication are provided above (see Communication). One or more employees on each work site should be designated as authorized to call for



emergency medical services (see Heat Illness Emergency Response, below). Other employees are allowed to call for emergency services when no designated employee is available.

Employees should be reminded throughout the work shift to drink plenty of water. Additionally, the number of water breaks should be increased during high heat conditions. When temperatures reach 95 degrees or above, supervisors should have the employee takes a minimum ten-minute net preventative cool-down rest period every two hours. Supervisors will lead by example, and workers will be reminded throughout the work shift to drink water. In high heat conditions, the supervisor will consider the use of PPE such as cooling vests, water cooled garments or wet clothing such as headbands or bandanas.

## **HEAT ILLNESS EMERGENCY RESPONSE**

Heat illness can be life threatening. Providing an adequate response to heat illness relies on planning, communication, recognition of symptoms, and training. Procedures for maintaining effective communication are provided above (see Communication).

Prior to assigning a crew to a particular worksite, a qualified and appropriately trained and equipped person is present at the site to render first aid if necessary.

Table 1 outlines the causes, symptoms and treatment methods for heat illnesses.

**Heat Illness Symptoms and Treatment**

<b>Hazard</b>	<b>Causes and Symptoms</b>	<b>Treatment</b>
Heat Rash	A skin inflammation caused by excessive sweating from plugged sweat ducts. Symptoms include a prickly rash, which can become infected.	<ul style="list-style-type: none"><li>• Rest in a cool area</li><li>• Wash the skin</li><li>• Allow skin to dry</li><li>• Seek medical attention, if infected</li><li>• Regularly bathe and dry skin</li></ul>
Fainting	Non-acclimatized employee stands in heat for long periods of time, which results in less blood flowing to the brain due to pooling of blood in lower extremities. The symptom includes sudden loss of consciousness.	<ul style="list-style-type: none"><li>• Rest in cool, shaded area for 5 minutes</li><li>• Gradually adjust to working in heat</li><li>• Move around to circulate blood</li></ul>
Heat Cramps	Occurs in tired muscles when the worker sweats profusely and drinks large quantities of water. Low salt level causes spasms, while high salt level causes cramps. Symptoms include painful cramping or spasms in the muscles.	<ul style="list-style-type: none"><li>• Rest in cool, shaded area for 5 minutes</li><li>• Drink small quantities of water frequently</li><li>• Drink up to 4 cups per hour</li><li>• Avoid caffeinated beverages or alcohol</li></ul>

Hazard	Causes and Symptoms	Treatment
Heat Exhaustion	<p>Large amounts of fluid lost by sweating</p> <p>Symptoms resemble early heat stroke:</p> <p>Physically weak, fatigued, or faint</p> <p>Giddy, irritable, or mentally confused</p> <p>Nauseated</p> <p>Headache, dizziness, and/or lightheadedness</p> <p>Person continues to sweat and body temperature is normal</p> <p>Skin is moist and clammy</p> <p>Person may vomit or lose consciousness</p>	<ul style="list-style-type: none"> <li>• Rest in shade or air conditioned vehicle or room for 15 minutes' minimum</li> <li>• Drink plenty of fluids (at least 5-7 ounces per 15-20 minutes)</li> <li>• Seek medical attention, if severe</li> <li>• Use cooling vest or wet clothing if needed</li> </ul>

Hazard	Causes and Symptoms	Treatment
Heat Stroke	<p>This is a life-threatening condition in which the body's temperature regulatory system fails and sweating becomes inadequate. Symptoms include the following:</p> <ul style="list-style-type: none"> <li>- Person's skin is hot and dry</li> <li>- Skin appears red in color</li> <li>- Body temperature is 103°F or higher</li> <li>- Person is mentally confused or delirious</li> <li>- Person can have convulsions or become unconscious</li> </ul>	<ul style="list-style-type: none"> <li>• Call 911 or your local emergency number immediately.</li> <li>• Move the person to a cooler place. Quickly cool the body. Immerse the victim in a cool bath or briefly wrap wet sheets around the body and fan it. Wrapping the patient in wet towels or cloths can actually act as insulation and increase the body temperature, so avoid keeping them wrapped for prolonged periods.</li> <li>• Do not apply ice or very cold water to the victim's skin as this can cause vasoconstriction in the skin, preventing heat from escaping the body core.</li> <li>• Watch for signals of breathing problems. Keep the person lying down and continue to cool the body any way you can. If the victim refuses water or is vomiting or there are changes in the level of consciousness, do not give anything to eat or drink.</li> </ul>

If a supervisor observes, or any employee reports, any signs or symptoms of heat illness in any employee, the supervisor/designee will take immediate action commensurate with the severity of the illness. An employee exhibiting signs or symptoms of heat illness will take a cool-down rest in the shade and will be monitored. The employee will not be left alone or sent home without being offered on-site first aid or being provided with emergency medical services.

If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, or convulsions), first aid will be rendered or emergency services will be called as appropriate for the situation, including the response abilities of on-site coworkers and the expected response time of emergency services. When no trained first aid worker or supervisor is available at the site, emergency service providers will be called.

If necessary, and only if the victim can be moved safely, carefully transport the victim to a shaded place where they can be reached by an emergency medical provider. At large or remote locations, such as landfills, the supervisor may need to designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them.

During a heat wave and during hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

## **EMPLOYEE AND SUPERVISORY TRAINING**

**Employees who work in hot environments (exceeding 80° Fahrenheit) will be trained in heat illness safety, including recognition, measurement, and prevention measures, at least once every two years. All employees and supervisors will be trained prior to working outside. Training will include all aspects of implementing this Heat Illness Prevention Plan. The training will include the following elements:**

- Signs, symptoms, and treatment of various heat related illnesses and the fact that symptoms can progress quickly to become life threatening.
- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- Procedures for acclimatizing and its importance.
- The importance of drinking water frequently and taking breaks out of the heat.
- The employer's responsibility to provide drinking water, shade, and cool-down rests.
- The importance of promptly report signs of heat illness in yourself or coworkers.
- How we respond to signs or symptoms of possible heat illness.
- How to contact emergency services, effectively report the work location to 911, and, if necessary, safely move an employee to where they can be reached by emergency responders. The training must include how a person is designated to be available to ensure that emergency procedures are invoked when appropriate.
- The importance of choosing water instead of soda or other caffeinated beverages and avoiding alcoholic beverages altogether during high heat.
- PPE available to alleviate heat stress.
- When the temperature is expected to reach or exceed 95 degrees Fahrenheit, pre-shift tailgate or toolbox meetings should be held to review heat illness and the high heat procedures (see High Heat Procedures, above).
- Supervisors will be trained prior to being assigned to supervise other workers. Supervisor heat illness training will include the elements listed above, plus the following points:
- Supervisor responsibilities and how to implement this Heat Illness Prevention Plan.

- The right of employees to exercise their rights under this standard without retaliation.
- How to observe employees for alertness and signs or symptoms of heat illness.
- The steps supervisors must follow when employees exhibit symptoms consistent with heat illness.
- How to monitor weather reports, respond to hot weather advisories, and periodically use a thermometer to modify work schedules, to increase number of water and rest breaks, or cease work early if necessary.
- To be effective, training must be understood by employees and given in a language the employees understand. Records of the training will be kept showing:
  - The date of training
  - The name of the person who performed the training
  - The names of persons who attended the training
  - The subjects covered
- Anyone familiar with heat illness prevention and response (and the elements listed above) can lead the training.

## **Appendix I**

### **Bloodborne Pathogens Exposure Control Plan**





# Bloodborne Pathogens Exposure Control Plan

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## Appendix I

### Bloodborne Pathogens Exposure Control Plan

#### PURPOSE AND SCOPE

Human blood and other potentially infectious materials (OPIM) can contain harmful microorganisms such as the Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV). Contact with affected blood, OPIM, or contaminated materials, can result in transmitting viruses and the life-threatening conditions they cause.

The Salinas Valley Solid Waste Authority (SVSWA) has adopted this Bloodborne Pathogen Exposure Control Plan to protect employees who may come into contact with blood, OPIM, or contaminated materials, during the performance of their work. Although the program is intended to comply with California's bloodborne pathogens standard, the primary purpose for adopting the plan is to help employees avoid exposure to bloodborne pathogens at work. The state bloodborne pathogens standard is in Title 8 of the California Code of Regulations (T8 CCR), Section 5193, and is administered by the California Department of Industrial Relations (Cal/OSHA).

Theoretically, anyone could be exposed to these contaminated fluids. Even paper cuts produce blood, so everyone should be aware of potential hazards created when someone is bleeding. Steps can be taken to keep oneself safe from exposure (for instance by properly disposing of first aid materials that have been used or contaminated). All can be protected (by wearing latex gloves) while helping provide first aid.

#### EXPOSURE DETERMINATION

An exposure incident occurs when there is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM. Determination of an exposure incident is necessary in order to ensure that the proper post-exposure evaluation, prophylaxis, and follow-up procedures are made available immediately.

**For SVSWA employees, certain activities increase the likelihood of occupational exposure to blood or other potentially infectious materials. Employees performing activities with the potential to contact solid waste face occupational exposure to bloodborne pathogens. The following SVSWA job classifications include occupational exposure:**

- Employees at household hazardous waste (HHW), which accepts intact sharps containers.
- Some laborers. Specifically, those laborers performing load-check activities for diversion of unacceptable waste.

- Resource Recovery Technicians. Specifically, those employees performing waste audits or participates in community clean-ups.

SVSWA has no designated first aid responders. Instead, certain employees are trained in first aid and cardiopulmonary resuscitation (CPR), and these employees may provide first aid or CPR within the scope of their training and the limits of California's Good Samaritan Law. Employees who have been trained in first aid, but are not designated first aid responders, do not face occupational exposure.

## COMPLIANCE METHODS

"Universal precautions" will be observed to prevent contact with blood or OPIM. Universal precautions, as an approach to infection control, considers all blood and OPIM infectious regardless of the perceived status of the source.

**To eliminate or minimize employee exposure, engineering and work practice controls will be used:**

- SVSWA does not accept medical waste, except that HHW accepts intact sharps containers.
- Employees will be given instruction on how potentially infectious materials should be handled, cleaned up, and disposed of, including housekeeping procedures and proper use of personal protective equipment (PPE).
- Employees will be trained to identify potentially infectious materials and how to use enhanced PPE (e.g., armored overgloves) when handling such materials.

Where occupational exposure remains after implementation of these controls, PPE will also be used (see Personal Protective Equipment section below). The controls listed above will be reviewed with employees during initial training by SVSWA, during first aid training, and during initial training provided as a part of any specific job task involving potential exposure to blood or OPIM. In addition, control measures will be assessed periodically by SVSWA (see Periodic Review section below).

Hand washing facilities are available to employees who are exposed to blood and OPIM. Cal/OSHA requires that these facilities be readily accessible after incurring exposure. At SVSWA facilities and offices, hand washing facilities are located in restrooms and break rooms. After removal of personal protective gloves, employees must wash hands and any other potentially contaminated area of the skin immediately or as soon as feasible with soap and water. If employees incur exposure to skin or mucous membranes, these areas should be flushed with water as soon as possible.

## Prohibited Practices

**To reduce the risk of exposure to sharps, blood, and/or OPIM, SVSWA specifically prohibits certain at-risk practices:**

- Shearing or breaking of contaminated needles and other contaminated sharps is prohibited.
- Broken glassware that might be contaminated with blood or OPIM shall not be picked up directly with the hands. It must be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.
- The contents of sharps containers shall not be accessed unless properly reprocessed or decontaminated.
- Sharps containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of sharps injury.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

## **Contaminated Equipment**

Emergency response equipment, first aid equipment, and/or supplies that have become contaminated with blood or OPIM must be decontaminated as soon as feasible or at the end of the work shift if the surface may have become contaminated since the last cleaning, unless decontamination is not feasible. If decontamination is not feasible, an approved subcontractor should be utilized to aid in the decontamination and disposal process.

## **Personal Protective Equipment**

PPE will be provided, cleaned, maintained, and disposed of by SVSWA at no cost to the affected employee. Breathing barriers will also be provided to persons trained in CPR.

The choice of PPE is based on anticipated exposure to blood or OPIM. Protective equipment will be considered appropriate only if it does not permit blood or other infectious materials to pass through or reach an employee's clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the equipment is being used.

In the event of an accident, all garments penetrated by blood must be removed immediately or as soon as feasible. All PPE must be removed prior to leaving the work area. When PPE is removed, it must be placed in an appropriately-designated area or container for storage, washing, decontamination, or disposal.

Gloves must be worn where it is reasonably anticipated that employees will have hand contact with blood and OPIM. Disposable gloves are not to be washed, decontaminated, or reused, and are to be replaced when they become contaminated, torn, or punctured, or when their ability to function as a barrier has been compromised. Utility gloves may be decontaminated for reuse, provided the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, or punctured; if they exhibit other signs of deterioration; or when their ability to function as a barrier has been compromised.

## HEPATITIS B VACCINE AND HEPATITIS C TREATMENT

All employees with occupational exposure to blood or OPIM will be offered the Hepatitis B (HBV) vaccine and vaccination series, at no cost to the employee and at a reasonable time and place. The HBV vaccine and vaccination series will be performed by or under the supervision of a licensed physician or another licensed healthcare professional.

New or transferred employees will be offered the vaccine within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or OPIM, unless the employee has previously taken the vaccine or wishes to submit to antibody testing to determine whether the employee has sufficient immunity.

Employees who decline the HBV vaccine and vaccination series will sign an acknowledgement that they have been offered and have declined the vaccination (see *Exhibit I-1*). Employees who initially decline the vaccine, but who later wish to have it, will then be provided with the vaccine at no cost. It is the responsibility of the Safety Officer to ensure that the vaccine is offered, and that waivers are signed if applicable. Occupational medical centers will be utilized to administer the vaccine.

SVSWA routinely also offers Hepatitis C (HCV) antiviral treatment to affected employees. However, because there is no vaccine for HCV, the treatment is offered only to employees who have had an exposure incident at work.

## SHARPS INJURY LOG

Each exposure incident involving a sharp will be documented on a Sharps Injury Log within 14 working days of the date the incident is reported by the employee. The information in the Sharps Injury Log will be recorded and maintained in a way that will protect the confidentiality of the injured employee. Documentation of each exposure incident on the log will include the following information if known or reasonably available:

- Date and time of the exposure incident;
- Type and brand of sharp involved in the exposure incident;
- A description of the exposure incident, including:
  1. Job classification of the exposed employee;
  2. Department or work area where the exposure incident occurred;
  3. The procedure that the exposed employee was performing at the time of the incident;

4. How the incident occurred;
5. The body part involved in the exposure incident;
6. If the sharp had engineered sharps injury protection, whether the protective mechanism was activated, and whether the injury occurred before the protective mechanism was activated, during activation of the mechanism or after activation of the mechanism, if applicable;
7. If the sharp had no engineered sharps injury protection, the injured employee's opinion as to whether and how such a mechanism could have prevented the injury; and
8. The employee's opinion about whether any engineering, administrative or work practice control could have prevented the injury.

Bloodborne pathogen training will include a description of the importance of reporting sharps injuries and documenting them on the Sharps Injury Log (see Training section below). The Safety Officer will maintain the log but may delegate initial documentation of sharps injuries to supervisors.

## **POST-EXPOSURE EVALUATION AND FOLLOW-UP**

**All employees involved in an exposure incident will be offered a confidential, post-exposure evaluation and follow-up, in accordance with the Cal/OSHA regulation. Post-exposure evaluation and follow-up will be offered at no cost to the employee, at a reasonable time and place, and it will be performed by or under the supervision of a licensed physician or another licensed healthcare professional. Specifically, the post-exposure evaluation and follow-up will include:**

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee, along with applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- The employee will be offered the option of having blood collected for testing of his or her HIV, HBV, and HCV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides, prior to that time, that testing will be conducted, the sample will be tested as soon as feasible.

- The employee will be offered post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
- The employee will be offered post-exposure counseling and evaluation of reported illnesses.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information regarding potential illnesses and procedures for reporting related symptoms to appropriate personnel.
- As mentioned above, SVSWA routinely also offers Hepatitis C (HCV) antiviral treatment to affected employees after an exposure incident at work.

All laboratory tests will be conducted by an accredited laboratory at no cost to the employee. The Safety Officer has been designated as the individual responsible for assuring that the policy outlined herein is effectively carried out, and for maintaining records related to this policy.

## **INTERACTION WITH HEALTH CARE PROFESSIONALS**

**Cal/OSHA requires that SVSWA furnish a copy of the Cal/OSHA regulation (T8 CCR, Section 5193) to health care professionals responsible for providing SVSWA employees with Hepatitis B vaccine. Following an exposure incident, SVSWA must also provide certain information to the health care professional who evaluates an employee:**

- A copy of the regulation
- A description of the exposed employee's duties as they relate to the exposure incident
- Documentation of the route(s) of exposure and the circumstances under which exposure occurred
- Results of the source individual's blood testing, if available
- All medical records relevant to the appropriate treatment of the employee, including vaccination status, which are the employer's responsibility to maintain

The Safety Officer will make sure that the information required is furnished to the appropriate health care professionals.

**A written opinion will be obtained from the health care professional who evaluates the employee and will be shared with the employee within 15 days of the completion of the evaluation. Under Cal/OSHA regulations, in order to protect the confidentiality of patient records, the written opinion for hepatitis B vaccination will be limited to whether hepatitis**

**B vaccination is indicated for an employee, and if the employee has received the vaccination. The healthcare professional's written opinion for post-exposure evaluation and follow-up will be limited to the following information:**

- That the employee has been informed of the results of the evaluation.
- That the employee has been told of any medical conditions resulting from exposure to blood or OPIM that require further evaluation or treatment.

All other findings or diagnoses remain confidential and will not be included in the written report from the health care professional who evaluates the employee.

## **TRAINING**

**Health and safety training for employees is described in the SVSWA Injury and Illness Prevention Plan. Where occupational exposure to blood or contaminated materials may occur, specific training will be conducted, prior to the initial assignment of tasks and annually thereafter. The training will contain the following elements:**

- An accessible copy of the Cal/OSHA bloodborne pathogens standard and an explanation of its contents;
- A general explanation of the epidemiology and symptoms of bloodborne diseases;
- An explanation of the modes of transmission of bloodborne pathogens;
- An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and OPIM;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, administrative or work practice controls and personal protective equipment;
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
- An explanation of the basis for selection of personal protective equipment;
- Information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;

- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident, the medical follow-up that will be made available and the procedure for recording the incident on the Sharps Injury Log;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- An explanation of the signs and labels and/or color coding required to identify biohazardous waste or sharps waste containing blood or OPIM; and
- An opportunity for interactive questions and answers with the person conducting the training session.

Additional training is provided when changes, such as introduction of new engineering, administrative or work practice controls, modification of tasks or procedures or implementation of new tasks or procedures, affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created.

## **PERIODIC PROGRAM REVIEW**

**This bloodborne pathogen exposure control plan will be reviewed at least annually by the Safety Officer and members of the Safety Committee. Review may occur more frequently as necessary to reflect the following considerations:**

- New or modified tasks and procedures that affect occupational exposure;
- Changes in technology that eliminate or reduce exposure to bloodborne pathogens;
- New or revised employee positions that involve occupational exposure;
- Review and evaluation of the exposure incidents that occurred since the previous update; and
- Review and response to information indicating that the Exposure Control Plan is deficient in any area.

Input will be sought from employees, during annual bloodborne pathogen training, regarding the procedures they perform in their respective work areas or departments. In this way, SVSWA obtains the active involvement of employees in reviewing and updating this exposure control plan.



Periodic review of this program will include contacting safety-product vendors to identify currently available engineering controls for the procedures performed by employees in their respective work areas or departments. Engineering controls to prevent or reduce bloodborne pathogen exposure will be selected by SVSWA where appropriate.

## **Exhibit I-1**

### **Hepatitis B Vaccine Acknowledgement of Declination (Mandatory)**

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. I decline the Hepatitis B vaccination at this time.

I also 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 want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

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**Name of Employee (Print)****Social Security No.**

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**Signature of Employee****Date**

## **Appendix J**

### **Hearing Protection**



## **Appendix J –Hearing Protection**

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## APPENDIX J

### HEARING PROTECTION

#### PURPOSE

This plan describes work practices to comply with the requirements of Title 8 of the California Code of Regulations (CCR), Section 5097. This discussion applies to all employees of the Salinas Valley Solid Waste Authority (SVSWA) who are exposed to outdoor workplace conditions where the employees may be exposed to (TWA) OF 85 decibels measured on the A-scale (slow response) or equivalent, a dose of fifty percent with an 8-hour shift.

#### DEFINITIONS

**Action Level** - The GISO has established an 8-hour time-weighted average (TWA) of 85 dB as the point when the employer must enroll employees in a hearing conservation program.

**Administrative Controls** - Management may limit workplace noise exposure through the rotation of personnel or reducing employee time in a noisy environment. This may also include mandating the use of personal protective devices.

**Hertz (Hz)**- The unit of measurement of frequency, numerically equal to cycles per second.

**Audible Range** - The range in cycles per second (20-20,000 Hz) that the human ear can hear.

**Audiogram** - Recorded results of an audiometric examination.

**Audiometric Examination** - Hearing test conducted by or under the supervision of a licensed physician or audiologist.

**Baseline Audiogram** - The initial audiogram against which all future audiograms are to be compared.

**Engineering Controls** - Management-initiated physical measures or devices installed on equipment or in the work environment that will reduce workplace noise levels to acceptable limits.

**Calibrate** - The procedure used to check an audiometer for uniformity or accuracy.

**Decibel (dB)** - A unit for expressing the relative intensity of sound.

**Exposure Measurement Record** - Required whenever information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 dB.

**Frequency** - The number of sound vibrations per second Hz or cycles per second.

**Sound Level Meter** - An instrument for the measuring of sound.

**Standard Threshold Shift** - A confirmed change in hearing relative to the baseline audiogram of an average of 10 dB or more at 2,000, 3,000, and 4,000 Hz in either ear.

**Speech Frequencies** - The range in cycles per second (500-4,000 Hz) at which normal speech can be heard.

**Sound** - The sensation produced through the organs of hearing by vibrations transmitted in a material medium, usually air.

**Temporary Threshold Shift** - A change in hearing relative to the baseline audiogram of an average of 10 dB or more at 2,000, 3,000, and 4,000 Hz in either ear, caused by exposure to loud noise prior to an audiometric examination. Example: rock concert the night before, cutting wood with a chain saw, etc.

**Threshold** - The point at which a tone just becomes audible to a person.

**Time Weighted Average (TWA)** - The average exposure to noise over an 8-hour work shift, as determined by actual noise level samples taken during the work shift.

## **RESPONSIBILITIES**

All employees are responsible for understanding and following the requirements of this plan. Supervisors have the following additional responsibilities:

- Administer the Hearing Protection Plan (HPP) by providing employees the policy and direction;
- Identify the work activities that expose employees to noise levels that equal or exceed the Cal-OSHA dB standard and require audiogram testing. Results of noise level measurements are used to identify work activities and classifications for enrollment into the HPP;
- Provide information regarding identified work activities and classifications requiring enrollment into the HPP to the Safety Officers, managers, supervisors, and others.
- Conduct periodic inspections to monitor work activities and new equipment to determine if exposure to noise levels may equal or exceed the Cal-OSHA dB standard;
- Evaluate classifications for inclusion in the HPP; and
- Ensures compliance with Cal/OSHA hearing conservation requirements'
- Provide information to managers and supervisors regarding engineering controls, administrative controls, and PPE (consistent with changes in protective equipment and processes);

- Ensure that employees receive training regarding the effects of noise on human hearing when initially enrolled and annually thereafter;
- Provide ear plugs and/or ear muffs and make available as needed a variety of suitable hearing protection equipment to employees;
- Request periodic inspections to monitor work activities and new equipment to determine if exposure to noise levels may equal or exceed the Cal-OSHA dB standard. Notify employees prior to performing a noise assessment and any finding that may affect them;

## **POLICY STATEMENT**

The General Industry Safety Orders (GISO), Control of Noise Exposure, covered under Sections 5095 through 5100, and Section 1521 of the Construction Safety Orders (CSO) require the SVSWA administer a hearing protection program.

## **Cal-OSHA REQUIREMENTS**

**The regulations mandate that engineering controls are the first priority, followed by administrative controls, and then through the use of PPE. These controls are described in priority order as follows:**

- **Engineering Controls-** Includes barriers, damping, isolation, muffling, noise abortion, mechanical isolation, variations in force, pressure or driving speed and combinations of these. Changes in the machinery, the way the machine operates, or the design of the structure in which the machinery is housed can control noise.
- **Administrative Controls-** The choice of administrative controls used is governed by the particular noise control problem encountered. These controls may involve assigning work to quieter areas where the average employee daily exposure is less than 85 dB.

**PPE-** When engineering and/or administrative controls fail to reduce noise to within required limits or are not technologically feasible, earplugs and/or earmuffs must be used. The SVSWA provides all hearing PPE.

**Note:** a combination of the above controls may be necessary to reduce noise at an acceptable level.

## **ENROLLMENT AND CLASSIFICATIONS**

The Safety Officer will evaluate what classifications may need to be added for mandatory enrollment in the SVSWA's HPP. As of this revision date, the following classes shall be enrolled in the program:

- Heavy Equipment Operator

- Driver / Loader Operator
- Diversion Worker II
- Solid Waste Technician

## **TRAINING**

**Supervisors shall ensure that each employee receives training when initially enrolled in the program. Training shall include:**

- The effect of harmful exposure to various noise levels on human hearing;
- The purpose, advantages, and disadvantages of hearing protection devices;
- Instructions on selection, fitting, and the use and care of hearing protectors.

## **RECORD KEEPING**

All supplemental noise exposure measurement records shall be retained in supervisor's files for two (2) years. GISO Section 5100(e) requires that hearing records shall be provided upon request to employees, former employees, and/or representatives designated by individual employees, or authorized representatives.

Supervisors should retain copies of noise exposure measurement records for their own files, and forward all audiogram records to the Safety Officer.



## **Appendix K**

### **Lockout/Tagout**



## **Appendix K – Lockout/Tagout**

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## **APPENDIX K**

### **LOCKOUT/TAGOUT**

Lockout/Tagout must be performed according to SVSWA Program 1. All equipment capable of movement or other release of hazardous energy must be de-energized and disengaged from the power source and locked-out or tagged-out during cleaning, servicing, or adjusting operation, unless the equipment must be energized to perform a required task.

#### **K1 BASIC RULES FOR USING LOCKOUT OR TAGOUT SYSTEM PROCEDURES**

- All energy sources to fixtures, equipment and/or machinery shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.
- Note that isolating a piece of equipment from its source may not eliminate all potential hazards. Stored energy may be present within the equipment or machinery.
- Do not attempt to operate any switch, valve or other energy isolation device when it is locked or tagged out.
- Never remove a lock or tag for another associate. Only the associate placing the lock or tag may remove it. If there is a need to remove another associate's lock or tag in an emergency, only the maintenance supervisor may do so after making every effort to contact the owner of the lock or tag.

#### **K2 SEQUENCE TO LOCK OUT OR TAG OUT**

- The supervisor shall perform a survey to locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy-isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical or others) may be involved.
- Verify the written energy control (shutdown/startup) procedure attached to the equipment or machinery, make necessary changes, supply the written procedure in the absence thereof, and send a copy of the procedure or changes to an existing procedure to the safety manager for review.
- The supervisor or leadman shall notify all affected employees that a lockout or tagout system is going to be utilized and the reason for that action. The authorized associate

shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

- If the machine or equipment is operating, shut it down by the written energy control (shutdown) procedure attached to the equipment or machine (depress stop button, open toggle switch, etc.).
- Operate the switch, valve or other energy-isolating device(s) to ensure that the equipment is isolated from its energy source(s). Stored energy (such as that in spring, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam and water pressure, etc.) must be dissipated or restrained by methods such as repositioning, double blocking and bleeding down, etc.
- Lockout and/or tagout the energy-isolating devices with assigned individual lock(s) or tag(s). Tags shall indicate that the energy-isolated device(s) shall not be operated until after the removal of the tag.
- After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

**Caution:** Return operating control(s) to “neutral” or “off” position after the test.

The equipment is now locked out or tagged out.

### **K3 RESTORING MACHINES OR EQUIPMENT TO NORMAL OPERATION**

- After servicing and/or maintenance is completed and the fixture, equipment or machinery is ready for normal operation, check the area around the fixture, equipment or machinery to ensure that no one is exposed.
- After all tools have been removed from the fixture, equipment or machinery, guards have been reinstalled and associates are in the clear, remove all lockout or tagout devices. Notify all affected persons that the lockout or tagout has been removed. Operate the energy- isolating devices to restore energy to the fixture, equipment or machinery following the written energy control (startup) procedure.

### **K4 PROCEDURE INVOLVING MORE THAN ONE PERSON**

- In the preceding steps, if more than one individual is required to work on the equipment or machinery, each shall place his/her own personal lockout device and/or tagout device on the energy-isolating device(s). When an energy-isolating device cannot accept multiple locks and tags, a multiple lockout or tagout device (box or hasp) may be used.

- If lockout is used, a single lock may be used to lock out the machine or equipment 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 his/her own 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.
- When work must continue over a shift change the supervisor or lead worker must ensure that all associates are aware of which locks are to be replaced or left in place. All associates in the oncoming shift must be informed of the lockout/tagout conditions.

## **K5 ADDITIONAL REQUIREMENTS**

- Safety Officer and supervisors should annually verify that all employees are in compliance with the requirements of this procedure.
- Initial training must be provided for all authorized employees, repeated annually and documented. Additional retraining for all authorized employees must be provided whenever there is a change in equipment, machinery, procedures or whenever there is evidence that this procedure is being violated.
- Locks provided by the company are the only authorized locks to be used for equipment or machine lockout. Each lock should be keyed separately. One key issued to the authorized associate possessing the lock and the other key kept by the supervisor for emergency situations only.
- Each lock should be identified as to its owner. In lieu of identification on the lock, authorized employees personal tag can be applied in addition to his/her lock when locking out the equipment or machinery so that the lock's owner can be readily identified.
- The tags, padlocks and lockout devices used for locking out machinery and equipment should only be used for lockout and not for any other activity.
- The removal of a lock or tag by anyone other than the assigned associate or employee who placed the lock or tag on the equipment or machinery is a very serious event and shall be documented with a copy of the documentation being sent to the safety officer. The supervisor should make every effort to locate the responsible associate or employee, make a thorough examination of all machinery or equipment protected by the lockout or tagout to ensure that personnel, tools and equipment are clear. Continue to make all reasonable efforts to contact the associate to inform him/her that his/her lockout or tagout device has been removed and to ensure that the associate has this knowledge before he/she resumes work.
- A tagout device, including the means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment shall meet the following:

- Be able to be affixed by hand.
- Be non-reusable.
- Be self-locking.
- Requires a minimum unlocking strength of 50 pounds.

Note: One device which meets all of these requirements is a one-piece, all environment-tolerant, nylon cable tie.

## **K.6 ADDITIONAL INFORMATION**

Cord and plug equipment is exempt from the provisions of this procedure provided that the following two conditions are met.

- Power to the equipment or machine must be completely removed by unplugging.
- The authorized associate must have the plug under his or her exclusive control (i.e., in sight at all times). If not, the plug must be locked out.

An audit shall be performed annually by the safety manager to ensure compliance with this written procedure.

This procedure shall be reviewed annually.

## **K.7 TRAINING**

All new employees shall be properly trained on this procedure before working in an area where lockout or tagout is in use.

All personnel authorized to do maintenance and affected employees (those using or capable of starting a machine or any equipment) shall be trained annually on this procedure.

**Appendix L**  
**Confined Space Program**



# Confined Space Program

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## Appendix L

### CONFINED SPACE PROGRAM

#### Exhibit 1.

#### 1 CONFINED SPACE POLICY

**Exhibit 2.** Confined space entry is a specialized discipline that requires employee training consistent with California Code of Regulations (CCR Title 8, Sections 5156, 5157, and 5158) to develop the skills and awareness necessary to safely enter and work in confined spaces.

Cal/OSHA requires adequate planning and preparation for a safe entry, including testing the air quality and completing an entry permit. There are also requirements, including training and planning, for responding to emergencies that might occur in confined spaces.

**Exhibit 3.** Therefore, due to the specialized and highly hazardous nature of confined space work, NO Salinas Valley Solid Waste Authority (SVSWA) employee will enter or perform work in confined spaces. This includes any emergency situation where an SVSWA employee may be disabled in such a space. This program will simply make our employees aware of how to identify a confined space and the hazardous nature of confined space work.

This program's success depends on the cooperation of SVSWA employees and their knowledge of the hazards and the definition of a confined space. To promote employee conformance with this policy and program, we will provide awareness level training to SVSWA employees who may work at SVSWA facilities where confined spaces are present. A list of known confined spaces will be maintained by the SVSWA Safety Committee. Employees will be informed of the presence and location of the confined spaces, and they will be reminded to not enter the confined spaces.

#### 2 PURPOSE AND SCOPE

SVSWA has created this confined space awareness program to inform employees of the list of SVSWA confined spaces, the applicable definition of a confined space and for confined space entry work, the hazards of confined spaces, and the organization's policy of not entering a confined space. The applicable definitions for a confined space and confined space work are provided in Section 3 below. This program was developed in compliance with California Code of Regulations (CCR) Title 8, Sections 5156, 5157, and 5158.

Confined spaces present many potential hazards, included flooding, engulfment, electrical hazards, hazardous atmospheres (toxic, explosive, or asphyxiating atmospheres), etc. The "confined" nature of these spaces means they are difficult to communicate from, ventilation is typically poor, and they are difficult to escape from.

**Exhibit 4.** The duties of SVSWA employees related to confined space work are simply NOT to enter them at all and to communicate known confined space hazards to contractors hired by SVSWA to perform confined space work (see Section 5). Therefore, this program provides only awareness-level information regarding the recognition of confined spaces and their hazards.

### **3 DEFINITIONS**

**(1a) Confined Space (General Industry): A space defined by the concurrent existence of the following conditions:**

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and
- Is not designed for continuous employee occupancy.

**(1b) Confined Space (Construction Operations): A space defined by the concurrent existence of the following conditions:**

- Existing ventilation is insufficient to remove dangerous air contamination (see definition 3, below), oxygen enrichment (definition 4) and/or oxygen deficiency (definition 4) that might exist or develop.
- Ready access or egress for the removal of a suddenly-disabled employee is difficult due to the location and/or size of the opening(s).

**(2) Permit-Required Confined Space (Permit Space): A confined space that has one or more of the following characteristics:**

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

**(3) Dangerous Air Contamination: An atmosphere presenting a threat of causing death, injury, acute illness, or disablement due to the presence of flammable and/or explosive, toxic, or otherwise injurious or incapacitating substances.**

- Dangerous air contamination due to the flammability of a gas or vapor is defined as an atmosphere containing the gas or vapor at a concentration greater than 20 percent of its lower explosive (lower flammable) limit.
- Dangerous air contamination due to a combustible particulate is defined as a concentration greater than 20 percent of the minimum explosive concentration of the particulate.
- Dangerous air contamination due to the toxicity of a substance is defined as the atmospheric concentration immediately hazardous to life or health.
- Oxygen Deficiency: An atmosphere containing oxygen at a concentration of less than 19.5 percent by volume.
- Oxygen Enrichment: An atmosphere containing more than 23.5 percent oxygen by volume.
- Emergency: Any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the confined space (as defined above) that could endanger entrants.
- Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system, or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.
- Entry: The action by which a person passes through an opening into a confined space (as defined above). Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of opening into the space.
- Entry Permit: The written or printed document that is provided by the employer to allow and control entry into a confined space (as defined above).
- Hot Work Permit: The employer's written authorization to perform operations capable of providing a source of ignition (such as riveting, welding, cutting, burning, and heating).
- Immediately Dangerous to Life or Health (IDLH): Any conditions that pose an immediate or delayed threat to life, that would cause irreversible adverse health effects, or that would interfere with an individual's ability to escape unaided from a confined space (as defined above).

- **Isolation:** The process by which a confined space (as defined above) is removed from service and completely protected against the release of energy and material into the space by such means as blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.
- **Permit System:** The employer's written procedure for preparing and issuing permits for entry and for returning the confined space (as defined above) to service following termination of entry.
- **Prohibited Condition:** Any condition in a confined space (as defined above) that is not allowed by the permit during the period when entry is authorized.
- **Rescue Service:** The personnel designated to rescue employees from confined spaces (as defined above).
- **Retrieval System:** The equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from confined spaces (as defined above).
- **Testing:** The process by which the hazards that may confront entrants of a confined space (as defined above) are identified and evaluated. Testing includes specifying the tests that are to be performed in the confined space.

## 4 EMPLOYEE TRAINING

**Exhibit 5. Health and safety training for employees is described in the SVSWA Injury and Illness Prevention Plan. General confined space awareness training will be provided to SVSWA employees who may work at facilities where confined spaces are present. The training will contain the following elements:**

- An explanation of what features define a confined space, both for general industry and for construction activities;
- An explanation of SVSWA policy toward confined spaces: SVSWA employees are NOT to enter confined spaces, and SVSWA will communicate known confined space hazards to contactors who are hired by SVSWA to perform confined space work;
- An explanation of the hazards of confined spaces;
- A general explanation of the specialized nature of confined space entry, including the permit system, air monitoring, hazardous energy control (e.g, lockout/tagout, etc.), entry team requirements, and rescue procedures.

## 5 CONTRACTOR COORDINATION

**When SVSWA hires another employer (contractor) to perform work that involves a confined space entry, we will:**

- Inform the contractor that the workplace contains a confined space and that confined space entry is allowed only through compliance with a confined space program meeting the requirements of CCR Title 8, Section 5156 or 5157, as applicable;
- Apprise the contractor of the known or suspected hazards of each space to be entered; apprise the contractor of any work practices, control measures (e.g. ventilation), and/or personal protective equipment that SVSWA has implemented for the protection of employees in or near the confined space(s) where the contractor's personnel will be working;
- Coordinate entry operations with the contractor, when both SVSWA personnel and contractor personnel will be working in or near the confined space, specifically addressing how all the affected employers will coordinate their work activities, so that the operations of one employer will not endanger the employees of any other employer; and
- Debrief with the contractor at the conclusion of the confined space operation regarding the confined space program followed and any hazards confronted or created in the confined space during entry operations. Each contractor must provide all appropriate documentation (e.g., air monitoring data, entry permits, employee training records, etc.), supplies, and equipment so that SVSWA can verify that this work occurred correctly in the field and there is documentation to confirm any field observations.

## 6 PROGRAM REVISION

**Exhibit 6. This program will be revised whenever review of operations indicates that the program may no longer adequately protect SVSWA employees. The following circumstances will determine whether or not a review of the program is necessary:**

- Any entry into a confined space, or a space that should have been considered a confined space.
- Employee complaints about the effectiveness of the program.

The SVSWA confined space inventory will be evaluated at least annually by the Safety Committee. New confined spaces will be added to the inventory when they are constructed, and decommissioned spaces will be deleted from the inventory when they are removed.

## List of Confined Spaces at SVSWA Facilities

### Lewis Road Landfill

Quantity	Confined Space	Entry Point
1	Flare	6' Top Diameter
4	Drop Inlets	36" man hole

### Crazy Horse Landfill

#### MRC Area

Quantity	Confined Space	Entry Point
1	LFG Flare 10' Open top	24' Louver Area
1	LFG Flare 6' Open Top	24" Louver Area
2	10k Leachate Storage Tank	36" Man Hole
2	10k Liquid Storage Tanks	2'x2' Entry
1	Wash Rack Sump	Sump Grate
1	LFG Well Vault	3'x3' Steel Lid
1	LFG Well Vault	6'x4' Steel Lid
1	Leachate Evaporator	Open Top
1	Condensate Collection Tank	36" Man Hole

#### Autoclave

Quantity	Confined Space	Entry Point
1	500 GAL. Vertical Tank	6' Opening on Top
1	Autoclave Vessel	52" Opening

#### Scale House

Quantity	Confined Space	Entry Point
1	Septic Tank	(2) 48" Man Holes

1	LFG Well Vault	48" Man Hole
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#### Groundwater Pump and Treat

Quantity	Confined Space	Entry Point
4	Valve Boxes	6'x6' Lid
1	24" Drain Pipe	24" Opening
1	500 Gallon Tank	24" Man Hole

#### Leachate Station

Quantity	Confined Space	Entry Point
1	5000 Gallon Tank	36" Man Hole

#### Sun Street Transfer Station

##### Vehicles

Quantity	Confined Space	Entry Point
1	Water Truck	24" Man Hole

#### Storm Water Sumps

Quantity	Confined Space	Entry Point
1	SW-6	24" Man Hole
1	Lift Station	5'x8' Steel Lid
1	Clarifier	(2) 36" Man Hole

#### MRC

Quantity	Confined Space	Entry Point
1	5000 gal. Separator	(2) 36" Man Hole
1	Scale House	Crawl Space

#### Johnson Canyon Landfill

Quantity	Confined Space	Entry Point
1	5000 gal. Leachate Tank	36" Man Hole
2	10k Elevated Water Tanks	2'x2' Opening
1	10k Ripley Property Tank	2'x2' Opening

1	5000 Water Storage Tank for Fire	36" Man Hole
1	5000 gallon Storage Tank Next to Water Well	24" Opening
2	Water Trucks	2'X2' Opening
1	Fuel Truck Diesel Tank	Potential
1	Septic Tank	36" Man Hole Lid
1	Shop In-ground Hoist	2'x2' Lid
2	Flare Stacks	2'x2' Louvers
1	Condensate Tank	36" Man Hole
1	Below Grade Storage Tank	36" Man Hole

### **Jolon Road Landfill / Transfer Station**

<b>Quantity</b>	<b>Confined Space</b>	<b>Entry Point</b>
1	5000 Gallon Leachate Tank	36" Man Hole
1	5000 Gallon Spring Water Tank	36" Man Hole
1	5000 Gallon Wash Rack Water Tank	36" Man Hole
1	Wash Rack	2'x6' Cover
1	12k Water Storage Tank	2'x2' Opening
1	3-Stage Clarifier	36" Man Hole
1	Drop Inlet on Tipping Pad	24"x24"
1	24" Drainage Culverts	24" openings
1	WM Fuel Storage Tank	Top of Tank
1	WM Water Tank	2'x2' Man Hole
1	50 cy Compactor	4'x4' Opening



**Appendix M**

**Contractor Safety Management**





## Report to the Executive Committee

**Date:** October 6, 2016  
**From:** Cesar Zuñiga, Operations Manager  
**Title:** Cost Analysis for Processing Construction & Demolition Materials

### ITEM NO. 4

N/A

Finance Manager/Controller-Treasurer

N/A

General Counsel

N/A

General Manager/CAO

**A REPORT WILL BE GIVEN  
AT THE MEETING**



## Report to the Executive Committee

**Date:** October 6, 2016  
**From:** Patrick Mathews, General Manager/CAO  
**Title:** Franchise Agreements Update

### ITEM NO. 5

N/A

Finance Manager/Controller-Treasurer

N/A

General Counsel

N/A

General Manager/CAO

**A REPORT WILL BE GIVEN  
AT THE MEETING**

SVR Agenda Items - View 2016				2017		Item No. 6
	20-Oct	17-Nov	15-Dec	Jan	25-Jan	Feb
A				Election of Officers		
1	Minutes	Minutes	Minutes	Minutes	SPECIAL MEETING 6-Month Strategic Planning Retreat	Minutes
2	Claims/Financials (EC)	Claims/Financials (EC)	Claims/Financials (EC)	Claims/Financials (EC)		Claims/Financials (EC)
3	Member Agencies Activities Report	Member Agencies Activities Report	Member Agencies Activities Report	Member Agencies Activities Report		Member Agencies Activities Report
4	Strategic Plan Update	Strategic Plan Update	Strategic Plan Update	LTFN EIR Qtrly Update (sp)		CAG Appointments
5	Monterey Bay Community Power Project Update	QTE Sept Tonnage & Diversion Reports	Monterey Bay Community Power Project Update	Recyclables Alternative Outlets Plan & Resources Needs Assessmt (sp)		
6	LTFN EIR Qtrly Update (sp)	Reserves Allocation	Annual County Used Oil Report	Food-to-Energy/ Composting Opportunities (sp)		
7	QTE Sept. Cash & Investments	HHW Collection Program in SoCo (sp)	128 Sun St. Building Lease (exp 12/31/16)	Board member Public Outreach Participation (sp)		
8	QTE Sept Facilities Customer Survey Results	Student Intern with Communications Major (sp)	City of Gonzales Franchise Contract Administration (exp 12/31/16)	Water Supply Study for Potential Excess Land Uses (sp)		
9	2017 Meetings Calendar	City of King Franchise Contract Administration	City of Greenfield Franchise Contract Administration (exp 12/31/16)			
10	Conflict of Interst Code Update	Social Media Survey - Future Community Service Options (sp)	City of Soledad Franchise Contract Administration (exp 12/31/16)			
11	CAG Annual Report	Employee Longevity Plan (sp)	Prescription Drug Collection Program Options (sp)			
12	Progress Report on Alternative Energy Project Development (sp)	Audit Report (EC)	Elections Nominating Committee			
13	Injury and Illness Prevention Program (EC)	GM Evaluation	Self-Funding Programs and Services (sp)			
14	Franchise Agreements Update (EC)		GM Evaluation			
15	Cost Benefit Analysis for C&D processing by SVR or MRWMD (EC) (sp)					
16	Annual Franchise Haulers Performance Report					
17	Franchise Customer Rate Itemization					

Consent
Presentation
Consideration
Closed Session

[Other] (Public Hearing, Recognition, Informational, etc.)  
 (EC) Executive Committee  
 (sp) Strategic Plan Item