



# Loss Prevention Manual

2015



## **CITY OF MEDFORD SAFETY POLICY**

The City of Medford places great value on its employees, and is committed to providing a safe and healthful work environment.

The City has established, through Risk Management, a Safety and Loss Control Program that focuses on the prevention of accidents through hazard identification, program development/implementation, and employee training. This program also details accident reporting requirements, employee expectations, and other specific safety issues.

It is expected that Departments provide and maintain safe equipment and materials to employees and that employees are adequately trained to perform their jobs safely. Each Department is strongly encouraged to work with Risk Management in developing and implementing rules and operational procedures needed to ensure the safety of its own operations. All employees will be expected to follow established rules and procedures, and report unsafe conditions and accidents to their supervisor. Supervisors are expected to relay that information up the chain of command to the level necessary to assure that appropriate corrections are made.

Safety Committees play a significant role in the area of workplace safety, and employees are encouraged to participate in this process whenever possible. In order for these committees to be fully effective, they will need the support and participation of department management, as well as all employees.

The success of this program is dependent on the cooperative efforts of all City employees, at all levels. Maintaining a safe work environment requires commitment, constant attention and the continual effort of all of us. It is the intention of the City Manager that each department strives to create and maintain a safe working environment. Risk Management is available to assist each department in this endeavor.

Michael Dyal  
City Manager



## Parks and Recreation Department Risk Management Statement

The City of Medford Parks and Recreation Department strives for excellence in everything we do, including how we manage safety in the workplace. It is our commitment to take all reasonable and practicable steps to ensure the safety and health of all department employee's as they perform their job duties.

The Safety and Loss Control Program provides the necessary framework to assist in accomplishing this task.

- The Roles and Responsibilities help each employee understand what is required as an individual for the success of this program, which is essential to their health and safety.
- The programs have been developed in a consistent format to meet the needs of the City and each department through the implementation of the program Appendixes.
- The Frequently Ask Questions at the beginning of each program are designed to provide a brief overview and understanding of the program contents.

The success of this program is dependent on the commitment made by all department employees, at all levels. Leading by example will build a work environment allowing employees the opportunity to communicate their concerns and/or ideas as it relates to their safety, and the safety of others. Corroboratively, we can provide a workplace free of recognized hazards to preserve the health and well being of the employees and citizens alike.

Brian Sjothun  
Parks and Recreation Director

**Titles are Hyperlinked**

## **Loss Prevention Manual**

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Parks and Recreation Department  
**AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)**

Frequently Asked Questions

**Who is responsible for the AED Program?**

Department Managers and Supervisors have overall responsibility for this program.

**Who can use the AED in the event of an emergency?**

All employees will be eligible to use the device. It is recommended each employee go through a training program every two years.

**Can I be held personally liable if I administer the AED to a victim?**

As long as you do not render care that exceeds your training level, you are protected under ORS 30.802. (Attached)

**Who will be responsible for inspecting the AED units?**

AED(s) will be inspected by an assigned supervisor based on its location— per manufacturer's recommendations.

Parks and Recreation Department

# AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

## PURPOSE

The purpose of this program is to outline the Automatic External Defibrillator (AED) requirements and training necessary to implement and maintain an AED program within the Parks and Recreation Department.

## RESPONSIBILITIES

### Managers and Supervisors

- Maintain and update the AED program
- Provide employees with AED overview training

### Managers, Supervisors, and Employees

- Know where the AED systems are located in their department
- Know who is trained to use the AED systems

## SCOPE

The scope of this program will include the overall AED implementation plan, training requirements, product location, EMS notification, medical supervision, and all the necessary activities to conform to the following:

- ORS 431.680 (Attached)
- ORS 431.690 (Attached)
- ORS 30.802 (Attached)

## AED REQUIREMENTS

Only an approved medical device that is capable of the following will be utilized:

- Recognizing the presence or absence of ventricular fibrillation and rapid ventricular tachycardia
- Capable of determining, without intervention by an operator, whether defibrillation should be performed
- Automatically charges and allows delivery of an electrical impulse

## PRODUCT MAINTENANCE

All units will be inspected in a routine manner by assigned staff and maintained per manufacturer's recommendations. Records will be maintained and available for review. All systems will be clearly identified and visible, and must have a direct, unobstructed path.

## **EMPLOYEE TRAINING**

All employees will be eligible to deploy the device. Employees are encouraged to be trained in the following areas every two years.

- How to recognize the warning signs of a heart attack.
- How to attach the AED pads if needed and ensure the device is used properly.
- Each department will be responsible to maintained a list of employees who have gone though the informal training.

**30.802 Liability for use of automated external defibrillator.** (1) As used in this section:

(a) "Automated external defibrillator" means an automated external defibrillator approved for sale by the federal Food and Drug Administration.

(b) "Public setting" means a location that is:

(A) Accessible to members of the general public, employees, visitors and guests, but that is not a private residence;

(B) A public school facility as defined in ORS 327.365; or

(C) A health club as defined in ORS 431.680.

(2) A person may not bring a cause of action against another person for damages for injury, death or loss that result from acts or omissions involving the use, attempted use or nonuse of an automated external defibrillator when the other person:

(a) Used or attempted to use an automated external defibrillator;

(b) Was present when an automated external defibrillator was used or should have been used;

(c) Provided training in the use of an automated external defibrillator;

(d) Is a physician and provided services related to the placement or use of an automated external defibrillator; or

(e) Possesses or controls one or more automated external defibrillators placed in a public setting and reasonably complied with the following requirements:

(A) Maintained, inspected and serviced the automated external defibrillator, the battery for the automated external defibrillator and the electrodes for the automated external defibrillator in accordance with guidelines set forth by the manufacturer.

(B) Ensured that a sufficient number of employees received training in the use of an automated external defibrillator so that at least one trained employee may be reasonably expected to be present at the public setting during regular business hours.

(C) Stored the automated external defibrillator in a location from which the automated external defibrillator can be quickly retrieved during regular business hours.

(D) Clearly indicated the presence and location of each automated external defibrillator.

(E) Established a policy to call 9-1-1 to activate the emergency medical services system as soon as practicable after the potential need for the automated external defibrillator is recognized.

(3) The immunity provided by this section does not apply if:

(a) The person against whom the action is brought acted with gross negligence or with reckless, wanton or intentional misconduct;

(b) The use, attempted use or nonuse of an automated external defibrillator occurred at a location where emergency medical care is regularly available; or

(c) The person against whom the action is brought possesses or controls one or more automated external defibrillators in a public setting and the person's failure to reasonably comply with the requirements described in subsection (2)(e) of this section caused the alleged injury, death or loss.

(4) Nothing in this section affects the liability of a manufacturer, designer, developer, distributor or supplier of an automated external defibrillator, or an accessory for an automated external defibrillator, under the provisions of ORS 30.900 to 30.920 or any other applicable state or federal law. [2005 c.551 §1]

## AUTOMATED EXTERNAL DEFIBRILLATORS

### **431.680 Automated external defibrillators required at health clubs; exceptions.**

(1) As used in this section, “health club” means an indoor facility:

(a) With the primary purpose of offering exercise or athletic activities that patrons or members may participate in for a fee; and

(b) That typically has at the facility on a regular business day 100 or more persons who are employees, patrons or members participating in the exercise or athletic activities offered at the facility.

(2) The owner of a health club shall have on the premises at all times at least one automated external defibrillator.

(3) Subsection (2) of this section does not apply to:

(a) Any facility owned by an education service district, public charter school or school district; or

(b) Any facility owned by a hotel as defined in ORS 699.005. [2005 c.551 §6]

**Note:** 431.680 was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 431 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

**431.690 Automated external defibrillators required at places of public assembly; exceptions.** (1) As used in this section, “place of public assembly” means a facility that has 50,000 square feet or more of floor space and where:

(a)(A) The public congregates for purposes such as deliberation, shopping, entertainment, amusement or awaiting transportation; or

(B) Business activities are conducted; and

(b) At least 25 individuals congregate on a normal business day.

(2) Notwithstanding ORS 431.680 (3)(b), the owner of a place of public assembly shall have on the premises at least one automated external defibrillator.

(3)(a) Notwithstanding the requirements of ORS 30.802, a person may not bring a cause of action against the owner of a place of public assembly who complies with subsection (2) of this section for injury, death or loss that results from acts or omissions involving the use, attempted use or nonuse of an automated external defibrillator.

(b) Nothing in this subsection limits the liability of an owner for damages resulting from the owner’s gross negligence or reckless, wanton or intentional misconduct.

(4) Subsections (2) and (3) of this section do not apply to:

(a) A facility owned by a school district, education service district, private school or public charter school; or

(b) A facility primarily used for worship or education associated with worship. [2009 c.450 §1]

**Note:** 431.690 was enacted into law by the Legislative Assembly but was not added to or made a part of ORS chapter 431 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

Parks and Recreation Department  
**BLOODBORNE PATHOGEN**  
**Exposure Control Plan**

Frequently Asked Questions

**What are bloodborne pathogens (BBP)?**

Bloodborne pathogens are microorganisms that are capable of causing severe illness or death when transmitted from an infected individual to another through contact with blood or certain body fluids.

**How could a person be exposed to BBP?**

Exposure to BBP occurs in many ways. Needle stick injuries are the most common means of exposure for health care workers, but BBP can also be transmitted through contact with: eyes, nose, and mouth or through broken skin.

**What are the most common forms of BBP?**

The most common illnesses caused by BBP are: Hepatitis B (HBV), Hepatitis C (HCV), and AIDS from Human Immunodeficiency Virus (HIV).

**How can I protect myself from BBP's?**

Personal Protective Equipment (PPE) helps prevent occupational exposure to infectious materials. PPE is considered appropriate only if it prevents blood or other potentially infectious material (OPIM) from passing through or reaching the employee's work clothes, street clothes, skin, eyes, mouth, or other mucous membranes under normal conditions of use.

**What do I do if I think I have been exposed to a BBP?**

If you think you have been exposed to BBP's, report it to your supervisor or designee immediately. Your supervisor or designee should begin an investigation and contact Risk Management at 541-774-2039 for assistance or further instructions.

Parks and Recreation Department  
**BLOODBORNE PATHOGEN**  
**Exposure Control Plan**

Parks and Recreation has made a commitment to the prevention of incidents or accidents that can result in employee injury or illness. This exposure control plan is an element of our safety and health program in compliance with OR-OSHA *Bloodborne Pathogens, OAR437-02-1910.1030*, requirements. Each city department has the authority and responsibility to ensure that all elements of the exposure plan are in place. A copy of this plan is available to all employees at each department's office.

**PURPOSE**

The purpose and goal(s) of this exposure plan is to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials (OPIM), identify employees occupationally exposed to blood or OPIM in the performance of their regular job duties, provide information and training to employee exposed to blood and OPIM, and comply with OR-OSHA *Bloodborne Pathogen* standard, *OAR437-02-1910.1030*.

**EXPOSURE DETERMINATION**

Employees subject to the OR-OSHA bloodborne pathogens standard are those who are reasonably expected to have skin, eye, mucous membrane, or parenteral contact with blood and/or any body fluids that are contaminated with blood resulting from the performance of their assigned duties. Although Good Samaritan acts are not covered under the bloodborne pathogens standard, it is our policy to provide evaluation and treatment of employees who sustain exposure to blood or OPIM who assist an injured employee but are not required to.

Each department is responsible to develop and maintain an **Employee at risk** chart listing job classifications and associated tasks identifying employees at risk of exposure to blood or other potentially infectious materials (OPIM). Exposure determinations are made without regard to use of personal protective equipment (PPE).

**Sample Employees at Risk Chart**

**Job Classification**

Custodians

**Task or Procedure**

Clean up spilled blood or OPIM  
Decontamination of work surfaces  
Empty biological trash cans

Lifeguard

Clean up spilled blood or OPIM  
Decontamination of work surfaces  
Empty biological trash cans  
Cleanse and bandage of cuts, and other open wounds  
Cardiopulmonary resuscitation

General Office Workers  
(employees with limited field activity)

Clean up spilled blood or OPIM

## **COMPLIANCE METHODS**

### **Universal Precautions**

Universal Precautions is an approach to infection control in which all human blood and other potentially infectious materials are handled as if they were known to be infectious for bloodborne pathogens. Consider difficult or impossible to identify body fluids as potentially infectious.

### **Engineering and Work Practices Controls**

Use the following controls to eliminate or minimize occupational exposure.

#### **Sharps**

Employees who are not trained in sharps disposal should contact the police department for assistance in disposing of the object. While waiting for assistance secure the area around the sharp so that no one will come in contact with it.

Employees who have been trained in sharps disposal should place contaminated needles and other sharp objects in a sharps container. Replace containers routinely and do not allow overfilling. When moving containers of contaminated sharps, close containers to prevent spillage or protrusion of contents.

#### **Work practices**

Clean up blood spills or body fluids as soon as possible. Use disposable absorptive materials, such as paper towels or gauze pads, to soak up the fluids. Clean the area with chemical germicides or a 1:10 solution of liquid bleach. Place absorptive towels pads, and other material used to mop up spills in plastic bags or designated, labeled containers and treat as biohazardous waste.

Employees must wash their hands upon removal of gloves and other protective gear. In an emergency, if soap and water are not immediately available, use disposable antiseptic towelettes or germicidal gels to clean hands after removing gloves. Employees must wash their hands with soap and water as soon as possible.

Employees may not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses where occupational exposure can occur.

### **Personal Protective Equipment (PPE)**

PPE is provided at no cost to employees. Employees receive training in its use, maintenance, and disposal annually.

#### **Storage area**

Each department or facility stores and maintains an inventory of sufficient bloodborne protective gear. Take supplies, including PPE, as needed to the location of injured person. Supplies include disposable gloves; eye protection; first aid supplies; plastic bag and tie; antiseptic towelettes; disposable absorptive material for cleaning up spilled blood; rubber gloves; and bleach solutions or germicides.

### **PPE use and disposal**

Employees engaging in activities that may involve direct contact with blood, OPIM, contaminated objects, mucous membranes, or open wounds must wear disposable gloves made of vinyl or latex. Use reusable gloves to clean up spill areas. Disinfect reusable gloves with diluted liquid bleach or germicides after use.

Wear face shields or goggles with disposable surgical masks whenever splashes, spray, or splatters of blood droplets, or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Use resuscitation devices, which minimize contact with mucous membranes, to perform cardiopulmonary resuscitation.

Remove used personal protective equipment at the exposure location as soon as feasible to avoid contamination of other work areas. Place in a biohazard container or in a plastic bag with a biohazard label. PPE must not be taken from the worksite.

### **Housekeeping**

Maintain the first aid area in a clean and sanitary condition. Employees who have received bloodborne pathogen training and who have been included under the exposure plan can clean up spills and work surfaces.

Inspect all biohazardous waste receptacles and decontaminate weekly or immediately upon visible contamination.

Use chemical germicides or solutions of 5.24% sodium hypochlorite (liquid bleach) diluted 1:10 with water for cleaning. Chemical germicides approved for use as hospital disinfectants and effective against HIV can also be used.

Broken glassware or glass items must not be picked up directly with the hands. Use mechanical means, such as a brush and dust pan, tongs, or forceps. Handle as a biohazardous waste. Decontaminate equipment used to pick up glassware with 1:10 bleach solution or an approved germicide.

### **Contaminated laundry**

Handle clothing visible contaminated with blood using disposable gloves. Minimize the time spent handling clothing. Bag clothing as close as possible to where it was used. Place clothing in a bag that prevents soak through and/or leakage of fluids to the exterior; place a biohazard label on the bag.

### **Labels and Signs**

Affix warning labels to bags or use red biohazard bags to dispose of hazardous waste.

### **Hepatitis B vaccine**

The hepatitis B vaccine is offered, at no cost to Public Works, Waste Water Treatment Plant, Police and Fire department employees who have potential exposure within their regular job assignments. The hepatitis B vaccine is offered, at no cost to any employee that has been exposed, within 10 working days.

Employees who have potential exposure to bloodborne pathogens but decline to take the vaccination must sign a declination statement. Employees who initially decline can still receive the vaccination should they decide at a later date to accept. Previously vaccinated new hires must provide a vaccination record that includes the vaccination dates. Employees must sign a declination statement if the vaccination record is not available and revaccination is declined or not appropriate.

Asante Health Systems retains vaccination records in the employees medical record file.

### **Exposure incident and post-exposure evaluation and follow-up**

An exposure incident to bloodborne pathogens is defined as an eye, mouth, other mucous membrane, non intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. It is our policy to include Good Samaritan acts performed by an employee at the work site.

Whenever an exposure occurs, wash the contaminated skin immediately with soap and water. Immediately flush contaminated eyes or mucous membranes with copious amounts of water. Medically evaluate exposed employees as soon as possible after the exposure incident in order that post exposure prophylaxis, if recommended, can be initiated promptly.

The medical evaluation is to include the route(s) of exposure and the exposure incident circumstances; identification and documentation of the source individual, where feasible; exposed employee blood collection and testing of blood for HBV and HIV serological status; post-exposure prophylaxis, where indicated; counseling; and evaluation of reported illnesses. Source test results and identity will be disclosed to the exposed employee according to applicable laws and regulations concerning disclosure and confidentiality.

Asante Health Systems provides hepatitis B vaccinations, medical evaluations and post-exposure follow-up after an exposure incident. Asante Health System's telephone number is (541)789-4236. A copy of the bloodborne pathogen standard has been provided to the clinic.

### **Information provided to the health care professional**

The Human Resources Department is responsible to ensure that the Asante Health System's health care professional evaluating the employee after an exposure incident receives the following information:

- A description of the employee's duties as they relate to the exposure incident
- Documentation of the route(s) and circumstances of exposure
- The results of the source individual's blood testing, if available

- Medical records relevant to the appropriate treatment of the employee, including vaccination status are maintained by the health care provider.

### **Health care professional's written opinion**

The health care provider will provide the employee with a copy of the health care professional's written opinion within 15 days after completion of the evaluation.

The health care professional's written opinion(s) for the hepatitis B vaccination will be limited to whether the HBV is indicated for the exposure if the employee has received the vaccination.

The health care professional's written opinion for the post exposure evaluation will be limited to the following information:

- Whether the employee was informed of the evaluation results
- Whether the employee was told about and medical conditions resulting from exposure to blood or OPIM that may require further evaluation or treatment.

### **Training and training records**

All employees who have occupational exposure to bloodborne pathogens receive training on epidemiology, symptoms, and mode of transmission of bloodborne pathogen diseases. In addition, the training program will include the following topics:

- An explanation of activities and tasks that may involve exposure to blood and OPIM
- How appropriate engineering controls, work practices, and PPE will prevent or reduce exposure
- The basis for the selection of PPE; the types, use, locations, removal, handling, decontamination, and disposal procedures
- Hepatitis B vaccine information including that the vaccine is provided at no cost, the benefits of being vaccinated and methods of administration
- Employer responsibilities for post exposure evaluation and medical follow-up; how and who to contact should an exposure incident occur
- An explanation of the signs and hazard labels
- How to review or obtain a copy of the exposure control plan and the standard

The department will ensure training is provided to employees at the time of initial assignment to tasks in which occupational exposure may occur. Training is repeated every 12 months or sooner when there are new tasks or changes to the existing procedures/tasks. Training records are maintained at the City departments for three years and include the date(s) and content of the training program, name and qualifications of the trainer(s), and names and job titles of the attendees.

### **Record keeping**

Medical records for employees with occupational exposure to bloodborne pathogens include the employee's name, Social Security number, and hepatitis vaccination status, including dates of hepatitis B vaccination and any medical records relative to the employee's ability to receive the vaccination. Medical records are kept by the health care provider for the duration

of employment plus 30 years in accordance with OR-OSHA's *Access to Employee Exposure and Medical Records* standard, OAR437-02-1910.1020. Medical records are strictly confidential. Employees must sign a written consent for disclosure.

In the event of an exposure incident, the following records will be kept by the health care provider in the employee's medical file:

1. The results of any examination, medical testing, and follow-up procedures.
2. A copy of the treating physician's written opinion to the employer.
3. A copy of all information provided by the employer to the health care professional regarding the exposure incident.

Record any needle stick, mucous membrane, or skin contact with blood or body fluids contaminated with blood or OPIM requiring medical treatment (e.g., gamma globulin, globulin, hepatitis B immune globulin, hepatitis B vaccine, etc.) in the OSHA 300 log. In addition, record any contaminated sharp injuries, including needle sticks on the sharps injury log. Retain these records for five years.

In accordance with City of Medford Administrative Regulation 85-6 a Supervisor's Injury/Disease Analysis Report must be filled out anytime there is a possible exposure.

**Plan evaluation and review**

Each department is to review the exposure control plan and update at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure. Each department is responsible review the plan annually with its employees.

## HEPATITIS B VACCINATION DECLINATION STATEMENT

The following statement of declination of hepatitis B vaccination must be signed by an employee who chooses not to accept the vaccine. The statement can only be signed by the employee following appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration, and benefits of vaccination, and that the vaccine and vaccination are provided free of charge to the employee. The statement is not a waiver; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.

### Declination Statement

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. However I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially hepatitis B vaccine, I can receive the vaccination series at no charge to me.

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

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Date

Confidential: Place in employee personnel file

# ACTION Form

**Accident/Incident Analysis:** a step-by-step approach that simplifies the analysis process

Company: City of Medford Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Employee: \_\_\_\_\_ Job title: \_\_\_\_\_ Date hired: \_\_\_\_\_  
 Date/time of incident: \_\_\_\_\_ Date/time reported: \_\_\_\_\_ Incident location: \_\_\_\_\_  
 Witnesses: \_\_\_\_\_

Incident/near miss       Accident       First Aid  
 \*Medical care       \*Time loss       \*Fatal

\*File 801 if these boxes are checked

Describe accident/incident:

## A-C-T-I-O-N

Establishing accident analysis procedures are not only required, but also beneficial to your business. Having a process in place will allow you to recognize the contributing factors involved and prevent future injuries. In order to simplify the analysis process, here is an approach using six easy ACTION steps. Each step requires action, either by the employer or safety committee members.

### Accident/incident scene preservation

This is the beginning of your analysis. Your primary goal is to secure the scene. The scene must be secured as soon as possible in order to preserve critical physical clues.

Is the hazard sufficiently controlled to prevent further injury?       Yes     No     N/A

Was first-aid provided to ensure well being of injured employee?       Yes     No     N/A

Is the scene secured to protect clues for analysis purposes?       Yes     No     N/A

Protect tools and equipment from being relocated.

### Collect the facts

Focus on finding the facts about the event. Remember to gather valid information without drawing conclusions or assigning blame.

Document your observations. Take photos and check video surveillance if available.

Interview employees and witnesses.

Review relevant records, such as maintenance, training, policies, procedures, etc.

### Track sequence of events

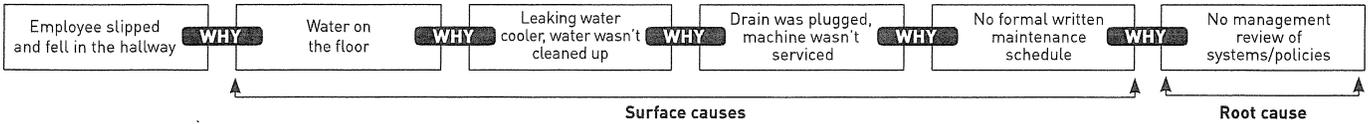
Review the information gathered and determine the series of events. Reconstructing an accurate timeline is critical to conducting an effective analysis.

Document what happened before, during and after the event.

Arrange this information to accurately determine the order of events.

**OSHA requirements: On-the-job fatalities and catastrophes must be reported to Oregon OSHA within eight hours. Report any accident that results in overnight hospitalization within 24 hours to Oregon OSHA. Call 800.922.2689, 503.378.3272, or Oregon Emergency Response, 800.452.0311, on nights and weekends.**

**Contributing factors example**



**Identify contributing factors**  
 Every accident/incident is caused by a set of contributing factors. These factors represent the surface or root causes that led to the event. The goal is to identify these by analyzing how/why each consecutive event happened.

Use the diagram above as an example.  
**Surface cause:** unsafe behaviors and hazardous conditions.  
**Root cause:** underlying problems with policies/procedures.

**Organize possible solutions**  
 Once the surface and root causes have been determined, you are ready to identify possible solutions. These should be prioritized based on their level of effectiveness. Remember to list multiple solutions.

**Engineering controls:**

**Management controls:**

**Personal protective equipment (PPE):**

Use guarding, less hazardous material or a different design to remove/reduce the hazard.  
 Use work practices, scheduling, or job rotations to remove/reduce the exposure.  
 Place a barrier, such as safety glasses, gloves, ear plugs, between employee and hazard.

**Note corrective measures**  
 The last ACTION step is to use your notes from the steps above to complete this form.

Your recommendations should be relevant and concise.      Identify who will be responsible for completing the action items on your list.      Report your findings to members of management who have the authority to act.      Remember to keep accident reports on file for record keeping purposes.

How will you correct the issues addressed in the boxes above?	Person assigned:	Completion date:

Supervisor/prepared by: \_\_\_\_\_ Date: \_\_\_\_\_ Copy: Safety Committee, Management Team, Owner/President  
 Employee: \_\_\_\_\_ Date: \_\_\_\_\_

This is only an accident/incident analysis form. You will need to complete the workers' compensation claim form (801) if the injury required medical treatment beyond first aid. There are also other Oregon record keeping requirements for recording and reporting work-related fatalities, injuries, and illnesses. Please reference <http://www.orosha.org/subjects/recordkeeping.html> for additional information on these requirements.

Parks and Recreation Department  
**CRANE SAFETY PROGRAM**

## Frequently Asked Questions

**How do I know how much a crane is capable of lifting?**

Each crane is required to have its rated capacity designation affixed to it. Commonly, you will find the rating on hoisting block or on the bridge. Markings shall be visible from ground level at all times.

**How often do I have to inspect a crane?**

Cranes are required to be inspected daily, prior to each use, monthly, and annually. The inspection criterion is contained within this written program.

**What if our crane is only used occasionally?**

Cranes that sit idle for a period of 1-6 months needs to be inspected according to the monthly inspection criterion. A crane that sits idle for a period of 6 months or more shall be inspected to meet the requirements of the annual inspection.

**Is riding the load or hook an acceptable practice?**

No, employees are absolutely prohibited from riding the hook or a load at any time. If an employee needs to assist in load movement, tag lines shall be used.

**Will I receive training on crane safety and using a crane?**

Yes, you will be properly trained on crane safety and inspections prior to first use on the job.

# Department of Risk Management

## **SLING SAFETY PROGRAM**

### **PURPOSE**

The purpose of this program is to provide guidelines for proper inspection, maintenance, and use of slings and lifting devices within the City of Hillsboro. Only authorized employees are permitted to use any lifting devices, however, all employees are required to follow the safeguards in this program.

### **GENERAL RESPONSIBILITIES**

#### **Risk Management**

- Administer and maintain the Sling Safety Program,
- Provide support to departments as it pertains to this program,
- Coordinate or conduct the required employee training,
- Annually evaluate program effectiveness.

#### **Managers and Supervisors**

- Allow only trained and authorized employees to use slings or other lifting devices,
- Ensure required safety inspections and preventive maintenance is done in a timely manner, and appropriate records maintained,
- Ensure employees are following the components of this program.

#### **Employees**

- Immediately report to the Supervisor any unsafe conditions of equipment,
- Tag the equipment so it will not be used until it is repaired,
- Follow safe operating procedures and inspections for all lifting equipment,
- Attend required training sessions.

### **GENERAL REQUIREMENTS**

Whenever a sling or lifting device is used, the following safe work practices shall be observed:

- Slings and lifting devices that are damaged or defective shall not be used,
- Slings shall not be shortened with knots or bolts or other makeshift devices and the legs shall not be kinked,
- Slings that are used in a basket hitch shall have the load evenly balanced to prevent slippage,
- At no time, shall a sling or lifting device be overloaded beyond its rated capacity,
- Slings shall always be securely attached to the load and padded when sharp edges are present,
- Suspended loads shall be kept clear of obstructions and never left unattended,
- Shock loading is prohibited. Shock loading occurs when there is slack in the sling and the operator lifts rapidly,
- Hands or fingers shall not be placed between the sling and its load while the sling is being tightened around the load,
- All employees shall stay clear of a load about to be lifted. If an employee needs to guide or control a load, tag lines shall be used,
- A sling shall not be pulled from under a load when the load is resting on the sling,
- Makeshift links or fasteners from bolts or rods, or other such attachments shall not be used,
- Slings shall never be used within close proximity to where hot work is being performed.

#### **Inspections**

Each day prior to first use, each lifting device and all fastenings and attachments shall be inspected for damage or other defects by a competent person. A competent person is one that has working experience using slings and lifting devices and has received Sling Safety Training. Additionally, each sling or lifting device shall be inspected by the competent person. Frequency of inspection is based on:

- Frequency of sling use,
- Severity of service conditions,
- Nature of lifts being made,
- Experience gained on the service life slings used in similar circumstances.

**Note:** This required inspection has to be completed at least once every 12 months. Each inspection shall be documented and maintained within each department for a minimum of one year. Damaged or defective slings or lifting devices shall be immediately removed from service and repaired or replaced.

#### **Proof (Load) Testing Certification**

All new, repaired, or reconditioned steel alloy chain slings or lifting devices shall have Proof Testing documentation from the manufacturer or equivalent entity. If a synthetic web sling is repaired it shall be proof tested with documentation prior to placing back in service. In-house fabrication is acceptable if the materials used meets the OR-OHSA guidelines and the lifting device is certifiable by an outside, authorized agency. All proof test certifications shall be maintained for the life of the sling or lifting device.

#### **Repairs and Maintenance**

Typically, all repairs or reconditioning of any slings or lifting devices shall be completed by the manufacturer, or equivalent entity. If the repair affects the load capacity of the sling or lifting device, then a new load (proof) test needs to be completed by the manufacturer or other authorized dealer. Each department is responsible to collect and file the load test information as needed.

**Note:** If a City of Medford fabricated sling is repaired or reconditioned, it too, must be proof tested by an equivalent entity.

#### **Alloy Steel Chain Slings**

##### 1. Identification

Each alloy steel chain sling shall have a permanently affixed durable identification tag stating size, grade, rated capacity, and reach. This tag shall remain legible at all times.

##### 2. Attachments

Hooks, rings, oblong links, pear shaped links, welded or mechanical coupling links or other attachments shall have a rated capacity at least equal to that of the alloy steel chain.

##### 3. Inspection criteria

All chain slings shall have the chain links and hooks inspected for excessive wear, defective welds, deformations, or increase in link length. Slings shall also be removed from service if the hooks are cracked, have been opened more than 15% of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook.

#### **Wire Rope Slings**

##### 1. Identification

Each wire rope sling shall have a permanently affixed durable identification tag stating size, grade, rated capacity, and reach.

##### 2. Attachments

All welded end attachments shall not be used unless proof tested by the manufacturer or equivalent at twice their rated capacity prior to initial use.

### 3. Inspection criteria

Wire rope slings shall be immediately removed from service if any of the following conditions are noted during an inspection.

- Ten randomly distributed broken wires in one rope lay, or five broken wires in one strand in one rope lay,
- Wear or scraping of one-third the original diameter of outside individual wires,
- Kinking, crushing, bird caging or any other damage resulting in distortion of the wire rope structure,
- Evidence of heat damage,
- End attachments that are cracked, deformed, or worn,
- Hooks that have been opened more than 15% of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook,
- Corrosion of the rope or end attachments.

### **Synthetic Web Slings**

#### 1. Identification

Each web sling shall be legibly marked or coded to show the rated capacities for each type of hitch and type of synthetic web material.

#### 2. Inspection Criteria

Synthetic web slings shall be immediately removed from service and discarded when any of the conditions are present:

- Acid or caustic burns,
- Melting or charring of any part of the sling surface,
- Snags, punctures, tears, or cuts,
- Broken or worn stitches,
- Distortion of fittings.

### **Other Lifting Devices**

All other lifting devices such as hydrant pullers, pipe pickers, or any other type of fabricated lifting devices shall fall under the scope of this program. Lifting devices purchased from a vendor or manufacturer shall also have proof test certification. The employee who makes the purchase of the product is responsible for obtaining such certification documentation. The criterion for the above slings can be in conjunction with the manufacturer's inspection recommendations all other lifting devices. If departments have any special lifting devices that do not fall under the scope of this program, then special inspection and proof testing requirements will be created by the department.

Parks and Recreation Department  
**ELECTRICAL SAFETY PROGRAM**

Frequently Asked Questions

**What is an “Unqualified Employee?”**

Unqualified Employees can be defined as employees who have not been trained or authorized to conduct electrical work on any type of electrical equipment or panel.

**Am I allowed to work on high voltage lines?**

Employees who work on high voltage lines must have at least 2 years of training and experience. Only Qualified Employees are allowed to work on energized conductors or equipment connected to energized high-voltage systems.

**What are the inspection requirements for electrical PPE?**

As with all PPE, it needs to be inspected prior to each use, and periodically to ensure adequate protection to the users. Rubber gloves and sleeves are required to be tested every 3 months.

**Are we able to make any repairs to damaged extension cords or power tools cords?**

NO. If the any cord ends or electrical plugs need to be replaced, those types of repairs shall be made by a qualified Facilities Maintenance employee. If you have damaged cords, contact Facilities Maintenance for assistance.

**Will I receive training on Electrical Safety?**

You will receive training if your job position requires you to work on or around electrical equipment.

Parks and Recreation Department  
**ELECTRICAL SAFETY PROGRAM**

**PURPOSE**

The purpose of this program is to prevent injuries and protect Parks and Recreation Department employees from electrical hazards in the workplace. Specific safety procedures for preventing electric shock or other injuries resulting from direct/indirect electrical contact while working on or near energized parts or de-energized parts shall be developed and implemented as required. This program was created using the electrical requirements from both, OR-OSHA and NFPA 70E.

**RESPONSIBILITIES**

**Managers and Supervisors**

- Administer and maintain the Electrical Safety Program,
  - Provide assistance in identifying electrical safety issues and safety training,
  - Review electrical equipment safe operating procedures as necessary.
- Managers and Supervisors
- Ensure staff are trained, qualified, and authorized to work on electrical equipment,
  - Conduct periodic hazard analysis of work areas and correct identified safety hazards,
  - Provide the proper tools, equipment, and PPE necessary for employee protection and enforce its use.

**Employees**

- Comply with safe operating procedures when working with electrical equipment,
- Attend safety training as required for job position,
- Ensure all tools, equipment, and PPE are in good condition prior to each use, and report defective equipment as necessary.

**Definitions**

*De-energized* – Electrical devices that are disconnected from all energy sources including direct electric connections, stored electric energy such as capacitors, and stored non-electrical energy in devices that could reenergize electric circuit parts

*Energized Electrical Work* – Work conducted by an employee on or near an exposed energized circuit greater than 50 volts and less than or equal to 600.

*GFCI* – Ground Fault Circuit Interrupter, provides additional protection from shocks by shutting off current to equipment when a change in electricity is sensed.

*Grounding* - Provides a safe path between electricity and the earth, preventing leakage of current. The creation of a conductive path for electricity between a circuit or the equipment to ground.

*High Voltage* – Electrical systems or equipment operating at or intended to operate at a sustained voltage of more than 600 volts.

*Low voltage* - Electrical systems or equipment operating at or intended to operate at a sustained voltage of 600 volts or less.

*Polarized Plug* - Helps reduce the potential for shock with easily identifiable plugs. One prong is wider than the other and can only be inserted into outlets one way.

*Voltage* - Electric potential or potential difference assigned to a circuit or system expressed in volts.

## **GENERAL REQUIREMENTS**

### **Precautions for all employees:**

- Use extension cords only as temporary power sources,
- Do not overload circuits with excess electrical devices,
- Plug strips, such as those used on computers, should be plugged directly into outlets and not into extension cords or other plug strips,
- Inspect all equipment periodically for defects or damage,
- All cords that are worn, frayed, abraded, corroded or otherwise damaged or missing the ground plug must be replaced immediately,
- Never repair a damaged extension cord with electrical tape; replace it instead,
- Replace older extension cords if one of the prongs in the plug is not "polarized." In a polarized plug, one prong will be wider than the other,
- Grasp the plug to remove it from a socket - never pull on the cord itself,
- Keep all cords away from heat, liquids, or sharp edges,
- Always follow the manufacturer's instructions for use and maintenance of all electrical tools and appliances,
- Always unplug electrical appliances before attempting any repair or maintenance,
- Keep cords out of the way of foot traffic so they don't become tripping hazards or become damaged by traffic,
- Ensure energized parts of electrical equipment operating at 50 volts or more are guarded against accidental contact,
- Only properly trained employees are permitted to work on electrical equipment,
- Maintain a three-foot clearance around all electrical panels.

### **Types of Employees**

The Parks and Recreation Department has 2 types of employees in this program:

- 1. Unqualified Employees** can be defined as employees who have not been trained or authorized to conduct electrical work on any type of electrical equipment or panel.
- 2. Qualified Employee** is one who possesses a valid State of Oregon Electrical License or is enrolled in an approved Apprenticeship Program and has demonstrated the skills and knowledge in the:

- Construction/operation of electric equipment and installations; and
- Distinguishing exposed live parts from other parts of electrical equipment; and
- Ability to determine the nominal voltage of exposed live parts; and
- Clearance distances and the corresponding voltages to which the qualified person will be exposed; and
- PPE requirements outlined in the NFPA 70E standards.

**Note 1 to the definition of “Qualified Employee:”** Whether an employee is considered to be a “qualified person” will depend upon various circumstances in the workplace. For example, it is possible and, in fact, likely for an individual to be considered “qualified” with regard to certain equipment in the workplace, but “unqualified” as to other equipment.

### **Safe Work Practices**

Employees working with electrical equipment shall follow safe work practices. These include: de-energizing electric equipment before servicing or repairs, using electric tools that are in good condition, using good judgment when working near energized lines or equipment, and wearing appropriate personal protective equipment and using GFCI’s when required.

### **Controlling Hazardous Energy (Lockout/Tagout, LOTO)**

De-energizing and isolating equipment energy sources shall be the primary method of protecting employees from electrical shock hazards. There are a few exceptions to this rule. When it can be justified that energized work must be performed, only qualified employees, who have received training on the hazards associated with their specific job tasks, shall perform energized work in accordance with this program.

All live electrical parts shall be put into an electrically safe condition before an employee works on or near them, unless the qualified employee can demonstrate that de-energizing introduces additional or increased hazards or is infeasible due to equipment design or operations limitations. If de-energizing is not feasible, other means of safe guarding need to be developed and applied by the qualified operator and their immediate supervisor per NFPA 70E.

If live parts are not placed in an electrically safe work condition, work shall be performed by written permit only.

**Exception:** Diagnostics, testing, troubleshooting, and voltage measuring shall be permitted to be performed without an electrical work permit, provided appropriate safe work practices and PPE are used.

**Note:** For voltages less than 50, the decision to de-energize should include the consideration of the capacity of the source and any over-current protection between the energy source and the employee.

### **Personal Protective Equipment (Per NFPA 70E)**

Qualified employees working in areas where electrical hazards are present shall be provided with, and shall use, personal protective equipment that is designed and constructed for the specific part of the body and for the class of electrical work being performed. Personal protective equipment shall be maintained in a safe, reliable condition and shall be visually inspected before each use. Electrical rubber gloves and sleeves shall be tested every 3 months as required, with documentation.

### **Tools**

All electrical tools shall be inspected prior to each use. All defective tools or equipment shall be removed from service and repaired or replaced. Tools and other equipment shall be regularly maintained and must be designed and constructed to withstand the voltages or stresses to which they are exposed.

### **Damaged Tools or Defective Electrical Equipment**

Any electrical tools or equipment not operating properly shall be taken out of service and tagged or labeled as “Do Not Use” or equivalent. Typical issues may include:

- Damaged cords, plug ends, or outlets;
- Receiving a shock when touching the equipment; and
- Arcing, sparking, smoking, or otherwise malfunctioning equipment.

Employees shall report malfunctioning equipment or devices to their supervisor and the Facilities Maintenance Department. Only “Qualified Employees” are permitted to make electrical repairs.

### **Ground Fault Circuit Interrupters (GFCI)**

The City of Medford is required to protect employees from electrical shock hazards by utilizing GFCI’s while operating electrical portable power tools with temporary power sources, or permanent sources without fault protection. Branch circuits require ground-fault circuit interrupters on all 125 volt, single phase, 15-20-30 ampere receptacles that are not part of the permanent wiring of a building or structure.

### **GFCI Protection Methods**

There are three common methods used to protect employees from accidental electrical shock hazards.

The GFCI may be;

- built in the overall circuit;
- as part of the electrical receptacle; or
- in protected cord sets (extension cords) or GFCI devices.

If a permanently wired receptacle (not equipped with GFCI) is used for temporary electric power in a construction related project, a GFCI must be provided at the user end. Portable plug-in type or cord type are the most practical for workers whom use cord sets for temporary power when there is no protection at the source. Portable generators may have GFCI protection built into the receptacle. If not, a protected cord set or GFCI shall be utilized.

## **GFCI Inspection Requirements**

GFCI's must be inspected at the following intervals;

- Initially before first use;
- before first use after a repair;
- before use after any event that could have caused damage (ie: cord run over with fork truck or tractor);
- at least every three months; or
- every six months for **fixed** cord sets or GFCI devices that have not been damaged.

## **Equipment Guarding**

Live parts of electric equipment operating at 50 volts or more must be guarded against accidental contact. Guarding of live parts may be accomplished by:

- Location in a room, vault, or similar enclosure accessible only to qualified persons;
- Use of permanent, substantial partitions or screens to exclude unqualified persons;
- Location on a suitable balcony, gallery, or platform elevated and arranged to exclude unqualified persons; or
- Elevation of 8 feet (2.44 meters) or more above the floor.

Entrances to rooms and other guarded locations containing exposed live parts must be marked with conspicuous warning signs forbidding unqualified persons to enter.

Indoor electric wiring more than 600 volts and that is open to unqualified persons must be made with metal-enclosed equipment or enclosed in a vault or area controlled by a lock. In addition, equipment must be marked with appropriate caution signs.

## **Training**

Unqualified employee training shall include an understanding of electrical hazards, electrical shock, equipment pre-use checks, hazard reporting and a prohibition of working on or repairing electrically powered equipment or tools. Qualified employee training should include the same training as for unqualified employees with the addition of training on safe work practices such as:

- Lockout-Tagout procedures
- Use, limitations, inspection and care of electrical PPE
- Use of voltage detection devices
- Methods for discharging capacitive circuits
- Use of barriers around work areas
- Working on energized equipment/high voltage equipment
- Standard safe work procedures per NFPA 70E

**NOTE:** Re-training is conducted whenever a process changes and new hazards are introduced, if new PPE is used, or if an employee illustrates the lack of knowledge.

Parks and Recreation Department  
**EMERGENCY ACTION PLAN**

**PURPOSE**

The Emergency Action Plan outlines the personal security and emergency response procedures necessary to protect City of Medford employees. Such emergency scenarios may include earthquakes, terrorist activity, or other natural or man-made disasters.

**RESPONSIBILITIES**

**Risk Management**

- Provide or coordinate training on evacuation procedures, terrorism awareness, and other aspects of this program,
- Participate in disaster preparedness planning and drills,
- Attend and report on regional emergency management training and events pertaining to terrorism awareness, disaster preparedness, and fire prevention,
- Review and revise this program to reflect applicable regulations and industry best practices.

**Managers and Supervisors**

- Ensure compliance with City-wide security policies,
- To the extent it is practicable; ensure that facilities and furnishings are protected from earthquake damage and hazardous shifting or falling.

**Employees**

- Immediately report violations of this written program to appropriate supervisor,
- Attend provided training regarding fire safety, earthquake preparedness, terrorism awareness, and other emergency response as appropriate to jobs.

**EMERGENCY ACTION PLAN**

The Emergency Action Plan covers the following events:

- Administrative Regulations:
  - 91-1 Emergency Evacuation Procedures and Drills
  - 02-6-R Workplace Violence Prevention
- Fire Drill/Emergency Evacuation Procedures Plan
  - Departments and Facilities Plan
  - Earthquakes
  - Emergency Phone Numbers
  - Utility Company Emergency Contacts
  - Reporting and Evacuation Procedures
  - Emergency Medical Plan
  - Medical Emergency
  - Extended Power Loss
  - Chemical Spill, Waste Water Treatment Plant
  - Severe Weather and Natural Disasters

Terrorism Response Plan  
Telephone Bomb Threat  
Employee Health and Welfare following and Incident  
Demonstrations  
Workplace Violence Prevention  
Emergency Action Plan Hawthorne and Jackson Pools



City of Medford  
Administrative Regulation

Regulation No.: 91-1 (revised 0410)  
Page: 1 of 3  
Subject Area: Risk Management  
Date of Issue: TBD  
Supersedes: Regulation 91-1

Title: Emergency Evacuation Procedures and Drills

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*Purpose*

The purpose of this regulation is to provide for the safe and orderly evacuation from City structures located at City Hall, Lausmann Annex, Service Center, Santo Center, Engineering Modular's and USCCP Maintenance Shop or the Regional Water Reclamation Facility, in the event of fire or other emergency situation.

*Authority*

The authority for this regulation comes from Oregon Administrative Regulations, Chapter 437, Division 2, Subdivision E.

*Procedure*

Facilities

These procedures apply to each City of Medford Agency facility.

Definitions

1. The *Evacuation Drill Monitor* is the person to oversee the overall facility evacuation and coordinates information between the Staging Area Wardens and emergency personnel, including the Incident Commander. This person is usually the Safety Officer or a safety committee member.
2. The *Staging Area Warden* is the person assigned to confirm with department representatives that all facility occupants have been accounted. This person is usually a safety committee member.
3. The *Incident Commander* is the emergency response agency personnel with overall responsibility for the agency services.

Alarm System

1. In the event of a fire or other emergency situation requiring evacuation (gas leak, earthquake, explosion, bomb threat, etc.), activate the building fire alarm (see facility diagram for location).
2. Evacuate the building following the procedure outlined below.
3. Call emergency dispatch, 9-1-1. State that there is an emergency, report the type of emergency situation, and give the location.

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**Emergency Evacuation**

1. A fire alarm shall be regarded as notice of an emergency situation in every instance, and all persons, except required emergency personnel, shall evacuate the building immediately. Employees should provide guidance and assistance to civilian personnel.
2. Persons shall exit the building by way of the nearest stairwell and/or exit. If a stairwell or exit is blocked, an alternate route shall be selected. Employees shall become familiar with the locations of all stairwells and exits in City facilities they normally conduct their work. Facility diagrams showing exit routes, fire alarm pull stations, and extinguisher locations shall be prominently displayed in strategic locations throughout each City facility.
3. Upon exiting the facility, employees shall report to their assigned staging areas.
4. Conditions permitting, and as appropriate, the senior employee on duty in each department/division area of each floor shall verify that all persons have evacuated their area and shall lock the door to their area on the way out. Two uniformed police officers or Fire Department personnel with radios shall verify no one is in the basement of City Hall or the Lausmann Annex.
5. Each department head shall assign a supervisor to verify that all department personnel are present and/or accounted for at the staging area. This information shall be reported to the Warden assigned to the staging area, and then relayed to the Evacuation Drill Monitor appointed by the Safety Committee. In the event of an actual fire or other emergency situation, the Evacuation Drill Monitor shall report to the Incident Commander and serve as a resource during the emergency. Emergency personnel shall determine when the facility is safe to re-enter, and the Evacuation Drill Monitor shall relay this information to employees at each staging area.
6. Each department shall develop a procedure for handling cash boxes and other valuables.
7. Police personnel shall be stationed at, or near, the entrances to City Hall or the Lausmann Annex, to prevent unauthorized persons from entering the facility.

**Fire Fighting Equipment**

1. Employees shall become familiar with the locations and proper use of fire extinguishers near their respective work locations.
2. Fire Department personnel shall provide annual training on the use of fire extinguishers to City Hall, Lausmann Annex, Service Center, Santo Center, Engineering Modular's and Water Reclamation Facility employees.
3. Department heads shall appoint individuals to conduct monthly inspections of fire extinguishers located in, or near, their departments. Appointed individuals shall initial and date the extinguisher inspection tags upon completion of their monthly examinations.

**Elevators**

Elevators shall not be used during an evacuation. All persons in the facility shall use stairwells for exiting, where appropriate. Employees shall provide assistance to handicapped persons.

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Evacuation Drills

Fire/emergency evacuation drills shall be scheduled a minimum of twice a year in all City Facilities.

*Further Information:*

For further information or explanation of duties under this procedure, contact the Risk Manager or City Safety Officer.

*Approved:*

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*Michael Dyal, City Manager*

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*Date*



City of Medford  
Administrative Regulation

Regulation No.: 02-6-~~1~~  
Page: 1 of 4  
Subject Area: Human Resources  
Date of Issue: January 28, 2003  
Supersedes: November 7, 2002

Title: Workplace Violence Prevention

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*Purpose*

This regulation is intended to protect public health and safety and to minimize the City's liability exposure, and provide a workplace safe from threats or incidents of violence of any form.

*Policy*

All employees are responsible for maintaining a safe and healthful work environment. Acts or threats of physical violence, including intimidation, harassment, coercion, or other disruptive behavior which involves or affects the City of Medford or which occur on City property will not be tolerated. Consistent with the City's Administrative Regulation 85-9 regarding unlawful discrimination and harassment, it is expected that individuals employed by the City treat their coworkers and other members of the public with dignity and respect at all times. Civility in the workplace is an expected form of behavior.

Further, the City will respond appropriately to all reported incidents; will act to stop inappropriate behavior; and supervisors and all of the departments involved in responding to incidents will be supported by the City's management team in their efforts to deal with violent and potentially violent situations.

**A. Acts or Threats of Violence Defined**

"Threats or acts of violence" include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the City of Medford, or to create a hostile, abusive, or intimidating work environment for one or more City of Medford employees.

**B. Examples of Workplace Violence**

General examples of prohibited workplace violence include, but are not limited to, the following:

- 1) All threats or acts of violence occurring on City of Medford property, regardless of the relationship between the City and the parties involved in the incident.
- 2) All threats or acts of violence not occurring on City property but involving someone who is on work time or acting in the capacity of a representative of the City of Medford.
- 3) All threats or acts of violence not occurring on City property involving an employee of the City of Medford if the threats or acts of violence affect the legitimate interests of the City of Medford, including but not limited to conduct committed while in City uniform or while driving a City vehicle.

4) Any threats or acts resulting in the conviction of an employee or agent of the City of Medford, or of an individual performing services on the City's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the City of Medford.

#### C. Specific Examples of "Threats or Acts of Violence"

Specific examples of conduct that may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to, the following:

- 1) Hitting or shoving an individual.
- 2) Threatening to harm an individual or his/her family, friends, associates, or their property.
- 3) The intentional destruction or threat of destruction of property owned, operated, or controlled by the City of Medford.
- 4) Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.
- 5) Intimidating or attempting to coerce an individual to do wrongful acts that would affect the business interests of the City.
- 6) Harassing surveillance, also known as "stalking", the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
- 7) Suggesting or otherwise intimating that an act to injure persons or property is "appropriate."
- 8) Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

While employees of the City may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, it is the City's policy that employees are to use them only in accordance with departmental operating procedures and all applicable City codes and regulations and State and Federal laws.

#### D. Application of Prohibition

The City of Medford's prohibition against threats and acts of violence applies to all persons involved in the City's operation, including but not limited to City personnel, contract and temporary workers, and anyone else on City of Medford property. Violations of this policy by any individual on City property, by any individual acting as an employee or agent of the City while not on City property, or by any individual not on City property when his/her actions affect the public interest or the City's business interests will be followed by legal action, as appropriate.

Violation by an employee of any provision of this policy may lead to disciplinary action (up to and including termination, as provided in the City's Rules and Regulations or applicable employee association agreement or union contract).

#### E. Actions to be Taken

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on City of Medford property will be removed from the premises as quickly as safety permits, and shall remain off the City of Medford's premises pending the outcome of an investigation. The City will initiate a decisive and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

Whenever the Human Resources Department, after consultation with the affected department and the Police Department, determines that an individual terminating employment with the City of Medford may pose a threat to employees of the City, the employee shall be advised that he/she is barred from City property, and the HR department shall notify other city departments of the trespass order, and the need for precautionary actions pursuant to departmental safety plans and procedures. The HR department shall divulge only information necessary to protect the safety of all employees.

#### F. Employee Obligations

Each employee of the City and every person on City of Medford property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The City understands the sensitivity of the information reported and will recognize and respect the privacy of the reporting individual(s) to the extent possible. Identification of the reporting party shall be provided on a confidential basis to the fullest possible extent consistent with the purposes of this policy.

In cases where the reporting individual is not a City employee, the report should be made to the City of Medford Police Department.

In cases where the reporting individual is a City employee, the report should be made to the reporting individual's immediate supervisor, a management level supervisory employee if the immediate supervisor is not available, or to the City's Human Resources Department. Each supervising employee shall promptly refer any such incident to the appropriate management level supervisor, who shall take corrective action in accordance with the City's Personnel Rules and Regulations and any applicable employee association contract or union agreement. Concurrently with the initiation of any investigation leading to a proposed disciplinary action, the management level supervisor shall report the incidents of threats or acts of physical violence to the Medford Police Department, which shall make a follow-up report to the City's Human Resources Department.

Nothing in this policy alters any other reporting obligation established in City policies or in state, federal or other applicable law.

All individuals who apply for or obtain a protective or restraining order which lists specific City locations as being protected areas shall provide to a management representative of the City a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

**G. Training**

The City will provide opportunities for employees to be trained in the risk factors associated with workplace violence, and proper handling of emergency situations in order to minimize the risks of violent incidents occurring in the workplace.

**H. Dissemination of Policy**

All employees will be given copies of this policy, and asked to acknowledge that they have read and understand it. All new employees will be given a copy of this part of this policy as part of their orientation by the Human Resources Department.

**I. Employee Questions**

Questions regarding an employee's rights and obligations under this policy should be directed to the employee's department head or the Human Resources Department.

*Approved:*

*Michael Dyal*  
*Michael Dyal, City Manager*

*1-28-03*  
*Date*



## **City of Medford**

### **Fire Drill/Emergency Evacuation Procedures**

**By Department and Facility**

**January 2010**

## City Hall/Lausmann Annex/Modular Buildings

### General

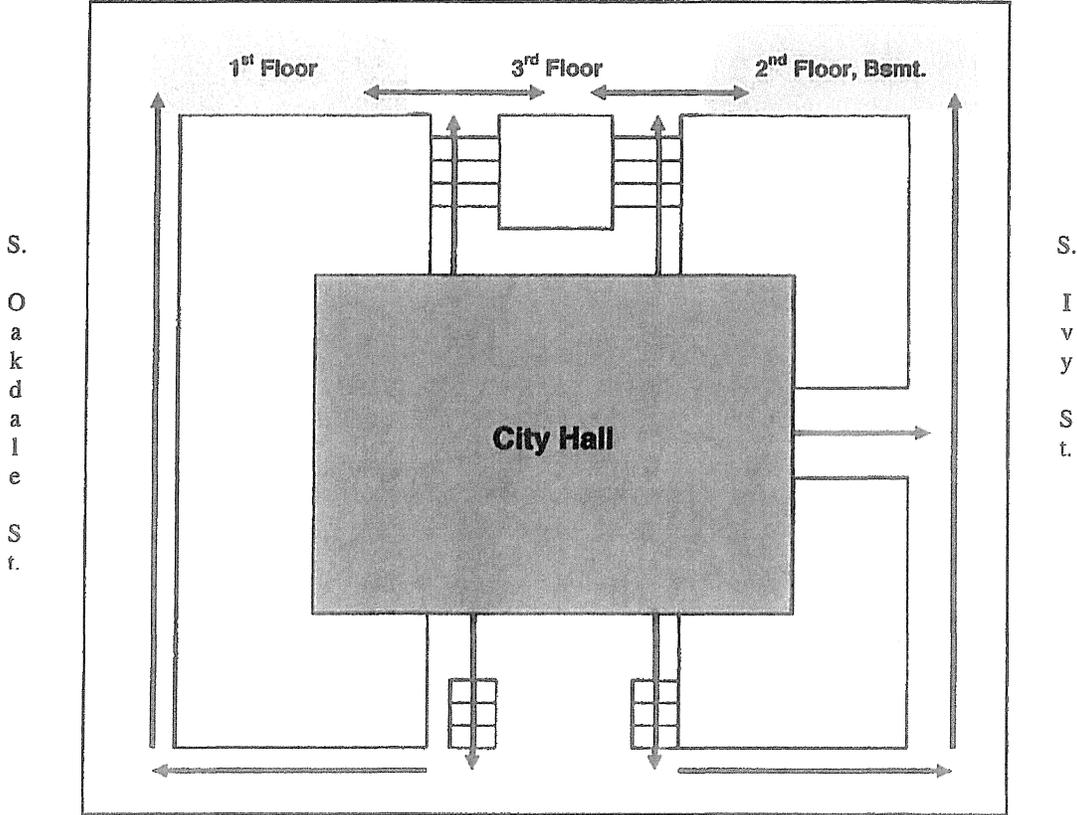
- A. You should be familiar with Administrative Regulation 91-1.
- B. If you are working in City Hall or the Lausmann Annex at the time of activation of the building fire alarm, exit the building by way of the nearest stairwell and/or exit.
- C. Remember:
  - a. Do not turn around and go back for any reason.
  - b. Travel in single file and stay to the right when moving down the stairs.
  - c. Yield right-of-way to firefighters or other emergency personnel.
  - d. Assist your co-workers and visitors if they need help.
  - e. If you are close to your work area: take keys, purse, coat, *etc.*, with you as you leave. You may not be able to re-enter the building right away. If possible, lock your computer workstation (Ctrl-Alt-Del, Enter).
  - f. Do use the elevators, take the stairs.
- D. Gather at the pre-determined staging area for your department and floor. A supervisor from your department will verify the presence of all departmental employees.

### Staging Areas

- A. Report to the staging area for your normal work area indicated below.
- B. Depending upon the nature of the emergency, you may be directed to an alternative staging area further away from the building.

Normal Work Area:			Report to:
Building	Floor/Area	Department	Staging Area
City Hall	1 <sup>st</sup> Floor	Police	Eighth St. sidewalk in front of City Hall, west section
	2 <sup>nd</sup> Floor	Police T/S Muni Court	Eighth St. sidewalk in front of City Hall, east section
	3 <sup>rd</sup> Floor	CMO Recorder HR Law Finance	Eighth St. sidewalk in front of City Hall, center section (near the stairs)
	Basement		Eighth St. sidewalk in front of City Hall, east section
Lausmann Annex	1 <sup>st</sup> Floor	MWC	Southeast corner of Green parking lot (10 <sup>th</sup> & Holly)
	2 <sup>nd</sup> Floor	Planning Building Fire	Northeast corner of Green parking lot (10 <sup>th</sup> & Holly)
Modular Buildings	1 <sup>st</sup> Floor	Public Works Engineering	Southwest corner of Green parking lot (10 <sup>th</sup> & Ivy)

West Eighth Street



Parking Lot

Diagram not to scale

**City Hall  
Evacuation Drill Staging Diagram**

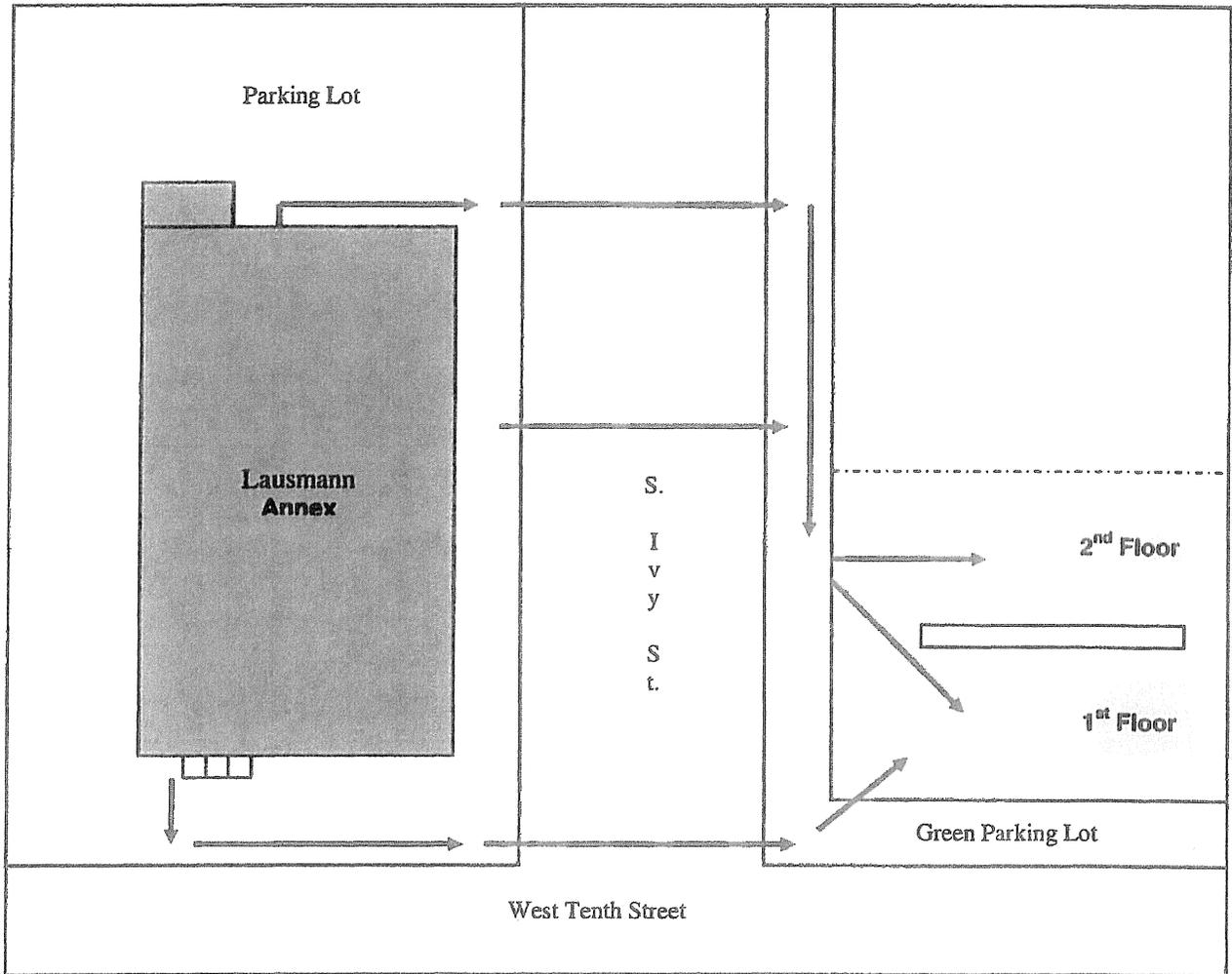


Diagram Not to Scale

**Lausmann Annex  
Evacuation Drill Staging Diagram**

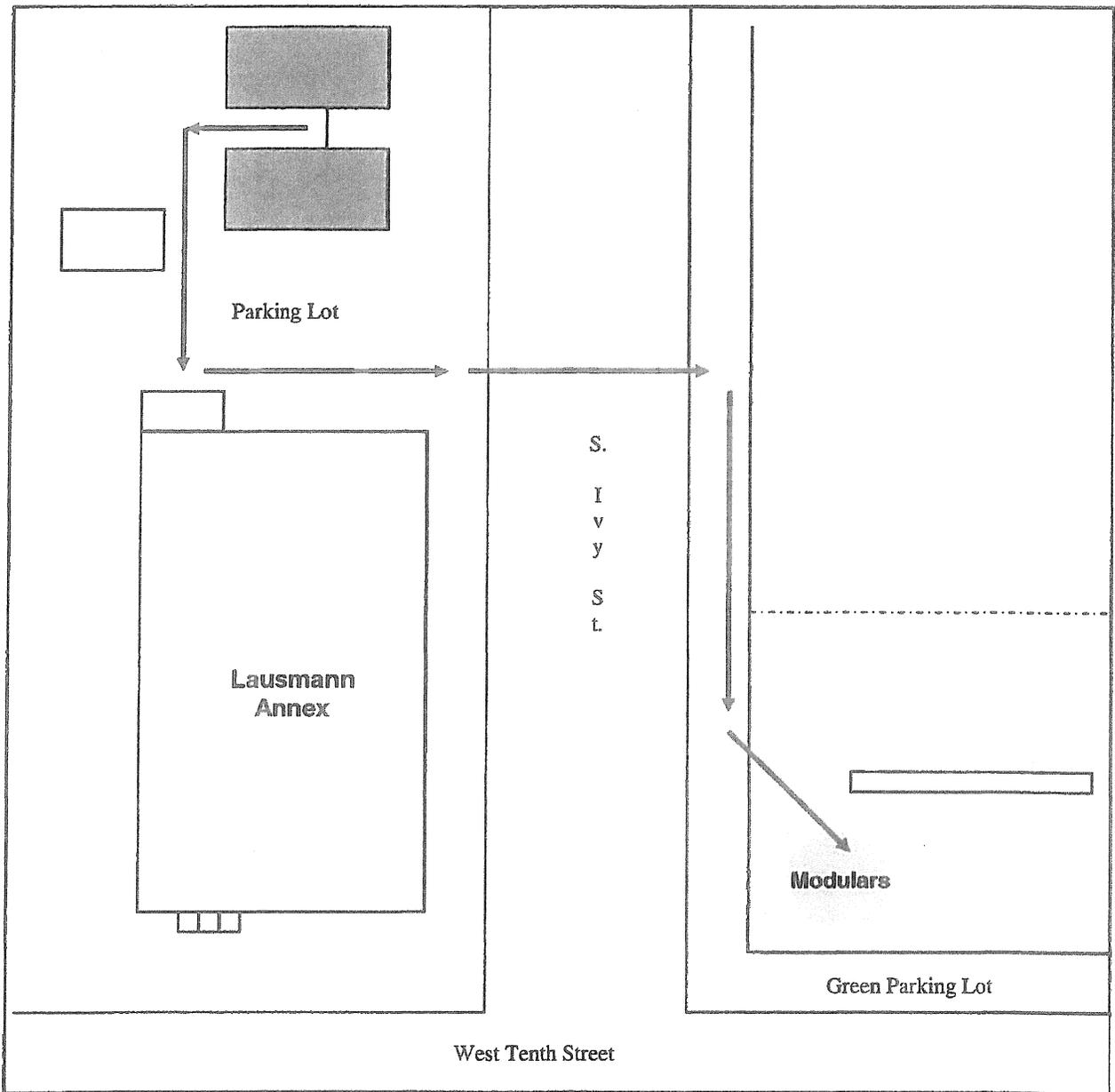


Diagram Not to Scale

**Modular Buildings  
Evacuation Drill Staging Diagram**

## Service Center

### General

- A. You should be familiar with Administrative Regulation 91-1.
- B. In the event of a fire or other emergency situation requiring evacuation (gas leak, earthquake, explosion, bomb threat, etc.), call emergency dispatch, 9-1-1. State that there is an emergency, report the type of emergency situation, and give the location.
- C. If you are working in any of the facilities at the Service Center at the time of an evacuation of any building, exit the building/grounds by way of the nearest exit.
- D. Remember:
  - a. Do not turn around and go back for any reason.
  - b. Yield right-of-way to firefighters or other emergency personnel.
  - c. Assist your co-workers and visitors if they need help.
  - d. If you are close to your work area: take keys, purse, coat, etc., with you as you leave. You may not be able to re-enter the building right away.
- E. Gather at the pre-determined staging area for your department. A supervisor from your department will be trying to verify the presence of all departmental employees.

### Staging Areas

- A. Report to the staging area for your department/division indicated below.
- B. Depending upon the nature of the emergency, you may be directed to an alternative staging area further away from the buildings.

Normal Work Area:			Report to:
Department	Division	Building	Staging Area
Public Works	Operations Survey Crew	Buildings A, B, G, J, I	South end of front parking lot, Columbus Avenue, center section
Police	Administrative Support/ Property	Building A	South end of front parking lot, Columbus Avenue, west section
Parks & Recreation	Parks Maintenance	Building I	South end of front parking lot, Columbus Avenue, west section
Medford Water Commission	Operations	Building A	South end of front parking lot, Columbus Avenue, east section

# Santo Community Center

## General

- A. You should be familiar with Administrative Regulation 91-1.
- B. In the event of a fire or other emergency situation requiring evacuation (gas leak, earthquake, explosion, bomb threat, etc.), call emergency dispatch, 9-1-1. State that there is an emergency, report the type of emergency situation, and give the location.
- C. Remember:
  - a. Do not turn around and go back for any reason.
  - b. Yield right-of-way to firefighters or other emergency personnel.
  - c. Assist your co-workers and visitors if they need help.
  - d. If you are close to your work area: take keys, purse, coat, *etc.*, with you as you leave. You may not be able to re-enter the building right away. . If possible, lock your computer workstation (Ctrl-Alt-Del, Enter).
- A. Gather at the pre-determined staging area for your facility. A supervisor from your department will be trying to verify the presence of all departmental employees.

## Staging Area

- A. Report to the staging area for the facility located in the parking lot at the corner of Jackson and Columbus.

**Emergency Action Plan  
For  
City of Medford  
Regional Water Reclamation Facility  
1100 Kirtland Rd.,  
Central Point, OR 97502**

Updated 04/29/2010

The purpose of this Emergency Action Plan is to establish procedures for all employees to follow in case of an emergency. An emergency is an unforeseen event, natural or man made, including such things as earthquakes, tornadoes, severe thunderstorms, fires, chemical spills, etc...

1. In the event of an emergency, employees are alerted by:

a. General Relocation Alarm

A continuous buzzer will sound throughout the facility. Emergency warning lights outside of the disinfection building will also be activated in the event of a (blue light) sodium bisulfite leak or (red light) sodium hypochlorite leak.

b. Verbal Alert

The fire alarm or other emergencies will be relayed either in person or by radio. In the case of a Linde Electronics emergency the operator cell and the plant phone will be called. Follow the instructions provided by Linde Electronics over the phone. Their 24 hour on-call number is 541-951-6154.

2. Any employee discovering an emergency will immediately remove him/herself from danger and report the emergency to a supervisor and appropriate facility personnel, and/or call the local emergency response agencies if a supervisor is not readily available. Dial 911 for the local emergency response team. Begin warning co-workers immediately. The supervisor or appropriate personnel will meet the emergency responders and direct them to the emergency.

When reporting emergencies to local emergency responders give the following information:

- a. Your Name
- b. Type of emergency (chemical release, fire, medical)
- c. Location: City of Medford Regional Water Reclamation Facility, located at
- d. 1100 Kirtland Rd. near the intersection of Antelope Rd. and Kirtland Rd.
- e. The specific location of the emergency within the facility
- f. Number of injured
- g. Severity of the emergency
- h. Call back phone number is 774-2750, or cell phone number if the phone system is down.

3. In the event of an emergency requiring relocation, all employees will stop work immediately and evacuate through the nearest safe exit. Emergency exit maps are posted in each building that clearly indicate the exit routes. All employees are responsible for reviewing these maps for their work area and know where to exit in case of an emergency.
4. If there is a fire, employees may attempt to use the portable fire extinguishers to put out an incipient stage fire only if the employee has been trained to use the fire extinguisher and can do so safely.
5. The primary relocation meeting place is the WRD lunchroom unless that area is unsafe. The alternate relocation meeting place is the beginning of the facility driveway near the White City pump station.
6. Critical operations shutdown procedures are not required since employees are not authorized to delay evacuation for this purpose. Supervisors or their alternates should make sure all personnel in their department/work area have left prior to their exiting the work area. After relocation, each supervisor will account for his or her employees and contractors they are responsible for, reporting the results to the WRD superintendent or his alternate as this person goes through the staffing schedule.
7. If it is determined that there are missing or injured employees, it is the superintendent or his alternate's responsibility to immediately notify the local Emergency Response Team. The superintendent or his alternate will meet the emergency responders and direct them to the rescue area or where medical attention is needed.
8. Employees will not attempt any rescue or perform any first aid or CPR unless they have been properly trained, have the proper equipment, and the rescue effort does not place them in danger. Never re-enter buildings or other danger areas unless given the "all clear" by a supervisor.
9. To prevent unnecessary fire hazards all fuel cans and other flammable liquid containers shall be stored in the oil storage building. All used shop rags shall be deposited in the safety storage can provided between the roll-up doors on the outside of the shop. Work areas shall be cleared of unnecessary clutter at the end of the shift.
10. All new employees shall review this E.A.P. Employees shall also review the plan when it is updated or when employees duties outlined under the plan are changed.

**REMINDER: Save yourself, warn others, and get out!**

**Note:** See "Sodium Hypochlorite Emergency Procedures" for specific details on a sodium hypochlorite leak.

See "Plant Safety Guidelines" for specific details on fire extinguisher use.

See the "Lab Safety and Chemical Hygiene Plan" for details on chemical storage and spill clean up.

# *Earthquakes*

## **Drop, Cover, and Hold!**

- Stay away from **WINDOWS** and anything that can tip, fall or drop on you.
- Stay away from **DOORWAYS** - Doors can swing back-and-forth and injure you.
- **DROP** under a working surface, desk or table.
  - If you can't get under a stable surface, get down low next to a small file cabinet, chair, couch, or anything stable. **COVER** your head with your arms or hands. With a chair, put your head under it if you can.
  - **HOLD** on to your cover (chair, table, etc) or brace against a wall until the shaking stops.
- **With limited mobility:** If seated, bend over your knees. (If you must stand, lean into a wall.) Cover your head with your arms.
- After the shaking stops, stay put and wait for directions from your evacuation coordinator.
- If you evacuate, take personal necessities, e.g., medicine, coat, keys and umbrella. Follow your evacuation coordinator, who will guide you to a designated area. Stay with your coordinator until your name is checked off.
- If you do not evacuate, decide which precautions to take in case of aftershocks: Close blinds to protect against flying glass, set heavy items on floor, turn off sensitive equipment, tape shut file cabinets, cupboards, etc.

## EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

PARAMEDICS: 911

AMBULANCE: 911

POLICE: 911

## UTILITY COMPANY EMERGENCY CONTACTS

**ELECTRIC:** Pacific Power 877-548-3768

**WATER:** Medford Water Commission  
774-2430

**GAS:** Avista 800-227-9187

**TELEPHONE COMPANY:** City of Medford Tech Services  
774-2059 (call 911 after hours)

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB THREAT
- CHEMICAL SPILL
- EXTENDED POWER LOSS
- TERRORIST ATTACK
- DEMONSTRATION
- EMPLOYEE HEALTH AND WELFARE
- DEMONSTRATIONS
- WORK PLACE VIOLENCE PREVENTION
- EMPLOYEE HEALTH AND WELFARE FOLLOWING AN INCIDENT

## THE CITY OF MEDFORD EMERGENCY MEDICAL PLAN

The information below describes action to be taken following a work-related illness or an injury on the job.

- A. Report the injury or illness to your immediate supervisor, if available, and if not, report the injury to the next available higher-level supervisor.
- B. Receive medical treatment as needed.
  1. Immediate Care—Minor (not ordinarily requiring other than First Aid). First Aid trained personnel will give treatment for scratches, cuts, burns, splinters and other minor injuries.
  2. Immediate Care—Major (requiring other medical care). First Aid trained personnel will give treatment for major injuries or illness until medical care can be obtained, such as control of excessive bleeding, restoration of respiratory function and treatment of shock.
  3. Emergency Care Services—If unable to drive safely, the employee should be transported to the emergency room by a supervisor (or co-worker, if a supervisor is unavailable); or, if the employee cannot be moved safely, call 9-1-1 for an ambulance.

### FIRST AID KIT LOCATIONS

#### CITY HALL

- Police Dept. Administration, Records, Patrol Room, CID
- Parks & Recreation Office
- Municipal Court
- Technical Services Office
- City Manager's Office
- Finance Office
- Basement — Telephone Room, Mechanical Room
- Building Safety Department Office
- Fire Department Office      ◦ Police Dept. Dispatch
- Planning Department Office
- Medford Water Commission Office
- Public Works Department Office

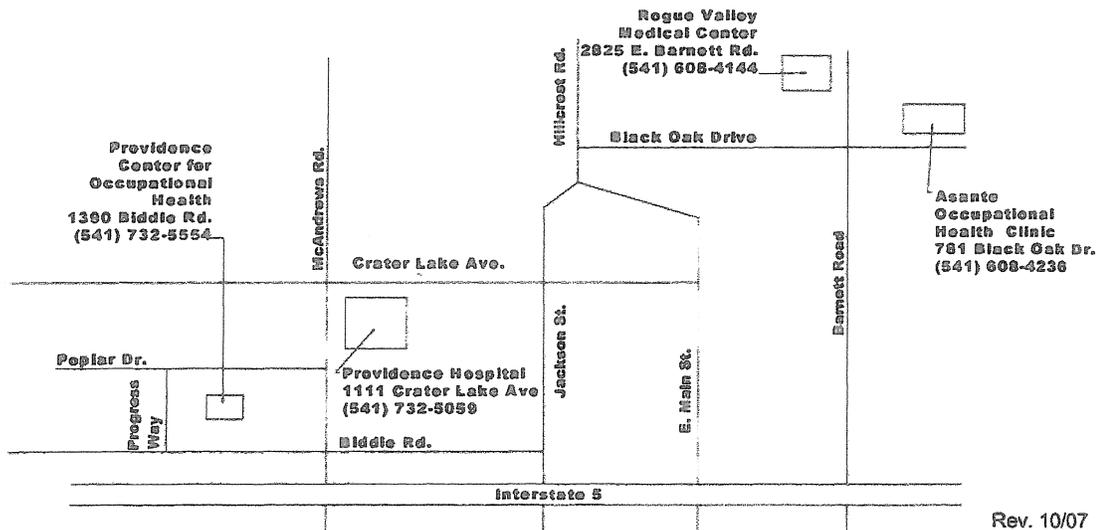
#### SERVICE CENTER

- Main Office
- Equipment Maintenance Shop (2)
- Traffic Work Area
- Parks Building
- Sewer Maintenance TV Van Room
- Streets Locker Room
- All City Vehicles
- Shop Area
- Operations Building Hallway
- Chlorine Building
- Heat Exchanger Building
- Thickener Building

#### OTHER

- All Fire Stations, Pools, Jackson Cottage, Santo Center, Recreation Program Sites, and Medford Urban Renewal Agency
- Duff Water Treatment Plant Control Room

### LOCATION OF HOSPITALS AND OCCUPATIONAL HEALTH CLINICS



## MEDICAL EMERGENCY

- Call medical emergency phone number 911
  - Paramedics
  - Ambulance
  - Fire Department
  - Police
- Provide the following information:
- a. Nature of medical emergency,
  - b. Location of the emergency (address, building, room number),  
and
  - c. Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
  
  - If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
    1. Put medical gloves on and stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
    2. Clear the air passages using the Heimlich Maneuver in case of choking.
  
  - In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

## EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

### Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

## CHEMICAL SPILL WASTE WATER TREATMENT PLANT

The following are the locations of:

Spill Containment and Security Equipment: Haz Mat trailer west of blower building holds the largest quantity of equipment.

Personal Protective Equipment (PPE): Multiple sites around the RWRF with respirator fit chart at each.

MSDS: Three ring binders north of lab supervisor's office, and City Hall.

*When a Large Chemical Spill has occurred:*

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: Trained to handle spills on site

Phone Number: (541)774-2753

As the plant is located adjacent to the Rogue River, there is also a storm water pollution control plan which addresses spill containment and control procedures as required by Oregon DEQ. This plan is house on site, and staff is trained to handle the situation if it occurs.

- Evacuate building as necessary

*When a Small Chemical Spill has occurred:*

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

## SEVERE WEATHER AND NATURAL DISASTERS

### *Tornado:*

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

### *Earthquake:*

- Stay away from WINDOWS and anything that can tip, fall or drop on you.
- Stay away from DOORWAYS - Doors can swing back-and-forth and injure you.
- **DROP** under a working surface, desk or table.
  - With systems furniture, crouch beside a small file cabinet
  - If you can't get under a stable surface, get down low next to a small file cabinet, chair, couch, or anything stable. **COVER** your head with your arms or hands. With a chair, put your head under it if you can.
  - **HOLD** on to your cover (chair, table, etc) or brace against a wall until the shaking stops.
- With limited mobility: If seated, bend over your knees. (If you must stand, lean into a wall.) Cover your head with your arms.
- After the shaking stops, stay put and wait for directions from your evacuation coordinator.
- If you evacuate, take personal necessities, e.g., medicine, coat, keys and umbrella. Follow your evacuation coordinator, who will guide you

to a designated area. Stay with your coordinator until your name is checked off.

- If you do not evacuate, decide which precautions to take in case of aftershocks: Close blinds to protect against flying glass, set heavy items on floor, turn off sensitive equipment, tape shut file cabinets, etc.

***Flood:***

***If indoors:***

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

***If outdoors:***

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

***Blizzard:***

***If indoors:***

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors.
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

***If outdoors:***

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

***If stranded in a car or truck:***

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid

carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.

- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door.
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.

## **CRITICAL OPERATIONS**

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

**Conditions requiring evacuation of communications center shall be conducted in accordance with Medford Police Department General Order No. 700.00/B.**



## TERRORISM - Response Plan

### 1. Description

Terrorism may be seen as the two extremes of a continuum of activity ranging from lawful protest, such as strikes against a particular employer, through sabotage of governmental facilities, to the taking of hostages or assassination to the use of weapons of mass destruction that include bombs, nuclear devices, biological weapons, and chemical weapons. As the seat of local government, the employees and the facilities of the City of Medford may become targets for acts of terrorism. In addition, facilities of County, State, and Federal agencies exist within the City which may also become the focus for violent activity. Finally, persons or organizations determined to disrupt normal activities may attempt to damage or destroy such vital services as phone, electricity, water, or natural gas.

### 2. Response Planning

Planning and preparedness for terrorism is primarily the responsibility of the Police Department. This includes coordinating the annual review of this addendum with Emergency Management. All other departments will be expected to maintain their own services to the best of their ability and to assist the Police Department as requested.

A successful terrorist attack, such as a bombing, may not be recognized as such until after initial attack by the Fire Department. In this event, Command would be transferred to the Police Department after fire and rescue concerns have been handled, or Unified Command may be established between the Departments.

### 3. Information

Information concerning acts of terrorism may come from a variety of sources, including normal law enforcement activities, special investigations, other law enforcement agencies, the media, informants, or the direct statements of organizations or persons intending to engage in such activities.

Information received concerning potential terrorist activities will be distributed to the following personnel:

Police Chief

Fire Chief

Public Works Director  
Medford 911 Center  
Finance Director  
Water Commission

City Manager  
Parks Department Director  
Information Services Director  
Building Department Director

Depending upon the content of the message, it may be distributed via hard copy to the person's mailbox or immediately by phone. Additional distribution is at the discretion of the above personnel.

#### **4. Policy**

Each incident of terrorism differs from the rest and requires flexibility on the part of responding agencies. Response may vary from the simple monitoring of information and activity to offensive Special Weapons and Tactics (SWAT) activities. As in other emergencies, the strategy and tactics for such incidents is the responsibility of the Incident Commander. City Code, Regulations of Persons and Property, establishes the authority of the City to establish additional emergency regulations designed to further protect lives and property while the emergency exists.

#### **5. Instructions to the Public**

Instructions and information for the public is the responsibility of the Police Department. In addition, the Department will provide information and guidance to the ECC Public Information function during ECC activation.

#### **6. Mutual Aid Assistance:**

Mutual aid assistance offered by the Medford Police Department to other law enforcement agencies under the provisions of this plan shall be limited to SWAT, K-9, and assistance in district patrols.

#### **7. Emergency Service Actions**

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from incidents of terrorism. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed. The checklists are divided according to City department and ECC staff.

### **TERRORISM – Letters or Parcels**

One often used method of terrorism against governmental entities is the letter or parcel bomb. The following indicators, alone or in combination, may signal the presence of a bomb:

- *Foreign Mail, Airmail, And Special Deliveries*
- *Restrictive Markings, such as "Confidential," Or "Personal"*
- *Excessive Postage*

- *Hand-Written Or Poorly Typed Addresses*
- *Incorrect Titles*
- *Titles, but No Names*
- *Misspellings of Common Words*
- *No Return Address*
- *Excessive Weight*
- *Rigid Envelope*
- *Lopsided or Uneven Envelope*
- *Protruding Wires or Tinfoil*
- *Excessive Securing Materials such as String, Tape, Etc.*

If you suspect that a package may contain a bomb, **DO NOT OPEN IT!** Clear the area and call 911. Try to note the appearance of the person delivering the package.

Continuous Improvement -  
Customer Service



**TELEPHONE BOMB THREAT**

Keep this checklist close to the phone

Questions to Ask the Caller:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Information about the call:

Caller:

Sex \_\_\_\_\_ Approximate Age \_\_\_\_\_ Length of Call \_\_\_\_\_

Caller's Voice:

Calm \_\_\_\_\_ Nasal \_\_\_\_\_ Angry \_\_\_\_\_ Stutter \_\_\_\_\_ Excited \_\_\_\_\_ Lisp \_\_\_\_\_ Slow \_\_\_\_\_  
Raspy \_\_\_\_\_ Rapid \_\_\_\_\_ Deep \_\_\_\_\_ Soft \_\_\_\_\_ Loud \_\_\_\_\_ Ragged \_\_\_\_\_ Clearing  
Throat \_\_\_\_\_ Laughter \_\_\_\_\_  
Deep Breathing \_\_\_\_\_ Crying \_\_\_\_\_ Cracking Voice \_\_\_\_\_ Normal \_\_\_\_\_  
Disguised \_\_\_\_\_  
Distinct Accent \_\_\_\_\_ Slurred \_\_\_\_\_ Familiar \_\_\_\_\_  
Other \_\_\_\_\_

Background Sounds:

Street Noises \_\_\_\_\_ Factory Noises \_\_\_\_\_ Voices \_\_\_\_\_ PA System \_\_\_\_\_ Animal  
Noises \_\_\_\_\_ Clear \_\_\_\_\_ Music \_\_\_\_\_ Static \_\_\_\_\_ Local \_\_\_\_\_ House  
Noises \_\_\_\_\_ Long Distance \_\_\_\_\_ Booth \_\_\_\_\_ Other \_\_\_\_\_  
(Explain if Other) \_\_\_\_\_

Threat Language:

Exact Wording of Threat:

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

Well spoken (educated) \_\_\_\_\_

Incoherent \_\_\_\_\_ Taped \_\_\_\_\_

Foul \_\_\_\_\_ Irrational \_\_\_\_\_ Message read by Threat Maker \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

Number at which call was received \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_

Name of person receiving the call \_\_\_\_\_

**IF YOU RECEIVE A BOMB THREAT, CALL 9-1-1 !!!**

## **EMPLOYEE HEALTH AND WELFARE FOLLOWING AND INCIDENT**

Any time an employee is involved in an incident that is extremely stressful the employee should be provide the phone number for the Employee Assistance Program (EAP) offered by Asante Work Health. EAP is an optional program for the employee. This is a free and confidential service provide to all City employees.

Medford (541)789-4238  
Grants Pass (541)955-5570  
Toll-free 1-800-836-5777

## **DEMONSTRATION**

If you encounter demonstrators in or around a City facility that preventing the public from conducting business or are creating a potential problem:

1. Notify the police department
2. Do Not interact with demonstrators
3. Stay inside the building or away from the demonstration unless otherwise directed by law enforcement or your supervisor

## **WORK PLACE VOLENCE PREVENTION**

Refer to City of Medford Administrative Regulation 02-6 for information.

## **TRAINING**

- A. Fire drills will be conducted at each City facility twice per year.
- B. Earthquake drills will be conducted at each City facility once per year.
- C. Bomb threat checklist sheet will be kept by each City employee phone.
- D. Drills will be scheduled and overseen by the Risk Manager or their appointee with the assistance of the City Safety Committee.
- E. All employees will be trained on the Emergency Action Plan upon each revision. New employees will be trained on the Emergency Action Plan upon hire.
- F. Each department will be responsible to document training to include date, time, place, type of training and employees trained.

**EMERGENCY ACTION PLAN  
City of Medford Jackson Pool**

**PHONE PROCEDURES**

**1. Call 911**

2. Give 911 operator requested information:
  - TYPE OF EMERGENCY – Police, Fire, Medical
  - JACKSON POOL PHONE NUMBER – 774-2490
  - JACKSON POOL ADDRESS – 815 SUMMIT AVE.
  - WHERE TO ENTER POOL – Enter though side gate of pool off of Clark St.
3. Do not hang up the phone until the dispatcher tells you to do so. Continue to update information as needed.
4. Assign a staff member or a responsible patron to meet the EMS and direct them to the side gate.
5. If possible, after dispatcher releases you contact:

Title	Name	Work Phone	Home Phone
Recreation Supervisor	Sue McKenna	774-2484	301-0743 cell
Recreation Superintendent	Rich Rosenthal	774-2483	840-1893 cell
Parks and Rec. Director	Brian Sjothun	774-2401	531-3760 cell
Parks Superintendent	Dobey Elliott	774-2651	840-8607 cell
Parks Supervisor	Jim Dix	774-2689	531-2552 cell
Parks Supervisor	Greg McKown	774-2657	840-3714 cell

6. Completely fill out Accident Report Form and obtain a case or response number from EMS if possible.

**POLICE NON EMERGENCY 770-4783**

EMERGENCY ACTION PLAN  
City of Medford Jackson Pool

**DRY CHLORINE  
EMERGENCIES**

**SIGNS**

**EFFECTS OF EXPOSURE:**

- EYES:** Severe irritation (redness, swelling and or burns)  
**INHALATION:** Shortness of breath, wheezing, choking, chest pains and impairment of lung function.  
**INGESTION:** Nausea, vomiting, diarrhea, abdominal pain, bleeding and tissue ulceration  
**SKIN:** Severe irritation, redness, swelling, burns, and scab formation.

**1. CALL 911**

**ACTION**

**2. Activate following EMS Procedure**

- EYES:** Immediately flush victim's eyes with large amounts of water for at least 15 minutes, occasionally lifting the upper and lower eyelids.
- INHALATION:** Remove victim to fresh air.
- INGESTION:** Immediately have victim drink large quantities of water. **DO NOT** induce vomiting. **DO NOT** give anything by mouth if the person is unconscious or is having convulsions.
- SKIN:** Immediately flush victim's skin with water for at least 15 minutes. If the clothing comes in contact with the product, the clothing should be removed immediately and cleaned before re-use.

**NOTE:** *Only authorized maintenance staff may handle dry chlorine*

EMERGENCY ACTION PLAN  
City of Medford Jackson Pool

MAJOR FIGHTS

A SITUATION THAT:

SIGNS

- Involves a weapon
- The Staff is unable to control the situation
- Involves large numbers of people.
- Involves Adults, or Adults and Children

ACTION

- 
1. If inside the pool area clear the area of all bystanders who are not involved in the fight.
  2. If outside the pool area follow step 3.
  3. Call 911. Be specific about the number of people involved, weapons, and ages. Explain the severity of the fight.
  4. If possible gather information about those involved.
  5. Follow the Emergency Response Procedures posted by the phone.

EMERGENCY ACTION PLAN  
City of Medford Jackson Pool

AQUATIC EMERGENCIES

*NON SWIMMER*

- Looks afraid, head tilted back, arms flapping, may not be using legs.
- Is usually in a diagonal or vertical position
- May or may not call out for help.

*DISTRESSED SWIMMER*

- May be able to call for help
- Tired, usually able to keep head above water, but unable to move in any direction
- May quickly develop into a drowning situation if not assisted promptly
- Sometimes the individual can be given verbal instruction/encouragement to continue swimming to safety, but don't rely on this be prepared to assist.

SIGNS

- 
1. SOUND ONE LONG WHISTLE BLAST
  2. CLEAR THE AREA OR POOL AS NEEDED
  3. APPROACH THE VICTIM- Assess the situation and use appropriate lifesaving techniques assisting them to the side. Assess their level of consciousness, breathing and pulse. If necessary, announce loudly, firmly and clearly the following:
    - Breathing and Pulse status
    - Call 911
    - You need assistance
  4. If the patron is not breathing start CPR using the protective CPR mask.
  5. Call 911 in necessary  
"I need medical and police, we have a possible drowning. This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2507"

ACTION

*DO NOT DELAY THIS CALL, STAY ON THE LINE*

6. Send patron or staff member to meet the EMS and direct them to the side gate of the pool off of Clark St.
7. Continue to follow appropriate Emergency Response Procedures.

EMERGENCY ACTION PLAN  
City of Medford Jackson Pool

MAJOR ACCIDENT

- Burns
- Deep Cut, Laceration
- Heat Related Emergencies (Hypothermia)
- Embedded Objects / Amputation
- Fainting / Seizure / Shock
- Broken Bone or Major Sprain / Strain

SIGNS

Accident is beyond Basic First Aid

1. CALL 911  
A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (*describe injury*). This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490"

DO NOT DELAY THIS CALL, STAY ON THE LINE

2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

ACTION

EMERGENCY ACTION PLAN  
City of Medford Jackson Pool

SPINAL INJURIES

SIGNS

- Overprotective of their neck/back
- Complains of tenderness, pain, numbness or tingling in extremities
- Paralysis, muscle spasm, head or neck bruises and / or difficulty in breathing
- Impaired level of consciousness-dizziness, loss of balance, etc.
- Victim conscious and aware of what is going on around them.

ACTION

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (*describe injury*). This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490"

**DO NOT DELAY THIS CALL, STAY ON THE LINE**

2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

EMERGENCY ACTION PLAN  
City of Medford Jackson Pool

FIRE

SIGNS

- Smell Smoke and presence of smoke or flame
- Warm doors and or walls

ACTION

- 
1. SOUND ONE LONG WHISTLE BLAST
  2. Clear the pool area, by the side gates. DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.
  3. CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.

DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.

4. WHEN CALLING 911 SAY THE FOLLOWING

“I need fire and police, we have a possible fire. This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2507”

DO NOT DELAY THIS CALL, STAY ON THE LINE

5. Check that all locker rooms and office is clear and that all staff is out or the area. Station a staff member near, but at a safe distance at all entrance to the pool so that nobody re-enters the pool area. Do not return until the fire department clears you to do so.
6. Do not attempt to fight the fire.
7. Follow the Emergency Response Procedures posted by the phone.

EMERGENCY ACTION PLAN  
City of Medford Jackson Pool

**BOMB THREAT**

SIGNS

- A phone call saying a bomb has been placed at the pool.
  - A usual package left unattended
- 

ACTION

1. SOUND ONE LONG WHISTLE BLAST
2. Clear the pool area, by the side gates. DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.
3. CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.

DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.

4. WHEN CALLING 911 SAY THE FOLLOWING

“I need the police, we have a strange unattended package / or have received a bomb threat. This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490”

DO NOT DELAY THIS CALL, STAY ON THE LINE

5. Check that all locker rooms and office is clear and that all staff is out or the area. Station a staff member near, but at a safe distance at all entrance to the pool so that nobody re-enters the pool area. Do not return until the police department clears you to do so.
6. When police arrive ask them to search the building if it is a phone call, or direct them to the unusual package.
7. Follow the Emergency Response Procedures posted by the phone.

EMERGENCY ACTION PLAN  
City of Medford Jackson Pool

HEART ATTACK / RESPIRATORY  
EMERGENCIES

SIGNS

- Chest pain that radiates to arms, shoulders, neck or jaw
- Weakness, nausea, shortness of breath and perspiration
- Not admitting they may be having a heart attack
- May not be breathing

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

“I need medical, we have a possible (describe problem). This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490”

- ACTION
2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
  3. DO A PRIMARY SURVEY, CHECK ABC'S. If the victim is conscious make them stop what they are doing and make them comfortable. Continue to monitor ABC's. Do not leave the victim alone unless no one else is available to call 911.
  4. BEGIN CPR IS NECESSARY USING PROTECTING GLOVES AND MASK. If victim is unconscious with no breathing, begin rescue breathing. If there is no pulse begin CPR. If addition staff members are available, administer 2-person CPR
  5. Other staff should begin clearing the area including and the pool if needed, so the EMT's can work.
  6. The first rescuer has the primary responsibility of monitoring and / or maintaining the breathing and pulse of the victim.
  7. Follow the Emergency Response Procedures posted by the phone.

**EMERGENCY ACTION PLAN  
City of Medford Jackson Pool**

**Equipment Breakdown**

- 1. At anytime that equipment breaks down the pool maintenance staff will be notified immediately. Contact person will be located on a sign next to the phone.**
- 2. In case of equipment such as slides, diving boards, ladders, steps, or other such equipment breaks, pool staff will immediately secure the area surrounding the broken equipment to insure it is not used until repaired.**
- 3. The maintenance person shall have the authority to close the pool if, repair to the filtration systems requires them to do so, or if the broken equipment represents a danger to patrons or staff using the facility.**

**EMERGENCY ACTION PLAN**  
**City of Medford Jackson Pool**

## **Communicating With The Media**

1. If approached by the media provide them with any information you would give to any patron. Examples: pool hours, rules for using the pool, swimming fees, etc. Do not give out any additional information regarding any incident, staff names or phone numbers. If they want more information refer them to the main Parks office at 774-2400, located at 411 W. 8<sup>th</sup> St, Room 225, or escort them over to a full-time Parks and Recreation Supervisor if one is on site.
  
2. If a media person would like an interview or would like to go on the pool deck, ask them what the interview would be about and / or why they would like to go on deck. Tell them you will need to speak to your supervisor to get approval and will call them right away. Immediately call the main parks office at 774-2400 and explain the situation. If after hours use the Phone Procedure list to contact a supervisor.
  
3. If the supervisor grants permission for the media to be on deck, a staff member must accompany them and make sure they follow safety rules and follow through with only what was requested and given permission to do by the supervisor. Any problems the media person should be asked to return to the office and a supervisor called.

**EMERGENCY ACTION PLAN  
City of Medford Jackson Pool**

**After Incident Follow-up**

- 1. After emergency is taken care of speak to on site emergency personnel if possible to discuss the incident and if staff could work differently with emergency responders to improve upon the coordination of the response.**
- 2. Gather all staff present at the time of the incident and a supervisor if possible and discuss the incident. Give each staff member an opportunity to state how they are feeling and any concerns or suggestions they may have.**
- 3. Provide follow-up meetings' as needed depending on the severity of the incident.**
- 4. On site supervisor is to file a written report as to what happened which should include accident report, and information provided by staff members involved, recommendations or comments made by the emergency response team, and any witness statements that may have been taken. This needs be turned in to the main office within 24 hours of the incident.**

**EMERGENCY ACTION PLAN  
City of Medford Jackson Pool**

**SEVERE WEATHER**

**SIGNS**

- **Thunderheads**
- **Rain Clouds overhead**
- **Thunder or Lightning in the area**
- **High Winds**

**ACTION**

1. **If thunder and / or lightning is heard or seen, clear the pool immediately and notify Hawthorne Pool at 774-2491. Have all patrons and staff get indoors and off of the pool deck area.**
2. **Once pool decks are cleared of all patrons, lock the doors leading from the locker rooms to the pool deck.**
3. **Equipment, chairs, etc. should be left on the pool deck until the danger has cleared. In case of lightning and / or thunder staff must wait 30 minutes from the last occurrence before returning to the pool deck.**
4. **Anytime conditions effect the visibility of the lifeguards to safety supervise the pool the on site supervisor has the authority to clear the pool. If pool is cleared for weather conditions other than thunder and lightning the staff shall wait 15 minutes for the condition to subside. If it does not then the pool will be closed and the refund policy found in the employee handbook will take effect.**
5. **If any questionable weather is seen approaching the on site supervisor will call the Weather Service at 779-5990. If a serve storm warning is in effect the pool will close until the warning is taken out of effect by the Weather Service.**

## **EMPLOYEE HEALTH AND WELFARE FOLLOWING AN INCIDENT**

Any time an employee is involved in an incident that is extremely stressful the employee should be provide the phone number for the Employee Assistance Program (EAP) offered by Asante Work Health. EAP is an optional program for the employee. This is a free and confidential service provide to all City employees.

Medford (541)789-4238  
Grants Pass (541)955-5570  
Toll-free 1-800-836-5777

## **DEMONSTRATION**

If you encounter demonstrators in or around a City facility that preventing the public from conducting business or are creating a potential problem:

1. Notify the police department
2. Do Not interact with demonstrators
3. Stay inside the building or away from the demonstration unless otherwise directed by law enforcement or your supervisor

## **WORK PLACE VOLENCE PREVENTION**

Refer to City of Medford Administrative Regulation 02-6 for information.

## **TRAINING**

- A. Fire drills will be conducted at each City facility twice per year.
- B. Earthquake drills will be conducted at each City facility once per year.
- C. Bomb threat checklist sheet will be kept by each City employee phone.
- D. Drills will be scheduled and overseen by the Risk Manager or their appointee with the assistance of the City Safety Committee.
- E. All employees will be trained on the Emergency Action Plan upon each revision. New employees will be trained on the Emergency Action Plan upon hire.
- F. Each department will be responsible to document training to include date, time, place, type of training and employees trained.

Parks and Recreation Department  
**Ergonomics**  
**(Non Mandatory)**

Frequently Asked Questions

**What is Ergonomics?**

The study of the relationship between people, their work and their physical work environment. The major goal of ergonomics is to fit the job to the individual and promote healthy and safe work practices.

**What should I do if I am feeling pain or discomfort in my upper extremities?**

If at anytime you are feeling pain or discomfort from performing a job task, you should notify your supervisor immediately and contact any member of Risk Management for an on-site assessment.

**Will I receive training on office ergonomics?**

Yes, ergonomics training will be offered by Risk Management or department periodically, as a guest speaker.

**Can I do my own assessment of my work space?**

Yes, we have provided an Office Ergonomic Self Assessment link in this program that will allow employees to conduct their own assessments. If necessary all employees may contact Risk Management for assistance.

**What are some common ergonomic related injuries?**

Common soft tissue injuries include: Carpal tunnel syndrome, lateral or medial epicondylitis, thoracic outlet syndrome, or trigger finger.

Parks and Recreation Department  
**Ergonomics**  
**(Non Mandatory)**

## PURPOSE

The purpose of the Ergonomics Program is to keep the employees safe, comfortable, and productive. The goal is to educate and to assist employees in identifying potential ergonomic risk factors that lead to the onset of ergonomic related injuries. The program consists of workplace training, workstation evaluation, and ergonomic control strategies.

### **RESPONSIBILITIES:**

#### **Risk Management**

- Assist the Parks and Recreation Department with the Ergonomics Program,
- Assist employees who request an Ergonomic Assessment and provide corrective action recommendations,
- Assist with the coordination of the Ergonomic training.

#### **Managers and Supervisors**

- Support the Ergonomics Program and recommend employee training as needed,
- Implement corrective action recommendations as necessary.

#### **Employees**

- Immediately report pain or discomfort to your supervisor,
- Perform a self assessment or contact Risk Management for an on-site visit.

#### **General Information**

Ergonomics is the study of the relationship between people and their work environment. The goal of ergonomics is to better fit the job to the individual by identifying and reducing ergonomic risk factors and promote healthy and safe work practices.

Poor workstation design can present ergonomic risk factors to potential users. Common risk factors include overexertion, force, repetitive motion, contact stress, awkward postures, vibration, or cold stress. Each individual risk factor is capable of causing injury, while multiple risk factors greatly increase the risk of Musculoskeletal Disorders (MSD).

Musculoskeletal Disorders are injuries or illnesses of the soft tissues. Common areas affected include the upper extremities, shoulders, neck, and lower back, or the lower extremities. Examples of MSD's include tendonitis, lateral/medial epicondylitis, rotator cuff syndrome, low-back pain, or carpal tunnel syndrome.

#### **EVALUATION COMPONENTS**

Ergonomic evaluations assist managers, supervisors, and employees in identifying potential workplace hazards, improper postures, or highly repetitive job tasks. Ergonomic evaluations for City of Medford employees may be completed two ways. Employees can either perform a self evaluation using the links below or contact Risk Management for an on-site assessment. A combination of both may also be used if necessary.

### **Self Evaluations**

The links provide information in a simple, user friendly format with illustrations and corrective action recommendations.

1. Office Ergonomic Self Evaluation - This link provides information and illustrations of “Good Working Postures”.  
(<http://www.osha.gov/SLTC/etools/computerworkstations/positions.html>)
2. Ergonomic Quick Information Card - Provides concise answers to common ergonomic related questions regarding bodily ailments and work station adjustment recommendations.  
(<http://ergonomics.ucla.edu/quickinfo.html>)
3. OROSHA Check list – [orosh.org/standards/checklist.html](http://orosh.org/standards/checklist.html) (Computer Stations)

### **On-site Ergonomic Evaluations**

City of Medford employees may request an ergonomic assessment of their work area(s) by contacting Risk Management. Risk Management will arrange an ergonomic evaluation based on observations including:

- Specific tasks or job processes,
- Equipment used and work station alignment,
- Work environment including workspace, access, lighting, and glare,
- Keyboard height, tilt and distance from employee,
- Mouse placement,
- Monitor height, tilt, and distance from employee,
- Chair height, back support, and adjustability,
- Document placement and reach distances,
- Other employee practices that may be a contributing factor.

### **RECOMMENDATIONS**

Risk Management will provide recommendations to the employee and departmental supervisor. In addition, Risk Management will support and assist with research and development of any controls necessary to reduce or eliminate potential risk factors.

## **CONTROLLING ERGONOMICS RISK FACTORS**

There are two general approaches to controlling ergonomics risks:

- Engineering Controls – Physical changes made to the workstation, tools, and/or machinery that reduces or eliminates the hazard or increases the distance between the hazard and the employee.
- Administrative or Work Practice Controls – Changes made to reduce or eliminate exposure without making physical changes to the area or process. Examples include job rotation, frequent breaks, developing safe work procedures or stretching exercises.

## **EMPLOYEE TRAINING**

Risk Management will coordinate ergonomic training periodically, or at the specific request of any city department.

Employee training records will be maintained by the employee's department for at least 5 years.

Parks and Recreation Department  
**EXCAVATION SAFETY**

Frequently Asked Questions

**What is an Excavation?**

An excavation is any man-made hole in the ground. The hole may be round, square, or a trench. A trench is defined as a long, narrow excavation. While working in or around such conditions, proper safe work procedures and shoring techniques shall be utilized.

**When is shoring required?**

Shoring is required in any excavation that is 5 feet or greater in depth, or if the competent person on the jobsite deems it necessary due to poor soil conditions in shallower excavations.

**Who is a competent person?**

A competent person is an employee who has participated in qualifying Excavation/Trenching training. A competent person understands the fundamentals of excavation and trenching safety, sloping, shoring, and shielding techniques, soil classification, and hazard identification and abatement.

**What are the soil classifications?**

There are four classifications of soil. The first being hard rock. This is the most stable ground and often shoring is not required. Class A soil is a very cohesive, native soil such as undisturbed clay. Class B soils are moderately cohesive with some granular soil. Class C is the loosest or least cohesive soil class and typically requires the use of a protective system.

**Will I have the opportunity to receive this training?**

Yes, if your job requires you to work in, on, or around excavations.

Parks and Recreation Department  
**EXCAVATION SAFETY**

**PURPOSE**

To establish safe work practices for work in and around excavations, including trenches and ditches. This program provides guidance concerning excavation, trenching, and cave-in protection to all employees within the City of Medford.

**RESPONSIBILITIES**

**Managers and Supervisors**

- Provide initial and refresher training to employees whose job requires them to work in or around excavations,
- Review the Excavation Program annually and revise it to reflect changes in OR OSHA rules and/or Departmental procedures.
- Implement and enforce the Excavation Program,
- Ensure affected employees are trained,
- Ensure that the excavation equipment is in good working condition and used properly.

**Employees**

- Comply with the components of this program,
- Ensure proper use of all protective systems,
- Report equipment damage to the supervisor so repairs or replacement may take place,
- Use proper PPE while working in or around an excavation site.

**GENERAL REQUIREMENTS**

An excavation is any man-made hole or trench in the ground. Hazards of excavations include cave-ins, which can occur when soils are greater than five feet in depth, or are unstable. While working in or around such conditions, the proper safe work and shoring techniques shall be utilized.

**Pre-Planning**

Prior to breaking ground on any excavation, careful planning is required so hazards can be eliminated or controlled. Considerations for planning an excavation shall include:

- **Underground utilities.** A utility locate must be performed on the site before any digging occurs.
- **Soil type and moisture content.** At least two tests should be performed by a competent person on the soil at the dig site; one visual and one manual. A competent person has the training and experience to recognize types A, B, C, and C60 soils. Moisture in the soil also impacts safety of the excavation.

- **Previous disturbance of soil.** Ground that has been excavated previously is often less stable than ground that has never been disturbed by excavation or construction.
- **Size of the excavation.** The size of the excavation and the tabulated data will assist in determining what protective equipment to use and spacing requirements for that equipment.
- **Time the excavation will be open.** If the excavation is left overnight, barricades, plates, and/or other security measures must be taken to prevent accidental fall through by pedestrians.
- **Surface encumbrances.** Anything that may fall into the excavation or cause other hazards must be removed or supported.
- **Proximity of structures.** Support systems may be required to control or eliminate effects on footings, foundations, and other adjacent structures.
- **Equipment required.** Heavy items that closely parallel an excavation adds to the stress applied to the sides of the excavation. Operating certain equipment inside the excavation could affect the stability of the sides, or the air quality.
- **Placement of spoils.** Ensure adequate room for the spoils pile. The spoils must be placed at least two feet away from the edge of the excavation. Large rocks, soil clumps, lumber, and other items that could roll down the pile and into the excavation must be controlled or removed.
- **Water.** Reasonable efforts will be made to prevent the accumulation of water in an excavation entered by city personnel. This may include the use of water removal equipment, diversion ditches or dikes. When water accumulation within the excavation cannot be prevented or eliminated, precautions must be taken to protect employees against the hazards posed by water accumulation, such as; special shield systems or safety harnesses with lifelines. These precautions will vary with each situation and will be determined and closely monitored by the competent person.
- **Traffic.** A traffic control plan will be needed if the flow of traffic will be affected by the excavation. Traffic causes vibration, which affects the stability of excavations. Any employee exposed to vehicular traffic must wear a warning vest or other reflector zed garment.
- **Fall protection.** Guardrails or other fall protection is required for any structure that allows a person or equipment to work or cross over the excavation. Fall protection is required for any person working over impalement or other serious hazards.
- **Personal Protective Equipment.** Hardhats, protective footwear, personal fall restraints, gloves, and/or eye protection may be required, depending on the excavation and the activities in and around the excavation.
- **Hazardous atmosphere.** If there is any reason to believe that a hazardous atmosphere may occur (i.e.: Hot Work) in an excavation four feet or more in depth, the air within the excavation must be tested for oxygen content, flammability, and expected toxic materials. If atmospheric hazards exist, treat the excavation as a confined space, and comply with all permitting and planning requirements in the **Confined Space Entry Program**. A hazardous atmosphere may be anticipated if the excavation is over a landfill, near an abandoned or

leaking underground fuel tank, or there has been other evidence of chemical ground contamination.

- *Rescue Plan.* In the event an employee is trapped in an excavation and self rescue is not possible, the City of Medford Fire Department shall be summoned immediately.

**Competent Person** - A competent person must be assigned to every excavation project. The competent person has the authority to stop work whenever s/he sees a problem with an excavation that could pose a hazard to workers, and to correct conditions that may be hazardous. Ideally, the competent person is onsite for the entire project. At the very least, the competent person must inspect the excavation daily and after any change of conditions that may affect the stability of the excavation. Such conditions include but are not limited to heavy rain, earthquake, blasting or other construction activities, and any cave-in event—even if it occurs in an unoccupied portion of the excavation.

**Protective Systems** - Whenever an excavation exceeds a depth of five feet *or* if the competent person determines that the risk of injury from cave-in exists at a lesser depth, a protective system is required. Protective systems include; sloping, benching, speed shoring, and shields or trench boxes.

**Note:** A registered professional engineer must design any protective system used in an excavation over 20 feet in depth.

**Access and Exit** - A ladder, ramp, or other means of access and exit is required for any excavation greater than four feet in depth. If a protective system is to be used, the means of exit must be within the structure of the protective system. There must be a means of exit no more than 25 lateral feet from any person in the excavation. A ladder must be secured and extend three feet above the top of the excavation.

## **EMPLOYEE TRAINING**

All affected employees shall be informed of the hazards associated with excavations, and safe practices and procedures prior to working in or around excavations. The training will consist of classroom and/or one-on-one discussion of this document and the *Excavation Standard*.

Any employee designated a competent person shall receive additional hands-on training and demonstrate knowledge in soil analysis

Parks and Recreation Department  
**FALL PROTECTION**

Frequently Asked Questions

**When do I need to use fall protection?**

Anytime you are working from an unguarded work surface or platform that is greater than four feet above a lower level, working out of a lift truck, or when there is a fall hazard of 10 feet or greater, such as in a vault or manhole, fall protection is required.

**What kind of fall protection do I use for a confined space 24 feet deep or greater?**

A tripod or davit arm with a full body harness shall be used for this type of entry. Also, you will need to guard the opening of the space to prevent an accidental fall in.

**Are there any inspection requirements for fall protection equipment?**

Yes. All fall protection equipment shall be inspected by the user, prior to each use. The harnesses or body belts shall be inspected for cuts, tears, frays, or abrasions in the stitching and the “D” rings should be blemish free, without cracks or signs of wear. All lanyards and rigging equipment shall be inspected to ensure proper functionality and that all equipment is in good condition.

**What is a personal fall arrest system?**

A personal fall arrest system prevents an employee from free falling more than 6 feet without contacting a lower level. If any of the fall protection equipment is exposed to a fall or shock loaded, it shall be taken out of service and replaced as necessary.

**Will I be trained on using fall protection equipment?**

Yes. You will receive training at time of hire and every 3 years thereafter. You will also receive additional training if there is a change in fall protection equipment or if new hazards are introduced onto the work site.

# Parks and Recreation Department **FALL PROTECTION**

## PURPOSE

This program provides the necessary guidelines and safe work practices required to protect Parks and Recreation Department employees from potential fall hazards from elevated platforms, floor openings, boom trucks, and fixed industrial ladders.

## RESPONSIBILITIES

### Managers and Supervisors

- Provide Fall Protection training for employees whose job tasks involve potential fall hazards,
- Conduct routine inspections to ensure all walking and working surfaces are free from slip, trip, and fall hazards.
- Provide adequate personal fall prevention and arrest equipment,
- Ensure employees comply with the Fall Protection Program,
- Conduct quarterly inspections on the employees fall protection equipment,
- Ensure all fall hazards within the department have been adequately addressed.

### Employees

- Attend Fall Protection training as required,
- Use appropriate personal fall prevention and arrest equipment,
- Inspect all personal fall prevention and arrest equipment prior to each use,
- Report and remove from service, any damaged personal fall prevention and arrest equipment to Supervisor.

## HAZARD CONTROL

The Parks and Recreation Department utilizes the following Engineering Controls to eliminate or reduce potential fall hazards:

- When feasible, standard guardrails along leading edges, ramps, or platforms,
- Well-maintained aerial lift trucks and other powered platforms,
- Use of hand, knee, and toe rails where required,
- Proper construction of elevated platforms, fixed ladders, and stairs,
- Adequate lighting in all areas.

The Parks and Recreation Department utilizes the following Administrative Controls to eliminate or reduce potential fall hazards:

- Maintain appropriate personal fall prevention and arrest equipment,
- Training for all employees who work on elevated locations and platforms,
- Routine inspections of ladders, stairs, walking and working surfaces,
- Good housekeeping practices,
- Immediate cleanup of material spills.

## **PERSONAL FALL PROTECTION SYSTEMS**

Employees working from bucket trucks, raised platforms, roof tops, etc. shall utilize personal fall protection that will either prevent or arrest a fall from an elevated surface. Such systems consist of anchor points, connectors, and body harnesses or belts, and may include a deceleration device, lifeline, or suitable combinations.

Fall Arrest Systems must:

- Limit maximum arresting force on an employee to 1,800 pounds,
- Be rigged so that an employee can neither free fall more than 6 feet nor contact any lower level,
- Bring an employee to a complete stop and limit the maximum deceleration distance an employee travels to 3.5 feet,
- Have sufficient strength to withstand twice the potential impact energy of, a) an employee free fall distance of 6 feet, or b) the free fall distance permitted by the system, whichever is less,
- Be secured to an anchorage capable of supporting at least the potential impact load of 5,000 pounds,
- Develop a rescue plan prior to performing the work. Positioning Systems must: (i.e. inside the bucket of an aerial lift truck)
- Prevent the user from falling more than 2 feet,
- Anchorage points must be capable of supporting at least twice the potential impact load of an employee's fall, or 3,000 pounds whichever is greater.

Fall Restraint Systems must:

- Prevent the user from falling any distance,
- Anchorage points used for attachment of personal fall restraint equipment shall be independent of any anchorage being used to support or suspend platforms and shall be capable of supporting 3,000 pounds per employee attached,
- Body belts are acceptable to use in a fall restraint system.

## **Emergency Rescue**

When personal fall arrest systems are used, employees are required to develop a rescue plan to reach the victim within ten minutes of the fall. S/he may be able to perform self-rescue, depending on the situation. A boom truck or other means may be used if feasible and does not create other potential hazards for the victim or the rescuer. If self rescue or a lifting device is not possible, the City of Medford Fire Department may respond.

## **Inspection Criteria**

Personal fall protection equipment must be inspected prior to each use for defects, damage, and other deterioration. In addition, all vital components are to be inspected by a qualified technician annually. Defective components must be removed from service and repaired or replaced immediately. Any component of a personal fall protection system that has been impact loaded (subjected to a fall), shall be removed from service and replaced or reconditioned. Those items which cannot be reconditioned by the manufacturer must be destroyed and disposed of properly so employees do not attempt to reuse.

## **WALKING WORKING SURFACES**

### **Housekeeping**

Simple housekeeping methods can prevent slip-trip-fall hazards:

- All work areas, passageways, storerooms, and service rooms shall be kept clean and in a sanitary condition,
- The floors of all work areas shall be maintained in a clean and, so far as possible, dry condition. Where wet processes are used, drainage shall be maintained and gratings, mats, or raised platforms shall be provided,
- Every floor, work area, and passageway shall be kept free from protruding nails, splinters, holes, loose boards or other obstructions.

### **Aisles and Passageways**

Aisles and passageways shall be kept clear and in good repair with no obstructions across or in aisles that could create a hazard. Permanent aisles and passageways shall be appropriately marked.

### **Floor Loading Protection**

Load rating limits shall be determined and conspicuously posted on loft floors. It is unlawful to overload such a floor.

### **Protection for Stairways**

Standard railings shall be provided on all exposed sides of a stairway opening, except at the stairway entrance. A standard railing consists of top rail, mid rail, and posts, and shall have a vertical height of 42 inches from the upper surface of top rail to floor, platform, runway, or ramp level. The height of mid rail is 21 inches. For infrequently used stairways, where traffic across the opening prevents the use of a fixed standard railing, the guard shall consist of a hinged floor opening cover of standard strength and construction with removable standard railings on all exposed sides, except at the stairway entrance.

### **Protection for Floor Openings**

Floor openings shall be protected to prevent employees or other personnel from accidentally falling into the space. Floor openings shall be guarded by either:

- A floor hole cover of standard strength and construction,
- A standard railing with toe board; a standard toe board is four inches in height, with not more than ¼-inch clearance above floor level,
- Portable guardrails, barricades, or cones,
- A competent standby person to warn all pedestrians of the fall hazard.

### **Protection of Open-Sided Floors and Platforms**

All open-sided floors or platforms four feet or more above an adjacent floor or ground level shall be guarded by a standard railing on all open sides, except where there is an entrance to a ramp, stairway, or fixed ladder. The railing shall be provided with a toe board wherever:

- Persons can pass beneath the open sides,
- There is moving machinery beneath the open sides,

- There is equipment with which falling materials could create a hazard.

### **Stairway Railings and Guards**

Every flight of stairs with four or more risers shall have standard stair railings or standard handrails.

### **Employee Training**

Employees who are required to use personal fall protection shall be trained in the recognition of hazards, the protective systems, equipment inspection, care, and maintenance. Those expected to use a personal fall arrest system shall also be trained on various rescue techniques. Training shall be provided prior to a new employee's initial assignment. Additional training will be provided anytime new hazards are introduced to the work area, the program or equipment changes or if an employee demonstrates a lack of understanding of the requirements. At minimum, refresher training will be offered every 3 years.

Parks and Recreation Department  
**FILTERING FACEPIECES**  
(Non Mandatory)

Frequently Asked Questions

**What is a filtering face piece respirator?**

This type of respirator is commonly referred to as a disposable dust mask that protects the wearer from nuisance dust particulate, aerosolized mist, and foul odors.

**If I want to use a dust mask, do I have to get fit tested?**

Fit testing is not required for those employees who choose wear this style of respirator on a voluntary basis. However, some training is required prior to first use.

**What does the training consist of?**

The training for this program includes how to properly don, doff and wear this style of respirator. Other topics include limitations, maintenance and care, and how to recognize when the dust mask is no longer protecting you from the contaminants.

**What do I do if my dust mask gets damaged, or is in an unusable condition?**

After removing yourself from the contaminated area, you simply take off the respirator, throw it away, and get a new one.

**Who do I get the respirators from?**

If you choose to wear a dust mask voluntarily, you need to inform your supervisor who will make the masks available to you and provide the training and education.

Parks and Recreation Department  
**FILTERING FACEPIECES**  
(Non Mandatory)

**PURPOSE**

This program provides the guidelines necessary for Parks and Recreation employees who voluntarily use filtering face pieces (disposable dust masks) for comfort and protection against nuisance dust, irritants, and odors in the workplace. Filtering face pieces are not to be used when airborne contaminant concentrations exceed OR-OSHA permissible exposure limits or other recognized regulatory exposure limits. In this case, employees shall evacuate the area and notify supervisor for further instructions and mitigation procedures. This document does not apply to the voluntary or required use of any tight fitting cartridge or canister respirators, any other air purifying respirators, or any air supplying respiratory protection systems, which requires medical surveillance prior to first use.

**RESPONSIBILITIES**

**Managers and Supervisors**

- Administer and maintain this program as necessary for compliance with all applicable OR OSHA rules,
- Maintain training files for all employees signing the acknowledgement of the understanding of *Appendices A* and *B* of this document for a minimum of three years,
- Provide training on respiratory and other personal protective equipment as necessary,
- Periodically review job hazard analyses and tasks that may expose employees to airborne contaminants, and develop new written guidelines as appropriate.
- Ensure all employees choosing to use a filtering face piece have reviewed this entire program, read and understand *Appendices A* and *B*, and instructions provided by the selected face piece manufacturer,
- Require each affected employee to sign the acknowledgement in *Appendix B*,
- Ensure that the acknowledgement signed by each affected employee is kept in a local training file
- Have affected employees review this document and sign a new acknowledgement at least every three years.

**Employees**

- Select and use the filtering face piece in accordance with guidance provided by this program,
- Review this entire document and read and understand *Appendices A* and *B*, and the manufacturer's literature that comes with the filtering face piece,
- Sign the acknowledgement in *Appendix B*.

## **Limitations**

All City of Medford employees are prohibited from entering or working in an environment where any of the following conditions exist:

- The concentration of any air contaminant is suspected or determined to be greater than the Oregon OSHA Permissible Exposure Limit (PEL),
- The concentration of any air contaminant is suspected or determined to be greater than the Oregon OSHA Action Level (AL), where applicable,
- The concentration of any air contaminant is suspected or determined to be at or above a concentration considered to be Immediately Dangerous to Life and Health (IDLH) by accepted literature and professional opinion. If, during work, the concentration of any air contaminant exceeds the PEL, AL, or IDLH, employees shall exit the contaminated environment immediately. Work will not resume until concentrations of all air contaminants are within acceptable limits. Under no circumstances will any employee enter an environment with a flammable atmosphere. An atmosphere is considered flammable if it contains a concentration of a flammable agent which standard instrumentation determines is equal to or greater than 10% of the lower explosive limit (LEL).

## **Respirator Selection**

These face pieces come in a variety of styles and sizes. Each employee should choose a face piece that fits comfortably and has a seal that is adequate for the purpose for which it is used. Generally, disposable filtering face pieces should fit between the bottom of the chin and the middle of the bridge of the nose.

### ***Appendix A: Choosing a Face piece***

#### **FILTERING FACEPIECES (DISPOSABLE DUST MASKS)**

Effective in 1998, filtering face pieces (dust masks) have been assigned a letter and a number to help describe their particulate filtering efficiency and filter resistance to breakdown.

There are three levels of filter efficiency used to describe the face pieces:

- 95%
- 99%
- 100%

A 100% efficient filter will filter out much smaller dust particles than a 95% or 99% filter. However, it is also harder to breathe through.

There are three letters used to describe the face piece's resistance to breakdown:

- N = Not resistant to oil
- R = Oil resistant, but should not be used for more than 8 hours
- P = Oil proof

Example: A 95% efficient filter that is resistant to oil breakdown would be designated R95. The selection of N, R, or P particulate filtering face pieces is dependent upon the presence of oil particles in the dust you are exposed to.

- If no oil particles are present, any of the series will do.
- If oil particles are present, use R or P series, but not N.
- If oil particles are present and the face piece is to be used for more than one shift, use the P series. Below are some examples of tasks and models of filtering face pieces that may be used:

### **Activity Designation Manufacturer's Examples**

Cleaning bird droppings from under structures.

N, R, or P, 95% or greater

3M 8210 N95; 3M 8511 N95; 3M 8271 P95;

3M 8212 N95; 3M 8214 N95; 3M 8233 N100;

Moldex N95, Moldex N95 with Exhalation Valve.

Sweeping; Mowing; Minor soldering; Cutting concrete;

Grinding (non-lead containing materials);

Cutting or sanding wood.

N, R, or P, 95% or greater

3M 8210 N95; 3M 8511 N95; 3M 8271 P95;

3M 8212 N95; 3M 8214 N95; 3M 8233 N100;

Moldex N95, Moldex N95 with Exhalation Valve.

Welding or torching galvanized metal outside.

N, 95% or greater

Moldex N99 Particulate/Welding; 3M 8214

N95 Welding; North Disposable Welders;

Willson Trimweld N95 Low-Profile Welders.

Picking up road kill;

Cleaning up rotting organic debris.

N, R, or P, 95% or greater

3M 8247 R95 Particulate with Organic Vapor

Relief; 3M 8577 P95 Organic Vapor with

Valve; Moldex N95 Particulate with Organic

Vapor/Ozone Relief.

### ***Appendix B: General Instructions***

#### **FILTERING FACEPIECES (DISPOSABLE DUST MASKS)**

The use of disposable filtering face pieces is encouraged for comfort and protection against nuisance dusts, irritants, and odors. However, if a filtering face piece or any respiratory protection is used improperly or not kept clean, the face piece itself can become a hazard to the wearer. If you choose to use a face piece, either supplied by the City or that you have selected and purchased yourself, you need to take certain precautions.

1. Read and follow all instructions provided by the manufacturer on the use, maintenance, cleaning and care, and warnings regarding the limitations of the face piece.
2. Choose a face piece certified for use to protect against the contaminant of concern. The National Institute for Occupational Safety and Health (NIOSH) certifies respiratory protective devices. A label or statement of certification should appear on the face piece or packaging. It will tell you what the face piece is designed for and how it will protect you.

3. Do not wear your face piece in an atmosphere containing contaminants for which it is not designed to protect. For example, not all dust masks filter welding fumes, thus will not provide the protection you desire against the fumes.

4. Keep track of your face piece so that you do not inadvertently use someone else's. These are disposable, and therefore cannot be adequately sanitized to be shared.

5. If you have any health conditions that could be aggravated by using a face piece, please check with your medical practitioner before using one. Such conditions include, but are not limited to; asthma, high blood pressure, emphysema, and heart disease.

6. If while wearing your face piece you experience any discomfort, such as shortness of breath, quickened pulse, lightheadedness, and/or anxiety, remove the face piece immediately. Leave the irritating environment and rest in a quiet, comfortable place. Ask for assistance if needed. Consult with your medical practitioner before donning your face piece again.

I acknowledge that I have reviewed the document *Filtering Face pieces* prepared by the City of Medford Parks and Recreation Department . I have read and understand Appendix A and Appendix B of this document.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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



# **City of Medford**

## **Fire Drill/Emergency Evacuation Procedures**

**By Department and Facility**

**January 2010**

# City Hall/Lausmann Annex/Modular Buildings

## General

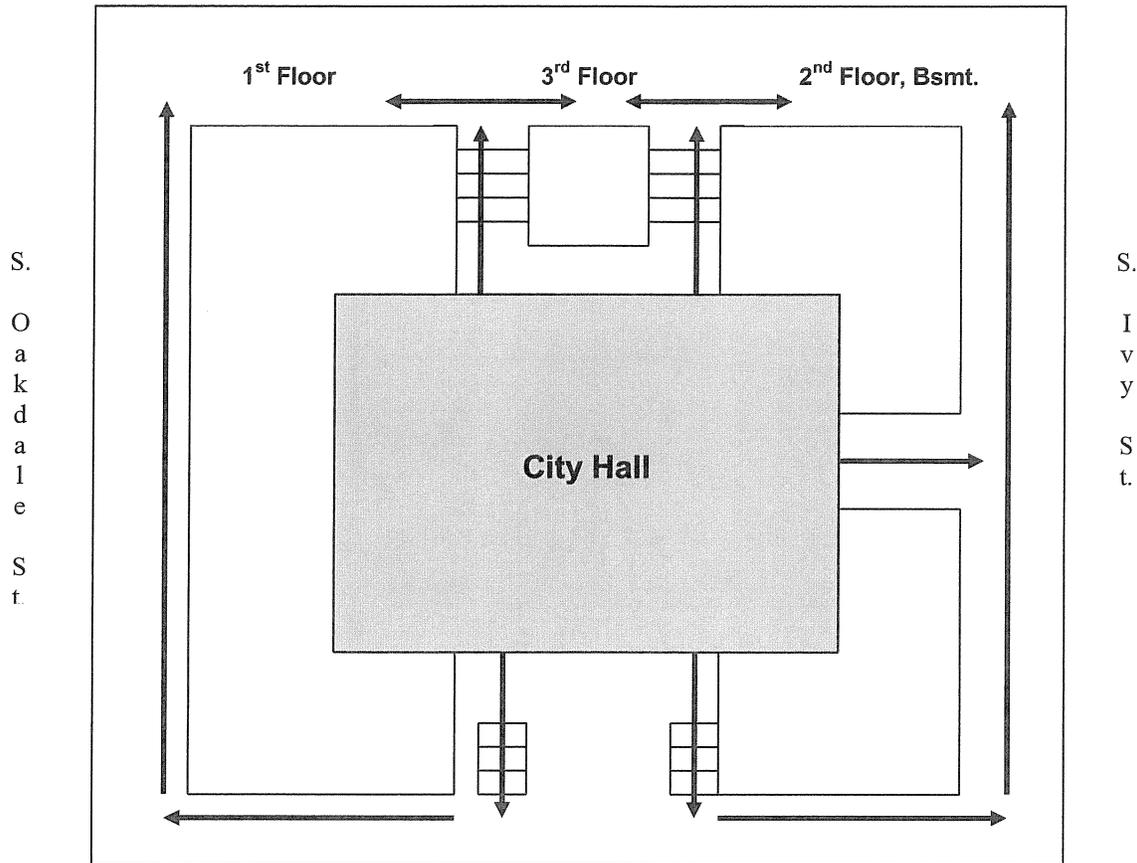
- A. You should be familiar with Administrative Regulation 91-1.
- B. If you are working in City Hall or the Lausmann Annex at the time of activation of the building fire alarm, exit the building by way of the nearest stairwell and/or exit.
- C. Remember:
  - a. Do not turn around and go back for any reason.
  - b. Travel in single file and stay to the right when moving down the stairs.
  - c. Yield right-of-way to firefighters or other emergency personnel.
  - d. Assist your co-workers and visitors if they need help.
  - e. If you are close to your work area: take keys, purse, coat, *etc.*, with you as you leave. You may not be able to re-enter the building right away. If possible, lock your computer workstation (Ctrl-Alt-Del, Enter).
  - f. Do use the elevators, take the stairs.
- D. Gather at the pre-determined staging area for your department and floor. A supervisor from your department will verify the presence of all departmental employees.

## Staging Areas

- A. Report to the staging area for your normal work area indicated below.
- B. Depending upon the nature of the emergency, you may be directed to an alternative staging area further away from the building.

Normal Work Area:			Report to:
Building	Floor/Area	Department	Staging Area
City Hall	1 <sup>st</sup> Floor	Police	Eighth St. sidewalk in front of City Hall, west section
	2 <sup>nd</sup> Floor	Police T/S Muni Court	Eighth St. sidewalk in front of City Hall, east section
	3 <sup>rd</sup> Floor	CMO Recorder HR Law Finance	Eighth St. sidewalk in front of City Hall, center section (near the stairs)
	Basement		Eighth St. sidewalk in front of City Hall, east section
Lausmann Annex	1 <sup>st</sup> Floor	MWC	Southeast corner of Green parking lot (10 <sup>th</sup> & Holly)
	2 <sup>nd</sup> Floor	Planning Building Fire	Northeast corner of Green parking lot (10 <sup>th</sup> & Holly)
Modular Buildings	1 <sup>st</sup> Floor	Public Works Engineering	Southwest corner of Green parking lot (10 <sup>th</sup> & Ivy)

West Eighth Street



Parking Lot

Diagram not to scale

**City Hall  
Evacuation Drill Staging Diagram**

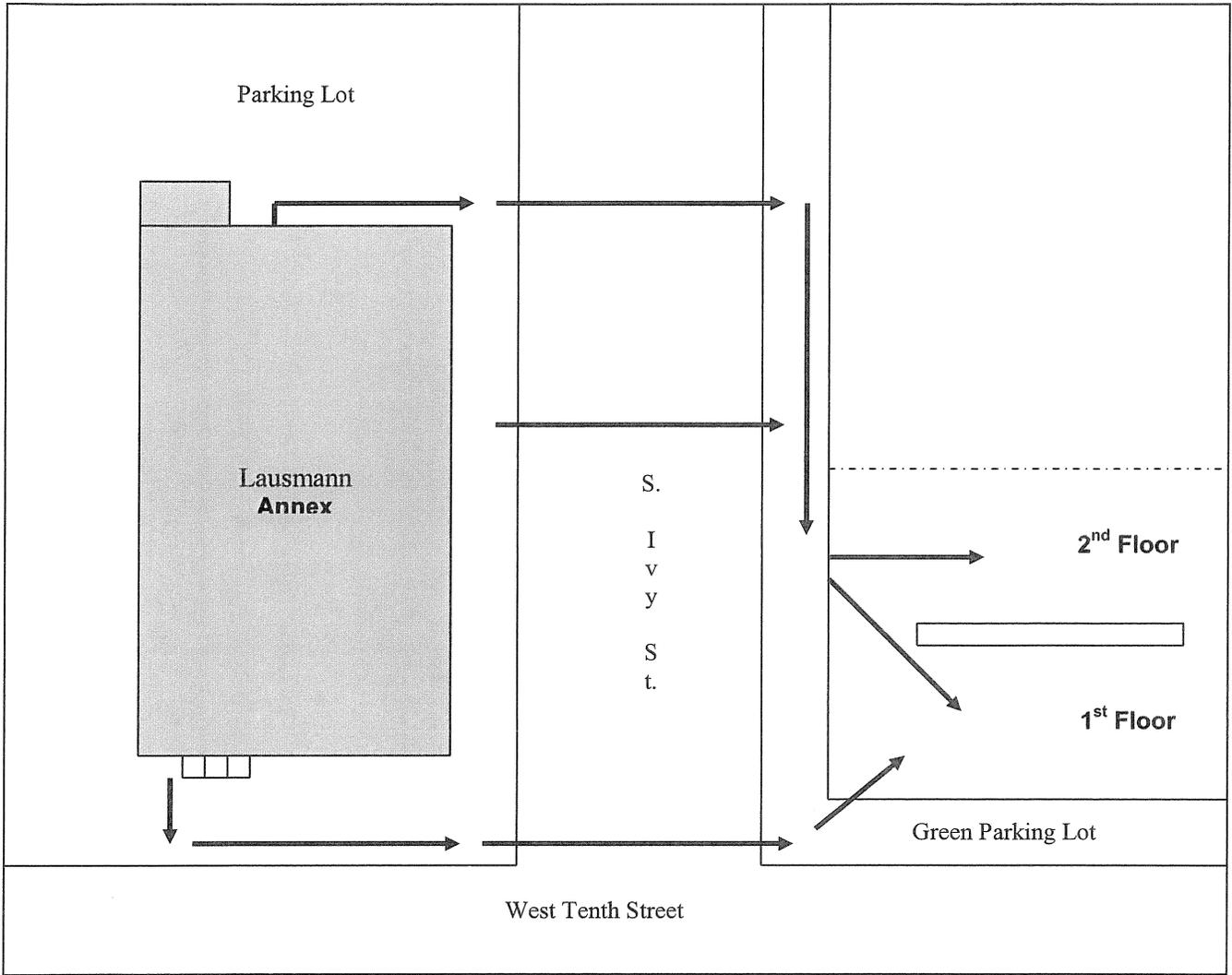


Diagram Not to Scale

**Lausmann Annex  
Evacuation Drill Staging Diagram**

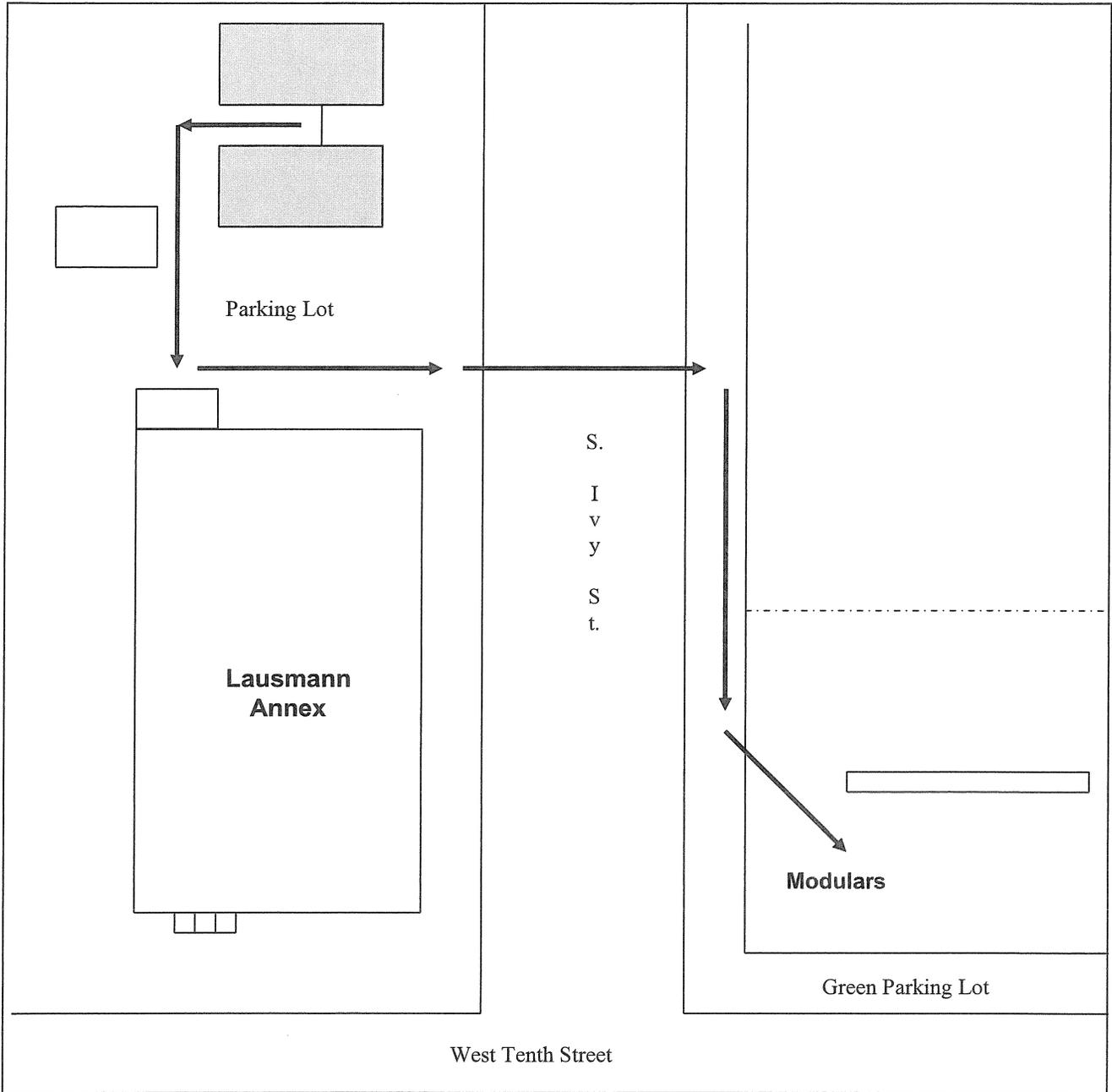


Diagram Not to Scale

**Modular Buildings  
Evacuation Drill Staging Diagram**

# Service Center

## General

- A. You should be familiar with Administrative Regulation 91-1.
- B. In the event of a fire or other emergency situation requiring evacuation (gas leak, earthquake, explosion, bomb threat, etc.), call emergency dispatch, 9-1-1. State that there is an emergency, report the type of emergency situation, and give the location.
- C. If you are working in any of the facilities at the Service Center at the time of an evacuation of any building, exit the building/grounds by way of the nearest exit.
- D. Remember:
  - a. Do not turn around and go back for any reason.
  - b. Yield right-of-way to firefighters or other emergency personnel.
  - c. Assist your co-workers and visitors if they need help.
  - d. If you are close to your work area: take keys, purse, coat, *etc.*, with you as you leave. You may not be able to re-enter the building right away.
- E. Gather at the pre-determined staging area for your department. A supervisor from your department will be trying to verify the presence of all departmental employees.

## Staging Areas

- A. Report to the staging area for your department/division indicated below.
- B. Depending upon the nature of the emergency, you may be directed to an alternative staging area further away from the buildings.

### Normal Work Area:

### Report to:

Department	Division	Building	Staging Area
Public Works	Operations Survey Crew	Buildings A, B, G, J, I	South end of front parking lot, Columbus Avenue, center section
Police	Administrative Support/ Property	Building A	South end of front parking lot, Columbus Avenue, west section
Parks & Recreation	Parks Maintenance	Building I	South end of front parking lot, Columbus Avenue, west section
Medford Water Commission	Operations	Building A	South end of front parking lot, Columbus Avenue, east section

# Santo Community Center

## General

- A. You should be familiar with Administrative Regulation 91-1.
- B. In the event of a fire or other emergency situation requiring evacuation (gas leak, earthquake, explosion, bomb threat, etc.), call emergency dispatch, 9-1-1. State that there is an emergency, report the type of emergency situation, and give the location.
- C. Remember:
  - a. Do not turn around and go back for any reason.
  - b. Yield right-of-way to firefighters or other emergency personnel.
  - c. Assist your co-workers and visitors if they need help.
  - d. If you are close to your work area: take keys, purse, coat, *etc.*, with you as you leave. You may not be able to re-enter the building right away. . If possible, lock your computer workstation (Ctrl-Alt-Del, Enter).
- A. Gather at the pre-determined staging area for your facility. A supervisor from your department will be trying to verify the presence of all departmental employees.

## Staging Area

- A. Report to the staging area for the facility located in the parking lot at the corner of Jackson and Columbus.

**Emergency Action Plan  
For  
City of Medford  
Regional Water Reclamation Facility**

1100 Kirtland Rd.,  
Central Point, OR 97502

Updated 04/29/2010

The purpose of this Emergency Action Plan is to establish procedures for all employees to follow in case of an emergency. An emergency is an unforeseen event, natural or man made, including such things as earthquakes, tornadoes, severe thunderstorms, fires, chemical spills, etc...

1. In the event of an emergency, employees are alerted by:

- a. General Relocation Alarm

A continuous buzzer will sound throughout the facility. Emergency warning lights outside of the disinfection building will also be activated in the event of a (blue light) sodium bisulfite leak or (red light) sodium hypochlorite leak.

- b. Verbal Alert

The fire alarm or other emergencies will be relayed either in person or by radio. In the case of a Linde Electronics emergency the operator cell and the plant phone will be called. Follow the instructions provided by Linde Electronics over the phone. Their 24 hour on-call number is 541-951-6154.

2. Any employee discovering an emergency will immediately remove him/herself from danger and report the emergency to a supervisor and appropriate facility personnel, and/or call the local emergency response agencies if a supervisor is not readily available. Dial 911 for the local emergency response team. Begin warning co-workers immediately. The supervisor or appropriate personnel will meet the emergency responders and direct them to the emergency.

When reporting emergencies to local emergency responders give the following information:

- a. Your Name
  - b. Type of emergency (chemical release, fire, medical)
  - c. Location: City of Medford Regional Water Reclamation Facility, located at
  - d. 1100 Kirtland Rd. near the intersection of Antelope Rd. and Kirtland Rd.
  - e. The specific location of the emergency within the facility
  - f. Number of injured
  - g. Severity of the emergency
  - h. Call back phone number is 774-2750, or cell phone number if the phone system is down.

3. In the event of an emergency requiring relocation, all employees will stop work immediately and evacuate through the nearest safe exit. Emergency exit maps are posted in each building that clearly indicate the exit routes. All employees are responsible for reviewing these maps for their work area and know where to exit in case of an emergency.
4. If there is a fire, employees may attempt to use the portable fire extinguishers to put out an incipient stage fire only if the employee has been trained to use the fire extinguisher and can do so safely.
5. The primary relocation meeting place is the WRD lunchroom unless that area is unsafe. The alternate relocation meeting place is the beginning of the facility driveway near the White City pump station.
6. Critical operations shutdown procedures are not required since employees are not authorized to delay evacuation for this purpose. Supervisors or their alternates should make sure all personnel in their department/work area have left prior to their exiting the work area. After relocation, each supervisor will account for his or her employees and contractors they are responsible for, reporting the results to the WRD superintendent or his alternate as this person goes through the staffing schedule.
7. If it is determined that there are missing or injured employees, it is the superintendent or his alternate's responsibility to immediately notify the local Emergency Response Team. The superintendent or his alternate will meet the emergency responders and direct them to the rescue area or where medical attention is needed.
8. Employees will not attempt any rescue or perform any first aid or CPR unless they have been properly trained, have the proper equipment, and the rescue effort does not place them in danger. Never re-enter buildings or other danger areas unless given the "all clear" by a supervisor.
9. To prevent unnecessary fire hazards all fuel cans and other flammable liquid containers shall be stored in the oil storage building. All used shop rags shall be deposited in the safety storage can provided between the roll-up doors on the outside of the shop. Work areas shall be cleared of unnecessary clutter at the end of the shift.
10. All new employees shall review this E.A.P. Employees shall also review the plan when it is updated or when employees duties outlined under the plan are changed.

**REMINDER: Save yourself, warn others, and get out!**

Note: See "Sodium Hypochlorite Emergency Procedures" for specific details on a sodium hypochlorite leak.

See "Plant Safety Guidelines" for specific details on fire extinguisher use.

See the "Lab Safety and Chemical Hygiene Plan" for details on chemical storage and spill clean up.

# *Earthquakes*

## **Drop, Cover, and Hold!**

- Stay away from WINDOWS and anything that can tip, fall or drop on you.
- Stay away from DOORWAYS - Doors can swing back-and-forth and injure you.
- **DROP** under a working surface, desk or table.
  - If you can't get under a stable surface, get down low next to a small file cabinet, chair, couch, or anything stable. **COVER** your head with your arms or hands. With a chair, put your head under it if you can.
  - **HOLD** on to your cover (chair, table, etc) or brace against a wall until the shaking stops.
- With limited mobility: If seated, bend over your knees. (If you must stand, lean into a wall.) Cover your head with your arms.
- After the shaking stops, stay put and wait for directions from your evacuation coordinator.
- If you evacuate, take personal necessities, e.g., medicine, coat, keys and umbrella. Follow your evacuation coordinator, who will guide you to a designated area. Stay with your coordinator until your name is checked off.
- If you do not evacuate, decide which precautions to take in case of aftershocks: Close blinds to protect against flying glass, set heavy items on floor, turn off sensitive equipment, tape shut file cabinets, cupboards, etc.

Parks and Recreation Department  
**FIRE EXTINGUISHER PROGRAM**

Frequently Asked Questions

**What kind of fire extinguishers do we have?**

The most commonly supplied extinguisher throughout city facilities is a multipurpose ABC Fire Extinguisher. This type may be used on all Class A, B, and C type fires.

**How do you use a fire extinguisher?**

Remember the acronym P.A.S.S., Pull pin, Aim hose, Squeeze handle, and Sweep at the base of the fire.

**When do I use a fire extinguisher?**

A fire extinguisher should only be used after the fire alarm has been activated, employee evacuation has begun, and the Fire Department notified. If at that time the fire is still in the incipient stage and it is safe to do so, you may use the extinguisher to put out the fire.

**Do I need to be trained on fire extinguisher use?**

Employees are required to be trained on fire extinguisher use on an annual basis.

**Even though I am trained, am I required to use a fire extinguisher?**

No, you will not be expected to use a fire extinguisher in the event of a fire in your area.

Parks and Recreation Department  
**FIRE EXTINGUISHER PROGRAM**

**PURPOSE**

The purpose of this program is to educate and train employees on the classes of fire, classes of extinguishers, proper use, and assessing the fire hazard to determine whether or not an employee should attempt to extinguish the fire.

**RESPONSIBILITIES**

**Managers and Supervisors**

- Provide fire extinguisher training annually,
- Review and revise this program to reflect applicable regulations and industry best practices.
- Ensure fire extinguishers are regularly inspected and maintained,
- Ensure the annual servicing are being completed.

**Employees**

- Attend fire extinguisher training as required.

**POTENTIAL FIRE HAZARDS**

Fire hazards can exist in almost any work area. Potential hazards that may warrant the use of an extinguisher may include:

- Improper storage or use of flammable liquids and combustibles,
- Smoking in prohibited areas,
- Accumulation of trash and debris,
- Unauthorized hot work operations,
- Faulty electrical equipment,
- Vandalism,
- Kitchen fires.

**GENERAL INFORMATION**

Portable fire extinguishers have been installed in the workplace regardless of availability and rapid response of the local fire department. Parks and Recreation Department employees are allowed to use fire extinguishers if the following conditions are true:

- Fire alarm has been activated and employee evacuation has begun,
- Fire Department has been notified,
- The fire is small and not spreading,
- The employee using the extinguisher is not endangered by the fire or smoke,
- The user has an unobstructed exit route,
- If the employee needs to use it to protect life and safety,
- If the employee is comfortable using an extinguisher. IF NOT, evacuate the building.

**Note:** City of Medford employees are not required to use a fire extinguisher in the event of a fire.

### **Distribution of Extinguishers**

When feasible, fire extinguishers shall be installed on hangers or brackets and shall be conspicuously located along normal paths of travel so they are readily accessible for immediate use. In locations where visual obstruction cannot be completely avoided, directional arrows or other markings shall indicate the location of extinguishers.

Extinguishers having a gross weight less than 40 pounds shall be installed so that the top of the extinguisher is not more than 5 feet above the floor, while those weighing more than 40 pounds shall be mounted so that the top is no more than 3 ½ feet above the floor. Extinguishers mounted in cabinets, wall recesses, or set on shelves must be placed so that the operating instructions face outward. The location of such extinguishers will be made conspicuous by marking the cabinet or wall recess in red, which will distinguish it from the normal décor, or posting a conspicuous sign indicating its location

### **Inspection and Maintenance**

All extinguishers shall be inspected monthly to ensure adequate charge, that hoses are in good condition and connections are tight, and that they have not been tampered with or physically damaged. The tag attached to the extinguisher shall list the date of the monthly inspection and initials of person completing the inspection.

If an extinguisher has been tampered with or is not in operable condition, it shall immediately be removed from service and repaired or replaced. An operable extinguisher shall be put in place while the damaged extinguisher is being serviced.

In addition, fire extinguishers shall be serviced annually by a qualified vendor and noted on the extinguisher tag. Annual inspection documentation must be retained and stored with Building Maintenance for 3 years. Invoices received for these services may act as documentation of completion.

### **Training**

Annual Fire Extinguisher Training shall be completed by all City of Medford employees who may have the potential of using an extinguisher. The training curriculum includes:

- Video or Power Point Program
- Optional hands-on fire extinguisher use

## Frequently Asked Questions

### **What is a Hazardous Chemical?**

A hazardous chemical is defined as “any element, chemical compound, or mixture that is a physical hazard or a health hazard.” Common chemicals used in the workplace include chlorine gas, ammonia, various acids, and caustic soda.

### **How do hazardous chemicals affect me?**

Chemicals that pose health hazards can damage an exposed person’s tissue, vital organs, or internal systems. The effects may vary from person to person and are dependent on the dose, toxicity, and the duration of exposure to the chemical. Overexposures to hazardous chemicals may cause temporary irritation, discomfort or worse, permanent damage to the body.

### **What are some physical hazards of chemicals?**

Chemicals that are physical hazards are unstable, and when handled improperly, can cause fires or explosions. Common physical hazard characteristics include combustibility, compressed gases, explosive capabilities, flammability, or reactivity with water.

### **How can I learn more about the chemical materials used in the workplace?**

Your employer is required to maintain Material Safety Data Sheets (MSDS) for each hazardous chemical in the workplace. The MSDS will provide health and safety information such as safe handling and use, PPE requirements, first aid measures, physical and health hazards, and emergency contact information.

### **When will I be trained?**

Employee training occurs at time of hire and every 3 years thereafter on the components of the Hazard Communication Program. Additional training will occur when new chemicals are introduced to the work place, if there is a deficiency noted in the existing program, or if an employee is unable to demonstrate adequate knowledge of the program.

Parks and Recreation Department  
**HAZARD COMMUNICATION**

**PURPOSE**

Employees have the right to know what chemicals they are using or what chemicals they may be exposed to in the workplace. The purpose of this program is to ensure workers who may be exposed to hazardous chemicals understand the hazards, how to read a Material Safety Data Sheet (MSDS) and how each employee can protect them from an exposure.

**RESPONSIBILITIES**

**Managers and Supervisors**

- Provide training to employees affected by Hazard Communication procedures,
- Review the Hazard Communication Program annually and revise it to reflect changes in OR OSHA rules and/or Departmental procedure or policy.
- Implement and enforce the Hazard Communication Program,
- Collect the proper MSDS for any non-exempt chemical that is brought into the department,
- Ensure the affected employees are trained on new products prior to first use,
- Ensure that the chemicals and pipes used within the department are properly labeled. Note: This is achieved through yearly site inspections.

**Employees**

- Comply with the components of this program,
- Ensure that the chemicals and pipes within the department are properly labeled,
- Employees shall use chemicals in the workplace for the purpose for which they were intended, and will review health and safety data concerning hazardous chemicals prior to using them.

**GENERAL INFORMATION**

**Material Safety Data Sheets (MSDS)**

Material Safety Data Sheets provide important safety and health information on the products the sheets represent. MSDS are required to be obtained by the person who purchases the product. The MSDS are required to be in English; however it is permissible to have additional copies of MSDS in other languages that are appropriate to the work place. If an employee is unable to read an MSDS, a co-worker or supervisor must explain the information to the employee as it is found on the MSDS before the employee has any contact with the product. MSDS management can be accomplished in two ways.

Departments will make paper copies readily available to employees. MSDS shall be available to all employees during every work shift. Employees who travel away from their shop or base facility will have information from the MSDS readily available, either by telephone, radio, or by having a copy of the applicable MSDS with them.

### **Online Access**

The list of all chemicals in the City's index are available at [www.cityofmedford.msds.com](http://www.cityofmedford.msds.com)

**All copies of new MSDS shall be sent to Risk Management where it will be assigned an index number and placed on the website.**

### **Chemical Index**

The department will designate an individual(s) who will be responsible for maintaining the MSDS binders, including the chemical indexes.

The Chemical Index shall include the following information:

- The product name,
- The product manufacturer, or importer,
- The date the MSDS was prepared or revised,
- Any hazardous ingredients,
- Where the product is used,
- The date it was introduced to the facility (if known),

### **Adding New Chemicals**

The responsible supervisor or designee shall ensure an MSDS has been obtained for each nonexempt hazardous chemical delivered to and used in the facility prior to first use. The MSDS shall be reviewed by the user(s) of the product prior to first use to ensure the employees understand the physical and health hazards and protective measures. If the proper MSDS for a specific chemical is not obtained prior to first use, that chemical shall not be used.

### **MSDS ARCHIVES**

If a chemical is no longer used by a department, they will notify the Risk Manager where the copy will be archived for 30 years from the date of removal.

### **Test Chemicals**

If the department is testing a new chemical product, the supervisor shall ensure an MSDS has been obtained for that product. If the department continues to use the product, the MSDS shall be indexed in the MSDS binder and a copy of the MSDS sent to Risk Management.

### **EXEMPTION:**

Consumer products may be exempt from the Hazard Communications Program and MSDS requirements if all 4 conditions exist:

- Purchased at a local, non-industrial store;
- Used at relatively the same frequency and quantity as a typical consumer would use;
- Used as intended by the manufacturer;
- The consumer product is not assigned to a specific individual for a specific job task.

**Note:** Exempt materials, including consumer products shall bear the appropriate labels, and be stored and used in accordance with any safety precautions provided by the manufacturer.

### **CONTAINER LABELING/PIPE LABELING**

The chemical or product name on the label shall be consistent with that found on the MSDS and product index. Supervisors are responsible for ensuring that all containers of hazardous chemicals received at their facility:

1. Are clearly labeled as to hazardous contents,
2. Bear the appropriate hazard warning(s),
3. List the contact information for the manufacturer, importer, and/or distributor.

Primary chemical containers missing or bearing unreadable labels shall be reported to the department supervisor immediately. The supervisor is then responsible to re-label the container with a NFPA label or properly dispose of that container and get a new primary container of that product.

If secondary chemical containers are used, the employee transferring the product from the primary container to the secondary container is responsible for labeling the secondary container. The National Fire Protection Association (NFPA) Label shall act as the secondary label and contain the following information;

1. Name of product and manufacturer
2. Hazard warning designations (information shall be obtained from MSDS)

**EXEMPTION:** A secondary container need not be labeled if the contents are for the immediate use by the individual who transferred the chemical into the container. In this case, the container must be under the sole control of that individual. It is also the responsibility of the individual who used the secondary container to ensure the container is emptied of the chemicals, cleaned appropriately and stored as required.

### **Pipe Labeling System**

Pipes carrying hazardous chemicals through any City facility shall be labeled indicating the contents, hazard, and direction of flow of the material. The labeling shall be located at the beginning and end of continuous pipe runs and where confusion may occur; such as close to valves, branches, and where pipes pass through walls, floors, and ceilings. If the pipe has a long run, it is recommended that the labels are placed every 50 feet.

Where pipes are located above or below the normal line of vision, the lettering shall be placed above or below the horizontal centerline of the pipe, so it is clearly visible. MSDS shall be maintained for all hazardous chemicals carried in pipes.

### **Non-Routine Tasks**

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee shall be instructed by the responsible supervisor about hazardous chemicals to which s/he may be exposed during such activity. This information will include;

- Specific physical and health hazards,

- Protective measures to reduce exposure, including PPE, ventilation, and safe handling procedures, and emergency procedures,
- MSDS shall be made readily available.

### **PROGRAM AVAILABILITY**

The written *Hazard Communication Program* shall be available for review by any employee during any work shift. This program is always available on the Administrative Regulation folder on the City M drive under AR-86-4 (pdf file)

### **CONTRACTORS**

When a contractor is brought into a City facility to perform any type of work, the responsible supervisor of that facility will inform the contractor of the following;

- Any hazardous chemicals to which the contractor or his/her employees may be exposed,
- The procedure for obtaining pertinent MSDS,
- An explanation of the chemical labeling system in use,
- Precautions the contractor and his/her employees may take to lessen the possibility of exposure by using appropriate protective measures,
- Who to inform if there is a release of a hazardous chemical,
- The contractor shall also inform us, the City of Medford, of the hazardous chemicals they may be bringing onsite to complete their work and supply us with the required MSDS for those products.

### **ACCIDENTAL RELEASE**

If a small scale chemical spill occurs, the responsible employee(s) shall notify their supervisor or designee immediately, and consult the MSDS. Follow the manufacturer's directions for PPE use, spill clean-up materials, safe work procedures, and proper disposal requirements. Examples of a small scale spill may include but not limited to; vehicular fluids such as antifreeze, transmission fluid, oil, and less than 10 gallons of gasoline.

All appropriate personal protective equipment shall be used to clean up any chemical spill. All used absorbent material and recovered chemical must be contained, stored, and disposed of appropriately.

If the spill is so large, or has the potential to place any employee in danger from exposure to a toxic chemical, fire, explosion, or if the chemical may react with other chemicals stored or used in the area, evacuate the area and notify the **Medford Fire Department by calling 911.**

### **EMPLOYEE EXPOSURE**

Any employee suffering an injury or illness due to chemical exposure should follow normal procedures for reporting a work related injury or illness; seek medical attention

and complete the Injury/Disease/Neat Miss Analysis Report Form and an 801 if medical treatment is necessary. A copy of the applicable MSDS should be presented to the employee's medical provider.

### **EMPLOYEE TRAINING**

All employees who may be exposed to hazardous chemicals while performing their jobs shall be trained on the *Hazard Communication Program*. Program components include where the applicable MSDS are kept and how to read them, health and physical hazards, personal protection, and proper labeling.

As new chemicals are introduced to the workplace, affected employees shall be informed of the chemicals, associated hazards, and how to properly use, store, and dispose of the chemicals, and how to deal with a chemical release. This classroom or one-on-one training is a requirement prior to exposure to hazardous chemicals.

The Hazard Communication Program shall be the subject of refresher training as needed or at least every 3 years. Documentation of scheduled training will include the employee's name, instructor's name, date of training, and a brief description of the information covered during the training session. The documentation will be maintained by the Department for a minimum of three years.

Parks and Recreation Department  
**HEARING CONSERVATION PROGRAM**

Frequently Asked Questions

**When should I wear hearing protectors?**

Whenever you are exposed to occupational noise levels exceeding 85 dB.

**How will I know if I am being exposed?**

Risk Management will work with your Department in identifying environments, equipment or job conditions that may potentially expose workers to an unacceptable level of noise.

**Will I receive training?**

All affected employees will be provided training on 1) the effects of noise on hearing, 2) the purpose of hearing protectors, and 3) the purpose of audiometric testing.

**What is audiometric testing (or audiogram)?**

An audiogram is a test that monitors your hearing over time. You will receive a baseline audiogram within 6 months of your first exposure to occupational noise. You will then be tested on an annual basis. This test will be performed by a licensed audiologist or a certified technician.

**What happens if there is a change from my prior test?**

If your audiogram indicates you have experienced a Standard Threshold Shift (STS), you will be informed in writing within 21 days of the determination. One of two things could happen: 1) you could be re-fitted with different hearing protectors, or 2) you could be referred for further evaluation and/or testing.

**NOTE:** The Parks and Recreation Department follows the City wide hearing conservation program administered by the Risk Management Department.

Department of Risk Management

## HEARING CONSERVATION PROGRAM

### A. POLICY STATEMENT.

It is the policy of The City of Medford to protect employee hearing and effectively manage or eliminate hazardous noise exposures. In those areas where engineering controls cannot reduce noise below harmful levels or until engineering controls can be implemented, employees will take part in a Hearing Conservation Program (HCP).

Employees are required to fully participate in the program outlined in this policy as a condition of employment. Employees must wear the provided ear protection devices when working in posted noise areas. Each employee exposed to sound levels in excess of 85 dBA, will be:

- Given a baseline audiogram prior to assignment and an annual audiogram thereafter. The testing is provided at no cost to the employee.
- Provided with a choice of suitable hearing protectors, fitted and encouraged to use them. Wearing of ear protection is mandatory for employees working in areas where noise exposure exceeds 85 dBA (8-hour time-weighted average).
- Notified of the results of noise exposure monitoring when their exposure is 85 dBA (8 hour time weighted average) or greater.
- Notified of any abnormal audiogram indicating a standard threshold shift.
- Provided annual training and information.

### B. RESPONSIBILITIES.

The Risk Manager has been designated to administer the overall HCP. This Program Administrator will:

- Coordinate and supervise noise exposure monitoring.
- Identify employees to be included in the HCP.
- Coordinate and supervise audiometric program.
- Supervise hearing protector selection, and provide assistance for employees who have problems with hearing protector fit.
- Develop policies relating to the use of hearing protectors.
- Supervise employee training programs.
- Coordinate and supervise recordkeeping.
- Evaluate overall program at least annually.
- Review suggested options for noise control, and work with the departments purchasing new equipment to ensure noise levels are considered for those purchases.

### **Managers and Supervisors will**

- Monitor and ensure the wearing of hearing protection in all posted areas.
- Wear and maintain hearing protection in all posted areas.
- Check the fit and condition of hearing protection and ensure replacement when necessary.
- Ensure workers attend crew talks or safety meetings.
- Ensure workers attend annual audiometric tests.
- Inform the Program Administrator (PA) if any additional high noise areas are suspected.
- Contact the PA if new procedures are implemented which may affect noise levels.

### **Affected employees will:**

- Wear and maintain hearing protection in all posted areas.
- Attend crew talks or safety meetings.
- Participate in annual audiometric testing.
- Bring any hearing protection or noise related problems to the attention of management.
- Report to their supervisor any changing conditions which may impact personnel noise exposures.

## **C. PROGRAM REQUIREMENTS**

### **1. Noise Monitoring.**

Noise levels in some facility areas or near some equipment exceed 85 dBA. The noise exposure levels and areas/sources are summarized in **Appendix A**.

Additional noise monitoring will be conducted whenever employee exposures are expected to change (equipment changes, plant modifications, engineering control installations, etc.). For employees having fixed working locations near steady and continuously operating noise sources, a SLM measurement made for a representative period at the employee's position will indicate his or her exposure level. The measurement interval should be of sufficient duration to encompass a reasonable number of operating cycles for the task or equipment being considered.

Where work activities and resulting noise levels are variable, and particularly where individuals do not have fixed working locations, employee exposure levels are most accurately determined by means of a personal noise dosimeter.

Employees with the following job titles will be included in the Hearing Conservation Program.

City Surveyor	Public Works Superintendent	WRD Superintendent
Eng Chief of Field Survey	Public Works Utility Locator	Custodian
Construction Inspector	Fleet Services Mechanic	Park Technician
Engineering Tech II & III	Fleet Services Mechanic Sr.	Parks Arborist
Traffic Signal Electrician	Support Services Manager	Parks Bldg/Utility Tech II & III
Sr. Traffic Signal Tech.	Warehouse/Trades Tech	Parks Worker I
Public Works Laborer	WRD Operator	Parks Bldg Maint Supervisor
Public Works Tech	WRD Operator in Training	Parks Supervisor
Public Works Tech Sr.	WRD Construction Manager	Parks Superintendent
Public Works Supervisor	WRD Supervisor	

Affected employees or employee representatives will be notified of planned monitoring by the program administrator and permitted to observe. Employees will also be notified of monitoring results.

## **2. Audiometric Testing.**

Baseline and annual audiometric testing will be performed for employees with Time Weighted Average exposures which exceed 85 dBA. A copy of the OSHA Noise Standard 29 CFR1910.95 will be provided to the testing center. The following provider will be performing our audiometric evaluations:

INDUSTRIAL HEARING SERVICE  
2801 S.E. 122<sup>nd</sup> Avenue, Portland, OR 97236  
Phone: 800-547-1912

Note: Audiometric testing will be conducted by a licensed or certified audiologist, ear, nose & throat physician (otolaryngologist) or audiology technician certified by the Council of Accreditation in Occupational Hearing Conservation (CAOHC).

Audiometric testing results provided by the testing center will be reviewed to ensure the appropriate follow-up actions are taken. If a Standard Threshold Shift (an average shift in either ear of 10 dB or more at 2,000, 3,000 or 4,000 Hz) is identified, the City will arrange for the employee to re-test within 30 days, and the results of the retest will be used as the annual audiogram.

If a STS is indicated, the employee will:

- be notified of the threshold shift within 21 days of this determination.
- be informed of the need for further evaluation or retesting if a medical problem is suspected.
- be required to wear hearing protection if exposures equal or exceed 85 dBA.
- be refitted or retrained in the use of hearing protection.
- be referred for additional audiological or medical testing, if appropriate, and informed of the need for this testing.

### **3. Hearing Protection.**

Until engineering and/or administrative controls reduce the amount of noise exposure to or below the allowed limits, appropriate personal hearing protective devices are made available and issued to employees working in jobs or areas where exposure may exceed a TWA of 85 dBA. It is recognized that the use of these devices is considered a temporary solution to the problem of overexposure until feasible controls are provided. The wearing of hearing protection in posted areas is mandatory.

In addition, hearing protection is mandatory for any employee who has incurred a standard threshold shift as reported by the program administrator. All supervisors properly enforce hearing protection requirements. Continuing failure of an employee to properly wear the protection provided will result in discipline, up to and including termination. All visitors, management or employees who may enter or pass through a hearing protection required area will also be expected to wear hearing protection.

A variety of hearing protection options, including ear plugs and muffs, will be made available so that employees can choose the type which is most comfortable for them.

The procedure in **Appendix B** will be used to ensure that the selected hearing protection devices reduce noise exposures to an acceptable level.

### **4. Noise Signs.**

Company policy requires all work areas where noise exposures may exceed 85 dBA to be posted with noise warning signs at entrances to these areas. All employees in the HCP will wear ear protection when working in posted areas. All other employees or visitors passing through these areas will also be required to wear hearing protection.

Tools and equipment which generate sound levels in excess of 95 dBA will also be labeled. Hearing protection must be used by operator when this equipment is used.

### **5. Employee Training.**

Participation in an annual training program is required for employees exposed to noise at or above 85 dBA. The training will include information on:

- The effects of noise on hearing.
- The purpose and use of hearing protectors, the advantages and disadvantages of the various types.
- Instructions in selection, fitting, use and care of hearing protectors.
- The purpose of audiometric testing and an explanation of test procedures.
- Contents of 29 CFR 1910.95, Occupational Noise Exposure.

A copy of the noise standard and the written training and instructional materials are attached and are made available to employees upon request. Records of training will be maintained.

### **6. Recordkeeping.**

Audiometric program records are maintained in the employee's personnel file and will be provided to employees upon request. Records applicable to employee monitoring and exposure records will be retained as follows:

- Employee audiometric test records (baseline and annual audiogram, retests, test room background levels, and audiometer calibration records) are maintained for the duration of affected employees employment plus 30 years.
- Noise exposure measurement records are maintained for 30 years.
- Program audit records will be maintained for 3 years.

## **7. Program Evaluation.**

The success of the hearing conservation program with regard to each individual employee is evaluated by comparing annual audiograms to the baseline audiogram. This procedure, among others, helps to determine the effectiveness of the hearing protection program, and, as a result, ensures the protection of employees' hearing.

The Program Administrator is responsible for reviewing the recommendations of the audiologist or physician.

The City of Medford will make an effort to address employee concerns about hearing protection fit, comfort, or over-protection. However, it is the responsibility of the employee to bring those concerns to our attention.

If an employee experiences a Standard Threshold Shift, that employees' work duties or work area will be specifically evaluated to determine if engineering controls to decrease the noise levels are feasible. A checklist to be used is attached as **Appendix C**.

## **8. Engineering & Administrative Controls.**

The City of Medford recognizes the desirability of controlling the existing noise levels by engineering and/or administrative controls. Therefore, the feasibility of such controls is carefully considered including possible redesign of existing machinery, the building of partial or total enclosures, and other engineering noise control procedures for reducing the existing noise levels.

Due to the complexity of some equipment used by the City and in view of economic limitations, some noise levels cannot currently be reduced to below acceptable limits. Within the limitation of work schedules and employee skills, administrative controls have also been considered. Engineering and administrative controls are being considered and implemented where feasible on a continuing basis.

The City of Medford also recognizes the desirability of considering noise levels prior to the purchase of new or rebuilt equipment. It is our policy to evaluate noise levels prior to equipment purchase.

## Appendix A – Noise Exposure Monitoring Results

Noise monitoring results are available in the Risk Manager's Office.

## Appendix B – Computation of Actual Noise Reduction Ratings (NRR)

The degree of protection that a hearing protection device provides is referred to as the Noise Reduction Rating or NRR. Because the listed NRR is established for C-weighted noise measurements, and our measurements have been collected using an A-scale, 7 dB will be subtracted from the NRR to take this into account.

NRRs for ear protection are established in laboratory settings under ideal conditions, and it is unlikely that the noise reduction in City work areas will be as substantial as that recorded in the lab. Because of these differences between laboratory and "real world" performance, the following NIOSH de-rating scale will be used when calculating noise reduction:

**Ear muffs – 25% reduction**

**Formable ear plugs – 50% reduction**

**All other earplugs or semi-aural devices – 70% reduction**

Using this method, a formable earplug with a NRR of 30 dB actually provides:

30 dB (listed NRR) - 7 (A-scale to C-scale adjustment) = 23 dBA reduction - laboratory measurement

23 dBA x 50% = **11.5 dB** of "real-world" noise reduction.

It is not always the case that the product with the highest NRR is the best choice for hearing protection. Too much noise reduction when not necessary can lead to degradation of communication, especially in individuals who have some degree of hearing loss. Communication problems associated with maximum NRR devices may lead to accidents and poor employee acceptance of the hearing conservation program. The following general guide to protection levels will be used:

<b>If the device reduces the noise to:</b>	<b>Than the protection is:</b>
> 85 dB	Insufficient
80 - 85 dB	Acceptable
75 - 80 dB	Good
70 - 75 dB	Acceptable
<70 dB	Too high

## Appendix C – Employee Standard Threshold Shift Checklist

The following items must be completed whenever an employee has suffered a confirmed Standard Threshold Shift (STS).

### Employee Work Area:

Actions to be completed at worksite	Completion Date
<p>Re-evaluate adequacy of hearing protection used. At least two types of muffs and two types of plugs should be available. If ear muffs are used they should be checked for wear or defects.</p> <p>Please note the type of hearing protection selected by the employee below:            Manufacturer: _____ Model: _____ NRR: _____</p>	
<p>Re-train employee in proper use of hearing protection.            Note: Hearing protection use is mandatory when exposures exceed 85 dBA.</p> <p>Trainer Name and Signature: _____</p>	
<p>Evaluate feasibility of engineering controls to reduce employee noise exposure. Examples include:</p> <ul style="list-style-type: none"> <li>• Using silencers or mufflers</li> <li>• Installing enclosures or sound absorbing materials</li> <li>• Damping noisy equipment or parts</li> </ul> <p>List the main noise sources the employee may be exposed to: _____</p> <p>Are there feasible controls for these areas? _____</p>	
<p>Do any areas near the employee workstation exceed a noise level of 105 dBA. If so, where? _____</p>	
Action to be completed by Program Administrator	Completion Date
<p>Employee notified in writing within 21 days.</p>	
<p>If shift results in <math>\geq 10</math> dB average shift from audiometric zero at 2, 3, &amp; 4 kHz <u>and</u> the average of the three readings is <math>\geq 25</math> dB, record on OSHA 300.</p>	
<p>Has noise monitoring data been conducted that is representative of this employee's job? _____</p>	

Comments:

Parks and Recreation Department  
**INDUSTRIAL EQUIPMENT PROGRAM**

Frequently Asked Questions

**Will I be trained on the Industrial Equipment I am required to use?**

Yes, you will be trained and authorized to operate the equipment necessary to complete your job safely. Also, you may be required to obtain a Commercial Drivers License (CDL) as part of your training.

**If I have to obtain my CDL, will my supervisor allow me to practice my driving?**

Yes, you will have ample opportunities to practice with the equipment you will be using as part of your job duties.

**Am I required to wear fall protection in a bucket truck?**

Yes, all employees who work out of a bucket truck are required to wear a body harness and a fall arresting lanyard. Also, other PPE may be necessary, depending on the job task you are doing.

**How long is the fork truck certification valid for?**

Fork truck certification is good for 3 years. Re-certification and training is only required if there are deficiencies noted in an operators driving, if a new fork truck or hazards are introduced in to the department, or if there is a serious injury caused by fork truck use.

**Am I required to inspect the equipment before I use it?**

If you are a CDL holder, you are required to complete an inspection on the equipment that warrants the special license. If you are not a CDL holder, you shall still be required to conduct a pre-use inspection.

Parks and Recreation Department  
**INDUSTRIAL EQUIPMENT PROGRAM**

**PURPOSE**

To establish safe practices for the use and maintenance of all City owned and operated industrial equipment used within the Parks and Recreation Department. The basic concepts, rules, and policies covered in the *Vehicle Safety Program* apply to the equipment discussed herein.

**RESPONSIBILITIES**

**Managers and Supervisors**

- Administer and maintain the Industrial Equipment Program,
- Assure all department vehicles are reported to Fleet Services and Finance Department,
- Annually review program effectiveness and update as necessary.
- Allow only trained and authorized employees to operate equipment,
- Immediately remove from service any piece of equipment with a recognized safety defect,
- Prohibit the operation of any piece of equipment by an employee taking medication that warns of drowsiness or other impairment,
- Enforce requirement for pre-trip inspections on equipment.

**Authorized Employees**

- Operate equipment in a safe, responsible manner and obey all applicable rules and traffic laws,
- Maintain competency and eligibility to operate equipment by completing training and maintaining CDL, where required,
- Follow safe fueling procedures and conduct pre-trip inspections before first daily use, or when taking equipment over from another employee,
- Immediately report safety defects or vehicle problems to your supervisor or the Fleet Maintenance Shop,
- Report moving violations and/or license suspension to the appropriate supervisor when required to do so,
- Report use of all prescription and non-prescription medication that may affect driving ability, and do not operate any vehicle under the influence of medication which may cause impairment.

**POLICY:** Only licensed drivers over the age of eighteen, with acceptable driving records, will be allowed to operate department-owned/leased vehicle, or drive a personal vehicle on department business. Specific training is required prior to operating any vehicle other than a sedan, pickup, minivan, or sports-utility vehicle. Employees who

operate vehicles requiring a commercial driving license (CDL) are subject to substance testing protocol as determined by the Department of Transportation and collective bargaining units. It is the responsibility of each CDL holder to maintain his/her license. Each employee is obligated to inform his/her supervisor of a driver's license suspension or restriction prior to any work-related driving. An employee who maintains a CDL shall inform his/her supervisor that their driver's license or CDL has been suspended for any reason.

## **GENERAL INFORMATION**

### **Overhead Power Lines**

Industrial equipment shall not be used within 10 feet of any live overhead power line. If a task must be done which requires work within 10 feet of the line, PP&L or other appropriate utility shall be notified. No work will be done until the utility has controlled the hazardous energy by deactivating or moving the hazardous power line.

### **Ground Safety**

Prior to beginning work, the equipment operator shall walk around equipment and look for hazards. Make eye contact with persons on the ground and operators of other vehicles before moving the vehicle, cab, scoop, boom, or other extension. Ground spotter(s), barricades or cones shall be used if the operator does not have full field of vision and the work area is not fully secured to keep bystanders or other workers away from the equipment.

### **Passenger Accommodations**

Only the operator shall be permitted to ride on the vehicles or equipment unless safe riding facilities are provided for each additional person. Employees are prohibited from riding on a bucket, scoop, articulating arm, fender, tailgate, plough, trailer tongue, other extension or attachment of any vehicle or piece of equipment.

### **Safety Equipment**

Each fleet vehicle will be equipped with a serviceable fire extinguisher and well-stocked first aid kit. The extinguisher shall be securely stowed but accessible by the operator. Monthly checks are required for all fire extinguishers. First aid kits shall be restocked as needed.

### **Backup Alarms**

Fleet vehicles and equipment that do not allow a clear field of vision to the operator shall be equipped with audible backup alarms that are loud enough to be heard above ambient noise. The alarm shall not be disabled for any reason by department personnel. The backup alarm shall be tested as part of the pre-trip inspection.

### **Roll Over Protective Structures (ROPS)**

Construction vehicles and equipment which were manufactured after July 1969 must be equipped with rollover protection structure (ROPS) unless its design prevents it from overturning. The ROPS shall meet performance criteria per the Society of Automotive Engineers (SAE) standards. If ROPS is removed or damaged, it shall be restored to be at

least as effective as the original ROPS. All vehicles which are equipped with ROPS and/or adequate canopy protection shall be equipped with safety belts for the driver and for any passengers for whom space is provided. If a safety belt is available, it shall be used.

#### **Forklifts**

Employees who may be required to operate a fork truck shall be properly trained and certified prior to first use. Training shall include classroom lecture with video media followed with a written test. Employees will be required to successfully pass a driving test conducted by the authorized instructor. When feasible, the driving test will be completed on the forklift that will be driven in the workplace. Refresher training and driving tests are required at least every three years. Refresher training is also required for any operator who is;

- Observed operating the forklift in an unsafe manner, or receives an evaluation that indicates s/he is not operating the forklift in a safe manner.
- Involved in an accident or close-call incident.
- Affected by a change in the workplace that alters the way the forklift is used.

#### **Aerial Lifts (bucket trucks, articulating boom lifts, or scissor lifts)**

Only authorized employees who have been properly trained are allowed to operate or work out of an aerial lift device. Authorized employees shall perform a pre-use inspection on all lifting equipment prior to and during extended use of an aerial lift. All controls, alarms, and mechanical features must be operational prior to and during use. If the lift is not, it shall be tagged out of service and repaired. Operating a man lift that is not in good working order is prohibited. Personal fall protection is required when working from a bucket truck or articulating boom lift. Such devices shall include a full body harness and shock absorbing lanyard attached to the designated anchor point on the platform or bucket. Tying the lanyard or standing on the guardrails is prohibited. Personal fall protection is not required while working from a scissor lift, unless the jobsite employees are working on require it or the manufacturer of the lift recommends it.

**Exception:** If employees are working from a bucket or platform over water (ponds, basins, waterways, etc.), personal fall protection is not advised. Employees shall wear a personal flotation device instead.

#### **Dump Trucks**

Vehicles with dump bodies shall be equipped with a positive means of support, permanently attached, and capable of being locked in position to prevent accidental lowering of the dump body. This device shall be used to support the body when it is raised and left unattended, during inspection, and while maintenance work is being performed. Trip handles for tailgates of dump trucks shall be arranged so that in dumping process, the operator will be in the clear.

#### **Specialized Attachments and Accessories**

Only attachments and accessories that have been authorized by the manufacturer of the vehicle shall be used. All attachments shall be inspected prior to first use. Only authorized operators shall be allowed to install attachments and accessories.

**Equipment Trailers**

The weight capacity of a trailer shall clearly be posted on the trailer and shall never be exceeded. Perform a safety check on all lights, connections, chains, and load binders prior to driving with the trailer. Equipment and other cargo transported on the trailer shall be secured. For any equipment exceeding 10,000 lbs, 4 direct tie downs are required with 70 grade chain or higher, and certified tie down binders.

**Equipment Maintenance**

Only Fleet Maintenance or other qualified mechanic designated or contracted by Fleet Maintenance, shall perform maintenance and repairs on department owned and operated equipment. Routine inspections and changing or removing accessories and attachments may be performed by qualified operators.

**CDL Pre-trip Inspection**

Any equipment for which a Commercial Driver's License is required shall be inspected per DOT protocol, and/or the manufacturer's recommendation prior to each day's use. All supervisors should have written checklists developed for each type of equipment used by their respective crews. Employees assisting other crews shall be trained on the appropriate pre-trip inspection procedure for any equipment they are expected to operate, but do not routinely use.

**EMPLOYEE TRAINING**

Except where otherwise specified, on-the-job or hands-on equipment training is conducted by a supervisor, lead worker, or qualified peer.

## Parks and Recreation Department INJURY REPORTING PROGRAM

### Frequently Asked Questions

**Why is injury reporting necessary?**

Reporting all injuries is important to the success of the Loss Control Program because it identifies where losses are occurring and helps to determine what level of intervention is required to prevent reoccurrence. Ideally, the goal is minimize or eliminate the potential hazards that cause injuries or illnesses to employees.

**What is the difference between an accident and a near miss?**

An accident is considered an unplanned event that resulted in some form of injury or illness which may or may not require immediate medical attention. A near miss is an event that occurred that could have resulted in an accident, but did not. In other words, it was a close call.

**What is a first aid case?**

A first aid case is defined as basic or limited treatment for an illness or injury until definitive medical treatment can be accessed or until the illness or injury is dealt with (as not all illnesses or injuries will require a higher level of treatment).

**How do I report an injury?**

If you receive a work related injury, you should immediately report it to your supervisor. The severity of your injury will determine what steps for reporting are required. If you require immediate medical attention, you will be required to complete an 801 and an Accident/Incident Report Form. If your injury is very minor and only requires first aid, then you will be required to fill out the Accident/Incident Report Form.

**Will I receive training on the Injury Reporting Program?**

Yes, you will be trained initially and retrained if program changes that affect the employees are made.

# Parks and Recreation Department INJURY REPORTING PROGRAM

## PURPOSE

To establish procedures for reporting and investigating work place incidents resulting in a near miss, first aid, or any occupational injury or illness.

## RESPONSIBILITIES

### Risk Management

- Administer and maintain the Injury Reporting Program,
- Support the supervisors and employees during an investigation,
- Assist departments and safety committees with developing corrective action recommendations,
- Maintain OSHA Logs for all City of Medford Departments,
- Annually audit the Injury Report Program for effectiveness.

### Managers and Supervisors

- Control hazards in the workplace to minimize the risk of incidents,
- Conduct accident analysis for all injuries and near miss reports,
- Ensure immediate and long term corrective actions are taken to prevent recurrence,
- Ensure Workers Compensation 801 form is completed by the injured employee(s),
- Complete the Supervisors Injury/Disease/Near Miss Analysis Report and review with employee.

### Employees

- Identify and control hazards in the workplace to minimize the risk of incidents,
- Report hazardous conditions, near misses, and all injuries to your supervisor, Complete Workers Compensation 801 (medical treatment only) when injured.
- Assist as requested in all incident analyses.

## DEFINITIONS

**Incident:** An occurrence or event that could have serious consequences: an accident, near miss, or the need for first aid.

**Accident:** An unexpected and undesirable event, especially one resulting in damage, injury or illness.

**Near Miss:** A narrowly avoided mishap that could have caused serious property damage, injury or illness, but did not.

First Aid Case: Basic or limited treatment for an illness or injury until definitive medical treatment can be accessed, or until the illness or injury is dealt with (as not all illnesses or injuries will require a higher level of treatment).

## **REPORTING SYSTEM AND FORMS**

### **Supervisor's Injury/Disease/Near Miss Analysis Report (ALL 010)**

All incidents, accidents and near misses require the use of this form. They shall be reviewed by the City and Department Safety Committees.

The Supervisor's Injury/Disease/Near Miss Analysis Report covers the following types of incidents:

- Injuries that require immediate medical treatment (ER),
- Injuries that do not require immediate medical treatment but may in the future,
- Work related illnesses (heat stress, chemical exposure, etc.),
- All other injuries including near misses and basic first aid treatment cases.

This form is located on the M Drive under City Forms: Safety and Health

### **Workers Compensation Claim (Form 801)**

The 801 form is used when an employee is injured and seeks medical treatment from a Physician or other Licensed Health Care Professional. Completed 801 and Incident Report Forms shall be sent to Risk Management in a sealed confidential envelope.

If the employee is incapacitated and cannot complete and/or sign the required forms, the supervisor should complete as soon as possible and forward to Risk Management.

## **EMPLOYEE TRAINING**

Employees will be trained on the Injury Reporting Program initially at the time of hire, then every 3 years thereafter as refresher training. Retraining may occur anytime if program changes are made that impact the employees. Some program changes may warrant the need for retraining.

## Frequently Asked Questions

### **How can I reduce my risk of falling off a ladder?**

There are several things you can do to reduce the likelihood of falling off a ladder. The most important is selecting the proper ladder for the job task being performed. Another is conducting a pre-use inspection of the ladder to ensure it is in good working condition and properly maintained. Finally, using 3 points of contact is a common safe work practice which ensures optimal contact with the ladder while ascending and descending.

### **Can I use a standard stepladder like a straight ladder?**

It is prohibited to use a standard stepladder like a straight ladder because in a closed position it's more likely to slip on surfaces such as concrete and wood. Standard stepladders are designed to be used only when the spreader arms are open and locked.

### **How often do I need to inspect the ladders I use?**

Portable ladders shall be visually inspected prior to every use. If any defects are noted, the ladder should be tagged out and repaired or replaced. A regularly scheduled inspection of all ladders is recommended.

### **Do I need fall protection when using a portable ladder?**

Fall protection is not required while using portable ladders. If a ladder is permanent, or fixed, and is over 24' high, fall protection is required.

### **Are there weight limitations to portable ladders?**

Yes, all portable ladders have a rating based on their weight capacity. There are four ratings including extra heavy duty, heavy duty, medium and light duty.

Parks and Recreation Department  
**LADDER SAFETY**

## **PURPOSE**

This program provides the necessary guidelines and safe work practices needed to protect department employees from potential fall hazards while using portable or fixed ladders.

## **RESPONSIBILITIES**

### **Risk Management**

Provide Ladder Safety training for employees who use portable ladders to complete work tasks including how to:

- Select the proper ladder for the job task being performed,
- Inspect the ladder prior to use,
- Use the ladder properly.

### **Managers and Supervisors**

- Ensure employees have been properly trained on ladder selections safety and use,
- Ensure employees comply with the Ladder Safety Program,
- Ensure defective ladders are replaced and/or repaired in a timely manner.

### **Employees**

- Attend Ladder Safety training as required,
- Use the appropriate ladder for each task,
- Inspect all ladders prior to each use,
- Remove any damaged ladder from service and report it to their Supervisor.

## **HAZARD CONTROL**

The primary hazard when using a ladder is falling. A poorly maintained or improperly used ladder may collapse under the load placed on it and cause the employee to fall. Proper selection and ladder maintenance is critical to reduce the likelihood of a fall from any type of ladder. Listed below is the variety of ladders that City of Medford employees may encounter within the scope of their jobs.

### **Portable Ladders**

The load capacity shall be clearly marked with the manufacturer's label on the ladder, and that capacity shall not be exceeded. Ladders shall be inspected prior to first use and properly maintained at all times. A ladder that develops defects shall be immediately removed from service and tagged or marked as "Dangerous, Do Not Use." Defective ladders shall either be repaired or replaced as necessary.

Various types of portable ladders include:

- Stepladder - A self-supporting portable ladder, non-adjustable in length, having flat steps and a hinged back. Portable stepladders longer than 20 feet shall not be used. Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position. Stepladders should be used only on surfaces that offer firm, level footing such as floors, platforms, and slabs. Stepladders are intended to support only one worker at a time. Never stand on or work from the top two steps.
- Single Portable or Straight Ladder - A non self-supporting portable ladder, nonadjustable in length, consisting of one section. Its size is determined by overall length of the side rail. Single ladders longer than 30 feet shall not be used. This type of ladder must have slip resistant feet or be secured to prevent it from sliding. Rubber or neoprene ladder shoes are recommended for smooth, dry surfaces, and spikes are recommended for snow or ice. They are intended to support only one worker at a time.
- Extension Ladder - A non self-supporting portable ladder adjustable in length. Wood extension ladders shall have no more than two sections, nor exceed 60 feet. Metal and fiberglass ladders may have up to three sections, but cannot exceed 72 feet. Each extension shall be limited to 30 feet in length. Adequate overlap of the sections must be maintained when the ladder is extended:
  - Up to and including 36 feet Overlap 3 feet
  - Over 36 through 48 feet Overlap 4 feet
  - Over 48 through 60 feet Overlap 5 feet

Extension ladders are for use by only one person at a time. Rubber or neoprene ladder shoes are recommended for smooth, dry surfaces, and spikes are recommended for snow or ice. Be especially careful if you use an extension ladder on oily, metal, or concrete surfaces. Place the ladder securely and tie it off to prevent it from slipping.

#### **Portable Ladder Safety Precautions:**

- Ladders shall be placed with a secure footing. Slip resistant feet (or ladder shoes) may be needed on slippery surfaces,
- Ladders used to gain access to a roof or landing shall extend at least three feet above the point of support,
- The foot of a ladder shall be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one-quarter of the working length of the ladder (the length along the ladder between the foot and the support),
- The worker shall always *face* the ladder when climbing up or down,
- Short ladders shall not be spliced together to make long ladders,
- Ladders shall never be used in the horizontal position as scaffolds or work platforms unless they are specifically designed for this purpose,
- The top two steps of a regular stepladder shall not be used as steps,

- Use 3 points of contact when ascending or descending a ladder. (one foot and 2 hands, or 2 hands and one foot),
- Raise and lower heavy, awkward loads with a line or hoist,
- Wear a tool belt to transport hand tools up and down the ladder,
- Metal ladders shall never be used near electrical lines or equipment.

**Extension Ladder Positioning:** Use the 4-to-1 rule for extension ladders: for each 4 feet of distance between the ground and the upper point of contact (such as the wall or roof), move the base of the ladder out 1 foot. For example; if using a 12 foot ladder, the base should be 3 feet out from the structure.

**Portable Ladder Inspection and Maintenance:** Ladders should be examined prior to each use. A more thorough inspection and routine maintenance should be done on ladders monthly. Tighten step bolts and other fasteners, clean steps and ensure that slip-resistance is adequate and replace other parts when needed. Ensure the steps and side rails are free of cracks, bends, or other visible damage. Do not paint ladders, as that hides defects. The checklist in *Attachment A* may be used for monthly ladder inspections.

**Transporting Ladders:** When you hand-carry a ladder, keep the front end elevated, especially around blind corners, in aisles, and through doorways to reduce the risk of striking another person. If transporting a ladder in a truck or trailer, place it parallel to the bed and avoid tossing, throwing, or dropping the ladder while loading. Drive slowly over rough terrain. Tie the ladder securely to eliminate damaging the ladder.

**Fixed Ladders:** Fixed ladders are found in manholes, utility vaults, water reservoirs, and to access lofts or attic spaces in some facilities. Like their portable counterparts, fixed ladders must be inspected regularly to ensure that they are in good condition and safe to use. They must be kept clean, and well-maintained. The safety precautions listed above concerning ascending and descending ladders shall be applied to fixed ladders. Cages, wells, or ladder climbing safety systems are required on all fixed ladders where the length of climb is more than 24 feet, or the top of the ladder is more than 24 feet above the nearest landing surface. If there is a climb of greater than 50 feet, there must be a resting platform at least at the following intervals; When protected by a cage or well Resting platform every 50 feet When protected by climbing safety system Resting platform every 150 feet Fixed ladders, access hatches, cages, wells, and ladder climbing safety systems must be constructed to meet the requirements in *OAR 437-002-0027*.



# LADDER INSPECTION CHECKLIST

## GENERAL – ITEM TO BE CHECKED

- Loose steps or rugs (considered loose if they can be moved at all with the hand)
- Loose nails, screws, bolts, or other metal parts
- Cracked, split, or broken uprights, braces, steps or rungs
- Slivers on uprights, rungs or steps
- Damaged or worn nonslip bases

OKAY

NEEDS  
REPAIR

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## STEP LADDERS – ITEM TO BE CHECKED

- Wobbly (from the strain)
- Loose or bent hinge spreaders
- Stop on hinge spreaders broken
- Broken, split or worn steps
- Loose hinge

OKAY

NEEDS  
REPAIR

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## EXTENSION LADDERS - ITEM TO BE CHECKED

- Loose, broken or mission extension locks
- Defective locks that do not seat properly when the ladder is extended
- Deterioration of rope from exposure to acid or other destructive agents

OKAY

NEEDS  
REPAIR

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## FIXED LADDERS – ITEM TO BE CHECKED

- Loose, worn or damaged rungs or side rails
- Damaged or corroded parts of cage
- Corroded bolts and rivet heads on inside of metal stacks
- Damaged or corroded handrails or brackets on platforms
- Weakened or damaged rungs on brick or concrete slabs
- Base or ladder obstructed

OKAY

NEEDS  
REPAIR

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## STORAGE – ITEM TO BE CHECKED

- Storage obstructed
- Proper storage area

OKAY

NEEDS  
REPAIR

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**COMMENTS:**

**Inspected By:** \_\_\_\_\_

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

Parks and Recreation Department  
**LOCK OUT TAG OUT PROGRAM**

Frequently Asked Questions

**When do I need to perform a lockout?**

Anytime you are performing service or maintenance to a machine, a system, or a piece of equipment, or when any other activities such as set-up, inspections, and modifications could potentially expose an employee to hazardous energy sources.

**What types of hazardous energy could I possibly be exposed to?**

There are several types of hazardous energy, including: electrical, pneumatic, mechanical, hydraulic, chemical, or thermal energy. Each piece of equipment, machine, or system may have one or any combination of energy sources, all at various energy levels.

**What do I use to lockout a machine?**

You will have a written procedure to follow and have immediate access to the lockout devices necessary to perform the process. Such devices shall include lockout locks, circuit breaker devices, ball or gate valve lockout devices, and scissor locks.

**What if more than one person is involved in a lockout situation?**

If more than one person is involved in the lockout process, each individual will need to attach their own lock to each energy source. This can be accomplished with the use of a scissor lock. Each employee would then attach their lock to the scissor lock to complete the lockout process.

**Will I be trained on using the lockout system?**

Yes, employees will be trained at the time of hire and annually thereafter. Additional training is required if an employee can not demonstrate that he/she has a full understanding of the lockout requirement, if there is an equipment or process change, or if the current program is deemed inadequate.

# Parks and Recreation Department Lockout Tagout

## Purpose

This establishes Parks and Recreation Department policy for protecting employees who must do service or maintenance on machines or equipment and who could be injured by an unexpected start-up or release of hazardous energy. Service or maintenance includes erecting, installing, constructing, repairing, adjusting, inspecting, unjamming, setting up, trouble-shooting, testing, cleaning, and dismantling machines, equipment or processes.

This policy will ensure that machinery or equipment is stopped, isolated from all hazardous energy sources, and properly locked or tagged out.

## Scope

This policy applies to all Parks and Recreation Department employees who may be exposed to hazardous energy during service or maintenance work. Uncontrolled energy includes potential, kinetic, flammable, chemical, electrical, and thermal sources.

## Managers and Supervisors Responsibilities

- Supervisors must enforce the use of lockout and tagout devices when employees do service or maintenance work and may be exposed to hazardous energy.

## Employees Responsibilities

- All employees must comply with this policy.
- Employees who do service and maintenance work must follow the lockout/tagout procedures described in this policy.
- Employees who work in areas where lockout/tagout procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart machines or equipment that are locked or tagged out.

## Lockout and tagout devices

Lockout and tagout devices must meet the following criteria to ensure that they are effective and not removed inadvertently:

- Lockout devices must work under the environmental conditions in which they are used. Tagout device warnings must remain legible even when they are used in wet, damp, or corrosive conditions.
- Lockout and tagout devices must be designated by color, shape, or size. Tagout devices must have a standardized print and warning format.
- Lockout devices and tagout devices must be strong enough that they can't be removed inadvertently. Tagout devices must be attached with a single-use, self-locking material such as a nylon cable tie.
- Any employee who sees a lockout or tagout device must be able to recognize who attached it and its purpose.

- Each lock must have a unique key or combination.

Energy-isolating devices are the primary means for protecting Parks and Recreation Department employees who service equipment and must be designed to accept a lockout device. Energy isolating devices must clearly identify function.

**Electrical energy sources.** Lockout or tagout of electrical energy sources must occur at the circuit disconnect switch. Electrical control circuitry does not effectively isolate hazardous energy. See also, **Alternative methods**.

#### **Exposure survey**

Management will conduct a hazardous-energy survey to determine affected machines and equipment, types and magnitude of energy, and necessary service and maintenance tasks. Each task will be evaluated to determine if it must be accomplished with lockout or tagout procedures.

#### **Energy control procedures**

Authorized employees who lockout or tagout equipment or do service and maintenance must follow specific written energy-control procedures. The procedures must include the following information:

- The intended use of the procedure
- Steps for shutting down, isolating, blocking, and securing equipment
- Steps for placing, removing, and transferring lockout devices
- Equipment-testing requirements to verify the effectiveness of the energy-control procedures

When re-energizing equipment is necessary – when power is needed to test or position the equipment, for example – temporary removal of lockout or tagout devices is allowed. This applies only for the time required to perform the task and the procedure must be documented.

#### **Employees must do the following before they begin service or maintenance work:**

1. Inform all affected employees of equipment shutdown.
2. Shut down equipment.
3. Isolate or block hazardous energy.
4. Remove any potential (stored) energy.
5. Lockout or tagout the energy sources.
6. Verify the equipment is isolated from hazardous energy and de-energized.

#### **Employees must do the following they remove lockout or tagout devices and re-energize equipment:**

1. Remove tools and replace machine or equipment components.
2. Inform coworkers about energy-control device removal.
3. Ensure all workers are clear of the work area.
4. Verify machine or equipment power controls are off or in a neutral position.

5. Remove the lockout or tagout device.
6. Re-energize equipment.

## **SPECIAL LOCKOUT SITUATIONS**

### **Energized testing**

When an energy-isolating device is locked or tagged and it is necessary to test or position equipment, do the following:

1. Remove unnecessary tools and materials.
2. Ensure that all other employees are out of the area.
3. Remove locks or tags from energy isolating devices.
4. Proceed with test.
5. De-energize equipment and lockout or tagout energy-isolating devices.
6. Operate equipment controls to verify that the equipment is de-energized.

### **Contract service and maintenance**

Parks and Recreation and contractors must be aware of their respective lockout/tagout procedures before the contractor does onsite work. Parks and Recreation employees must understand and comply with the contractor's energy-control procedures.

### **Group lockout**

When authorized employees must service equipment that has several energy sources and several energy-isolating devices, the employees must follow group lockout procedures.

### **Long-term shutdowns**

Employees must follow Parks and Recreation Department specific written procedures when it is necessary to continue lockout/tagout when work shifts change and during long-term shutdowns. Management is responsible for monitoring lockout and tagout devices that control the energy to equipment during long-term shutdowns.

### **Alternative methods**

When lockout or tagout is *not* used for tasks that are routine, repetitive, and integral to the production process, or prohibits the completion of those tasks, then an alternative method must be used to control hazardous energy.

Selection of an alternative control method must be based on a risk assessment of the machine, equipment, or process. The risk assessment must consider existing safeguards provided with the machine, equipment or process that may need to be removed or modified to perform a given task.

For example, when control circuits are used as part of the safeguarding system, the system must be designed to ensure protection as effective as a mechanical disconnect switch or master shut-off valve. A control-reliable dual channel hardwired circuit of industrially-rated components that satisfies the design features as specified in ANSI B11.19, with a safety relay or safety PLC to ensure integrity and performance of the safeguarding system, must be used.

Under all circumstances, the individual must have exclusive personal control over the means maintain the state of the control circuit in a protective mode.

### **Training**

Employees who may be exposed to hazardous energy will receive training before assignment to ensure that they understand Parks and Recreation Department energy-control policy and have skills to apply, use, and remove energy controls. The training will include the requirements of 1910.147 and the following:

- Affected employees will be trained in the purpose and use of energy-control procedures. An affected employee uses equipment that is being serviced under lockout or tagout procedures or works in an area where equipment is being serviced.
- Authorized employees will be trained to recognize hazardous energy sources, the type and magnitude of energy in the workplace, the methods and means necessary for isolating and controlling energy, and the means to verify that the energy is controlled. An authorized employee locks out or tags out equipment to do service work. An affected employee becomes an authorized employee when that employee's duties include service or maintenance work on equipment.
- Employees whose jobs are in areas where energy-control procedures are used will be trained about the procedures and the prohibition against starting machines that are locked or tagged out.
- Employees will be retrained annually to ensure they understand energy-control policy and procedures.
- Authorized and affected employees will be retrained whenever their job assignments change, energy-control procedures change, equipment or work processes present new hazards, or when they don't follow energy-control procedures.

Current training records will be maintained for each authorized and affected employee including the employee's name and the training date.

### **Inspections of written energy-control procedures**

Parks and Recreation Department will perform and document annual inspections of energy-control procedures to ensure that employees understand and use them effectively. Documentation will include the following:

- The equipment on which the procedure is used.
- The date of the inspection.
- The employees included in the inspection.
- The inspector.

If an inspector finds that employees are not following an energy-control procedure or that the procedure is not protecting them, employees must be retrained and the procedure's deficiencies corrected.

The inspector must understand the procedure and must be someone other than those following the procedure at the time of the inspection. Each procedure's accuracy, completeness, and effectiveness must be verified.

If the inspection covers a procedure for equipment with an energy-isolating device that can be *locked out*, the inspector must review the procedure with the employees who use it to service the equipment. The inspector can review the procedure with the employees individually or in a group.

If the inspection covers a procedure for equipment with an energy-isolating device that can only be *tagged out*, the inspector must review the procedure with the authorized employees who service the equipment and with affected employees who may work in the area when the equipment is serviced. The inspector can review the procedure with the employees individually or in a group.

## DEFINITIONS

**Affected employee** A person who uses equipment that is being serviced under lockout or tagout procedures, or who works in an area where equipment is being serviced.

**Authorized employee** A person who locks out or tags out equipment to do service or maintenance work. An affected employee becomes an authorized employee when that employee's duties include service or maintenance work on equipment.

**Capable of being locked out** An energy-isolating device that is designed with a hasp or other means of attachment to which, or through which a lock can be affixed, or if it has a locking mechanism built into it. Other energy-isolating devices will also be considered to be capable of being locked out, if lock out can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy-control capability.

**Disconnect** A switch that disconnects an electrical circuit or load (motor, transformer, or panel) from the conductors that supply power to it. An open circuit does not allow electrical current to flow. Under a lockout procedure, a disconnect must be capable of being locked in the open position.

**Energized** Connected to an energy source or containing potential energy.

**Energy source** Any source of energy. Examples: electrical, mechanical, hydraulic, pneumatic, chemical, and thermal.

**Energy-isolating device** A mechanical device that physically prevents transmission or release of energy.

**Hazardous energy** Any of the types of energy existing at a level or quantity that could be harmful to workers or cause injury through inadvertent release or start-up of equipment.

**Lockout device** A device that locks an energy-isolating device in the safe position.

**Lockout** Placing a lockout device on an energy-isolating device, under an established procedure, to ensure the energy-isolating device and the equipment it controls can't be operated until the lockout device is removed. (An energy-isolating device is capable of being locked out if it has a hasp that accepts a lock or if it has a locking mechanism built into it.)

**Procedure** A series of steps taken to isolate energy and shut down equipment.

**Servicing or maintenance** workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining machines or equipment. Also includes lubricating, cleaning, unjamming, and making adjustments or tool changes if a worker may be exposed to the unexpected startup of the equipment during such activities.

**Tagout device** A prominent warning sign, such as a tag, that can be securely fastened to an energy-isolating device to indicate that the energy-isolating device and the equipment it controls can't be operated until the tagout device is removed.

**Tagout** Placing a tagout device on an energy-isolating device, under an established procedure, to indicate that the energy-isolating device and the equipment it controls can't be operated until the tagout device is removed.

Parks and Recreation Department  
**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Frequently Asked Questions

**What does Personal Protective Equipment do?**

Personal Protective Equipment such as gloves; boots, ear plugs, or face shields protect you from the physical, chemical, thermal, or biological hazards that can not be eliminated from a certain job task or group of tasks.

**How do I know what Personal Protective Equipment (PPE) to wear and when?**

A Job Hazard Analysis (JHA) has been performed that identifies the hazards associated with your job tasks.

**When do I get my PPE?**

Your supervisor will issue the appropriate PPE to you at the time of hire or before you perform the tasks that require PPE use.

**What do I do if my PPE gets damaged, or is in an unusable condition?**

If your PPE is damaged or in a state that does not offer the intended protection, you should notify your supervisor and have it replaced immediately.

**Will I receive training on using PPE?**

Yes, you will be trained at time of hire. Retraining will occur if the hazards associated with your job position change, there is a change in PPE used, or if an employee is observed not using their PPE properly or at the appropriate

Parks and Recreation Department

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### Purpose

The purpose of this program is to establish procedures for wearing Personal Protective Equipment (PPE) at City of Medford Parks and Recreation Department.

This program supports compliance with the Occupational Safety And Health Administration (OSHA) standards that cover PPE, specifically, 29 CFR 1910.132, .133, .135, .136 and .138. This program applies to all company employees who work in areas that contain hazards to the eyes, face, head, hands and feet.

### **Definitions**

*Ophthalmologist:* A physician/surgeon who specializes in diagnosing and treating eye diseases and disorders.

*Optician:* A skilled technician who, when given a medical prescription, is qualified to make, fit and dispense eyeglasses and contact lenses, either in an optical laboratory or for retail sale to the public; opticians do not examine patients or write prescriptions.

*Optometrist:* A licensed primary eye-care provider who performs eye examinations, prescribes and dispenses eyeglasses and contact lenses and performs some diagnostic work, such as screening for glaucoma or cataracts.

*Personal Protective Equipment (PPE):* Devices worn by employees to protect them from hazards.

*Plano:* A common term for nonprescription safety glasses.

## **Responsibilities**

The Parks Superintendent is the program Program Administrator.

This person is responsible for these tasks:

- Issuing and administering this program and making sure that it satisfies all applicable federal, state and local PPE requirements
- Identifying hazards to the eyes, head, hands and feet and prescribing appropriate PPE
- Ensuring that employees receive initial and periodic training on PPE use
- Maintaining training records for all employees included in the training sessions

## **Managers And Supervisors**

These people are responsible for these tasks:

- Knowing the hazards in their areas that require PPE
- Assuring that safe operations are maintained within their departments to prevent injuries to the eyes, face, head, hands and feet
- Enforcing PPE use in the areas in which it's required

## **Employees Who Are Required To Use PPE**

These people are responsible for these tasks:

- Using appropriate PPE
- Properly maintaining PPE

## **General**

- Eye, face, head, hand and foot hazards will be assessed within the facility, and appropriate protection will be worn by all employees.
- Employees are required to use PPE wherever hazards exist.
- PPE must be replaced when damaged or worn out.
- All safety glasses will be equipped with sideshields.

## **Safety Shoes**

- Employees who work in areas that may contain foot hazards are required to wear ASTM approved footwear appropriate to the hazard..

## **Gloves**

- Employees who work in areas that may contain hand hazards are required to wear appropriate gloves.
- Only gloves that are designated for the particular task will be worn.
- To prevent employees from getting caught on equipment, gloves will not be worn in operations around moving machinery.

### **Safety Hats**

- Employees who work in areas that may contain over head hazards are required to wear safety hats.
- Safety hats must be used according to the manufacturer's instructions and cannot be altered in any way.

Parks and Recreation Department  
**RESPIRATORY PROTECTION PROGRAM**  
(Mandatory Use)

Frequently Asked Questions

**What is appropriate respiratory protection?**

Only NIOSH-certified respirators can be used. This certification establishes filter efficiency and filter efficiency degradation classifications. Respirators must be used in compliance with the conditions of their certification.

**What is the requirement for medical evaluations?**

Medical evaluations are required prior to the fit-test and before respirator use. Beyond the initial medical evaluation, there are no annual or periodic requirements. However, certain conditions could trigger medical re-evaluation: an employee reports signs or symptoms related to the ability to wear a respirator; the physicians or other licensed health-care professional (PLHCP), program administrator, or supervisor determines it is necessary; the respiratory-protection program indicates a need for re-evaluation; or substantial changes in workplace conditions increase the physiological burden of wearing a respirator.

**What are the training requirements?**

The City of Medford must provide training to each employee that may be required to use a respirator. The training shall be conducted annually and the employee(s) must be able to demonstrate respirator use competency and an understanding of the training components.

**What are the fit-testing requirements for full face respirators?**

**Mandatory** use of negative or positive pressure tight-fitting, full-face respirators (including dust masks) require fit testing. Fit testing is required prior to initial use; whenever a different size, style, or manufacture's respirator face piece is used; and at least annually thereafter. Employees must pass an appropriate qualitative fit test administered in accordance with accepted protocols and procedures contained in 1910.134 Fit Testing Procedures (Mandatory). Fit-test records shall be maintained until the next fit test.

**Note:** Fit testing is not required for **voluntary** use of a disposable dusk mask.

**What are the cleaning, inspection, and storage requirements?**

Prior to use, each employee shall visually inspect the respirator to ensure a safe working condition. Respirators shall also be cleaned and sanitized after each use and stored in a sealed container to prevent further contamination.

Parks and Recreation Department  
**RESPIRATORY PROTECTION PROGRAM**  
**(Mandatory Use)**

## PURPOSE

The purpose of this program is to outline the mandatory respiratory protection guidelines to better protect employees from respiratory hazards that can not be engineered out of the workplace. This program covers all Parks and Recreation Department employees who may have potential of being exposed to airborne contaminants. This program does not cover the voluntary use of a dust particulate mask. For more information on voluntary dusk mask use.

## RESPONSIBILITIES

### Managers and Supervisors

- Administer and maintain the Parks and Recreation Department Respirator Program,
- Continue to identify and evaluate respiratory hazards within the department.
- Coordinate annual fit testing and training as needed.
- Evaluate program effectiveness annually.
- Implement and monitor the respirator program.
- Ensure employees are using the respirators properly and at appropriate times.

### Employees

- Participate in the annual fit testing and training.
- Use the respirators as directed by the manufacturer and at appropriate times or job tasks.
- Report any concerns or changes in processes or procedures that warrants the current program invalid.
- Report any safety or health related issues that occur as a result of using a respirator.

## DEFINITIONS

**Air-purifying respirator** means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air purifying element.

**Canister or cartridge** means a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

**End-of-service-life indicator (ESLI)** means a system that warns the respirator user of the approach of the end of adequate respiratory protection.

*Fit test* means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

**High efficiency particulate air (HEPA) filter** means a filter that is at least 99.97 percent efficient in removing monodisperse particles of 0.3 micrometers in diameter.

**Immediately dangerous to life or health (IDLH)** means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

**Physician or other licensed health care professional (PLHCP)** means an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by this standard.

**Qualitative fit test (QLFT)** means a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

**Service life** means the period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

**User Seal Check** means an action conducted by the respirator user to determine if the respirator is properly seated to the face.

## **GENERAL REQUIREMENTS**

### **Respirator Selection**

The City of Medford bases its respirator selection on the potential exposure to particulate and/or various gas and vapor contaminants. All of which can be filtered out by the respirators and cartridges chosen by the city. Departments are allowed to select the respiratory equipment necessary to protect the employees from harmful exposures. All equipment used must be compliant with OR-OSHA and meet or exceed the NIOSH requirements. If necessary, contact Risk Management for assistance with equipment selection, fit testing and employee training.

### **Medical Certification**

All Parks and Recreation employees who may be expected to, or voluntarily wish to wear a full face respirator to complete their job duties shall be certified by a Physician or other Licensed Health Care Professional prior to first use.

### **Respirator Fit Testing**

A respirator fit test is performed once a worker has properly donned the respirator and checked for any obvious gaps or leaks in the seal. The fit test is conducted while the wearer performs a series of exercises, including breathing, deep breathing, moving their

head in all directions, and talking. The qualitative procedures used is compliant with OR-OSHA testing protocols. The qualitative fit test relies on the respirator wearer to detect (by taste, smell, or feel) the test substance inside the respirator, which would indicate a leak or unacceptable fit. If an employee does not pass the fit test with the original respirator, then other styles or sizes may be used, until a proper fit is made.

Fit Testing Records shall contain the following information:

- Name of employee being tested;
- Type of test performed
- Specific make, model, style, and size of respirator;
- Date of test;
- The pass/fail results of test.

**Note:** Fit testing records shall be retained for respirator users until the next fit test is administered (annually).

### **Cleaning/Maintenance/Storage**

Proper respirator cleaning, maintenance, and storage is essential to ensure that the respirator will function properly when needed. Respirators need to be dismantled, cleaned with a disinfectant, rinsed, and air dried in a clean atmosphere. Respirators require regular inspection of the face piece, exhalation valves, and straps for wear, deterioration, and defects. If any defects are noted, the respirator shall be immediately removed from service and repaired with manufacturer's parts or replaced entirely. Respirators shall be stored in a cool, dry, and clean location free from contaminants. Air-purifying respirators at the worksite should be stored in a sealed plastic bag or a Tupperware like container. If improperly stored, the inside of the respirator may become contaminated and the chemical cartridges may continue to absorb chemicals, shortening the service life.

### **Cartridge Change Schedule**

The cartridges are immediately activated when removed from the manufacturer's packaging. The service life of the cartridge is dependent on several criterion. The cartridges are no longer acceptable for use when:

- The shelf life of the cartridge expires as indicated by the manufacturer,
- Six months after opening the cartridge package,
- The contaminant penetrates the filter so that the respirator user can detect the chemical odor,
- When breathing becomes difficult.

**Note:** Employees shall be required to write the date (Sharpie) on the cartridges immediately after opening a new pair. The cartridge shall be disposed of 6 months from the written date or as indicated by the manufacturer, which ever occurs first.

### **Employee Training**

All employees who are required to wear a respirator shall be properly trained prior to first use and annually thereafter. Training topics shall include:

- Why respirators are necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- Capabilities and limitations;
- How to inspect, don/doff, use, and seal check the respirator;

- How to recognize the medical signs and symptoms that may limit or prevent the effective use of the respirators.

**Note:** Retraining is necessary if an employee demonstrates the lack of knowledge of the training requirement, if new respiratory hazards are introduced to the workplace, or if there is a change in respirator styles or cartridges.

### **Facial Hair**

Respirators that are required to be worn, cannot be donned with facial hair that interferes with the seal. Respirator users need to be clean shaven. (Some well groomed mustaches and goatees are acceptable if the user can ensure a good seal.)

### **Communication**

Respirators can interfere with verbal communication in some work environments. Respirators are not to be removed in a contaminated atmosphere when speaking.

### **Temperature extremes**

Extreme temperatures may interfere with respirator performance. At low temperatures, a full-face respirator may fog, exhalation valves may freeze and supply-air pressure connectors may leak. Face pieces may stiffen and distort when stored at low temperatures. At high temperatures there is additional stress on the wearer, and breathing air may need cooling. Storage at extreme temperatures may distort face pieces and accelerate face piece degradation. The user of the respirator will be responsible to monitor these conditions and evacuate the area they are working in if the respirator is malfunctioning.

Parks and Recreation Department  
**SAFETY AND LOSS CONTROL PROGRAM**  
**Responsibilities**

Providing a safe and healthy work environment is a cooperative effort and the responsibility of all Departments.

The Safety and Loss Control Program has been developed to provide standards and policies that will assist the parks and Recreation Department in the prevention of accidents and injuries, while maintaining compliance with federal, state, and local governing agencies.

Working together to identify workplace hazards and develop innovative training programs is the key to a successful and accepted program. As with any program, outlining responsibilities is a necessary and important component.

**Managers and Supervisors**

- Support, and enforce the programs within the Safety and Loss Control Program,
- Establish departmental safety rules, procedures, and policies that are not identified in this program,
- Work at identifying, reducing or eliminating hazards through regular inspections and accident investigation,
- Allocate time for employee safety training,
- Utilize the services of Risk Management as needed,
- Support the efforts of the departmental safety committee by encouraging participation,
- Discuss safety issues regularly during employee and management meetings,
- Instill, by action and example, a sincere safety attitude throughout all levels of the department,
- Become familiar with OSHA regulations that govern the jobs and tasks being performed by your employees,
- Work with Risk Management during compliance audits. Assist in implementing changes, corrections, or improvements as necessary.

**Employees**

- Report all injuries and accidents to your supervisor immediately. Obtain first aid or medical treatment when necessary,
- Be familiar with the Safety and Loss Control Program as well as departmental rules, policies, and procedures,
- Ask questions if there is any concern or lack of understanding regarding safety protection, procedures, and/or policy,
- Report unsafe acts, conditions, or concerns to your supervisor,
- Do not perform any job assignment or use any heavy equipment without proper training or authorization,

- Participate in safety meetings and provide suggestions/recommendations whenever possible,
- Operate equipment in the manner in which it was intended,
- Inspect all equipment including tools, machinery, vehicles, and personal protective equipment prior to use,
- Report damaged or unsafe tools or equipment immediately. Do not attempt to repair equipment without authorization,
- Use machine guards and maintain them in good condition. Machines without adequate guards or guards in questionable condition must not be used and are to be reported to your supervisor,
- Wear personal protective equipment (PPE) when required,
- Report to your supervisor the use of medication whenever a caution or warning is provided by a pharmacist, physician, or in writing. Employees are to ensure that the use of any medication does not interfere with their ability to perform their job safely.

# HAZARD ASSESSMENT

Location:	Date:	
	By:	

SPECIFIC TASKS PERFORMED:

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HAZARDS IDENTIFIED:

<input type="checkbox"/> OVERHEAD Hazards to consider include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Suspended loads that could fall</li> <li><input type="checkbox"/> Overhead beams or loads that could be hit against</li> <li><input type="checkbox"/> Energized wires or equipment that could be hit against</li> <li><input type="checkbox"/> Employees wok at elevated site who could drop objects</li> <li><input type="checkbox"/> Sharp objects or comers at head level</li> </ul>	Hazards Identified: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
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<input type="checkbox"/> HEAD PROTECTION Hard Hat: <span style="margin-left: 100px;"><input type="checkbox"/> Yes</span> <span style="margin-left: 20px;"><input type="checkbox"/> No</span> If yes, type:	
<input type="checkbox"/> TYPE A (Impact and penetration resistance, plus low-voltage electrical insulation) <input type="checkbox"/> TYPE B (Impact and penetration resistance, plus high-voltage electrical insulation) <input type="checkbox"/> TYPE C (Impact and penetration resistance)	

<input type="checkbox"/> EYE AND FACE Hazards to consider include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Chemical splashes</li> <li><input type="checkbox"/> Dust</li> <li><input type="checkbox"/> Smoke &amp; fumes</li> <li><input type="checkbox"/> Welding operations</li> <li><input type="checkbox"/> Lasers/optical radiation</li> <li><input type="checkbox"/> Bioaerosols</li> <li><input type="checkbox"/> Projectiles</li> </ul>	Hazards Identified: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
EYE PROTECTION Safety glasses or goggles <span style="margin-left: 100px;"><input type="checkbox"/> Yes</span> <span style="margin-left: 20px;"><input type="checkbox"/> No</span> Face shield <span style="margin-left: 100px;"><input type="checkbox"/> Yes</span> <span style="margin-left: 20px;"><input type="checkbox"/> No</span>	

<input type="checkbox"/> HANDS Hazards to consider include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Chemicals</li> <li><input type="checkbox"/> Sharp edges, splinters, etc.</li> <li><input type="checkbox"/> Temperature extremes</li> <li><input type="checkbox"/> Biological agents</li> <li><input type="checkbox"/> Exposed electrical wires</li> <li><input type="checkbox"/> Sharp tools, machine parts, etc.</li> <li><input type="checkbox"/> Material handling</li> </ul>	Hazards Identified: <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
HAND PROTECTION - Gloves Chemical resistant <span style="margin-left: 100px;"><input type="checkbox"/> Yes</span> <span style="margin-left: 20px;"><input type="checkbox"/> No</span> Temperature resistant <span style="margin-left: 100px;"><input type="checkbox"/> Yes</span> <span style="margin-left: 20px;"><input type="checkbox"/> No</span> Abrasion resistant <span style="margin-left: 100px;"><input type="checkbox"/> Yes</span> <span style="margin-left: 20px;"><input type="checkbox"/> No</span> Other (Explain) <span style="margin-left: 100px;"><input type="checkbox"/> Yes</span> <span style="margin-left: 20px;"><input type="checkbox"/> No</span>	

# HAZARD ASSESSMENT

Location:	Date:
	By:
<b>HAZARDS IDENTIFIED:</b>	
<input type="checkbox"/> FEET Hazards to consider include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Heavy materials handled by employees</li> <li><input type="checkbox"/> Sharp edges or points (puncture risk)</li> <li><input type="checkbox"/> Exposed electrical wires</li> <li><input type="checkbox"/> Unusually slippery conditions</li> <li><input type="checkbox"/> Wet conditions</li> <li><input type="checkbox"/> Construction/demolition</li> </ul>	Hazards Identified:
<b>FOOT PROTECTION – Safety Shoes</b>	
Toe protection	<input type="checkbox"/> Yes <input type="checkbox"/> No
Metatarsal protection	<input type="checkbox"/> Yes <input type="checkbox"/> No
Puncture resistant	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical insulation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other (Explain)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> OTHER IDENTIFIED SAFETY AND/OR HEALTH HAZARDS	
HAZARD	RECOMMENDED PROTECTION
<input type="checkbox"/>	

I certify that the above inspection was performed to the best of my knowledge and ability based on the hazards present on this day.

\_\_\_\_\_ Signature

<b>REVIEW AND COMMENT</b>		
DATE	SIGNATURE	COMMENT
	Supervisor	
	Superintendent	
	Department Manager	
	Other	
	Safety Officer	

Parks and Recreation Department  
**SAFETY COMMITTEES**

Frequently Asked Questions

**What will I do as a committee member?**

You will be responsible to assist in coaching workers on safe work practices and helping them correct unsafe behavior or conduct periodic work group safety meetings that affect your department. Members may also assist in analyzing accidents or injuries or develop corrective actions recommendations for safety suggestions from other employees.

**Do we have to conduct inspections?**

Yes, the City safety committee is required to conduct quarterly safety inspections of City facilities. The Department Safety Committee will conduct yearly inspections of parks. These inspections will consist of site tours and documenting findings. The committee's are responsible to develop corrective action recommendations so the departments can mitigate the hazards or meet OR-OSHA compliance.

**How often are safety committees supposed to meet?**

Safety committees should meet on a monthly basis.

**What are the duties of the Committee Chairperson?**

The chairperson is responsible for keeping the meeting on track so the agenda can be completed in the allotted time. By taking time to prepare, the chairperson can ensure that the agenda is not too lengthy, and that the information and resources (people and materials) will be available.

**Will I be trained on my responsibilities as a committee member?**

Yes, you will receive the training on all aspects of membership from the Risk Management Department.

Parks and Recreation Department  
**SAFETY COMMITTEES**

**PURPOSE**

The safety committee's purpose is to assist management in creating and maintaining a safe work environment for all employees. The safety committee plays an important role and serves as a valuable communication link between employees and management on safety issues. As a safety committee member, employees may be asked by their supervisor to take part in:

- Coaching workers on safe work practices and helping them correct unsafe behavior;
- Conducting periodic work group safety meetings affecting their department.
- Helping to analyze accidents or safety suggestions from employees.

Each member has an additional responsibility to serve as an example to co-workers. Employees' attitudes are influenced by their observance of safety rules and procedures, wearing protective equipment, and making suggestions for improved working conditions and safety procedures.

Activities include not only being involved in safety matters that arise, but also participation in the ongoing safety and prevention program. This includes:

- Workplace inspections;
- Review of accidents and near-misses;
- Review of employee complaints/concerns;
- Review of occupational safety programs; and
- Review of injury and illness statistics.

**RESPONSIBILITIES**

**Risk Management**

- Assist departments in establishing safety committees,
- Support safety committees by attending each meeting,
- Offer Safety Committee Training to all safety committee members,
- Act as a liaison between committee members and management as needed,
- Train members to conduct workplace inspections,
- Motivate and encourage the development and efficiency of all safety committees.

**Managers and Supervisors**

- Allow employees to attend monthly meetings and attend training as needed,
- Encourage employee participation in safety activities,
- Understand the roles and responsibilities of safety committee members.

## **Employees**

- Attend Safety Committee Training, offered in-house or through other sources,
- Attend monthly safety committee meetings,
- Assist in conducting workplace inspections,
- Assist in the development of Accident Analysis procedures for their department,
- Work safely to set a good example for co-workers,
- Report all unsafe acts or conditions,
- Act as a liaison between fellow workers and management on safety related issues.

## **SAFETY COMMITTEE RULES**

### **Duties and Responsibilities**

The duties and responsibilities of an effective safety committee include:

- Meeting monthly except when quarterly/yearly safety inspections are performed.
- Conducting each meeting with a prepared agenda.
- Taking minutes at each meeting and retaining those records for three years.
- Posting and/or distributing the minutes to all employees.
- Making recommendations for improved workplace safety to management.
- Establishing a system to allow members to obtain safety-related suggestions, report of hazards, or other information, directly from all persons involved in the operation of the workplace.
- Conducting quarterly/yearly workplace inspections.

### **Training**

All safety committee members shall be trained at a minimum in:

- Safety committee purpose and operation,
- Hazard Identification,
- Accident Investigation.

### **Safety Inspections**

The committee is responsible for regular review of the safety programs, work conditions, and work procedures. This includes regular workplace inspections to identify hazards arising from the work conditions or practices and to ensure that established safety procedures and programs are being followed. If the committee identifies safety deficiencies, these should be brought to the attention of the supervisor so that corrective action can begin. Park inspections should take place once per year. A written recommendation identifying the hazards and suggesting corrective action should be presented to management.

Parks and Recreation Department  
**TOOL SAFETY PROGRAM**

Frequently Asked Questions

**What hazards could I encounter while using a portable powered tool?**

Employees who use hand and portable power tools may be exposed to falling or flying debris, or exposed to harmful dusts, fumes, mists, vapors, or gases. Other hazards could include electrical, mechanical, physical exertion, or equipment malfunction, all of which could lead to an injury or illness.

**How do I protect myself from the hazards?**

There are several things you can do to protect yourself when working with powered hand tools. Among them are keeping all tools in good working condition and selecting the right tool for the job. Employees should also examine each tool for damage before each day's use; operate according to the manufacturer's instructions, and wear the proper personal protective equipment as necessary.

**What do I do if my tools are not in good working condition?**

If you discover the tools that you are using are not in a safe working condition, you should immediately pull them out of service and notify your supervisor. The tool should either be repaired by a qualified individual or replaced with a new tool.

**What are the hazards associated with electric hand tools?**

The main concern with portable electric powered hand tools is the electrocution potential. All power cords and ground plugs need to be in good condition and a ground fault circuit interrupter should be used when feasible. Also, as with all tools, the energy source should be isolated by unplugging or locking out the equipment prior to a tool change or other service related activity.

**Will I receive training on this program?**

Yes, you will receive training initially and refresher training as needed or as the program changes.

Parks and Recreation Department  
**TOOL SAFETY PROGRAM**

**PURPOSE**

To establish policies and procedures to minimize the risk of an employee sustaining injury due to unsafe use of hand and portable power tools.

**RESPONSIBILITIES:** Employees and employers have a responsibility to work together to establish safe working procedures. If a hazardous situation is encountered, it should be brought to the attention of the proper individual immediately.

**Managers and Supervisors**

- Provide correct tools for assigned tasks,
- Ensure tools are maintained and stored safely,
- Provide employee training,
- Provide for equipment repair or replacement.

**Employees**

- Follow proper tool safety guidelines,
- Report tool deficiencies and malfunctions,
- Properly store tools when work is completed.

**GENERAL SAFETY PRECAUTIONS**

Hazards involved in the use of portable power tools can be prevented by following five basic safety rules:

- Keep all tools in good condition with regular maintenance,
- Use the right tool for the job,
- Inspect each tool for damage before use,
- Operate according to the manufacturer's instructions,
- Provide and use the proper protective equipment.

Safety requires that floors be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools. Around flammable substances, sparks produced by iron and steel hand tools can be a dangerous ignition source. When possible spark-resistant tools made from brass, plastic, aluminum, or wood shall be used.

**HAND TOOLS:**

Hand tools are non-powered. They include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper care or maintenance.

- Using a screwdriver as a chisel may cause the tip of the screwdriver to break and fly, hitting the user or other employees,
- If a wooden handle on a tool such as a hammer or an axe is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another worker,

- A wrench shall not be used if its jaws are sprung causing slippage,
- Impact tools such as chisels, wedges, or drift pins are unsafe if they have mushroomed heads. The heads might shatter on impact, sending sharp fragments airborne,
- Employers should caution employees that saw blades, knives, or other tools be directed away from aisle areas and other employees working in close proximity,
- Dull tools can be more hazardous than sharp ones.

### **POWER TOOL PRECAUTIONS:**

Power tools can be hazardous when improperly used. There are several types of power tools, based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and powder-actuated. Employees should be trained on power tools use to understand the potential hazards as well as the safety precautions to prevent injuries from occurring.

The following general precautions should be observed by power tool users:

- Carrying portable power tools by the cord or hose is prohibited,
- Firmly grasp the plug end or hose coupler to remove from power source,
- Keep cords and hoses away from heat, oil, and sharp edges,
- Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits and cutters,
- All observers should be kept at a safe distance away from the work area,
- Secure work with clamps or a vise, freeing both hands to operate the tool,
- Avoid accidental starting. The worker should not hold a finger on the switch button while carrying a plugged-in tool,
- Tools should be maintained with care and should be kept sharp and clean for the best performance. Follow instructions in the user's manual for lubricating and changing accessories,
- Ensure adequate footing and balance while operating power tools,
- The proper apparel should be worn. Loose clothing, ties, or jewelry can become entangled in moving parts.
- All portable power tools that are damaged shall be removed from use and tagged with appropriate markings,
- Notify Supervisor for replacement or repairs.

### **Guards**

Moving parts of a power tool need to be safeguarded. For example, belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded if such parts are exposed. Guards, as necessary, should be provided to protect the operator and others from the following:

- Point of operation,
- In-running nip points,
- Rotating parts,
- Flying chips and sparks. Safety guards shall never be removed while tool is being used. For example, portable circular saws must be equipped with guards. An upper guard must cover the entire blade of the saw. A retractable lower guard must cover the teeth of the saw, except when it makes contact with the work

material. The lower guard must automatically return to the covering position when the tool is withdrawn from the work.

### **Safety Switches**

The following hand-held portable powered tools must be equipped with a momentary contact "on-off" control switch: drills, tappers, fastener drivers, horizontal, vertical and angle grinders with wheels larger than 2 inches in diameter, disc and belt sanders, reciprocating saws, saber saws, and other similar tools. These tools also may be equipped with a lock-on control provided that turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

The following hand-held portable powered tools may be equipped with only a positive "on-off" control switch: Platen sanders, disc sanders with discs 2 inches or less in diameter; grinders with wheels 2 inches or less in diameter, routers, planers, laminate trimmers, nibblers, shears, scroll saws and jigsaws with blade shanks ¼-inch wide or less. Other hand-held powered tools such as circular saws having a blade diameter greater than 2 inches, chain saws, and percussion tools without positive accessory holding means must be equipped with a constant pressure switch that will shut off the power when the pressure is released.

### **PORTABLE ELECTRIC POWER TOOLS**

Employees using electric tools must be aware of several dangers; the most serious is the possibility of electrocution. Among the chief hazards of electric-powered tools are burns and shocks which can lead to injuries or heart failure. Under certain conditions, small amounts of current can result in fibrillation of the heart. A shock also can cause the user to fall off a ladder or other elevated work surface. To protect the user from shock, tools must either have a three-wire cord with ground and be grounded, be double insulated, or be powered by a low-voltage isolation transformer. Three-wire cords contain two current-carrying conductors and a grounding conductor. One end of the grounding conductor connects to the tool's metal housing. The other end is grounded through a prong on the plug. Removing the ground plug is prohibited. Double insulation is more convenient. The user and the tools are protected in two ways; by normal insulation on the wires inside, and by a housing that cannot conduct electricity to the operator in the event of a malfunction. These general practices should be followed when using electric tools:

- Electric tools should be operated within their design limitations,
- Gloves and safety footwear are recommended during use of electric tools,
- When not in use, tools should be stored in a dry place,
- Electric tools should not be used in damp or wet locations,
- Work areas should be well lighted.

### **Powered Abrasive Wheel Tools**

Powered and abrasive grinding, cutting, polishing, and wire buffing wheels create special safety problems because they may throw off flying fragments. Before an abrasive wheel is mounted, it should be inspected closely and sound- or ring-testing to be ensure the wheel is free of cracks or defects. To test, wheels should be tapped gently with a light

non-metallic instrument. An undamaged wheel will give a clear metallic tone or "ring." If not, the wheel shall not be used. The wheel should fit freely on the spindle with the spindle nut tightened to hold the wheel in place, without distorting the flange. Follow the manufacturer's recommendations. Care must be taken to assure that the spindle wheel will not exceed the abrasive wheel specifications. Due to the possibility of a wheel exploding during start-up, employees should never stand directly in front of the wheel as it accelerates to full operating speed.

### **Bench Grinders**

The tongue guard on a bench grinder shall be adjusted to within ¼ inch from the abrasive wheel. The rest plate shall be adjusted within 1/8 inch from the abrasive wheel. In addition, when using powered grinders always wear appropriate PPE and turn off when not in use.

### **Pneumatic Tools**

Pneumatic tools are powered by compressed air and include chippers, drills, jack hammers, tampers, and sanders. There are several dangers encountered in the use of pneumatic tools. Key safety points when using pneumatic tools include the following:

- Ensure hose connectors are in good condition and functioning properly,
- A safety clip or retainer must be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel,
- When feasible, set up screens or other protective means to prevent nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills,
- Compressed air guns should never be pointed toward anyone,
- "Dead-ending" the tool is prohibited.

**HYDRAULIC POWER TOOLS:** The fluid used in hydraulic power tools must be an approved fire-resistant fluid and must retain its operating characteristics at the most extreme temperatures to which it will be exposed. The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be exceeded.

**JACKS:** All jacks - lever and ratchet jacks, screw jacks, and hydraulic jacks - must have a device that stops them from jacking up too high. Also, the manufacturer's load limit must be permanently marked in a prominent place on the jack and should not be exceeded. A jack should never be used to support a lifted load. Once the load has been lifted, it must immediately be blocked up. Use wooden blocking under the base if necessary to make the jack level and secure. If the lift surface is metal, place a 1-inch-thick hardwood block or equivalent between it and the metal jack head to reduce the danger of slippage. To set up a jack, make certain of the following:

- The base rests on a firm level surface,
- The jack is correctly centered,
- The jack head bears against a level surface,

- The lift force is applied evenly.

Proper maintenance of jacks is essential for safety. All jacks must be inspected before each use and lubricated regularly. If a jack is subjected to an abnormal load or shock, it should be thoroughly examined to make sure it has not been damaged. Hydraulic jacks exposed to freezing temperatures must be filled with an adequate antifreeze liquid.

### **EMPLOYEE TRAINING**

Employees shall be trained on this program initially as they are hired. Refresher training will be offered by the Parks and Recreation Department at least every 3 years or as the program changes and updates are made.

Parks and Recreation Department  
**VEHICLE SAFETY PROGRAM**

Frequently Asked Questions

**What do I do if my vehicle is in an unsafe condition?**

Vehicles shall be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle shall be immediately placed out of service. When a vehicle is placed out of service, the appropriate supervisor and Fleet Maintenance is to be notified. The vehicle shall not be returned to service until repair is verified by the Fleet Maintenance Shop.

**Can I leave my vehicle unattended while fueling?**

No. A vehicle is never to be left unattended while fueling.

**Can I haul passengers in a vehicle that is designed for one person?**

No, passengers are only allowed if safe riding provisions such as seats and safety belts are present. If other restraints are provided, they shall be used as intended by the manufacturer whenever the vehicle is under way. Riding on a pickup tailgate, trailer hitch or tongue, or the bed of a flatbed or dump truck is prohibited, even for a few feet.

**What safety equipment should we have in our vehicles?**

Each fleet vehicle shall have a serviceable fire extinguisher and well-stocked first aid kit. The extinguisher shall be securely stowed but accessible by the operator. Monthly checks are required for all fire extinguishers. First aid kits shall be restocked when needed, and inspected for contents at least quarterly.

**Can I use my cell phone while driving a city owned vehicle?**

Except for personnel who operate emergency equipment, use of any cell phone while operating a vehicle on City business is not permitted. Use of a cell phone includes activating or deactivating the telephone, dialing, answering, conversing, and sending or receiving email or text messages. Employees are to pull over to the side of the road and stop the vehicle in order to use the cell phone.

# Parks and Recreation Department VEHICLE SAFETY PROGRAM

## PURPOSE

The purpose of this program is to establish safe practices and procedures for the use and maintenance of all City of Medford owned motor vehicles and industrial related equipment.

## RESPONSIBILITIES

### Risk Management

- Maintain active insurance policies on all department vehicles,
- Assist in accident analysis when appropriate,

### Managers and Supervisors

- Provide or coordinate necessary training for authorized employees and supervisors,
- Ensure that department vehicles are maintained in a safe condition,
- Allow only authorized and trained employees to operate department vehicles,
- Allow time to complete necessary training; Defensive Driving, Safe Fueling, Accident Reporting,
- Immediately remove from service any vehicle with any safety defect, and notify Fleet Maintenance,
- Enforce the requirement for safety check and/or pre-trip inspection of each department vehicle prior to its use each shift.

### Employees

- Maintain proper drivers license as required by the City
- Operate department vehicles in a safe, responsible manner and obey all traffic laws,
- Participate in driver training programs when required,
- If required to maintain a CDL, participate in the City substance-testing program,
- Ensure all vehicle occupants use seatbelts and other available restraints before driving vehicle,
- Follow safe fueling procedures,
- Conduct safety check and/or pre-trip inspection prior to first use,
- Immediately report any safety defects or vehicle problems to your supervisor or Fleet Maintenance,
- Report use of all prescription medication that may affect driving ability, and not operate any vehicle under the influence of medication which may cause drowsiness or other impairment.

## **GENERAL OPERATION OF VEHICLES**

- Yield to all emergency vehicles,
- Drivers of vehicles are required to stop at blind crossings and corners where necessary for safe operation and shall not overtake and pass other vehicles at intersections, blind spots, curves, and other dangerous locations,
- It is prohibited to manually tow or push a disabled vehicle,
- No vehicle shall be loaded beyond its safe operating capacity, and all loads shall be stable, secured, and well-balanced,
- Vehicles being loaded must have wheels properly blocked, in addition to having brakes set to prevent movement of vehicles,
- When vehicles are parked, the parking brake shall be set. The wheels of vehicles parked on an incline where the risk of rolling exists, tires shall be chocked,
- All equipment left unattended in the right-of-ways at night, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the Equipment,
- Operators of city vehicles are prohibited from driving up to anyone standing in front of a stationary object.

## **VEHICLE MAINTENANCE**

Vehicles shall be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle shall be tagged out of service. When a vehicle is placed out of service, the appropriate supervisor and Fleet Maintenance Shop are to be notified.

The vehicle shall not be returned to service until repair is verified by the Fleet Maintenance Shop.

Vehicle operators and supervisors must ensure that vehicles assigned to them are delivered to the Fleet Maintenance Shop for scheduled maintenance. Department vehicles are to receive regular maintenance and a mechanical inspection. Maintenance records are maintained by Fleet Maintenance.

Work that cannot be performed in the City fleet shop will be sent to a qualified vendor recommended by the Fleet Manager.

## **VEHICLE SAFETY CHECK**

Prior to each first daily use the driver shall perform a check of the vehicle for proper operation of the following safety features, as applicable:

- Horn
- Backup warning (if equipped)
- Head, tail, and signal lights
- Windshield wipers
- Tire inflation (visual check)
- Brakes
- Steering control
- Mirrors

- First aid kit
- Fire extinguisher
- Broken or damaged glass

## **FUELING**

The card-lock fueling facility shall be used only by employees who have completed the safety training provided by the Fleet Maintenance department. All instructions at the fueling facility posted on or near the fuel pumps shall be followed.

A vehicle is never to be left unattended while fueling. The operator shall know where the emergency shut off are before beginning to fuel the vehicle.

The nozzle should be in contact with the fueling port while filling to eliminate the risk of static discharge.

Only UL approved closed safety containers no larger than five gallons shall be used for transporting fuel. An exception is if an appropriate tank has been affixed to the bed of a Class C vehicle (pickup, flatbed, or other open-body truck) for the purpose of hauling fuel to a work site. The five-gallon container should be set on the ground to fill, not left in the back of the vehicle. The filled fuel containers are to be stowed outside of the passenger compartment as far from the passengers as possible. Fuel containers and other cargo shall be secured to prevent tipping and sliding during transit.

## **TRAILERS AND EQUIPMENT**

It is prohibited to use a department vehicle to tow any trailer that exceeds the tow rating of the vehicle and hitch coupler. Proper coupling devices shall be used, with safety chains or cables that comply with all manufacturers' specifications and applicable OR OSHA rules.

Perform safety inspection of trailer prior to use (tire inflation, lights, connections, safety chains). Do not load trailer beyond its posted capacity and ensure the load is secure and stable, and in compliance with appropriate DOT rules.

All department employees towing trailers will receive training in the departments trailer towing safety program.

## **GENERAL VEHICLE SAFETY**

All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.

**Passenger Provisions**—Passengers are only allowed if safe riding provisions have been made. Safe provisions include seats and safety belts for all seats in the vehicle. If other restraints are provided, they shall be used as intended by the manufacturer whenever the

vehicle is under way. Riding on a pickup tailgate, trailer hitch or tongue, or the bed of a flatbed or dump truck is not allowed, even for a few feet.

**Cargo**—Cargo should be separated from the passenger compartment whenever possible. In the case of a van, SUV, or station wagon, a cage, cargo net, or other means to secure the load from entering the passenger area recommended. Cab shields, canopies, or bulkheads are required in vehicles that carry heavy items loaded by cranes, loaders, or similar equipment.

**Accessibility for Inspection, Maintenance, and Utility**—All accessible areas of the vehicle should be within reach with the aid of ladders, handholds, steps, and/or grab bars. Anyone using such aids should maintain a three-point contact with the climbing aid at all times; either two hands and one foot, or two feet and one hand. Drivers and passengers are to enter and exit the cab facing the vehicle.

**Housekeeping**—All department vehicles shall be kept in a clean and sanitary condition. Trash shall be collected in a suitable receptacle and emptied regularly. No items shall be left on the floorboard where they may impede the driver's ability to safely operate foot pedals. No items shall be left loose in the cab which could fly around in the event of a crash or sudden stop.

**Parking**—The parking brake shall be engaged whenever the vehicle is parked. Tire chocks shall be used while loading and unloading the vehicle when parked on an incline, or when necessary to prevent movement of the vehicle. If a department vehicle must be left along a public roadway after hours, it shall be made visible with the use of the following: lights, reflectors, or barricades equipped with lights or reflectors.

**Backing**—Backing a vehicle is an inherently hazardous maneuver and should be avoided when possible. When backing is unavoidable, first walk around the vehicle to look for obstacles. Make sure side and rearview mirrors are adjusted to minimize the blind spot. In a vehicle with limited rear view, a spotter shall be used and, and when required, the vehicle shall be equipped with an audible backing alarm.

**Safety Equipment**—Each fleet vehicle shall have a serviceable fire extinguisher and well-stocked first aid kit. The extinguisher shall be securely stowed but accessible by the operator. Monthly checks are required for all fire extinguishers. First aid kits shall be restocked when needed, and inspected for contents at least quarterly. Recommended items for first aid kits include the following:

**Distractions**—Distractions such as eating, drinking, applying makeup, and reading is prohibited while driving. The route of travel should be decided upon prior to getting under way. Allow sufficient time to safely reach your destination.

**Cell Phones** - Except for personnel who operate emergency equipment, use of any cell phone while operating a vehicle on City business is not allowed. Use of a cell phone includes activating or deactivating the telephone, dialing, answering, conversing, and

sending or receiving email or text messages. Employees are strongly encouraged to pull to the side of the road and stop the vehicle to use the cell phone. Employees who have occasion to use a cell phone while driving on City business are expected to use a hands free device. This applies whether the cell phone is hand-held or hands-free and whether or not it is owned by the City.

Two-way radios are easier to use than cell phones, but are still a distraction. The radio should be set for channel and volume prior to driving. If the driver must use the radio, the handset should be within easy reach. If there are two people in the vehicle, the passenger should operate the radio whenever possible. Radio transmissions should be kept to a minimum, and all protocol and on-air courtesy observed.

### **VEHICLE MODIFICATIONS**

Modifications or additions to city vehicles are prohibited unless granted permission by Fleet Maintenance. Modifications and additions which affect load capacity and safe operation of a vehicle shall be performed only under the direction of the manufacturer or authorized supplier. Only accessories made by the manufacturer of the vehicle, or authorized for use by the manufacturer shall be used. Nameplates and required marking, such as rated capacity, need to be conspicuous and legible. Exceeding the rated capacity of a cargo or utility vehicle is prohibited. If rollover protection is required for a specific vehicle, it must meet all criteria in the OR-OSHA rule for installation, placement, and capacity.

### **ACCIDENT REPORTING**

If City of Medford employees are involved in a vehicle motor accident the following protocol shall be implemented.

1. When conditions permit, move to the shoulder or other safe area to prevent further damage or injury.
2. Call for Police (9-1-1 for injuries or Non-emergency 541-770-4783)
3. Call your immediate Supervisor
4. Check with other party involved and ask if Okay.
5. Administer First Aid if necessary and you are properly trained.
6. Complete the City of Medford Accident Report and the Oregon State DMV form within 24 hours.
7. Each vehicle shall have a yellow envelope in the glove box and shall include the following information:
  - Vehicle Registration
  - Insurance Card

### **TRAINING**

All employees authorized to operate department vehicles will participate in initial and refresher driver safety training at least every three years that will include:

- Defensive driving

- Vehicle inspection
- Accident reporting and investigation procedures
- Hazardous weather driving
- Procedure for removing an unsafe vehicle from service
- Safe fueling at card-lock and other facilities