

TOWN of PERINTON



SAFETY MANUAL

Town of Perinton Safety Committee

Safety Coordinator

Greg Seigfred

Senior Staff Overseeing Committee

Jason Kennedy

John Kenrick

Jim Spencer

Stacey Piddisi

Dillon Dayton

Jeff Myers

Jeff Nutting

Brian Dick

Jen West

Committee Members

Animal Control

Perry Stolt

Highway

David VanThof

Sam Pittinaro

Leo Pipech

Parks

Mike Lioudis

Dan Frederes

Recreation

Jeff Ackerman

Scott Allen

Sewer

Bill Oakes

Chris Mascari

Town Hall

Greg Seigfred

John Overacker

Town of Perinton

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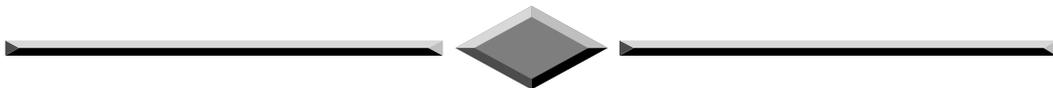
Appendices

Appendices

Town of Perinton



SAFETY AND HEALTH MANUAL



This manual is authorized to:



Version 1.0
2012



TOWN OF PERINTON

1350 TURK HILL ROAD, FAIRPORT, NEW YORK 14450-8796 ☐ 585-223-0770
www.perinton.org FAX ☐ 585-223-3629

SUPERVISOR

January, 2012

Dear Fellow Employee:

The Town of Perinton considers our employees to be our most valuable asset. Therefore, your safety is our greatest responsibility.

This safety manual contains the safety and health policies to be implemented and followed by all Town employees. They represent the best information currently available regarding safety. As new information becomes available, it will be incorporated.

Keep in mind that this safety manual is not all-inclusive and can never be completely comprehensive. Each employee must take responsibility for creating a safe working environment for themselves and their co-workers. Take a look at the job at hand before performing it to ensure that it can be completed safely. If you have concerns, contact your immediate supervisor. Safety must be our main priority.

The Town of Perinton's Safety Committee, made up of employees from throughout our workforce, is responsible for coordinating the accident prevention efforts of all departments. Teamwork in this safety initiative is imperative. Their goal is to work with you to create a safe work environment for all.

It is everyone's responsibility to know, understand and follow the safety rules that have been incorporated within this safety manual. Through common sense, vigilance and adherence to these policies, a safe work place can be created and maintained for us all.

Your cooperation is appreciated.

Yours,

James E. Smith
Supervisor

A-2

GENERAL SAFETY

A-2.1 - Expectation

It is the goal of the Town of Perinton to create and maintain the safest work environment practical for all of our employees. This effort only starts with this safety manual. An essential part of the success of this safety initiative will be that all employees develop the highest regard for their own personal safety and the safety of others.

A-2.2 - Communication

Employees are encouraged to communicate comments or concerns that may enhance this manual. Involvement and enthusiasm of the employee will maintain the highest level of safety for themselves and their co-workers. The Safety Coordinator and the Safety Committee shall review every safety and health suggestion for inclusion in the manual. This will ensure that all aspects of the work place or work habits are adequately considered for inclusion.

New employees will receive safety orientation training on their first day of employment and before beginning any work for the Town of Perinton.

A-2.3 - Duties

It is the personal responsibility of all employees working in the Town of Perinton to know the safety rules and how to prevent accidents.

In the context of safety each work site or work activity differs only in required safety procedures and individual duties toward implementing these procedures. With respect to individual roles in this safety initiative every employee will have specific duties to ensure that this program is a success. These duties are outlined in Section *A-3 Duties*.

Supervision made reference to throughout the safety and health manual shall be defined as:

- The lead person who has overall authoritative control of a Department or Departments
- A designated lead person who has control over selected employees.
- Forepersons and / or supervising employee.

A-3 **DUTIES**

A-3.1 - Expectation

Every employee has a responsibility toward their own personal safety and the safety of others. The following outlines the duties towards the Town's safety initiative and responsibility for them.

A-3.2 – Safety Committee

The Safety Committee is an essential part in any successful safety program. The Safety Committee is established to serve the following functions:

- **Central Focus** – The Committee is designed to allow the Town of Perinton to take an overall look at safety requirements and to foresee problems that might otherwise cause difficulties.
- **Sounding Board** - The Committee is a visible and approachable body for complaints and suggestions.
- **Central Coordination** – The Committee shall coordinate all safety efforts and training activities.
- **Accident Review** – The Committee shall review accidents and incidents to determine what further actions shall be initiated.

Members

The Safety Committee consists of employees as defined in the beginning of this manual. The Safety Committee shall include employee representation, a Safety Coordinator, Supervision and top management.

Safety Committee Goals

The Safety Committee shall encourage safety awareness. Employees shall be encouraged to get actively involved in the safety program which will help motivate employees to follow sound safety practices. The Safety Committee / employee relationship must be maintained to provide a feedback mechanism to identify and correct actual or potential safety hazards at the earliest stage.

Safety Committee Role

The role of the Safety Committee shall include:

- *Setting a good example* - Committee members must consistently demonstrate safe work habits and a positive attitude regarding safety.

- *Maintaining the Safety and Health Manual* – The Safety Committee shall maintain the Town of Perinton Safety and Health Manual for compliance and effectiveness in its use and understanding.
- *Report unsafe conditions* – All unsafe acts and conditions shall be immediately reported to Supervision and management. The Safety Committee members will review, report and act on unsafe actions and conditions and their corrective actions with direct supervisory and employee involvement.
- *Schedule regular safety inspections* – The Safety Committee has designated the Safety Coordinator to perform safety inspections. In some cases the Safety Committee shall designate an independent inspection committee. This committee will additionally consist of employees who know the work practices within a specific work area and the associated inherent hazards.
- *Accident Investigations* - The Safety Committee shall review all accidents, including near misses, and make recommendations to management. The Safety Committee will work jointly with Supervision and review Supervision’s accident report to find causes of accidents.
- *Meet on a regular Schedule* - Safety meetings will be held on a monthly basis or as safety concerns dictate a need.
- *Establish Annual Goals* – Safety and Health goals and objectives shall be formulated on a regular basis. Goals and objectives will ensure the committee has particular safety concerns that will be addressed.

A-3.3 - Safety Coordinator

The Safety Coordinator, acting on behalf of the Town of Perinton Safety Committee, has the responsibility for implementation and interpretation of safety policies. Through cooperative efforts a safe working environment can be maintained.

The Safety Coordinator will:

- A.) Uphold the intent of the safety and health program and work with Supervision to assure its efficient use;
- B.) Conduct safety meetings and oversee regular safety training for all employees;
- C.) Coordinate and verify completion of periodic safety inspections of the Town’s facilities;
- D.) Provide technical safety and health information;

- E.) Provide review of new tasks not included within the safety manual and provide recommendations as to conducting these tasks in a safe manner,
- F.) Investigate all accidents and report them to the Safety Committee and follow up with documentation of corrections, compliance, and effectiveness of training;
- G.) Cease any work activity which is judged to be a potential hazard;
- H.) Represent the Town of Perinton relating to interaction of Federal, State and Local matters;
- I.) Oversee coordination of outside contractors with departments and Supervision to ensure compliance with these safety regulations; and
- J.) Maintain safety and health postings, signage and notices.

A-3.4 – Supervision

Supervision, also recognized as the lead person, is responsible for the implementation of the safety program within their respective work area or department. This responsibility includes providing a safe work environment, free of imminent or obvious safety hazards, equipping employees with appropriate safety equipment and enforcement of the safety policy.

To achieve this end Supervision will:

- A.) Promote an attitude of cooperatively thinking safety and hazard prevention. Act on observations where an employee may not be qualified or able to perform assigned tasks safely;
- B.) Make inspections of all work areas to insure that imminent or obvious safety hazards have been adequately eliminated and to evaluate compliance. Implement corrective measures resulting from safety inspections;
- C.) Act on the report of any unsafe work condition made by an employee and if this condition cannot be appropriately corrected stop the activity and seek the advice of the Safety Coordinator;
- D.) Promote and ensure adequate safety communications;
- E.) Require that all employees properly and regularly utilize their personal protective equipment;

- F.) Assist the Safety Coordinator in the investigation, review and report of all injuries, accidents or equipment damage (including near misses) and initiate corrective measures. Investigating and reporting on near miss accidents shall set “No Blame”. See *Accident Investigation Section H-2*; and
- G.) Enforce safety and health compliance with Federal, State and other safety agencies having jurisdiction over the facilities.

A-3.5 - Employee

Every employee has the duty to him/ herself for conducting their daily work activities in a safe manner, avoid safety hazards and properly utilize personal protective equipment. Through the cooperative efforts of employees, Supervision and in conjunction with the policies of this manual, a safe work environment can be maintained. However all is for naught if each employee does not develop an attitude toward keeping themselves safe and looking out for the safety of others around them.

All employees will:

- A.) Be knowledgeable in and abide by all of the rules and regulations including, but not limited to the applicable OSHA/PESH standards and the Town of Perinton safety and health program;
- B.) Apply this knowledge and training as well as common sense toward each work activity;
- C.) Properly utilize and maintain required personal protective equipment. Notify Supervision if the proper personal protective equipment is not available or if it is in need of repair;
- D.) Learn to identify obvious or potential safety hazards in your workplace and immediately notify Supervision of these conditions;
- E.) Immediately report any accident or injury to Supervision;
- F.) Cooperate with the OSHA/PESH compliance officer conducting an inspection regarding inquiries towards safety and health conditions in the workplace; and
- G.) Read and understand the responsibilities and rights under the OSHA Safety and Health Poster.

A-4

GENERAL WORKPLACE SAFETY

A-4.1 - Expectation

To serve as the Town of Perinton rules for general workplace safety.

A-4.2 - Duty

It is the personal responsibility of all employees working in the Town of Perinton's workplaces to know the safety rules and how to prevent accidents.

A-4.3 - Operation - General

- A. No smoking in Town buildings or in own vehicles
- B. Employees shall always use handrails on stairways.
- C. Chairs, wastebaskets, cords, and other articles shall not be left in aisles or where they may create a tripping hazard.
- D. Open doors slowly to avoid striking someone on the other side.
- E. Use caution when coming to a blind corner.
- F. Unattended desk drawers, cabinet doors and files shall not be left open.
- G. Keep work areas cleaned and orderly
- H. Keep aisles clear at all times. Unobstructed access shall be maintained to exits, stairways, fire equipment and other emergency equipment.
- I. Defective electrical cords shall be removed from service, reported and replaced.
- J. Use extension cords properly and only on a temporary basis. Do not overload electrical outlets.
- K. Large boxes or bundles shall be moved by a hand truck, or unpacked and broken down for individual delivery.
- L. Water, oil or other substances spilled on floors shall be cleaned up at once.
- M. Employees shall not stand on boxes, chairs or other makeshift supports. Only approved ladders or other designated supports shall be used to reach high locations.
- N. Used pressurized containers, fluorescent light tubes, broken glass or other sharp objects shall be wrapped and identified for safe disposal.
- O. Know the emergency evacuation routes and exits.
- P. Report all defective equipment, lights and furniture promptly.
- Q. If your duties require you to go into other areas or work sites outside of the office, know all the safety precautions required for that area.
- R. Know the locations of first aid kits, fire extinguishers, MSDS files, AEDs, their contents and correct use.
- S. Obey all posted signs and directions.

A-4.4 - Equipment

- A. Do not use any machine that you have not been authorized to use.
- B. If a machine guard is removed temporarily, replace it before turning machine back on.

- C. Keep hands, hair and loose clothing away from moving parts of machines. Long hair must be tied back when using a machine with exposed moving parts.
- D. Verify equipment you are using is grounded. Keep in mind visual inspection does not assure grounding.
- E. Report all malfunctions or potentially hazardous conditions to the supervisor immediately. Place a sign on the machine to indicate that it is out of order and unsafe.
- F. Before using office machinery, check the position. Make sure computers, printers, adding machines, and the like, are firmly positioned.
- G. Be sure that all equipment is placed so its proper ventilation is not restricted.

A-4.5 - Preventing Cuts and Punctures

- A. Keep scissors and letter openers in a separate compartment of a drawer.
- B. Keep fingers away from the point of operation.
- C. Secure safety latch of paper cutter when not in use.
- D. It is recommended to use rubber finger guards when working with stacks of paper.
- E. It is recommended to use a sponge or sealing device to moisten stamps and envelopes.

A-4.6 - File and Storage Cabinets

- A. Only one drawer in a file cabinet section shall be opened at a time. Use handles on drawers, doors and safes when opening and closing them.
- B. Avoid overloading top drawer to prevent over balancing.
- C. Close file drawer immediately if not using it. Close drawers gently.

A-4.7 - Video Display Terminals

- A. Position display screens at an angle that reduces glare.
- B. Adjust chairs to a comfortable position to prevent fatigue.
 - Feet should be flat on the floor or on a foot rest,
 - Back of knee should be slightly higher than the seat to allow blood to circulate in the legs and feet.
 - Chair should provide lower back support but allow for movement and variations of position.
- C. Lighting should be bright enough to read text and a video screen but not to glare.
- D. Change position frequently, including getting up and walking around.

A-4.8 - Repetitive Motion

- A. Perform appropriate exercises routinely to reduce repetitive motion problems.
- B. Computer keyboards shall be slightly higher than the elbows when arms are held relaxed by the side. Keep the wrists straight and use only finger motion to strike keys. Move entire hand to complete multiple keystrokes. Use a light touch. For further information see *Section D-8 Ergonomics*.

A-5
DISCIPLINARY POLICY

A-5.1 - Expectation

The safety and well being of our employees is the number one priority of the Town of Perinton. To accomplish this, each employee is responsible to follow all safety rules and regulations of the Town of Perinton as well as those mandated by Federal, State and Local government.

A-5.2 - Duty

It will be the duty of Department Heads, Department Foreman or the supervising employee to take disciplinary action for safety policy violations of employees under their jurisdiction. Management and the safety committee will periodically review this disciplinary policy as to its use and effectiveness.

A-5.3 - Disciplinary Procedure

As a result of the first violation of a safety policy the employee will receive a verbal warning from supervision. This will be followed up with a review of the violated safety policy. Verbal warning shall be documented for possible reference at a later date.

As a result of a second violation the employee will receive a written warning that is to be placed on file with the Personnel Department and in the employee personnel file. This written warning will reference the original documented verbal warning. This second warning will be followed up with additional review of the violated safety policy with management and supervision.

As a result of a third violation the employee will receive a written warning and be subject to suspension from work without pay following a meeting with the Department Head. This written warning will be placed on file with the Safety Coordinator and Personnel Department and in the employee personnel file. Upon return to work, this third violation will be reviewed by the Safety Coordinator, supervision, and the employee to determine why prior corrective action has not worked.

Consistent or willful violations of Town of Perinton safety policies will be viewed as grounds for termination. Any termination proceedings will be done under direction of the Personnel Department.

A-5.4 - Supervision Duties

Supervision will be judged by the same rules as the employees under their supervision. Because supervision has the duty of safety stewardship for the department, the supervisor will bear the responsibility for overall safety conditions of the department.

The Safety Coordinator will coordinate and insure completion of random inspections of departments. If this inspection reveals a lack of commitment to Town of Perinton safety rules, supervision will be issued a written warning and a copy will be given to the Department Head for appropriate action.

Once an employee has notified supervision of an unsafe condition or practice the supervisor will take action, within a reasonable period of time dependent upon nature of concern, to correct the condition, modify the practice or refer the matter to the Safety Committee for consideration.

Failure on the part of the supervisor to take corrective measures recommended by management or act on unsafe conditions noted by employees, within a reasonable period of time, shall be considered insubordinate and cause for disciplinary action. It is required that management undertakes any disciplinary action.

Management shall effect appropriate follow-up and disciplinary action with supervision. Among other things, safety is one element in completing an annual performance appraisal for each supervisor.

A-5.5 - General

This disciplinary action policy allows for the immediate suspension, removal or termination of an employee from any work area or department of Town of Perinton whose behavior constitutes a serious violation.

A-6
SAFETY MEETINGS

A-6.1 - Expectation

The Town of Perinton shall hold regular safety meetings in order to provide information to employees so as to maintain a safe working environment.

A-6.2 - Duty

The safety committee shall meet on a monthly basis and focus on accident prevention problems and safety needs. See *Section A-3 Duties* for further information.

The safety committee consists of the Safety Coordinator, Supervision and designated employees who are in turn responsible for safety communications with the employees under their jurisdiction. Employee safety meetings will be held as needed based on area compliance. Employees should always communicate safety concerns directly to their immediate Supervision.

Management guidance and participation is required for effectiveness of the safety program and methods in order to enlist and maintain employee interest and compliance.

Reference the *Safety Committee Roster* found at the beginning of this manual for the specific names of the Safety Committee and the Safety Coordinator.

A-6.3 – Operation

A-6.3a - Safety Committee Meeting

- A. During the meeting, safety will be the only subject discussed. Concerns of employees, revised training needs, new work tasks, suggestions, self-inspections, new standards, accident prevention, injuries, accidents, and any other safety matters shall be reviewed and implemented.
- B. The safety committee shall set realistic safety performance objectives for the year and review the ongoing safety program and policy for effectiveness and compliance.
- C. During the Safety Committee meeting, future Supervision meetings with employees shall be discussed and safety information distributed. Any required information or materials shall be provided to the Department Head for these meetings.
- D. The minutes of the meetings and attendance will be taken by a designated person and distributed for review and record to each attendee.

A-6.3b –Supervision / Employee Safety Meetings

- A. Supervision will hold safety meetings with employees as needed by area concerns. All employees under their jurisdiction are required to attend.
- B. Topics for discussion shall be selected by the Safety Committee and shall include applicable safety issues for the work area or facility.
- C. Records will be kept and filed for each of these meetings. If an employee is absent a copy of this record will be provided to them when they return.
- D. A safety and health payroll staffer may be included in the employee paycheck or Town newsletter addressing safety updates, concerns and to maintain regular safety communications.
- E. The Town of Perinton supervision/employee safety meeting guidelines:
 - a. Safety meetings will normally be a short duration on the floor type. They will take approximately five to fifteen minutes.
 - b. Safety should be the only subject discussed during this time.
 - c. All information decided upon at the Safety Committee meeting shall be conveyed to the employees.
 - d. Information, suggestions and comments from the employees are strongly encouraged. These comments and suggestions should be recorded and discussed with the safety committee at the next meeting. Any topics that need to be and can be handled on the spot should be addressed and taken care of.
 - e. The record of this meeting should include all material discussed and signatures of all attendees.
 - f. Meeting shall be held as needed, based upon new work tasks, changing work tasks, new environments, new regulations, work load, employee comprehension and implementation, employee concerns, etc.

A-7
TRAINING

A-7.1 - Expectations

New employees of the Town of Perinton will have safety training during their initial orientation applicable to the work tasks that they are assigned. Thereafter all employees shall complete refresher training annually or when tasks, procedures, environments or regulations change.

A-7.2 - Duty

Supervision is responsible for determining if each employee has current and sufficient safety training. Safety training shall be provided for the following groups of employees at the minimum frequency listed.

Training will be conducted at a frequency dependant on department conditions, hazards in proximity to work area, regularity of work task, etc.

A-7.3 - Required Safety Training

<u>Program</u>	<u>Required for</u>	<u>Minimum Frequency</u>
Asbestos Awareness	All employees affected	Annually
Bloodborne Pathogens	All employees affected	Annually
Confined Spaces	All employees affected	Annually
Emergency Evacuation	All employees	Annually
Fire Safety	All employees	Annually
First Aid Awareness	All employees	Annually
Hand and Power Tools	Users	Annually
Hazard Communication.	All employees	Annually
Lockout/Tagout	All employees affected	Annually
Personal Protection (PPE)	Users – <i>See program</i>	Annually
Trenching & Excavations	All employees affected	Annually
Work Zone Protection	All employees affected	Annually

A-7.4 – Procedure

- A. Employees of The Town of Perinton shall be appropriately trained in all aspects of safety and health based on their job assignment when initially employed.
- B. The Safety Coordinator and responsible Supervision shall review employee knowledge and training history prior to potential exposure at work site and what that employee will be doing.
- C. Employees will be scheduled for any required training that has not been completed or is not up to date.

- D. Responsible Supervision along with the assistance of the Safety Coordinator will conduct periodic inspections to verify employee compliance and knowledge of safety procedures and verify effectiveness of training. The inspections will include employee input, suggestions and other pertinent information.
- E. If past training is deemed ineffective due to employee non-compliance, lack of knowledge, injuries, etc., restructure applicable training to rectify these deficiencies.
- F. Retrain employees as needed.
- G. Employees shall be restricted to only work activities where the required training has been completed.

B-1
PERSONAL PROTECTIVE EQUIPMENT

References

OSHA 29CFR 1926 Subpart E *OSHA 29CFR 1910 Subpart I*

B-1.1 - Expectation

To serve as the requirements for the Town of Perinton concerning general personal protective equipment (PPE) and the conditions for its use.

B-1.2 - Duties

Supervision of the Town of Perinton will make an assessment of the hazards in their workplace and shall supply the proper personal protective equipment as necessary. Assessment will be documented as to what workplace was assessed, who assessed the workplace, and the date of the assessment.

If an employee provides their own PPE, Supervision must make the results of the assessment known to them so that they can obtain the correct equipment.

B-1.3 - Head Protection

Employees are to wear approved hard hats to prevent injuries whenever work conditions require them, such as exposure to overhead hazards, flying objects, or other potential head injury hazards. Hard hats shall comply with ANSI Z89.1 or shall be demonstrated to be equally effective. Hard hats must be maintained in a reasonably clean condition and shall not be painted or defaced.

B-1.4 - Eye and Face Protection

Protective eye and/or face protection shall be worn where there is a danger of injury from flying objects, glare, liquids, weld arcing, or other potential eye hazard sources.

Each affected employee shall use appropriate eye protection that provides side protection when there is a hazard from flying objects. Detachable / rigid side protectors meeting the pertinent requirements of the hazards involved are acceptable.

Each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

Eye and face PPE shall be distinctly marked for identification of the manufacturer. Protective eye equipment must be used as designed, be reasonably comfortable, fit snugly and not interfere with natural movement and operation.

Protective eye and face devices shall comply with ANSI Z87.1-1989 or shall be demonstrated to be equally effective.

Where additional eye hazards are present, other approved eye or face protection must be used such as chemical goggles, face shields, welders shields etc., depending on the application. Various types of face shields, welding shields etc. are to be made available for employees whether used alone or over prescription glasses or other safety eye wear.

Emergency Eyewash

In all locations within Town facilities where there is a hazard of eye injury from splashing of caustic, corrosive, or other eye irritants, an eye wash stations or kits shall be in place or provided. Employees must be aware of the availability and location of these eye wash stations and/or kits and know how to use them. Eye wash kits must be replaced immediately after each use.

Eyewash kits are designed for immediate flushing of eyes and do not have the water volume to meet first aid eye flushing needs. In most cases flushing of eyes must be done for fifteen minutes after a substance has entered the eye(s). Therefore an emergency eyewash station or an appropriate eye flushing facility must be in the immediate vicinity if work involves a hazardous substance that can adversely affect the eyes. Always refer to the applicable Material Safety Data Sheets (MSDS's) for first aid requirements.

B-1.5 - Foot Protection

Supervision is responsible for seeing that all employees under their control are wearing appropriate shoes for the task being performed. Appropriate shoes are those that provide protection including:

- Soles which prevent against impact to toes and feet, punctures, slipping, penetration by water, deterioration by chemicals and solvents, hot materials, electrical hazards and uppers which protect against expected scraping and scratching from rough materials and meet the safety requirements of the work being performed.

Protective footwear shall comply with the ANSI Z41-1991. If other footwear is preferred, it shall be demonstrated to be equally effective.

Foot protection will be selected as required, including the addition of boots, for the particular working environment of each individual. Open toed shoes shall not be worn in any area where the employee is exposed to a potential foot injury.

B-1.6 - Hand Protection

Gloves should be selected to provide specific protection from particular hazards such as cuts, burns, bruises, caustics, slivers etc. when the hazard is present. Hand protection shall be selected as follows:

<u>Hazard</u>	<u>Protection</u>
Caustics, chemicals	Gloves: Specially designed for exposure
Electricity	Gloves: rubber, covered with leather gloves
Heat, flame	Gloves: leather, aluminized fabrics, aramid, wool
Heavy Materials	Gloves: leather, canvas
Mild irritants	Barrier creams: light duty
Sharp objects	Gloves: cut-proof
Cold/ temperature related	Gloves: Specially designed for exposure
Sewage/ Health hazard	Gloves: Specially designed for exposure

Supervision shall base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified and shall document findings in the PPE Assessment.

B-1.7 - Protective Clothing

Employees shall wear appropriate clothing in the performance of their jobs to provide protection against environment and hazards.

Raincoats, aprons, protectors, and other protective clothing shall be worn as required. Loose clothing shall not be worn around moving machinery. Protective clothing will be provided for the specific task and shall be worn.

B-1.8 - Other

Rings should not be worn by employees working on or around electrical installations or moving machinery. Employees having strong feelings against its removal may wear gloves or tape over ring.

Personal protection equipment will be determined and supplied by Supervision as needed. Supervision will immediately replace defective personal protection as required. It is the responsibility of Supervision that all employees are sufficiently protected, however employees should take the first step in safely protecting themselves. Failure to use required and available protective equipment will result in disciplinary action.

B-2
PERSONAL PROTECTIVE EQUIPMENT
Use and Maintenance

References

OSHA 29CFR 1910 Subpart I

OSHA 29CFR 1926 Subpart E

B-2.1 - Expectations

To serve as requirements for the Town of Perinton regarding provision, use and maintenance of personal protective equipment (PPE) including personal protective equipment for the head, face, eyes, and extremities, protective clothing, and hearing.

PPE devices alone should not be relied on to provide protection against hazards, but should be used in conjunction with guards, engineering controls, and sound work practices.

B-2.2 - Duties

Supervision will make a complete assessment of the hazards in their workplace using *the Job Hazard Analysis Form* and shall supply the proper personal protective equipment as necessary. Affected employees shall be trained and knowledgeable in types, use, limitations, care and maintenance of PPE.

B-2.3 – General

- A. The Town of Perinton is responsible to supply, at no cost to the employee, all PPE required to perform the work outlined in their specific job description and as required as a result of the hazard assessment done for each department. This requirement does not include safety shoes, which are to be provided by each employee.
- B. Personal protective equipment shall be provided, used and maintained in a sanitary and reliable condition. All personal protective equipment shall be of safe design and construction for the work to be performed. Defective and damaged personal protective equipment shall not be used.
- C. The possibility of multiple and simultaneous exposure to a variety of hazards should be recognized. Adequate protection against the highest level of each of the hazards should be provided.

B-2.4 – Issuance and Replacement of Equipment

- A. All Town of Perinton employees will be issued PPE according to assigned work tasks and as defined by the job hazard assessment.
- B. Employees who require specialized PPE (i.e. welding helmets, chemical resistant gloves or clothing, full face protection and respirators) will have them issued by Supervision at the request of the employee.
- C. There is a one to one exchange program to replace certain PPE items. The purpose is to track the service life of these items and upgrade / evaluate items in a timely manner. Any equipment considered disposable will not be a part of the one for one exchange program. Additionally, employees are accountable for the equipment issued to them.

B-2.5 - Hazard Assessment and Equipment Selection

- A. The Safety Coordinator in cooperation with applicable Supervision shall assess each task to determine if hazards are present, or likely to be present, which require the use of personal protective equipment.
- B. The assessment shall be completed using the *Job Hazard Analysis Form*. Completed assessments can be found in the completed assessment file folder located in the Safety Coordinator's office.
- C. Once it has been determined that such hazards are present or likely to be present Supervision shall:
 - a.) Communicate selection decisions to each affected employee
 - b.) Select the PPE that properly fits each employee
 - c.) Have each employee use the PPE that will protect the him/herself from the hazards identified in the assessment

B-2.6 – Facility Assessment

A complete PPE assessment shall periodically be conducted by the Safety Coordinator or designee along with applicable Supervision for all departments. Completed assessment forms are on file with the Safety Coordinator. These assessments determine the need for PPE based on the working environment and personal hazardous exposures or the assigned work tasks. The PPE is selected with the safety and health well being of the employees in mind. Mandated PPE shall be worn at all times.

B-2.7 - Training

- A. Training will be completed by the Safety Coordinator or designee to the employees exposed. The training and/or retraining of employees in proper use of PPE will be completed after a hazard assessment has been completed. The employee must know when PPE is needed, what type of PPE is required, the correct manner of wearing the PPE, proper care and maintenance of the PPE, and their limitations. Employees must demonstrate an understanding of the specified training and the ability to use PPE properly, before they are allowed to work in the area that requires them to use PPE.

- B. When Supervision has a reason to believe that any affected employee who has already been trained does not have the understanding and skill required of this section, the employee must be retrained. Circumstances where retraining is required include, but are not limited to, situations where:
 - a.) Changes in the workplace render previous training obsolete
 - b.) Changes in the types of PPE to be used render previous training obsolete
 - c.) Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

- C. All PPE related training will be documented and kept on file with the Safety Coordinator.

B-3
HEARING CONSERVATION

References
OSHA 29CFR 1910.95

B-3.1 - Expectations

To serve as the Town of Perinton's procedures and methods to protect employees exposed to hazardous noises based on a Time Weighted Average (TWA) of 85 decibels or more.

B-3.2 – Limit Summary

The Town of Perinton through the Safety Coordinator, Supervision and designees will complete noise assessments of vehicles, equipment and applicable work tasks to document emitting noise levels regarding possible employee exposures.

If an assessment results in exposing an employee to noise exposures equal to or exceeding an eight (8) hour time-weighted average (TWA) sound level of eighty-five (85) decibels measured on the A scale (slow response) this hearing conservation program must be implemented. For purposes of this program, employee noise exposures shall be computed in accordance with Permissible Noise Levels A Scale of the Hearing Conservation Amendments found on page 8 of this section, and without regard to any attenuation provided by the use of personal protective equipment.

If any readings exceed a sound level of 90 decibels, engineering practices shall be initiated to lessen the noise levels to acceptable levels that do not require hearing protection. This includes using sound barriers, absorption devices, maintenance updates of the equipment, purchasing new equipment, etc. If the noise level cannot be reduced to acceptable levels, employees must be provided with and use hearing protection that will reduce the noise level exposure to below 90 decibels.

Noise assessments must be completed and documented on a regular basis for verification that employees are not being exposed to excessive noise levels when new equipment is introduced, new job duties are assigned and when existing equipment is modified.

Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level.

B-3.3 – Projects

When sound levels at a work site exceed the permissible values of the A Scale of the Hearing Conservation Amendments, corrective measures will be implemented through engineering or administrative controls to prevent employee exposure. Due to the short timeframes of work on a typical site, engineering controls may not be feasible. Therefore personal protection equipment must be used. Protection such as earplugs or muffs that provide the required noise control will be provided to employees.

B-3.4 - Duties

Supervision will make an assessment of the hazards in their workplace and shall supply the proper hearing protective equipment as necessary.

B-3.5 - Operations - *Monitoring*

When information indicates that any employee's exposure may equal or exceed an 8-hour time-weighted average of 85 decibels, the Supervision responsible for the affected employee(s) will develop and implement a monitoring program.

- A. Supervision shall identify employees for inclusion in the hearing conservation program and to enable the proper selection of hearing protection.
- B. All continuous, intermittent and impulsive sound levels from 80 decibels to 130 decibels shall be integrated into the noise measurements. Instruments used to measure employee noise exposure shall be calibrated to ensure measurement accuracy.
- C. Monitoring shall be repeated whenever a change in production, process, equipment or controls increases noise exposures to the extent that:
 - a. Additional employees may be exposed at or above the level; or
 - b. The attenuation provided by hearing protection being used by employees may be rendered inadequate to meet the requirements of hearing protector attenuation found later in this program.
- D. Supervision shall notify each employee exposed at or above an 8-hour time-weighted average of 85 decibels of the results of the monitoring.
- E. The Town shall provide affected employees or their representatives with an opportunity to observe any noise measurements conducted pursuant to this section.

B-3.6 - *Multiple Noise Level Exposure*

When the daily noise exposure is composed of two or more periods of noise exposure of different levels, their combined effect should be considered, rather than the individual effect of each. Using the following equation if the sum of the fractions exceeds unity, then, the mixed exposure should be considered to exceed the limit value.

$$C(1)/T(1) + C(2)/T(2) + \dots + C(n)/T(n)$$

Cn - indicates the total time of exposure at a specified noise level

Tn - indicates the total time of exposure permitted at that level

B-3.7 – Noise Meter Testing

Worksites and/or specific operations of the Town of Perinton shall be tested for noise emission. The results of this testing shall be maintained by the Safety Coordinator for accessible reference to Town employees regarding particular noise emission results.

Due to the nature of work faced by the Town of Perinton employees including change in work tasks, purchase and use of new tools and equipment, work environments, etc. the noise testing will be an ongoing requirement. The results will be updated as needed with the dates of the latest testing and results. The listing will include the results of all testing regardless if they exceed the allowable noise levels of this program. This will be done to assure an employee that the testing was done on a particular item and what the results were.

B-3.8 - Audiometric Testing

The Town of Perinton has established and will maintain an audiometric testing program by making audiometric testing available at no cost to all employees whose exposures equal or exceed an 8-hour TWA of 85 decibels. Audiometric tests shall be performed by a Town approved licensed or certified audiologist, otolaryngologist, or physician.

B-3.9 - Baseline Audiogram.

- A. Within 6 months of an employee's first exposure at or above the allowable noise levels, the Town shall establish a valid baseline audiogram against which subsequent audiograms will be compared.
- B. Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise. Hearing protection may be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.
- C. The responsible department head or supervisor shall notify employees of the need to avoid high levels of non-occupational noise exposure during the 14-hour period immediately preceding the audiometric examination.

B-3.10 - Annual Audiogram.

At least annually after obtaining the baseline audiogram, the Town shall obtain a new audiogram for each employee exposed at or above an 8-hour time-weighted average of 85 decibels.

B-3.11 - Evaluation of Audiogram.

- A. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift has occurred.
- B. If the annual audiogram shows that an employee has suffered a standard threshold shift, the Town may obtain a retest within 30 days and consider the results of the retest as the annual audiogram.
- C. The audiologist, otolaryngologist, or physician shall review problem audiograms and shall determine whether there is a need for further evaluation. The Town shall provide the following information to the person performing this evaluation:
 - a. A copy of the requirements for hearing conservation as set forth in this program
 - b. The baseline audiogram and most recent audiogram of the employee to be evaluated
 - c. Measurements of background sound pressure levels in the audiometric test room
 - d. Records of audiometer calibrations

B-3.12 - Follow-Up Procedures

- A. If a comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift as defined has occurred, the employee shall be informed of this fact in writing, within 21 days of the determination.
- B. Unless a physician determines that the standard threshold shift is not work related or aggravated by occupational noise exposure, Supervision shall ensure that the following steps are taken when a standard threshold shift occurs:
 - a. Employees not using hearing protection shall be fitted with hearing protection, trained in their use and care, and required to use them.
 - b. Employees already using hearing protection shall be refitted and retrained in the use of hearing protection and provided with hearing protection offering greater attenuation if necessary.
 - c. The employee shall be referred for a clinical audiological evaluation or an otological examination, as appropriate, if additional testing is necessary or if the Town suspects that a medical pathology of the ear is caused or aggravated by the wearing of hearing protectors.

- d. The employee is informed of the need for an otological examination if a medical pathology of the ear that is unrelated to the use of hearing protectors is suspected.
- C. If subsequent audiometric testing of an employee whose exposure to noise is less than an 8-hour TWA of 90 decibels indicates that a standard threshold shift is not persistent, applicable Supervision shall:
 - a. inform the employee of the new audiometric interpretation and
 - b. may discontinue the use of hearing protectors for that employee

B-3.13 - Revised Baseline

- A. An annual audiogram may be substituted for the baseline audiogram when, in the judgment of the audiologist, otolaryngologist or physician who is evaluating the audiogram:
 - a. The standard threshold shift revealed by the audiogram is persistent or
 - b. The hearing threshold shown in the annual audiogram indicates significant improvement over the baseline audiogram

B-3.14 - Standard Threshold Shift.

- A. As standard threshold shift is a change in hearing threshold relative to the baseline audiogram of an average of 12 dB or more at 2000, 3000, and 4000 Hz in either ear.
- B. In determining whether a standard threshold shift has occurred, allowance may be made for the contribution of aging to the change in hearing level by correcting the annual audiogram according to accepted procedure described in OSHA 29 CFR Part 19B-1.95 Appendix F.

B-3.15 - Audiometric Test Requirements

- A. Audiometric tests shall be pure tone, air conduction, hearing threshold examinations, with test frequencies including a minimum 500, 1200, 2000, 3000, 4000, & 6000 Hz. Tests at each frequency shall be taken separately for each ear.
- B. Audiometric tests shall be conducted with audiometers that meet the specifications of, and are maintained and used in accordance with, American National Standard Specification for Audiometers, S3.6-1969. Pulsed-tone and self-recording audiometers, if used, shall meet the requirements specified in OSHA 29 CFR Part 19B-1.95 Appendix C. Audiometric examinations shall be administered in a room meeting the requirements listed in OSHA 29 CFR Part 19B-1.95 Appendix D.

B-3.16- Hearing Protection

When employees of the Town of Perinton are subject to sound exceeding the permissible levels, administrative or engineering controls will be used when possible. If these controls do

not relieve the noise to permissible levels, personal protective equipment will be supplied and utilized to reduce the noise exposure.

- A. All employees exposed to noise levels above the permissible levels specified in the A scale will be provided and are required to wear appropriate hearing protection. Hearing protectors shall be provided at no cost and replaced as necessary.
- B. Supervision will ensure that all employees exposed to the unacceptable limits will wear the hearing protection. Ear protective devices inserted in the ear shall be fitted or determined individually by Supervision. Supervision shall ensure that hearing protectors are worn:
 - a. By an employee who exceeds the exposure levels of the A Scale and is required to wear personal protective equipment and
 - b. By any employee who is exposed to an 8-hr. TWA of 85 decibels or greater, and:
 - i. Has not yet had a baseline audiogram established or
 - ii. Has experienced a standard threshold shift
- C. Employees shall be given the opportunity to select their hearing protection from a variety of suitable hearing protectors provided by the Town.

Depending upon the noise exposure determined by the dosimeter test results found within the Dosimeter Testing Section, proper hearing protection shall be selected. The hearing protection must provide hearing dampening ability to reduce the noise level exposure to the accepted A scale permissible noise levels or TWA.

- D. The Town of Perinton will train the employees in the use, care, and fitting of the protection provided per the manufacturer's recommendations.
- E. The Town shall ensure proper initial fitting and supervise the correct use of all hearing protectors.
- F. For employees who have experienced a standard threshold shift, hearing protectors must attenuate employee exposure to an 8-hour TWA of 85 decibels or below.
- G. The adequacy of hearing protector attenuation shall be re-evaluated whenever employee noise exposures increase to the extent that the hearing protectors provided may no longer provide adequate attenuation. The Town shall provide more effective hearing protectors where necessary.

B-3.17 - Training

- A. Training will be completed by Supervision or designee to the employees exposed to noise at or above an 8-hour time-weighted average of 85 decibels. The training

and/or retraining of employees in proper use of hearing protection will be completed after a hazards assessment has been completed.

- B. The employee must know when hearing protection is needed, what type of hearing protection is required, the correct manner of wearing the hearing protection, the effects of noise on hearing, proper care and maintenance, the limitations of the hearing protection, and when appropriate the purpose of audiometric testing and explanation of the test procedures.
- C. Additional training will be held at a minimum, annually, for each employee included in the hearing program and updated to be consistent with the changes in protection and work progress.
- D. The Town of Perinton shall make available to affected employees copies of this program and shall also file a copy at the workplace.
- E. Supervision shall provide to affected employees any informational materials pertaining to this program.

B-3.18 - Record Keeping

- A. The Personnel office will maintain the employee exposure measurements.
- B. Noise exposure measurement records shall be retained for two years. Audiometric test records shall be retained for the duration of the affected employee's employment. This record shall include:
 - a. Name and job classification of the employee
 - b. Date of the audiogram
 - c. The examiner's name
 - d. Date of the last acoustic or exhaustive calibration of the audiometer
 - e. Employee's most recent noise exposure assessment.
- C. The Town shall maintain accurate records of the measurements of the background sound pressure levels in audiometric test rooms.
- D. All records required by this section shall be provided upon request to employees, former employees, representatives designated by the individual employee, and PESH.

B-3.19 - Permissible Noise Levels A Scale

Duration per day Hours Response

8	90db
6	92db
4	95db
3	97db
2	100db
1-1/2	102db
1	105db
1/2	110db
1/4 or less	115db

db= decibels

B-4
RESPIRATORY PROTECTION

References

OSHA 29CFR 1910.134

OSHA 29CFR 1926.103

B-4.1 - Expectations

This program is designed to help reduce and prevent employee exposure against occupational diseases caused by dusts, fumes, mists, gases, vapors, etc. Engineering controls should first be initiated to eliminate contaminants. When effective controls cannot be used or only lessen the amount of exposure, respirators will be required.

B-4.2 - Duties

Supervision of the Town of Perinton will make an assessment of the hazards in their workplace and shall supply the proper respiratory protection equipment as necessary.

The employee shall use the provided respiratory protection in accordance with instructions and training received.

The employee has the right to wear a respirator even if the task assessment does not show the need for respirator use. However, the Town of Perinton will verify that the employee is using the respirator properly.

B-4.3- Operation

Supervision shall identify work tasks and/or operations that have the potential for exposing employees to occupational dusts, fumes, mists, gases, vapors, etc.

Engineering controls shall initially be implemented to protect the workers from these actual or potential airborne hazards, and where these controls cannot be imposed, personal protective equipment shall be used. Thereafter, new tasks or operations that arise that have actual or potential respiratory hazards shall be evaluated by Supervision for possible use of controls or respirators throughout the progress of the task.

B-4.4 - Selection of Respirator

- A. Respirators will be selected and approved by the Safety Coordinator or Supervisor.

- B. The selection of the respirator will be based upon the physical and chemical properties of the air contaminants, their concentration levels, chemical properties, label warnings, effects on the body, established permissible levels of exposure and the period of respiratory protection is required. Employees will be provided

with a respirator that is best suited for the exposure and best fit based on environments and the employees' physical characteristics.

C. Cartridges, pre-filters and replacement respirators are available as needed.

B-4.4A - Air Purifying Respirators

Air Purifying Respirators clean contaminated air before it reaches the user by a mechanical filter, chemical cartridge or a combination of the two. Mechanical filters remove particulate matter and chemical cartridges remove gases and vapors.

Do not use in atmospheres with insufficient oxygen or with contamination levels above the allowable limits of the device.

Do not use when there is a potential exposure to harmful gaseous matter that cannot be detected clearly by odor.

Do not use when there is exposure to gaseous material that is harmful to the eyes, unless suitable eye protection is provided.

B-4.4B - Dust / Particulate Masks

Dust / particulate masks selected must be NIOSH / MSHA approved. Dust / particulate masks protect the wearer against dusts, mists and particulates and are recommended for use up to 10 x PEL, or the appropriate OSHA standard, whichever is lower. Proper dust / particulate masks must be selected based on application. Masks must be worn and used per manufacturer instructions. Dispose of properly after use or when contaminated.

B-4.5 - Respirator Use

- A. In areas where the wearer, with failure of the respirator, could be overcome by a toxic or oxygen deficient atmosphere, at least one additional person shall be present.
- B. Communication shall be maintained between all individuals present. Planning shall be such that one individual will be unaffected by any likely incident and have the proper rescue equipment to be able to assist the other(s) in case of emergency.
- C. Frequent inspections shall be conducted by the Safety Coordinator or Supervisor to assure that respirators are properly selected, used cleaned and maintained.

B-4.6 - Assigned Protection Factors (APFs)

The Town of Perinton will use the assigned protection factors listed in Table 1 to select a respirator that meets or exceeds the required level of employee protection. Please consult the selected respirator manufacturers design criteria for specific information.

Table 1. -- Assigned Protection Factors

Type of respirator	Half mask	Full facepiece	Loose-fitting facepiece
Air-Purifying Respirator	10	50	n/a

The Town of Perinton will select respirators assigned for use in higher workplace concentrations of a hazardous substance for use at lower concentrations of that substance, or when required respirator use is independent of concentration.

As some respirators used by The Town of Perinton are used for protection against particulates and used proactively when an atmosphere does not contain a hazard above the PEL, the assigned protection will be considered within the limits of the protection factor of the respirator in these applications.

B-4.7 – Change Out Program

When using an air-purifying respirator, Supervision shall assure that:

- The respirator is equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or
- If there is no ESLI appropriate for conditions requiring the respirator in the workplace, the Town of Perinton shall implement a change schedule for canisters and cartridges that is based on the AIHA publication "The Occupational Environment - "Rule of Thumb" for estimating organic vapor cartridge service life. The Rule of Thumb is as follows:
 - If the chemical's boiling point is > 70 °C and the concentration is less than 200 ppm you can expect a service life of 8 hours at a normal work rate.
 - Service life is inversely proportional to work rate.
 - Reducing concentration by a factor of 10 will increase service life by a factor of 5.
 - Humidity above 85% will reduce service life by 50%

This “Rule of Thumb” information will ensure that canisters and cartridges are changed before the end of their service life. All employees shall follow this rule regardless of frequency of respirator use.

B-4.8 – Voluntary Use Dust / Nuisance Masks

Nuisance filtering facepieces (dust masks) shall be provided to employees seeking relief from general workplace dusts, which may be generated from normal operations. Filtering facepieces (dust masks) are not designed and shall not be used to protect employees from

noxious or toxic fumes: areas lacking sufficient oxygen or dusts associated with welding or sandblasting.

When the Town of Perinton provides filtering facepieces (dust masks) at the request of an employee or allows an employee to bring their own filtering facepiece (dust mask), into the workplace, Supervision shall ensure that the respirator used does not present a hazard to the health of the employee.

If Supervision has determined that there is no hazard, and the filtering facepiece (dust mask) use is voluntary, then no medical evaluation is required. When an employee is allowed to voluntarily use of this type of respirator, Supervision will provide the employee the information contained in 29 CFR 1910.134 Appendix D of the OSHA standard, and will ensure that such respirator use will not itself create a hazard. A great majority of voluntary use situations involving the use of filtering facepieces (dust masks) are provided for the employee's comfort. For example, some employees who have seasonal allergies may request a mask for comfort when working outdoors, or an employee may request a dust mask for use while sweeping a dusty floor. There are no medical limitations on the use of these respirators, so the Town of Perinton will allow their use. The employees must ensure that the masks are not dirty or contaminated and that their use does not interfere with the employee's ability to work safely.

B-4.9 – Employee Training and Conditions

- A. Every employee requiring the use of a respirator must be trained and instructed on the Town of Perinton respiratory program by the Safety Coordinator or designee. Supervision shall have the background knowledge in respirator use, this program and the applicable standards.
- B. The following is the minimum training requirements in the use of respirators:
 - Purpose of use of respirators
 - Fitting instructions and sealing tests
 - Respirator inspection
 - Respirator maintenance
 - Proper use of respirators
 - Limitations of respirators
 - Cleaning procedures
 - Respirator storage
- C. Training shall include providing the employees the opportunity to handle the respirator, have it fitted properly, test its face-piece-to-face-seal, wear it in normal air for a long familiarity period, and to wear it in a test atmosphere.
- D. Every employee who must wear a respirator shall receive fitting instructions including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine if it fits properly.
- E. Employees who are assigned tasks requiring the use of respirators must first be determined to be physically fit and able by a Town of Perinton designated physician or by the employees' physician. The employee must complete and pass

- a Medical Evaluation Questionnaire. Upon review by the designated town physician or by the employee's physician it is found that the potential user does not meet the requirements of the evaluation for respirator use, they must complete a pulmonary and full physical designed for the expectation of respirator usage.
- F. These employees will be required to sign a training document stating that they have taken the training and fully understand the requirements and uses.

B-4.10 - Handling of Respirators - *Per manufacturers recommendations*

The following is the procedure for handling of the non-disposable type respirators:

- A. Cleaned and disinfected after each use or, at a minimum, after daily use.
- B. Respirators shall be cleaned using specialized cleaning towelettes designed for this equipment. When possible use detergents containing a bactericide.
- C. Respirator equipment will be thoroughly rinsed in clean, warm water (130 degrees F max.) to remove detergent cleaner, sanitizer and disinfectant.
- D. Equipment shall be allowed to air dry on a clean surface.

B-4.11 - Inspections

- A. Respirators will be inspected before and after each use. All respirators shall be inspected at least monthly to assure a satisfactory working condition.

Cartridge Type Respirators Includes:

- a. Tightness of connections
 - b. Conditions of face piece:
 - Excessive dirt, cracks, tears, holes, distortion, improper lenses
 - c. Headbands:
 - Breaks, tears, loss of elasticity, broken or missing attachments
 - d. Inhalation and Exhalation Valves
 - i. Detergent residue, Dust, cracks, tears
 - ii. Distortion of valve material, missing / defective valve covers
 - e. Filter / Canisters
 - i. Proper type for present hazard
 - ii. Missing or worn gaskets, threads and clamps, cracks, or dents
- B. Records shall be kept of inspection dates and findings for respirators maintained for emergency use.
- C. All defects shall be repaired immediately. If an item is defective, it shall be removed from service, tagged with the date, defect, and the name of the last

employee to use it. If it is found to be unrepairable it shall be removed from the worksite, the town inventory and destroyed.

B-4.12 - Respirator Maintenance - *Per Manufacturers instructions*

- A. Respirators require periodic repair or replacement of parts. Do not interchange parts of different models as proper safety and warranties will be voided.
- B. Stretch and manipulate elastomer parts of respirators to inspect for pliability and prevent them from deteriorating and hardening.
- C. Keep a full selection of replacement parts in a clean dry area.

B-4.13 - Storage of Respirator Equipment - *Per Manufacturers instructions*

- A. Respirators should be stored in a clean, dry location out of direct sunlight.

B-4.14 - Respirator Canister Identification

- A. The primary means of identifying a respirator canister shall be by means of properly worded labels. The secondary means of identifying respirator canisters shall be by color code.
- B. All respirator canisters shall be properly labeled and colored in accordance with manufacturer and approved methods before they are placed in service and all labels and colors shall be properly maintained at all times thereafter until the canisters have been removed from the town inventory.

B-4.15 - Special Conditions

- A. Contact lenses cannot be worn while wearing a full-faced respirator.
- B. Facial hair, including beards, and sideburns are not permitted. This even includes a few days growth of stubble, which is not permitted. Facial hair does not allow for proper sealing of respirator to the wearers face.
- C. Standard eyeglasses will not be used with full-face masks. The temple bars or straps will prevent the proper seal of the respirator to the head. Eyeglasses and goggles can be worn with half-face masks, but cannot interfere with the respirator seal.
- D. Employees with facial irregularities, including serious scars, severe acne, deep skin creases, prominent cheekbones, lack of teeth or dentures can not be assigned work requiring the use of respirators if irregularity will affect proper seal of respirator.

- E. A limitation of all respirators is that certain gaseous contaminants can enter the body by routes other than the respiratory tract. Other protection may be needed as required by these conditions.

B-4.16 – Engineering Controls

Engineering controls shall be implemented to protect the workers from actual or potential airborne hazards and, where these controls cannot be imposed; personal protection equipment including respirators shall be used. The following tasks have been identified as those that can be controlled using the identified engineering controls, therefore not requiring the use of respirators. Tasks or operations that arise that are not listed below that have actual or potential respiratory hazards shall be evaluated by Supervision for possible use of controls or respirators before work can begin and throughout the progress of the task.

- A. Welding of stainless steel and chrome plated metals resulting in potential exposure to manganese and hexavalent chromium.
- B. Chipping, sawing, grinding, hammering, and drilling of rock, concrete, or masonry resulting in potential exposure to silica dust.

C-1
FIRE SAFETY AND PREVENTION

References

OSHA 29CFR 1926 Subpart F
OSHA 29CFR 1910 Subpart L
National Fire Protection Association (NFPA)

C-1.1 - Expectation

To serve as requirements for the Town of Perinton establishing safety habits regarding fire safety and prevention.

C-1.2 - Duty

Supervision will be responsible for day-to-day implementation and enforcement of all aspects of this fire safety and prevention program.

The Town of Perinton expects employees to do everything possible to safeguard their work areas from damage by fire. Employees can help prevent such an emergency by keeping their work area clean and free of debris, and by observing the rules defined in this program

C-1.3 - Procedures - General

This fire safety and prevention program is designed to ensure that all reasonable steps are taken to preserve life and property from exposure to fire hazards. The requirements listed here identify these basic elements and should be a part of every employee's daily responsibilities.

- A. All employees should be familiar with the correct procedure to follow if a fire occurs in their work area.
- B. The phone number used for fire departments and other emergency response is **911**. This information and the emergency procedure for summoning assistance shall be posted near all phones and/or other strategic locations. Upon detection of a fire, give the alarm according to the established procedures of this program and notify **911**.
- C. All employees shall be trained in the use and familiar with the locations, types and applications of the fire extinguishers in their work area.
- D. A monthly self-inspection shall be conducted to identify and correct fire hazards.
- E. Exit doors, hardware, lock devices, exit signs, emergency lighting, passageways and means of emergency exit shall be inspected to ensure their proper operation and unobstructed access. It is prohibited to padlock designated fire exit doors.

- F. All fire doors shall be maintained in a closed position unless equipped with an automatic door closure tied into the fire alarm. Operation of the automatic closure shall be inspected and tested periodically.
- G. All fire fighting equipment shall be kept free of all obstructions so it is readily accessible.
- H. Smoking is only allowed in designated areas.
- I. Keep combustible materials at away from appliances such as coffee makers, hot plates, space heaters, or other heat producing items.
- J. Safety and fire prevention requirements shall be followed under any required shutdown or impairment of an automatic sprinkler system.
- K. Procedures to accomplish after hours notification of designated personnel when the facility is closed or operating at less than the normal complement shall be maintained and kept current.
- L. Proposed changes in the Town of Perinton facilities layout, materials, operations, and construction shall be reviewed by the Safety Coordinator as early in the planning stage as possible. This will be required to maintain compliance and verify acceptable safety conditions.

C-1.4 - Classification of Fires

Class A fires - Ordinary combustible materials such as cloth, paper, wood, etc.
Requires the extinguishing effect of water cooling and / or quenching to control.

Class B fires - Flammable liquids such as greases, oils, paints, gasoline, etc.
Requires the extinguishing effects of carbon dioxide or dry chemical to exclude oxygen and smother and/or blanket to control the fire. Sand will also be effective.

Class C fires - Energized electrical sources. Requires a non-conductive agent such as carbon dioxide, dry chemical or halon to control. Do not use water due to the potential of severe shock.

C-1.5 - Fire Extinguishers

Fire extinguishers are classified on what types of fires they are most effective in handling:

Class A fire extinguishers Pressurized water- should be used for fires involving ordinary combustibles such as cloth, paper, wood and textiles.

Class BC fire extinguishers Carbon Dioxide- should be used for fires involving flammable materials such as greases, oils, paints, gasoline. They should also be used for energized electrical equipment.

Class ABC fire extinguishers Dry Chemical- Suitable for all classes of fire.

Clean agent fire extinguishers Commonly found in server and electrical rooms. Extinguishing agent is designed to minimize damage to electrical components near the fire.

- A. All fire extinguishers and fire fighting equipment shall be inspected monthly by designated personnel and yearly by a professional.
- B. Fire extinguishers should be clearly marked showing the type of fire for which it is designed. It is imperative that the right extinguisher is selected for the fire for which it is intended. Use of the wrong extinguisher may spread the fire and can be dangerous to the user.
- C. Extinguishers should be placed in accessible locations along the normal path of travel where they are easily seen.
- D. Portable fire extinguishers shall be securely installed on a hanger in a bracket or proper cabinet.

C-1.6 - Combustible and Flammable Materials

- A. Procedures shall be established to control the receipt, storage, handling and use of flammable liquids. The use of safety cans for handling separate storage, minimizing concentrations, and proper identification of containers shall be maintained.
- B. Employees trained in its safe handling and use will supervise all storage, handling and use of flammable liquids and materials.
- C. Warnings and “NO SMOKING” signs should be posted in any area where flammable liquids are present. Smoking or the use of an open flame is prohibited within fifty (50) feet of where flammables are being used or where equipment is being fueled.

- D. Rubbish, brush, long grass or other combustible material shall be removed from immediate areas where flammable liquids are stored or used.
- E. Flammable liquids shall be stored or transported only in approved, properly labeled containers.
- F. Spills of flammable liquids must be cleaned up immediately. Spills in excess of 5 gallons must be reported to the Safety Coordinator.
- G. Buildings and rooms shall be ventilated where flammable liquids are stored or used. Adequate ventilation must be provided in closed areas where painting is done.
- H. In buildings, shops and compartments where flammable liquids are handled or stored, a self-closing metal refuse can should be available. No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet or facility.
- I. Drums and other flammable liquid containers must be tightly capped. This includes empty and filled containers, at all times.
- J. Handling of flammable liquids by hand containers must be in an approved safety container, not to exceed five (5) gallon capacity. A safety container is an approved closed container, of not more than five (5) gallons capacity, having a flash-arresting screen, spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.
- K. Containers and hoses used in transfer of flammables must be kept grounded and in metal contact.
- L. If clothing is contaminated with flammable fluids, stop work until clothes are changed.
- M. Flammable liquids shall not be used for cleaning purposes.
- N. Compressed gas cylinders shall be secured to prevent falling.
- O. Containers of paints, varnishes, lacquers, thinners etc. must be kept tightly closed when not in use, and stored in a cool dry place, apart from other storage. Storage shall be well ventilated, free from heat, smoke, sparks, flame and direct sun.
- P. Rags soaked with paint must be stored in ventilated steel containers when not in use.

C-1.7 - Transportation of Flammables

- A. Combustible liquids, including gasoline and diesel fuel, should not be transported in any vehicle unless they are contained in approved safety cans not to exceed five (5) gallons or, approved DOT transport tanks. Only OSHA compliant safety cans shall be used.
- B. Five (5) gallon cans shall not be transported in any Town of Perinton vehicle or equipment unless properly secured. Larger quantities can be transported in 100 gallon DOT approved Transport Tank Containers

C-1.8 - Training

- A. Employees should be trained annually in proper selection and use of fire extinguishers.
- B. The Safety Coordinator shall make sure that training is provided to persons with responsibilities for inspection of firefighting equipment, evacuation, related systems and supplies. Training records and selection of designated employees to use fire extinguishers shall be kept on file, with a copy kept in the master file of the Safety Coordinator.

C-1.9 - Fire Alarm Systems

Fire alarm systems are used to warn employees of emergency conditions and to trigger an orderly evacuation of the building. These systems also provide the means to activate fire control equipment and notify the fire department and other emergency services. Statutory regulations, fire codes and other local building codes define these requirements.

C-1.10 - FIRE PERMIT / HOT WORK PERMIT

A Fire / Hot Work Permit will be required in operations involving flame or spark producing equipment when the degree of fire hazard is above normal. Utilize the Town of Perinton Fire / Hot Work Permit. Permit must be obtained, completed, approved and signed by the Safety Coordinator.

C-2
EMERGENCY EVACUATION PLAN

References

OSHA 29CFR 1910 Subpart E
National Fire Protection Association (NFPA)

C-2.1 - Expectation

To serve as requirements for the Town of Perinton regarding procedures for emergency evacuation of the facilities.

C-2.2 - Duty

Supervision will be responsible for day-to-day awareness, implementation and enforcement of all aspects of compliance with the emergency evacuation of their respective facilities. In the case of an emergency, employees shall understand the elements regarding personal evacuation and coordination of the evacuation from the facility with co-workers.

C-2.3 - Procedures

It is the responsibility of Supervision within Town of Perinton facilities to ensure that the employees under their supervision know how to get out of the building in the event of a fire emergency. An effective evacuation depends upon both an early warning and employee awareness of the proper procedures to follow.

When a fire alarm sounds, all employees shall exit the building in an orderly manner. Employees who find themselves away from their normal work areas during an alarm shall exit the building through the nearest door and walk around the outside of the building to the designated meeting place. Emergency exits and routes leading to them shall remain clearly identified by signs. Signs shall meet current standards in construction, dimensions, lighting and number of signs required by applicable safety codes.

Evacuation and fire drills shall be held a minimum of once a year.

General Personnel Responsibilities

Supervision

- Supervision or other designated employee shall verify complete evacuation of the facility. Designated Fire Wardens are listed in Appendix C.
- Control and direct the evacuation of the area and account for all personnel.

- Inform arriving emergency responders of the situation and warn of potentially hazardous conditions. This information shall include personnel accountability and possible location of emergency
- Supervision or designee who is familiar with the building should be available to the fire department to provide assistance as needed (keys, building information, utility locations, etc.)

Employees

- Personnel shall take whatever immediate steps necessary and feasible to minimize any hazard in leaving the work area.
- Keep all exits and aisles clear and unobstructed at all times
- When the alarm sounds, conduct an orderly evacuation to the outside and away from the building. Use the closest exit.
- Employees should assemble at a predetermined location for attendance. Meeting locations for the following departments / locations are:

<u>Town Hall -</u>	<u>Front lawn near mailbox</u>
<u>DPW -</u>	<u>North parking lot near building A</u>
<u>Parks Operations -</u>	<u>North parking lot</u>
<u>Community Center -</u>	<u>North and west entrances</u>
<u>Aquatics Center -</u>	<u>Stage at rear exits</u>

General Evacuation Procedures

Various Town of Perinton facilities are equipped with sprinkler systems and heat and smoke detectors installed in such a manner that should one of them be triggered, the fire alarm will activate which will automatically notify the fire department. Should a fire be discovered in a building, where an automatic alarm system is not in place or the alarm has not activated, the following procedure should be followed:

- If you observe a fire, immediately go to the nearest fire alarm pull station and activate the fire alarm. This will initiate evacuation of the building. Remain calm and use the RACE procedure as follows:

- R:** Rescue anyone in immediate danger.
- A:** Alarm – go to the closest pull station and activate the alarm
- C:** Confine the fire by closing all doors.
- E:** Evacuate the building immediately

- If a fire alarm pull station is not present call 911. If calling from inside the building is not prudent, evacuate and then call 911.

- If you hear a fire alarm, immediately evacuate using the nearest exit. Do not delay your evacuation by speculating whether or not it is a fire drill. Upon exiting the building, immediately proceed to the designated meeting place for your area and locate Supervision or the designated Fire Warden. Supervision or the designated Fire Warden will take attendance and will ensure that all employees are accounted for.
- Supervision along with employees shall assure that assistance is provided to disabled employees for assistance while evacuating.
- Personnel from the departments are responsible for making sure that all visitors to their respective departments have exited the building and are grouped with the department in which they were visiting.
- Do not re-enter the building until emergency services gives the “all clear” or responsible authority gives similar verbal instructions. Employees should not reenter an evacuated building without authorization from Supervision.
- Be familiar with the designated evacuation routes for areas in which you work. Supervision should cover emergency procedures and evacuation routes with all personnel newly assigned their area. Refresher training is required annually.

C-2.4 – Bomb Threat Procedures

1. If answering the phone when a bomb threat is placed, remain calm and obtain as much of the following information as possible: location of potential bomb, detonation, reasons. Try and distinguish the caller’s characteristics, including whether they are male or female: have an accent, defined attitude, etc.
2. Immediately notify Supervision who should activate the fire alarm and call 911.
3. Evacuate and get away from the building. Upon exiting the building, immediately proceed to the designated meeting locations for your area and report to Supervision. Supervision or the designated Fire Warden will take attendance and will ensure that all employees are accounted for.
4. Names of all employees that came into contact with the threat will be given to authorities.

C-2.5 -Radiological Threat

If a Radiological Threat is found:

1. Immediately get away from the object.
2. Activate fire alarm station or call 911 to notify the authorities of the threat.
3. Evacuate the area and notify Supervision.
4. All employees will immediately evacuate using designated routes for their work area. Upon exiting the building, immediately proceed to the designated meeting points for your area and report to Supervision. Supervision or designated Fire Warden will take attendance and will ensure that all employees are accounted for.
5. Names of all employees that came into contact with the threat will be given to authorities.

C-2.6 - Suspicious Mail Procedures

Procedure for handling suspicious unopened letter or package marked with a threatening message.

1. Do not panic
2. Do not shake or empty the contents of any suspicious envelope or package.
3. Do not carry it, or show others.
4. Put it on a stable surface. Do not sniff, touch, taste, or look closely at it.
5. Alert others in the area; leave the area; close the door and keep others away.
6. Notify available Supervision. Supervision will contact 911 regarding the incident.
7. Wash hands with soap and water.
8. Follow instructions as given by 911.
9. Contact building maintenance to turn off the ventilation system.
10. Compile a list of persons in the room or area and provide to responding personnel.

Procedure for handling and envelope with powder or other substance that spills out.

1. Do not try to clean up the substance
2. Do not carry it, or show others. Put it on a stable surface. Do not sniff, touch, taste, or look closely at it.

3. Alert others in the area; leave the area; close the door and keep others out.
4. Notify available Supervision. Supervision will contact 911 regarding the incident.
5. Wash hands with soap and water.
6. Follow instructions as given by 911.

C-2.7 – Building Intruder / Threatening Person Procedure

- A. “Mr. Blue” is used on an internal basis. It is a signal that help is needed in your area.
- B. If you should need to summon help, verbally talk about “Mr. Blue” with your co-workers or call another department.
- C. The person receiving this information should call 911 immediately for help.

C-2.8 - Work Cancellation

A fire, natural disaster, chemical release or other situation may necessitate the cancellation of work. If the emergency occurs during work hours, Supervision will determine whether or not to close the facilities or modify the work schedule. If an emergency occurs after work hours and a facility closing/modification of work hours results, Supervision shall contact affected employees.

C-3
BASIC FIRST AID AWARENESS

References

OSHA 29CFR 1926.23

OSHA 29CFR 1910.151

C-3.1 - Expectation

To serve as the Town of Perinton minimum awareness requirements for immediate response first aid to a situation while awaiting and preparing for professional emergency response or certified first aid.

C-3.2 - Duties

Always call 911 for emergency first aid and medical response.

C-3.3 - First Aid Kit

An appropriate number of first aid kits shall be available in various facilities and departments. Supervision shall ensure that complete first aid kits, with contents applicable to the potential hazards of the work area, are immediately available for each area.

Each first aid kit must be provided to meet the individual needs as presented by the potential hazards of the facility. Contact direct Supervision for first aid kits.

C-3.4 – Emergency Procedures

- A. Immediately call 911 for all medical emergencies.
- B. Notify a certified first aid provider if available.
- C. Notify Supervision
- D. Unless the situation is life threatening, emergency care shall only be administered by individuals trained in first aid and/or CPR or emergency responders.

C-3.5 - Emergency Eyewash

In all locations within Town facilities where there is a hazard of eye injury from splashing of caustic, corrosive, or other eye irritants, an eye wash station or kits shall be in place or provided. Employees must be aware of the availability and location of these eye wash stations and/or kits and know how to use them. Eye wash kits must be replaced immediately after each use.

Eyewash kits are designed for immediate flushing of eyes and do not have the water volume to meet first aid eye flushing needs. In most cases flushing of eyes must be done for fifteen minutes after a substance has entered eye(s). Therefore an emergency eyewash

station or an appropriate eye flushing facility must be in the immediate vicinity if work involves a hazardous substance that can adversely affect the eyes. Always refer to the applicable Material Safety Data Sheets for first aid requirements.

Employees should seek medical attention for all eye- related injuries.

C-4
BLOODBORNE PATHOGENS & EXPOSURE
CONTROL

References

OSHA 29CFR 1910.1030

C-4.1 - Expectation

The Town of Perinton is committed to providing a safe and healthy work environment for all employees. In pursuit of this endeavor, this Bloodborne Pathogen Exposure Awareness program is available to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with applicable standards and regulations.

C-4.2 - Duties

The Safety Committee will review and update the written Exposure Control Program (ECP) at least annually and whenever necessary to include new or modified tasks and procedures. The Safety Coordinator will be responsible for coordinating training, documenting of training, and making the written ECP available to employees, PESH and NIOSH representatives.

The Safety Committee will also have the responsibility for written housekeeping protocols and will ensure that effective Bloodborne Pathogen Response Kits are available throughout Town facilities and appropriate vehicles. These kits include all necessary personal protective equipment (PPE) and labels as required. The Safety Coordinator shall assure that the bloodborne pathogen response kits are maintained and when appropriate engineering controls are established.

C-4.3 – Employee Exposure Determination

Employees who are identified by job description to have contact with or exposure to blood or other potentially infectious materials are required to comply with the procedures and work practices outlined in this ECP.

As this section is for awareness only, the Town of Perinton employees shall assure that a certified first aid provider or other designated emergency response is contacted by calling 911. Refer to Section C-3 – Basic First Aid Awareness for additional details.

If an employee is assigned a task requiring a full ECP, such as a certified first aid provider or custodial duties, utilize the full Bloodborne Pathogen Program ECP and complete proper training.

If ever an employee is exposed to potentially infectious material the employee should contact Supervision, who will in turn contact the Safety Coordinator. Thereafter the program procedures will be implemented including completing the exposure incident reports and

completing all medical procedures as defined by this program. The exposure incident reports will be provided by the Safety Coordinator.

C-4.4 – Awareness Procedures

If an employee of the Town of Perinton must respond to an injury that exposes them to human blood or bodily fluids they must take precautions to protect themselves from contact with the blood and/or bodily fluids.

In a typical case, the employee shall don appropriate gloves and eye protection and protect the injured person from further injury, including temporary control of blood loss, call 911, and remain with the injured person until arrival of first aid responders. The employee should take no further action if they are not trained as a first aid provider.

Keep in mind there is the *Good Samaritan Act* that allows for reasonable assistance for response to any emergency situation regardless of availability and wearing of personal protective equipment or waiting for an emergency responder. Even in emergency situations, common sense is needed to do whatever it takes to help and protect the injured individual as well as the care giver.

C-4.5 - Methods of implementation and control

The following is provided for general information and universal precautions

C-4.5A. Universal Precautions

All employees will utilize universal precautions. Universal precautions is an infection control method which requires employees to assume that all human blood and specified human body fluids are infectious and must be treated accordingly.

C-4.5B. Exposure Control Program (ECP)

Employees covered by the Exposure Control Plan will receive an explanation of this ECP during their initial training. It will also be reviewed in their annual refresher training. All employees will have an opportunity to review this Program at any time during their work shifts by contacting his/her immediate Supervision. Employees seeking copies of the program may contact the Safety Coordinator.

C-4.5C. General Engineering Controls and Work Practices

When required, engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls the Town of Perinton will use are listed below:

- Provision of personal protective equipment
- Provision of readily accessible hand washing facilities
- Labeling

- Equipment decontamination
- Placing potentially infectious material in containers that prevent leakage

C-4.5D. Employee Personal Protective Equipment (PPE)

Personal protective equipment must also be used if occupational exposure remains after instituting engineering and work practice controls, or if controls are not feasible. Training will be provided by management in the use of the appropriate personal protective equipment for specific job classifications and tasks to be performed.

Additional training will be provided, whenever necessary, such as if an employee takes a new position or if new duties are added to their current position.

As a general rule, all employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.
- Remove protective equipment before leaving the work area and after a garment becomes contaminated.
- Place used protective equipment in appropriately designed areas or containers when being stored, washed, decontaminated or discarded.

Wear appropriate gloves when it can be reasonably anticipated that you may have contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

Following any contact of body areas with blood or any other infectious materials, you must wash your hands and any other exposed skin with soap and water as soon as possible. Employees must also flush exposed mucous membranes (eyes, mouth, etc.) with water.

C-4.6 - BLOODBORNE PATHOGEN HOUSEKEEPING

The Town of Perinton has developed and implemented a written schedule for cleaning and decontaminating work surfaces and tools as indicated by the standard.

CLEANING SCHEDULE

Area	Scheduled Cleaning Day / Time	Cleaners and Disinfectants Used	Specific Instructions
Work Areas and Vehicles	Immediately after use	Bleach / water solution or appropriate cleaning product	Supplies are kept in janitorial closet
Sinks and Countertops	Immediately after use	Bleach / water solution or appropriate cleaning product	Supplies are kept in janitorial closet
Shovels and other tools designated for animal control pickup and stored in animal control van	Immediately after use	Bleach / water solution or appropriate cleaning product	Supplies are kept in janitorial closet

- Decontaminate work surfaces and tools with an appropriate disinfectant after completion of procedures, immediately when overtly contaminated, after any spill of blood or other potentially infectious materials, and at the end of the work shift when surfaces have become contaminated since the last cleaning. Decontaminate the work area by wiping it with an appropriate disinfectant.
- Use a 10% solution of bleach and water (1 part bleach to 9 parts water) or an appropriate disinfecting cleaner for decontamination and cleanup of potentially infectious materials.
- Inspect and decontaminate, on a regular basis, reusable receptacles such as bins, pails, and cans that have likelihood for becoming contaminated. When contamination is visible, clean and decontaminate receptacles immediately, or as soon as feasible.
- Always use mechanical means such as tongs, forceps, or a brush and a dust pan to pick up contaminated broken glassware, never pick up with hands even if gloves are worn.

C-4.7 - LAUNDRY

All contaminated articles will be laundered. Laundering will be performed in accordance with approved procedures as set forth in this manual.

The following requirements must be met, with respect to contaminated laundry:

- Handle contaminated laundry as little as possible and with a minimum of agitation.
- When handling and/or sorting contaminated laundry, utility gloves and other appropriate personal protective equipment (i.e., aprons, mask, eye protection) shall be worn.
- Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transporting.
- Bag contaminated laundry at its location of use.
- Never sort or rinse contaminated laundry in areas of its use.
- Use red laundry bags or those marked with the biohazard symbol unless universal precautions are in use at the facility and all employees recognize the bags as contaminated and have been trained in handling the bags.
- Linen soiled with blood or body fluids should be placed and transported in bags that prevent leakage. If hot water is used, linen should be washed with detergent in water at least 140F - 160F for 25 minutes. If low-temperature (< 140F) laundry cycles are used, chemicals suitable for low-temperature washing at proper use concentration should be used.

C-4. 7A- LABELING

Florescent BIOHAZARD labels or tags

The Town of Perinton will ensure warning labels are affixed or red bags are used as required. Employees are to notify the Safety Coordinator if they discover unlabeled regulated waste containers.

End of Awareness Section

Those employees who are identified by job description to have contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in this following Exposure Control Policy.

C-4.8 - EXPOSURE CONTROL PROGRAM FORMS

All Exposure Control Program forms shall be available from the Safety Coordinator.

C-4.9 A - EMPLOYEE EXPOSURE DETERMINATION

Those employees who are identified by job description to have contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in this ECP.

As a part of the exposure determination section of the ECP, the following is a list of job classifications for the Town in which employees have occupational exposure:

- Certified First Aid providers / CPR
- Lifeguards
- Designated Child Care
- Designated Recreation Department
- Designated Parks Department
- Designated Building Maintenance
- Designated Highway Department
- Sewer Department Employees working on live sanitary installations.
- Animal Control

C-4.9 B - METHODS OF IMPLEMENTATION AND CONTROL

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls to be used and where they will be used are listed below:

- Provide Personal Protective Equipment (PPE)
- Provide readily accessible hand washing facilities
- Labeling
- Equipment decontamination
- Placing potentially infectious material in container which prevents leakage

Personal Protective Equipment (PPE)

Appropriate Personal Protective Equipment is required for the following tasks, and specific equipment to be used is listed after the task:

First-aid: gloves, resuscitation mouthpieces

Clean-up: compliance kit, gloves

PPE items include: gloves, gowns, face shields, masks, eye protection, resuscitation bags and mouthpieces

Contact Supervision for appropriate PPE and bloodborne pathogen control materials and equipment.

Never wash or decontaminate disposable gloves for reuse or before disposal.

Wear appropriate face and eye protection such as a mask with glasses with solid side shields or a chin-length face shield when splashes, sprays, spatters, or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose, or mouth.

If blood and other potentially infectious materials penetrate a garment, the garment(s) must be removed immediately or as soon as feasible.

C-4.10 - Training

All employees who have or are reasonably anticipated to have occupational exposure to bloodborne pathogens will receive training coordinated by the Safety Coordinator.

The training program and materials will cover, at a minimum, the following elements:

- A copy and explanation of the ECP
- Epidemiology and symptoms of bloodborne pathogens
- Modes of transmission
- Methods to recognize tasks and other activities that may involve exposure to blood
- Use and limitations of engineering controls, work practices, and PPE
- PPE - types, selection, use, location, removal, handling, decontamination, and disposal
- Hepatitis B Vaccine - Training will be given prior to vaccination on its safety, effectiveness, benefits, and method of administration.
- Emergency procedures for blood and other potentially infectious materials
- Exposure incident procedures
- Post-exposure evaluation and follow-up
- Signs, labels and/or color coding

An employee training record will be completed for each employee upon completion of training. This document will be kept on file in the Personnel Department.

C-4.11 - Hepatitis B Vaccination

The Personnel Department will provide information on Hepatitis B virus (HBV) vaccinations addressing its safety, benefits, efficiency, methods of administration and availability. The HBV vaccination series will be made available at no cost within 10 days of initial assignment to employees who have occupational exposure to blood or other potentially infectious materials unless:

- The employee has previously received the series
- Antibody testing reveals that the employee is immune
- Medical reasons prevent taking the vaccination; or
- The employee chooses not to participate

All affected employees are strongly encouraged to receive the HBV vaccination series. However, if an employee chooses to decline HBV vaccination, then the employee must sign a statement to this effect. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the HBV vaccination will be kept in Personnel Department with the employee's other medical records.

C-4.12 - Post Exposure Evaluation and Follow-Up and Procedures for Reporting, Documenting and Evaluating the Exposure

Should an exposure incident occur, contact Supervision immediately. Each exposure must be documented by the employee on an "Exposure Incident Report Form" available from the Safety Coordinator. Supervision will add any additional information as needed.

An immediate confidential medical evaluation and follow up will be conducted by the Town designated physician. The following elements will be performed:

- Document the routes of exposure and how exposure occurred.
- Identify and document the source individual, unless the Town can establish that identification is infeasible or prohibited by State or local law (See Note #1).
- Obtain consent (See Note #2) and test source individual's blood as soon as possible to determine HIV and HBV infectivity and document the source's blood test results.
- If the source individual is known to be infected with either HIV or HBV, testing need not be repeated to determine the known infectivity.
- Provide the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious statistics.
- After consent, collect exposed employee's blood as soon as feasible after the exposure incident and test blood for HBV and HIV serological status.
- If the employee does not given consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days. (See Note #3).

The "Exposure Incident Report" and "Request for Source Individual Evaluation" and "Employee Exposure Follow-Up Record" (see Note #4) will be provided by the Personnel

Department to the employee so they may bring them along with any other relevant medical information to the medical evaluation. Original copies will be maintained with employee's medical records. Personnel Department will consult with the Safety Coordinator and review the circumstances of the exposure incident to determine if procedures, protocols and/or training need to be revised.

NOTES

- Note #1** New York State Public Health Law requires information about AIDS and HIV to be kept confidential. This law requires that anyone receiving an HIV test MUST sign a consent form first. The law strictly limits disclosure of HIV-related information. When disclosure of HIV-related information is authorized by a signed release, the person who has been given the information MUST keep it confidential. Redisclosure may occur with another authorized signed release. The law only applies to people and facilities providing health or social services.
- Note #2** If consent is not obtained, the Town must show that legally required consent could not be obtained. Where consent is not required by law, the source individual's blood, if available, should be tested and the results documented.
- Note #3** If, during this time, the exposed employee elects to have the baseline sample tested, testing shall be done as soon as feasible.
- Note #4** These are optional forms that have been provided to assist the Town with gathering information that is required by the standard.
- Note #5** Following an exposure incident, prompt medical evaluation and prophylaxis is imperative.

C-4.13 - Health Care Professionals

Personnel Department will ensure that the health care professionals responsible for employee's HBV vaccination and post-exposure evaluation and follow-up are given a copy of the OSHA Bloodborne Regulation. Personnel Department will also ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test; and
- Relevant employee medical records, including vaccination status

C-4.14 - Health Care Professional's Written Opinion

Personnel Department will provide the employee with a copy of the evaluating health care professional's written opinion within 16 days after completion of the evaluation.

For HBV vaccinations, the health care professional's written opinion will only define whether the employee should have or has received the HBV vaccination.

The written opinion for post-exposure evaluation and follow-up will be limited to whether or not the employee has been informed of the results of the medical evaluation and any medical conditions which may require further evaluation and treatment.

All other diagnoses must remain confidential and not be included in the written report to the Town of Perinton.

C-4.15 - Labeling

The following labeling method(s) will be used at our facility when applicable:

- Red Containers/Red Bags
- Biohazard labels

The Safety Coordinator will ensure warning labels are affixed or red bags are used as required. Employees are to notify the Safety Coordinator if they discover unlabeled regulated waste containers.

These labels are not required when: (1) red bags or red containers are used; (2) individual containers of blood or other potentially infectious materials are placed in a labeled container during storage, transport, shipment or disposal. The warning label must be fluorescent orange or orange-red, contain the biohazard symbol and the word "BIOHAZARD" in a contrasting color, and be attached to each object by string, wire, adhesive, or other method to prevent loss or unintentional removal of the label.

C-4.16 - Recordkeeping

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with OSHA 29 CFR 1910. Personnel Department is responsible for maintenance of the required medical records.

These medical records will include:

- The name and social security number of employee;
- A copy of the employee's HBV vaccinations and any medical records relative to the employee's ability to receive vaccination;

- A copy of all results of examinations, medical testing, and follow-up procedures as required by the standard;
- A copy of all health care professional's written opinion(s) as required by the standard.

All employee medical records will be kept confidential and will not be disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by the standard or as may be required by law.

Employee medical records shall be maintained for at least the duration of employment plus 30 years. Employee medical record shall be provided upon request of the employee or to anyone having written consent of the employee within 16 working days.

Training Records

The Safety Coordinator will maintain bloodborne pathogen training records at the Personnel Department. The training record shall include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

Training records will be maintained for a minimum of seven (7) years from the date on which the training occurred. Employee training records will be provided upon request to the employee within 16 working days.

C-5
ASBESTOS

References

OSHA 29CFR 1926.1101

C-5.1 - Expectations

This program is designed to regulate and protect employees of the Town of Perinton from exposure to all forms of asbestos while working within a building or structure or on other facilities that are known to have or potentially have asbestos and where asbestos fibers could become airborne and inhaled or ingested by an employee.

C-5.2 - Duties

Supervision

Supervision will be responsible for protecting the employees from potential exposure to asbestos. This will be accomplished by having full knowledge of the worksite regarding existence or potential existence of asbestos in floor tiles, insulation, coatings, roofing materials, siding shingles, sealant, piping, pipe insulation, etc. This knowledge will be gained through engineering reports, history of specific buildings, type of work being completed, past or current abatement work, experience, training, etc.

Due to the age of some facilities, asbestos is suspected on various pipe installations and potentially elsewhere. Exposure is possible when making pipe connections to or removing old underground asbestos pipe. Town of Perinton employees cannot complete work on actual or potential asbestos containing materials. When exposing pipe that may contain asbestos, employees should be aware of these conditions and take necessary precautions to not disturb the piping. If asbestos is suspected, the employee must contact Supervision and depending upon the nature of the job, make a determination regarding correction, including contracting the work to be performed by a licensed abatement contractor.

Supervision shall take the necessary steps and precautions as outlined within this program to fully protect the employee. These methods will include verification of effective engineering controls, use of Personal Protective Equipment (PPE) and proper training of the employee

Employee

When working at a project site that has the potential to have asbestos, the employee shall abide by all the regulations as included in this program and as directed by responsible Supervision. The employee shall be properly trained in all aspects of this program.

C-5.3 - General

Asbestos fibers enter the body by inhalation of airborne particles or by ingestion and can become embedded in the tissues of the respiratory or digestive systems. Exposure to asbestos can cause numerous disabling or fatal diseases. Among these diseases are asbestosis, lung cancer, mesothelioma, and gastrointestinal cancer.

C-5.4 - Definitions

Asbestos

Includes chrysolite, amosite, crocidolite, tremolite, asbestos, anthophyllite asbestos, actinolite asbestos, and any of these minerals that have been chemically treated and/or altered.

Asbestos-containing material (ACM)

Any material containing more than one percent asbestos.

Authorized person

Any person authorized by the employer and required by work duties to be present in regulated areas.

Presumed Asbestos Containing Material (PACM)

Thermal system insulation and surfacing material found in buildings constructed no later than 1980.

Regulated area

An area established by the employer to demarcate areas where Class I, II, and III asbestos work is conducted, and any adjoining area where debris and waste from such asbestos work accumulate; and a work area within which airborne concentrations of asbestos, exceed or there is a reasonable possibility they may exceed the permissible exposure limit.

C-5.5 - Permissible Exposure Limits (PELS)

The Town of Perinton shall ensure that no employee is exposed to an airborne concentration of asbestos in excess of:

- 0.1 fiber per cubic centimeter of air as an eight (8) hour time-weighted average (TWA); or,
- 1.0 fiber per cubic centimeter of air (1 f/cc) as averaged over a sampling period of thirty (30) minutes.

The Town of Perinton shall rely on the testing and monitoring of the asbestos abatement contractor performing work requiring the establishing of a regulated area or the responsible monitoring contractor for verification of airborne concentrations.

C-5.6 – Facility Abatement Subcontractor / Maintenance Work

Before work can begin, Supervision shall obtain all information pertaining to the existence or potential presence of asbestos. This information shall identify the presence of, location and quantity of ACM, and/or PACM. The asbestos abatement contractor performing the work requiring the establishment of a regulated area is responsible to inform the Town of Perinton of the existence of and requirements pertaining to regulated areas, and the measures taken to ensure that employees are not exposed to asbestos.

- A. Supervision shall obtain and understand this information and that the other contractors on site are also provided with the necessary information.
- B. If at any time Supervision or employee believes that they may be exposed to asbestos due to the inadequate containment of an adjacent asbestos abatement project; Supervision shall remove the employees from the area until the situation is corrected and exposure assessment monitoring of the asbestos abatement contractor establishes the area to be safe to re-enter.
- C. Supervision shall assure employee safety from asbestos exposure by verifying the integrity of the enclosure and/or effectiveness of the control method relied on by the primary asbestos contractor on a daily basis. This will be completed through visual inspection of the critical barrier; enclosure and regulated area containment methods; monitoring records and current concentrations outside regulated area and through a review with the abatement contractor and their responsible monitoring personnel.
- D. If ever the Town of Perinton subcontracts work on a project, which involves asbestos that requires a regulated area, the Town of Perinton will have the general supervisory authority over the asbestos work being completed. It will then be the responsibility of the Town of Perinton to determine whether the asbestos contractor is in compliance with OSHA 29 CFR Part 1926.1101.

C-5.7 - Asbestos Discovery

If, in the process of completing the required work on a project, ACM and/or PACM is discovered, the employee shall inform Supervision of the finding. Supervision should verify the finding and convey the information concerning the presence, location and quantity of such newly discovered ACM and/or PACM to the owner and to other contractors at the work site within 24 hours of the discovery. All work in this area shall be discontinued and all employees removed until the area is approved for re-entry through abatement, designation that the PACM does not contain asbestos, the use of personal protective equipment, engineering controls, etc.

C-5.8 - Training

The Town of Perinton Supervision who subcontract and supervise an abatement project shall have general knowledge in the following:

- Identifying asbestos and materials potentially containing asbestos

- Procedures to take in case of asbestos discovery
- The health effects associated with asbestos exposure
- Methods of engineering and control
- Proper personal protection required
- The appropriate work practices
- Monitoring methods and acceptable exposure levels
- The requirements of posted signs and affixed labels and the meaning of the required legends for such signs and labels
- Information contained in this program
- OSHA 29 CFR Part 1926.1101.

C-6 **LEAD**

References

OSHA 29CFR 1926.62

C-6.1 - Expectation

The Town of Perinton has developed this Lead Program to establish maximum limits of exposure to lead for all employees exposed, and the required procedures to follow regarding controls and personal protection.

C-6.2 – Duties

The Safety Coordinator, along with applicable Supervision shall complete frequent and regular inspections of the facility, work areas, materials and equipment regarding lead.

Before an employee can be assigned a task, Supervision shall identify if the task has the potential for exposing the employee to lead. If the job task has the potential for lead exposure, Supervision shall implement the protection and controls listed in this program for that task. If it is a new job description not listed in this program, all preliminary monitoring and samples will be completed to determine exposure levels and the necessary steps shall be taken as contained within this program. Supervision may also have the option to immediately use appropriate personal protective equipment without requiring the monitoring and testing.

The employee shall understand all information contained within this program, including work tasks that potentially include occupational exposure to lead, correct PPE to use and its correct use, common symptoms of overexposure, etc.

C-6.3 - Lead

Pure lead is a heavy metal and is a basic chemical element. It can combine with various other substances to form numerous lead compounds. When absorbed into the body in certain doses, lead is toxic. Lead is absorbed into the body by inhalation and ingestion. With the exception of certain organic lead compounds, notably lead arsenate and lead azide, lead is not absorbed significantly through the skin.

C-6.4 - Work Tasks Potentially Involving Exposure to Lead

For the purpose of this program, lead includes metallic lead, all inorganic lead compounds, and organic lead soaps. Regardless if completing the work directly or in proximity to, the following work tasks have the potential to expose an employee to lead. Supervision shall verify the potential lead content and proper procedures implemented as detailed within this program before work shall begin.

- abrasive grinding or sanding of lead containing materials

- lead burning;
- any other task believed that may cause exposures in excess of the PEL

C-6.5 - Permissible Exposure Limit

The permissible exposure limit (PEL) to lead, is fifty micrograms of lead per cubic meter of air (50 ug/m³), averaged over an 8-hour work day. Shorter time exposures above the PEL are permitted so long as for each 8-hour work day the average exposure does not exceed the PEL. If an employee is exposed to lead for more than 8 hours in any workday, the following formula must be used to reduce exposure as a Time Weighted Average (TWA):

Employee Exposure (in ug/m³)=400 divided by hours worked in the day.

C-6.6 - Action Level

The action level, regardless of respirator use, for lead is an airborne concentration of 30 ug/m³ calculated as an 8-hour TWA. When a work task has been determined to be at, or exceed the action level, applicable Supervision shall implement exposure monitoring and observing; medical surveillance, training, and instill all necessary engineering, work practice, and administrative controls.

C-6.7 - Compliance Program

The following job tasks have been determined to have the potential to expose an employee to lead. As listed, these job tasks are not long term daily operations and are completed on an occasional basis.

There are no current assigned work tasks that present actual or potential lead exposure to the Town of Perinton employees. However Supervision shall verify that work in progress by other contractors in proximity to Town of Perinton employees that potentially involve exposure to lead, are being completed within the requirements of the OSHA lead standard.

If employee work tasks will actually or potentially expose them to lead, the task shall be identified and the full lead exposure program (section C-6.8 thru C-6.21) shall be attached to this program.

C-6.8 - Personal Protective Equipment

If a task is assigned that may expose an employee to lead, engineering, work practice and administrative controls must initially be used to reduce and maintain employee lead exposure to or below the PEL. When all feasible controls have been established but are not sufficient to reduce employee exposure to or below the PEL, respirators must be used to supplement these controls along with any other applicable PPE. Applicable Supervision will provide necessary personal protective equipment, at no cost to the employee, and ensure its use.

RESPIRATORS

Respiratory protection shall be used when:

- employee exposure to lead exceeds PEL;
- engineering and work practice controls are not sufficient to reduce exposure levels to or below the PEL;
- an employee requests a respirator; and
- as interim protection for employees prior to exposure assessment.

The appropriate respirator must be approved by the Mine Safety and Health Administration (MSHA) and NIOSH and must be selected to protect against lead dust, fumes and mists. See Section B-4 - Respirator Protection for further information.

PROTECTIVE CLOTHING

If required, the Town of Perinton shall provide protective clothing and equipment where employees are exposed to lead above the PEL, and are exposed to lead compounds that may cause skin or eye irritation, or as interim protection while exposures are being assessed.

C-6.9 - Housekeeping

All surfaces shall be maintained as free as practicable of accumulations of lead. Compressed air will not be used to cleanup surfaces unless it is used in conjunction with a ventilation system designed to capture the airborne dust.

Vacuums must be used for clean-up and will be equipped with high-efficiency particulates air (HEPA) filters and used and emptied in a manner that minimizes the reentry of lead into the workplace. Shoveling, dry or wet sweeping, and brushing must be used only where vacuuming have been tried and found to be ineffective.

C-6.10 - Hygiene Facilities and Practices

Due to the nature of related work and frequency, the Town of Perinton does not provide showers. However, employees must wash their hands and face prior to eating, drinking, smoking, and at the end of a work shift. Food, beverages, tobacco products and cosmetics are prohibited in all areas where employees are exposed to lead.

C-6.11 - Warning Signs

All signs must be well lit and kept clean. The following warning signs must be posted in each work area where employee exposure to lead is above the PEL:

WARNING
LEAD WORK AREA
POISON

NO SMOKING OR EATING

C-6.12 - Exposure Monitoring

Where initial employee exposure is at or above the action level, Supervision will collect samples representative of a full work shift. The samples must represent the monitored employee's regular, daily exposure to lead if appropriate.

The initial determination of whether employees are exposed to lead at or above the action level and the results must be made available based on the following:

- Any information, observation, or calculation that indicates employee exposure
- Any previous measurements of airborne lead
- Any employee complaints of symptoms attributed to lead exposure
- Objective data regarding materials, processes, or operations

The Town of Perinton will use the data that demonstrates that a particular lead-containing material or product does not result in employee exposure at or above the action level when processing, using or handling.

Until the Town of Perinton performs the exposure assessment and documents that the employees are not exposed above the PEL, The Town of Perinton will treat employees performing certain operations as if they were exposed above the PEL.

If the initial determination proves that employee exposure is below the action level, further exposure determination need not be repeated unless there is a change in processes or controls.

C-6.13 - Exposures

If an employee exposure is above the PEL, the Town of Perinton will perform monitoring quarterly and continue until at least two consecutive measurements, taken at least 7 days apart, are below the PEL but at or above the action level.

If an employee exposure is at or above the action level, but at or below the PEL, the Town of Perinton will perform monitoring at least every 6 months.

The Town of Perinton will discontinue monitoring when at least two consecutive measurements, which are taken at least 7 days apart, are below the action level. The Town of Perinton will notify each employee in writing of employee exposure assessment results within 5 working days after their receipt. Whenever the results indicate that the employee exposure is at or above the PEL, the Town of Perinton will include a written notice stating that the employee's exposure was at or above the level and describe the corrective action taken.

The employee or designated representative may observe any monitoring of employee lead exposure and receive any explanation of the measurement procedures.

C-6.14 - Medical Surveillance and Multiple Physicians Review

The Town of Perinton shall make available, at no cost to the employee, initial medical surveillance for employees occupationally exposed to lead at or above the action level for more than 1 day per year. For employees with exposure more than 30 days per year and who have a blood level over 40 ug/dl, full medical surveillance is required. Full medical examinations with extensive testing will be made available to those employees exposed at or above the action level for more than 30 days per year.

Medical exams must be performed by or under the Supervision of a licensed physician. The Town of Perinton shall provide all examining physicians with a copy of the OSHA lead standard, a description of the affected employee's duties, the employee's lead exposure level, a description of the personal protective equipment used, prior blood lead determinations, and all prior written medical opinions for the employee.

Initial surveillance must include biological monitoring in the form of blood sampling and analysis for lead or zinc protoporphyrin levels and conducted at an OSHA approved lab.

The tests must be performed as follows:

- At least every 2 months for the first 6 months and every 6 months thereafter for employees exposed at or above the action level for more than 30 day annually
- At least every 2 months for employees whose last blood sampling and analysis indicated a blood level at or above 40 ug/dl
- At least monthly during the removal period for each employee removed from exposure due to an elevated blood lead level

Within 5 days of receiving biological monitoring results, the Town of Perinton will notify each employee, in writing, of his/her blood lead levels. All employees whose blood lead levels exceed 50 ug/dl must be removed temporarily with medical removal protection benefits.

When the results of a blood lead level test indicate the level exceeds the criteria for medical removal, the Town of Perinton will provide a second follow-up blood sampling test within 2 weeks to confirm that removal is necessary. The Town of Perinton will make available OSHA compliant medical exams to employees exposed at or above the action level for more than 30 days per year as follows:

- at least annually for each employee whose blood level within the past 12 months was at or above 40 ug/dl
- when the employee has developed signs or symptoms commonly associated with lead intoxication
- when employee is pregnant

- when medically appropriate for employees removed from lead exposure due to sustained health risk or following a final medical determination

The employee has the right to seek a second medical opinion within 14 days, following each medical exam or consultation by the Town of Perinton selected initial physician. If the findings of the second physician differ from those of the initial physician, the employee and the Town of Perinton must work together to see that the two physicians resolve the disagreement.

C-6.15 - Medical Removal Protection

The Town of Perinton will remove employees with lead exposure at or above the action level every time:

- a periodic and follow-up blood sampling test indicates a blood lead level at or above 50 ug/dl
- a final medical determination indicates a detected medical condition that increases health risks from lead exposure

Employees will be returned to their former job status when:

- two consecutive blood sampling tests indicate a blood lead level is at or below 40 ug/dl for employees removed due to a blood lead level at or above 50 ug/dl
- a subsequent final medical determination indicates there is no longer a detected medical condition that increases health risks from lead exposure

The Town of Perinton will provide up to 18 months of medical removal protection benefits each time an employee is removed from lead exposure. As long as the position/job exists, the Town of Perinton will maintain the earnings, seniority, and other employment rights and benefits as though the employee had not been removed from the lead exposure.

If a removed employee files a worker's compensation claim for a lead related disability, the Town of Perinton will continue medical removal protection benefits pending the disposition of the claim. The Town of Perinton's obligation will be reduced to the extent that the employee received compensation for earnings lost during removal.

C-6.16 - Training

The Town of Perinton will train and ensure participation by all employees subject to exposure to lead or lead compounds in accordance with the Hazard Communication Standard / Right to Know Law. Initial training will be held prior to initial job assignment. Training will be repeated annually, at a minimum, and must include:

- the content of the OSHA standard and its appendices

- the content of the Lead Program
- the content of the Hazard Communication / Right to Know Program
- the specific nature of operations that could introduce lead exposure above the action level
- the purpose, proper selection, fit, use, and limitations of respirators
- the purpose and a description of the medical surveillance program, and the medical removal protection program
- the engineering and work practice controls associated with employee's job assignments
- the contents of the compliance plan in effect
- instructions to employees that chelating agents must not be used routinely to remove lead from their bodies and when necessary only under medical Supervision
- the right to access records under OSHA's "Access to Employee Exposure and Medical Records" standard

C-6.17 - Recordkeeping

The Town of Perinton will maintain an accurate record of all monitoring and other data used to conduct employee exposure assessments as required in accordance with provisions as regulated by OSHA and NYS Department of Labor.

C-6.17A - Exposure Assessment

The following must be included in exposure assessment records:

- the dates, number, duration, location, and results of each sample taken, including a description of the sampling procedure used to determine representative employee exposure
- description of sampling and analytical methods and evidence of their accuracy
- the type of respiratory protection worn if any
- the name, social security number, and job classification of the monitored employee and all others whose exposure the measurement represents
- environmental variables that could affect the measurements of employee exposure

C-6.17B - Medical Surveillance

The Town of Perinton will maintain an accurate record for each employee subject to medical surveillance, including:

- name, social security number, and description of the employee's duties
- a copy of the physicians written opinions
- results, as supplied to the examining physician, of any airborne exposure monitoring done for representative employee

- any employee medical complaints related to lead exposure

C-6.17C - Medical Removal

The Town of Perinton will maintain an accurate record for each employee subject to medical removal for the duration of employment and a minimum of one year after, including:

- name and social security number of the employee
- date on each occasion that the employee was removed from current lead exposure and the corresponding date which the employee was returned to former job status
- a brief explanation of how each removal was or is being accomplished
- a statement about each removal indicating whether the reason for removal was an elevated blood level

In addition, the Town of Perinton will maintain a record of any objective data relied on to determine initial exposure if it was used in lieu of exposure monitoring for exposure assessment purposes.

C-7

HISTOPLASMOSIS

C-7.1 - Purpose

The Town of Perinton has developed this Histoplasmosis Program to protect affected employees, and to designate procedures to follow regarding controls and personal protection.

C-7.2 - Duties

The Safety Coordinator, along with applicable Supervision shall complete frequent and regular inspections of the facility, work sites, materials and equipment regarding potential exposure to bird (primarily pigeon) fecal matter.

During initial project walk through and prior to starting a project, the Town of Perinton shall examine the site and all conditions thereon including the actual or potential existence of pigeon fecal matter.

Before an employee can be assigned a task, Supervision shall identify if the task has the potential for exposing the employee to pigeon fecal matter. If the job task has the potential for exposure, the protection and controls listed in this program shall be implemented. The employee shall understand all information contained within this program, including work tasks that potentially include occupational exposure to pigeon fecal matter, correct PPE to use and correct use, common symptoms of overexposure, etc.

C-7.3 - Histoplasmosis

Histoplasmosis is a fungal infection primarily contracted from exposure to an excessive amount of bird and bat fecal matter. A fungal mold called *Histoplasma Capsulatum* is often found where pigeon droppings have accumulated for three years or more. Disturbance of these contaminated areas releases the fungal spores into the air. Once airborne, the fungus can enter the body, primarily through the lungs and / or the gastrointestinal tract, and can affect the lungs, spleen, stomach, intestines, central nervous system, etc. Histoplasmosis, if contracted, can be fatal.

Histoplasmosis primarily affects a person's lungs, and its symptoms vary greatly. The vast majority of infected people are asymptomatic (have no apparent ill effects), or they experience symptoms so mild they do not seek medical attention and may not even realize that their illness was histoplasmosis. If symptoms do occur, they will usually start within 3 to 17 days after exposure, with an average of 10 days. Histoplasmosis can appear as a mild, flu-like respiratory illness and has a combination of symptoms, including malaise (a general ill feeling), fever, chest pain, dry or nonproductive cough, headache, loss of appetite, shortness of breath, joint and muscle pains, chills, and hoarseness.

C-7.4 - Work Environments Potentially Involving Exposure to Histoplasmosis

H. capsulatum grows in soils throughout the world. In the United States the proportion of people infected by *H. capsulatum* is higher in central and eastern states, especially along the valleys of the Ohio, Mississippi, and St. Lawrence rivers.

The fungus grows best in soils having a high nitrogen content, especially those enriched with bird manure or bat droppings. The organism can be carried on the wings, feet, and beaks of birds and infect soil under roosting sites or manure accumulations inside or outside buildings. Active and inactive roosts of blackbirds (e.g., starlings, grackles, red-winged blackbirds, and cowbirds) have been found heavily contaminated by *H. capsulatum*. Therefore, the soil beneath an area where blackbirds have roosted for 3 or more years should be suspected of being contaminated by the fungus. Habitats of pigeons, bats, and poultry houses with dirt floors should also be suspect.

Fresh bird droppings on surfaces such as sidewalks and windowsills have not been shown to present a health risk for histoplasmosis because birds themselves do not appear to be infected by *H. capsulatum*. Rather, bird manure is primarily a nutrient source for the growth of *H. capsulatum* already present in soil. Unlike birds, bats can become infected with *H. capsulatum* and consequently can excrete the organism in their droppings.

The following work areas have the potential to expose an employee to pigeon fecal matter and shall be verified of potential or actual existence and proper procedures shall be implemented as detailed within this program before work shall begin.

- Attic space work
- Exterior elevated platforms
- Bird Roosting Areas

C-7.5 - Worker Protection

This section details the equipment and procedures required for protecting the Town of Perinton employees against Histoplasmosis.

C-7.5A - PROTECTIVE CLOTHING

All affected Town of Perinton employees shall wear the following protective clothing:

- Standard disposable Tyvek Total-Body Deluxe Coverall or equivalent rated for particulate holdout.
- If there is a liquid splash potential while working in an exposed area, employees must wear disposable Tyvek QC Total-Body Deluxe Coverall or equivalent rated to repel liquids.
- Heavy duty Neoprene / Latex Gloves or equivalent.
- Rubber Boots.
- Gloves and boots must be sealed with duct tape at wrists and ankles.

C-7.5B - RESPIRATORY PROTECTION

All affected Town of Perinton employees shall use the proper respiratory protection in the work area regardless of their activity.

Respiratory protection shall be selected and utilized as follows:

- Employees must wear full-faced respirators and shall be equipped with HEPA type filters labeled with NIOSH and MSHA certification for “Radionuclides, Radon Daughters, Dust, Fumes, and Mists”.
- The Town of Perinton shall instruct the affected employees on the purpose, proper use, fitting, instructions and limitations of respirators as required by 29CFR 1910.134. Refer to Section B-4 - Respiratory Protection for further details.

C-7.6 - Removal and Disposal of Bird Fecal Matter

Before intended work can begin in an area determined to contain bird / bat / pigeon fecal matter the area must be decontaminated.

The procedures for cleanup and decontamination are as follows:

- Substrates shall be cleaned with a high-powered water hose, scrapping and / or brushing.
- Cleanup and / or decontamination shall consist of washing off soiled gloves, boots and equipment with soap and water.
- The disposable coveralls and respirator filters should be bagged in plastic bags and disposed of in normal trash.
- Discarded materials, waste materials, or other objects shall be handled as to avoid potential for spreading contamination, or creating a sanitary hazard.

C-7.7 - Exposure to Pigeon Fecal Matter

The following procedures shall be followed to protect from a possible exposure or if an exposure is encountered.

Skin Contact:	Remove and dispose of contaminated clothing and thoroughly wash affected area.
Inhalation:	Move to fresh air and dispose of contaminated respiratory filters. Thoroughly wash respirator and affected areas.
Ingestion:	Thoroughly wash hands prior to eating or smoking.

C-7.8 - Training

The Town of Perinton will train and ensure participation by all employees subject to exposure to bird / bat / pigeon fecal matter and histoplasmosis. Initial training will be held prior to initial job assignment. Training will be repeated annually, at a minimum, and must include:

- The content of this Histoplasmosis Program
- Symptoms and effects of overexposure
- The specific nature of operations that could introduce exposure
- The purpose, proper selection, fit, use, and limitations of respirators
- The engineering and work practice controls associated with employee's job assignment

C-8
RABIES EXPOSURE CONTROL

References

*New York State Department of Labor, Public Safety and Health Bureau,
Rabies Exposure Control Guide.*

C-8.1 - Expectation

To serve as the Town of Perinton's rabies exposure control program which is based upon New York State Department of Labor, Public Safety and Health Bureau, Rabies Exposure Control Guide.

C-8.2 - Duty

Supervision shall implement, train and assure compliance of the rabies control measures by all employees determined to have the potential to get an occupational exposure to rabies.

Rabies exposure control concerns all Town employees whose job description involves the task of handling any carriers of the rabies virus. These employees include Animal Control Officer and Department of Public Works Employees assigned the task of picking up dead animals.

C-8.3 - General

Rabies is an acute viral infection of the central nervous system that affects mammals. It is primarily transmitted through introduction of the virus into a cut or wound in skin or through the mucous membranes. Humans typically obtain the virus from bites of infected mammals. Transmission can also occur through open wounds, scratches, abrasions or mucous membrane that come in contact with saliva or other potentially infectious material, such as brain tissue, from a rabid animal.

Casual contact, such as petting a rabid animal does not create an exposure and is not an indication for treatment.

The rabies virus can live a few hours outside the body in saliva and fluids.

The rabies virus can live inside the body for days.

Freezing extends the life of the rabies virus after the animals' death.

C-8.4 - Operations

All known exposures to infected animals or humans must be reported to the Monroe County Health Department. All preparations for laboratory diagnosis will be done according to New York State Health Department guidelines.

Suspected live rabid animals should be referred to the local law enforcement agency or Town Animal Control. Suspected infected animals should be euthanized by the appropriate authorities and the carcass handled following universal precautions and utilizing appropriate personal protective equipment.

Consider all exposures to known possible carriers as rabid. These include all road kills. The potential carriers include bats, red & gray fox, raccoon's, skunks, dogs, cats, livestock as well as all other carnivorous wild animals.

C-8.5 - Engineering Controls and Personal Protective Equipment

The following equipment is required for the pickup of road killed or euthanized animals:

- Heavy Duty Rubber Gloves
- Plastic Bags - 23" x 17" x 48" (at least 3 mil)
- Flat blade shovel with marked handle
- A 10% fresh bleach solution - bucket or sprayer

Always wear heavy rubber gloves when handling equipment to pick up road kills, euthanized animals or to physically handle a carcass. Bag or incinerate disposable gloves after use. Disinfect non-disposable gloves.

Use a shovel designated to pick up road killed or euthanized animals. Shovels can be designated by painting the handle or physically marking it for this sole intended use. Use this shovel only for road kills and euthanized animals and store in a safe and readily available location.

Small animal carcasses should be put in a plastic bag and tied, for later disposal, if a safe on site disposal is not possible. "Safe" means buried three (3) feet deep or incinerated.

Employees are required to disinfect shovels, their hands, the truck bed, and the roadway where the carcass laid by liberally spraying or pouring the 1:10 household bleach (sodium hypochlorite) solution over all the potentially infected components after the carcass is bagged or buried. See Section C-4 for further information.

C-8.6 - Vaccination

The Animal Control Officer or designee will be offered the HDVC and HRIG vaccination series on a pre-exposure basis.

Any employee who is assigned to pick up road kill or potentially rabid animals as collateral duties would not be required to be pre-vaccinated if engineering controls, utilizing necessary personal protective equipment and training is implemented.

Any employee who has the potential for exposure and after adequate training exercises their right to decline the series will be required to sign a letter of declination.

Records of employee vaccinations will be maintained by the Personnel Department.

Any Town employee with an exposure (bite, scratch, or direct contact with blood or body fluids to a cut or mucous membrane) shall comply with the New York State Sanitary Code Chapter I, Title 10, Part 2, Section 2:14. The exposure must be reported to the Monroe County Health Department as soon as possible. Post exposure vaccination series will be administered as soon as possible after the exposure.

C-8.7 - Training

The Town of Perinton Safety Coordinator will determine which employees can reasonably expect to have an occupational exposure to rabies.

All employees determined by the Safety Coordinator to have the potential exposure to rabies will be provided training in relation to their duties including understanding this program, implementation of safety controls, selection and types of personal protective equipment, handling of road kill and euthanized animals, identification of possible exposures and related precautions.

The Personnel Department shall maintain records of all training of employees.

C-9 **HEAT STRESS**

References *General Duty*

C-9.1 - Expectation

To serve as requirements for the Town of Perinton establishing safety habits regarding procedures protecting the employers from heat stress. If a job entails vigorous activity in a hot climate, heat stress can be a major occupational hazard.

C-9.2 - Duty

The Town of Perinton employees are encouraged to use common sense and the reasonable work practices described in this policy to minimize the effects of heat stress.

C-9.3 – Heat Stress Factors

Four (4) environmental factors can affect working in hot weather:

- Temperature
- Humidity
- Radiant heat
- Air movement

There are also personal characteristics that are important such as age, weight, fitness, medical condition, and acclimation (getting used to high heat).

In order to maintain our body at a constant temperature, the body must release the heat. This is carried out through blood circulation and sweating. As your body temperature increases your heart begins to pump more blood through the circulatory system. Blood vessels expand and allow more blood flow to the skin surface where the excess heat can be released through the skin.

If this process is not enough to cool the body, your brain tells your sweat glands in the skin to release large quantities of sweat onto the skin surface. As the sweat evaporates, it cools the skin by eliminating heat from the body. In environments with high humidity this process is hindered because the evaporative process is decreased and it is harder for the body to cool itself. In addition, when muscles are being used for physical labor, less blood is available to flow to the skin and release heat.

The problems resulting from this situation can range from being uncomfortable to death. With so much blood being pumped to the skin it is hard for the body to maintain its normal functions. Increased body temperature and physical discomfort promote

irritability, anger, and other emotional states, that can cause workers to bypass safety procedures or to lose concentration while performing hazardous job functions.

C-9.4 - Protection from Heat

Most heat-related health problems can be prevented, or risk of developing them reduced, by initiating the following National Institute of Occupational Safety and Health (NIOSH) recommended precautions to lessen the effect of heat on the body:

- Engineering Controls / Change of Environment

The best ways to reduce heat stress is to minimize heat in the workplace. This can be done with the use of fans, air conditioning, relocation of work duties, etc. This is not always possible as there are some work environments where heat production cannot be controlled control, such as when the work is outdoors and exposed to warm weather conditions.

- Acclimation

The adjustment of the human body to excessive heat, under normal circumstances, usually takes about 5 to 7 days. During this timeframe the body will undergo a series of changes that will make continued exposure to heat more endurable. On the first day of work in a hot environment, the body temperature, pulse rate, and general discomfort will be higher. With each succeeding daily exposure, all of these responses will gradually decrease, while the sweat rate will increase. When the body becomes acclimated to the heat, the employee will find it possible to perform work with less strain and distress.

- Work Practices

Avoiding or shielding oneself from the sun; use of power tools to reduce exertion; and personal cooling devices or protective clothing can reduce the hazards of high heat.

- Awareness

Awareness is vital. Replace fluids and salt lost; recognize symptoms; and monitor water weight loss to guard against dehydration. Older, overweight employees, and those on certain medications, are at greater risk.

- Water

In the course of a day's work in the heat, a worker may produce as much as 2 to 3 gallons of sweat. Therefore it is essential that water intake during the workday be about equal to the amount of sweat produced. Do not depend on thirst to signal when and how much to drink. Drink 5 to 7 ounces of fluids every 15 to 20 minutes to replenish the necessary fluids in the body. There is no optimum temperature of drinking water. Whatever the temperature of the water, it must be palatable and readily available to the worker. Individual drinking cups should be provided. Never use a common drinking cup.

Summary for Staying Cool in Hot Environments

- Drink a lot of cool water all day, before you feel thirsty. Every 15 minutes, you may need a cup of water (5 to 7 ounces).
- Keep taking rest breaks. Rest in a cool, shady spot. Use fans.
- Wear light-colored clothing, made of cotton.
- Work in the shade.
- For heavy work in hot areas, take turns with other workers, so some can rest.
- If you travel to a warm area for a new job, you need time for your body to get used to the heat. Be extra careful the first 2 weeks on the job.
- If you work in protective gear.

D-1

CONFINED SPACE ENTRY

References

OSHA 29CFR 1910.146
<http://www.phmsa.dot.gov/pipeline/regs>

D-1.1 - Expectation

The Town of Perinton has established requirements for providing maximum protection of employees when entering confined spaces. This program specifies how to eliminate and/or control hazards associated with entry of these spaces.

D-1.2 - Responsibilities

The Safety Coordinator is responsible for the overall implementation and maintenance of any written program or any certification concerning the requirements of the Confined Space Standard for the organization. The Safety Coordinator and Supervision shall ensure that all affected personnel are properly trained and that refresher training is given at regular intervals.

Trained Sewer Department and select personnel of the Town of Perinton are designated as Entry Supervisors. They are responsible for making determinations as to whether a work site contains a confined space, whether the space needs to be entered and whether the confined space entry requires an entry permit or if alternate procedures apply.

D-1.3 - Definitions of Confined Spaces

A **confined space** is defined as an area which has "limited access or egress, is large enough for an employee to enter and perform assigned work and is not designed for continuous occupancy by the employee". Confined spaces include, but are not limited to tanks, sumps, vaults, boilers, sewers, digesters, manholes, etc.

A **permit-required confined space** is one that meets the definition of a confined space and has one or more of the following characteristics:

- A. Contains or has the potential to contain a hazardous atmosphere
- B. Contains material that has the potential for engulfing an entrant
- C. Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section
- D. Contains any other serious safety or health hazards.

Non-Permit Required Space

OSHA regulations allow for permit spaces to be reclassified as non-permit spaces when all real or potential hazards have been eliminated. This is the case when there are no actual or potential atmospheric hazards and all hazards within the space are eliminated *prior* to entry.

D-1.4 - Permit Required Confined Spaces

Due to the nature of projects that the Town of Perinton employees encounter, potential confined spaces shall be identified at the onset of each project.

Supervision will determine if any of the confined spaces that need to be entered on that work site are considered permit required and will require that permit entry or alternate entry procedures be followed.

Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet in depth.

The Town of Perinton has determined that the following confined spaces are commonly found on work sites, and are considered Permit Required. However it has also been determined that the only hazards involved are only atmospheric and that alternate entry procedures can be instituted. Therefore follow the procedures as found in section D-1.5 – Alternate Entry Procedures.

<u>Type of Confined Space</u>	<u>Actual or Potential Hazard(s)</u>
Live Manholes - Storm and Sanitary	Atmosphere, Engulfment, Fall
Pump Stations - Storm and Sanitary	Atmosphere, Engulfment, Fall
Pool Surge Tanks	Atmosphere, Engulfment, Fall

D-1.5 - Procedures

A. - Confined Space Determination

The **Entry Supervisor** shall determine if the space is a confined space. Based upon the evaluation of the known or potential hazards associated with the space and the proposed work tasks, the confined space shall be classified as permit-required, utilize alternate procedures or non-permit required.

B. - Hazard Identification

A. ATMOSPHERE

Before the confined space can be entered the following atmospheric hazards must be identified and evaluated. Before an employee enters any confined space, the internal atmosphere shall be tested from outside the space. The sequence of testing shall be as follows:

- oxygen concentration;
- flammable gas, vapor or mist; and

- potential toxic contaminants (as specified by the Entry Supervisor)
- a. These tests will be conducted to determine if the space contains or has the potential to contain one or more of the following:
- Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit(LFL), also known as lower explosive limit (LEL),
 - Airborne combustible dust at a concentration that meets or exceeds its LEL or that obscures vision at a distance of 5’-0” or less,
 - Atmospheric oxygen concentration below 19.5% or above 22.5%,
 - Atmospheric concentration in excess of its permissible exposure limit (PEL). For substances without a PEL consult the MSDS.
 - Any other atmospheric condition immediately dangerous to life or health (IDLH).

B. MATERIAL STORED

C. INTERNAL CONFIGURATION

D. ENGULFMENT

E. OTHER RECOGNIZABLE HAZARDS

C. Confined Space Classification

Permit-required Confined Space - A confined space shall be considered a permit-required confined space if it contains one or more of the above hazards.

Non-permit Confined Space - The confined space is considered to be a non-permit confined space if it does not contain, or respect to atmospheric hazards, have the potential to contain a hazard capable of causing death or serious physical harm, or can be made safe by acceptable means of continuous forced air ventilation alone to maintain the space safe for entry (alternate entry procedures).

If these atmospheric levels cannot be achieved through ventilation and entry is essential, the Town of Perinton will subcontract the work to a properly equipped agency.

Upon classifying the confined space the Entry Supervisor shall then:

1. Coordinate the employees and any other groups that may be conducting simultaneous entries. This includes subcontractors.
2. Ensure measures have been taken for safe entry including draining, depressurizing, ventilation, isolating, grounding, purging, etc.
3. Designate trained authorized Entrants and attendants.
4. Specify procedures and equipment to be used.
5. Ensure proper trained and equipped rescue service is available.

D. Alternate Entry Procedures

Required Entry Equipment:

- Calibrated Gas Monitor
 - Forced Air Ventilation / Fan
 - Appropriate communication if entrant is out of site of Attendant
 - Full body harness, tripod and winch for emergency removal.
1. Before work can begin, the entry supervisor shall determine if the only actual or potential hazards in the space are atmospheric. A Town of Perinton Entry Supervisor or Safety Coordinator will complete the Confined Space Permit attesting to this determination.
 2. An attendant shall remain stationed at the entry with tripod and winch immediately available in case of an emergency. Attendant shall remain in place until work is complete and the entrant(s) have exited the space.
 3. Attendant and entrant(s) shall be fully trained in entry procedures.
 4. Any condition making it unsafe to remove the cover shall be eliminated.
 5. Once the entrance cover has been removed the opening shall be appropriately guarded against accidental falls and to protect the entrant.
 6. Continuous forced air ventilation into the space shall be provided during the entire entry.
 7. The entrant shall make the entry, and maintain constant verbal communication with the attendant at all times.
 8. In longer-term entries, the attendant shall continue to provide periodic atmospheric testing of the space to ensure that it continues to be safe for entry. When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.
 9. If at any time the atmosphere within the space cannot be maintained at acceptable entry levels with the forced air ventilation, the entrants must evacuate the space immediately. If it is found that the atmosphere cannot be maintained for safe entry, other controls must be implemented prior to further entry.
 10. Adequate precaution shall be taken such as providing ventilation to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of its lower flammable limit.

D-1.6 - Entry Permit

Before work can begin within a confined space the *Town of Perinton Confined Space Entry Permit* must be completed and approved. If work lasts longer than one shift a new permit

will be issued at the beginning of the next shift. The permit will be posted at the space to inform others that work is in progress in the confined space. Work cannot begin and no employee may enter the space until the permit is completed and approved.

The entry permit, signed by the Entry Supervisor, and verifying that pre-entry preparations have been completed and that the space is safe to enter, must be posted at entrances or made available to entrants before they enter a permit space. The Entry Supervisor must terminate entry and cancel permits when an assignment has been completed, after each shift or when new conditions exist. The new conditions must be noted on the cancelled permit and used in revising the permit space program. All cancelled permits will be kept for one year.

D-1.7 - Monitoring

Monitoring of the atmosphere shall be conducted so that an accurate representation of the atmosphere is achieved. Particular emphasis shall be placed on monitoring in all locations in which the entrants may work. Attention shall be taken to monitor the atmosphere representing the breathing zone of the entrants. Monitoring and testing shall be continuous for permit-required and enclosed spaces, until all authorized entrants exit the space.

1. Entrants should be trained in the use of, and be equipped with atmospheric monitoring equipment which sounds an audible alarm, in addition to its visual readout, whenever an OSHA defined designated level is encountered
2. Atmospheric monitoring equipment shall be equipped with sensors appropriate for atmospheres involved and calibrated per the manufacturer's instructions.

If at any time the testing results of the atmosphere indicates that levels or concentrations are not within acceptable limits, entry shall be prohibited, or authorized entrants shall be evacuated until proper corrective controls are implemented and a new permit is approved. After the evacuation of the space, retesting and reevaluation of the space must be completed to determine the cause of the hazardous atmospheres and the steps to be taken to correct before reentry. A new permit must also be issued before reentry.

D-1.8 - Ventilation

Ventilation is the primary engineering control of a confined space. The purpose of ventilation is to dilute or displace the original atmosphere and cause it to become non-explosive or chemically non-reactive. Ventilation operations shall be conducted prior to and during entry into a permit-required and non-permit required enclosed spaces. When ventilation is not possible or feasible, other protective measures including personal protective equipment, or other methods shall be used and documented on the entry permit.

D-1.9 - Safety Harnesses

As necessary, the use of approved safety harnesses with retrieval line will be used for any employee entering the confined space. A wristlet may be used if it can be demonstrated that the use of a full body harness is infeasible or creates a greater hazard. The other end of the

retrieval line must be attached to a mechanical device or a fixed point outside the permit space. A mechanical device must be used to retrieve personnel from vertical type permit spaces if they are five feet or deeper.

D-1.10 - Reclassifying Permit-Required Confined Spaces

If testing and inspection data prove that a permit-required confined space no longer poses hazards, that space may be reclassified as a non-permit confined space. A certificate documenting the data will be made available to employees entering the space. The certificate will include the date, location of the space, and the signature of the person making the certification.

Before Entry

If all hazards in a permit-required confined space, other than atmospheric hazards, can be eliminated from outside the space before entry, then the space can be reclassified as a non-permit confined space for as long as the hazards remain eliminated. Control of atmospheric hazards through ventilation does not constitute elimination of all hazards. If all hazards can be eliminated through locking and tagging out then this will effectively serve the purpose.

During Entry

If the hazards in a permit-required confined space can be eliminated during a permit entry, then the space can be reclassified as a non-permit confined space for as long as the hazards remain eliminated.

D-1.11 - Hazard Communication

Supervision will be responsible for informing exposed or potentially exposed employees of the existence of permit required confined spaces and the potential hazards associated with entry.

The method(s) to be utilized for making these notifications will be:

- Awareness training - Minimum annually or upon employment for new hires
- Distribution of a Safety Manual to each employee for daily use
- Recognition system for employees whom make suggestions which lead to the identification of any other confined space or reclassification of an existing space.

Detailed safe entry procedures will be developed for each permit required confined space found on the Town of Perinton work sites. These procedures will specify the proper methods and equipment necessary to conduct the entry operation safely.

D-1.12 - Duties and Required Training for Permit Required Confined Space Entry

Entry into a Permit Required Confined Space will require a specially trained and equipped team which consists of:

- Authorized Entrant
- Entry Supervisor
- Attendant
- Designated Rescue and Retrieval personnel

Each member of the team will receive initial and annual refresher training. The training will be specific for the duties of each team member and include the procedures and practices necessary to protect them from the hazards of the permit space. The training program will include the duties of each team member as listed below.

Authorized Entrants

- Know the hazards associated with the permit space and their effects.
- Properly use the equipment required for entry.
- Maintain a continuous means of communication with the attendant.
- Alert the Attendant in the event of an emergency.
- Evacuate the space if an emergency occurs.

Attendants

- Know the hazards associated with the permit space and their effects.
- Maintain an accurate account of the authorized entrants.
- Remain at their assigned station until relieved by another attendant or until the permit space entry is complete.
- Monitor conditions in and around the permit space.
- Summon rescue and applicable medical services in the event of an emergency.
- Perform non-entry rescue procedures.
- Establish measures to prevent unauthorized personnel from entering permit space.

Entry Supervisors

- Know the hazards associated with the permit space and their effects.
- Verify that the safeguards required by the permit have been implemented.
- Verify rescue services are available and that means for summoning them is in place.
- Cancel the written permit and terminate the permit space entry when required.
- Control personnel who are not authorized to enter the permit space during entry operations.
- Periodically, determine that the entry operation is being performed in a manner consistent with the requirements of the permit space entry procedures and that acceptable entry conditions are maintained.

Rescue and Retrieval Personnel

The Confined Space Operation as defined within this policy will allow for self rescue in coordination with local emergency response assistance. However if circumstances change the Town of Perinton designated rescue and retrieval personnel shall be trained and aware of the elements of an emergency confined space rescue.

- Be involved in preplanning for a confined space emergency.
- Have received training in rescue elements
- What to expect from emergency service agencies and what they expect from us.

D-1.13 - Permit Required Confined Space Program Training

Training for the Permit-Required Confined Space will include the following topics:

- Types of confined space hazards
- Components of the written PRCS program and entry permit system
- Components of the Hot Work and/or Lock Out/Tag Out policy, as appropriate
- The need for prompt guarding of the entrance opening
- Atmospheric testing equipment, including its use, calibration, and maintenance
- Atmospheric testing protocol:
 - oxygen, combustibles, toxics
 - pre-entry, frequent or continuous testing
 - check all levels of the space
- Methods for the control or elimination of any atmospheric hazards
- Procedures the employees must follow if they detect a hazard
- The evaluation process to be used for reentry if hazards are detected
- Train employees on use of entry equipment (ladders, communication devices, etc.)
- Personal protective equipment required
- Personnel and their responsibilities
- On-site rescue
- Emergency service agencies
- Procedures for annual review of canceled permits
- Any other information necessary to ensure employee safety during a permit space entry

D-1.14 - Rescue Plan Training Requirements

This section shall serve as an outline of topics that the Confined Space Rescue Team will need to know or consider in training for confined space rescues.

- Preplanning
 - Determine types of spaces likely to be encountered
 - Designate duties and chain of command for rescue operations
 - Develop standard sequence of events in case of an emergency
 - Know what assistance outside emergency response will provide
- Training
 - Permit space recognition
 - Identification and control of hazards
 - Atmospheric monitoring equipment and protocol
 - Use and maintenance of personal protective equipment
 - Retrieval equipment use and maintenance
 - Simulation of mock confined space emergencies
 - Basic first aid and CPR

- Standard sequence of events during an emergency
 - Initiate the chain of command
 - Remove entrant without entry into space using a mechanical winch system
 - Notify outside emergency response agencies by calling 911
 - Provide care to the entrant until assistance has arrived
 - Attempt to make an assessment as to what went wrong and document
 - Cancel the permit and close the space

D-1.15 - Responsibilities Toward Subcontractors

When subcontractors are involved in the entry of permit required confined spaces which are under the supervisory control of the Town of Perinton, Supervision will inform the subcontractor of the following information and coordinate entry.

- The location of the permit spaces and that entry into these spaces is only allowed through a permit space program or space reclassification
- The rationale for listing the space as a permit space and potential hazards
- The precautions that have been implemented to protect employees
- Obtain any information on the hazards of the permit space and information from previous entry operations from the host employer
- Determine if Town of Perinton workers will be working in or near the space
- If the Town of Perinton will have employees working in or near the space during the subcontractor's entry operation, the subcontractor's representative or foreman will coordinate entry operations with employees
- Inform the Town of Perinton of the permit space program that will be utilized
- At the completion of the entry operation or during the entry operation, communicate any hazards confronted or created during the entry

D-1.16 - Rescue Plan and Emergency Service Assistance

The precautions and procedures outlined in this written program are designed to ensure that employees are safe while working in permit spaces. However, the Town of Perinton recognizes that unexpected situations may arise that prevent the authorized entrant from self-rescue or the attendant in fully providing rescue.

The Confined Space Operation as defined within this policy will allow for self rescue in coordination with local emergency response assistance.

D-1.17 - Program Review

Within one year of any entry operation, the Safety Committee will conduct a review of the program using the canceled entry permits to identify any deficiencies in our program. A review will be conducted sooner if there is reason to believe that the program does not adequately protect employees. Any corrective measures will be documented by a revision of

the program. Employees will be trained on any changes. If no permit space entry operations are conducted during the year, no review is needed.

Employees who note any inadequacies with the program can contact their Supervision.

D-1.18 - Associated Standards and Procedures

This program additionally contains information on the OSHA Excavation Standard, which supersedes the OSHA Confined Space Standard for excavations, because it is more specific to excavation work.

The hazards associated with entry into manholes and vaults involved with the transmission and distribution of natural gas is covered by the United States Department of Transportation's Pipeline Safety Regulations <http://www.phmsa.dot.gov/pipeline/regs>. Compliance with the OSHA Permit Required Confined Space Regulation is required only if an atmospheric hazard cannot be controlled by the DOT safety procedure and shall then be handled as a permit-required confined space.

D-10
CONCRETE AND MASONRY

References

OSHA 29CFR 1926 Subpart Q

D-10.1 - Expectation

This program prescribes performance-oriented requirements for the Town of Perinton and subcontractors designed to help protect workers from the hazards associated with concrete and masonry construction operations at construction, demolition, alteration or repair worksites.

D-10.2 – Duties

Supervision, also considered the competent person, must develop and evaluate safe work procedures in compliance with this program for all concrete masonry work. As concrete and masonry work is subcontracted, the Town of Perinton Supervision shall positively identify the person responsible (competent person) that will fill this role by the subcontractor. It is the responsibility of the subcontractor supervisor to implement a safe working plan in compliance with this program and OSHA 29CFR 1926 Subpart Q. Observational safety checks of work operations and the enforcement of the safety policy and procedures shall be done on a continual basis.

The Town of Perinton Site Supervision, in coordination with subcontractor Supervision will be responsible for immediately correcting any unsafe practice or condition.

Employees have the responsibility to understand and comply with the safety procedures outlined and required in this program. It is also the responsibility of the employee to bring any unsafe or hazardous condition or practice that may cause injury to either themselves or any other employees to the attention of Supervision.

D-10.3 – General Requirements

- **Construction Loads**
Construction loads must not be placed on a concrete structure or portion of a concrete structure unless the Supervision / Competent Person determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the intended loads.
- **Reinforcing Steel**
All protruding reinforcing steel, onto and into which employees could fall, must be guarded to eliminate the hazard of impalement.

- **Post-Tensioning Operations**
Employees (except those essential to the post-tensioning operations) must not be permitted to be behind the jack during tensioning operations. Signs and barriers must be erected to limit employee access to the post-tensioning area during tensioning operations.
- **Concrete Buckets**
Employees will not be permitted to ride concrete buckets.
- **Working Under Loads**
Employees are not permitted to work under concrete buckets while the buckets are being elevated or lowered into position.

To the extent practicable, elevated concrete buckets must be routed so that no employee or the fewest employees possible are exposed to the hazards associated with falling concrete buckets.

- **Personal Protective Equipment**
Employees must not be permitted to apply a cement, sand, and water mixture through a pneumatic hose unless they are wearing protective head and face equipment.

Employees must not be permitted to place or tie reinforcing steel more than 6 feet above any adjacent working surfaces unless they are protected by the use of a safety belt or equivalent fall protection meeting the criteria in OSHA standards and as defined in *Section D-4 – Fall Protection*.

D-10. 4 - Equipment and Tools

- **Concrete mixers**
Concrete mixers with one cubic yard or larger loading skips shall be equipped with the following:
 - A mechanical device to clear the skip of materials; and
 - Guardrails installed on each side of the skip.
- **Power concrete trowels**
Powered and rotating type concrete troweling machines that are manually guided shall be equipped with a control switch that will automatically shut off the power whenever the hands of the operator are removed from the equipment handles.

- **Concrete buggies**
Concrete buggy handles shall not extend beyond the wheels on either side of the buggy.
- **Concrete pumping systems**
Concrete pumping systems using discharge pipes shall be provided with pipe supports designed for 100 percent overload.

Compressed air hoses used on concrete pumping system shall be provided with positive fail-safe joint connectors to prevent separation of sections when pressurized.

- **Concrete buckets**
Concrete buckets equipped with hydraulic or pneumatic gates shall have positive safety latches or similar safety devices installed to prevent premature or accidental dumping.

Concrete buckets shall be designed to prevent concrete from hanging up on top and the sides.

- **Bull floats**
Bull float handles used where they might contact energized electrical conductors, shall be constructed of nonconductive material or insulated with a nonconductive sheath whose electrical and mechanical characteristics provide the equivalent protection of a handle constructed of nonconductive material.
- **Masonry saws**
Masonry saws will be guarded with a semicircular enclosure over the blade.
- **Lockout/Tagout procedures**
(Refer to Section E-2 Lockout and Tagout for detailed information)
No employee shall be permitted to perform maintenance or repair activity on equipment (such as compressors mixers, screens or pumps used for concrete and masonry construction activities) where the inadvertent operation of the equipment could occur and cause injury, unless all potentially hazardous energy sources have been locked out and tagged.

D-10.5 – Cast-in-place Concrete

- **General Requirements for Formwork**
Formwork must be designed, fabricated, erected, supported, braced, and maintained so that it will be capable of supporting without failure all vertical and lateral loads that might be applied to the formwork.

- **Drawings or Plans**

Drawings and plans, including all revisions for the jack layout, formwork (including shoring equipment), working decks and scaffolds, must be available at the jobsite.

- **Shoring and Reshoring**

All shoring equipment (including equipment used in reshoring operations) must be inspected prior to erection to determine that the equipment meets the requirements specified in the formwork drawings.

Damaged shoring equipment must not be used for shoring. Erected shoring equipment must be inspected immediately prior to, during, and immediately after concrete placement. Shoring equipment that is found to be damaged or weakened after erection must be immediately reinforced.

If single-post shores are used one on top of another (tiered), then additional shoring requirements must be met. The shores must be as follows:

- Designed by a qualified designer and the erected shoring must be inspected by an engineer qualified in structural design,
- Vertically aligned,
- Spliced to prevent misalignment, and
- Adequately braced in two mutually perpendicular directions at the splice level. Each tier also must be diagonally braced in the same two directions.

Adjustment of single-post shores to raise formwork must not be made after the placement of concrete.

Reshoring must be erected, as the original forms and shores are removed, whenever the concrete is required to support loads in excess of its capacity.

- **Vertical Slip Forms**

The steel rods or pipes on which jacks climb or by which the forms are lifted must be:

1. Specifically designed for that purpose and
2. Adequately braced where not encased in concrete. Forms must be designed to prevent excessive distortion of the structure during the jacking operation. Jacks and vertical supports must be positioned in such a manner that the loads do not exceed the rated capacity of the jacks.

The jacks or other lifting devices must be provided with mechanical dogs or

other automatic holding devices to support the slip forms whenever failure of the power supply or lifting mechanisms occurs.

The form structure must be maintained within all design tolerances specified for plumpness during the jacking operation. The predetermined safe rate of lift must not be exceeded. All vertical slip forms must be provided with scaffolds or work platforms where employees are required to work or pass.

- **Reinforcing Steel**

Reinforcing steel for walls, piers, columns, and similar vertical structures must be adequately supported to prevent overturning and collapse.

Site Supervision must take measures to prevent unrolled wire mesh from recoiling. Such measures may include, but are not limited to, securing each end of the roll or turning over the roll.

- **Removal of Formwork**

Forms and shores (except those used for slabs on grade and slip forms) must not be removed until Supervision determines that the concrete has gained sufficient strength to support its weight and superimposed loads. Such determination must be based on compliance with one of the following:

- The plans and specifications stipulate conditions for removal of forms and shores, and such conditions have been followed, or
- The concrete has been properly tested with an appropriate American Society for Testing and Materials (ASTM) standard test method designed to indicate the concrete compressive strength, and the test results indicate that the concrete has gained sufficient strength to support its weight and superimposed loads.
- Reshoring must not be removed until the concrete being supported has attained adequate strength to support its weight and all loads upon it.

D-10.6 - Precast Concrete

Precast concrete wall units, structural framing, and tilt-up wall panels must be adequately supported to prevent overturning and to prevent collapse until permanent connections are completed.

Lifting inserts that are embedded or otherwise attached to tilt-up wall panels must be capable of supporting at least two times the maximum intended load applied or transmitted to them; lifting inserts for other precast members must be capable of supporting four times the load.

Only essential employees are permitted under precast concrete that is being lifted or tilted into position.

D-10.7 - Lift-Slab Operations

Lift-slab operations must be designed and planned by a registered professional engineer who has experience in lift-slab construction. Such plans and designs must be implemented by the employer and must include detailed instructions and sketches indicating the prescribed method of erection. The plans and designs must also include provisions for ensuring lateral stability of the building/structure during construction.

Jacking equipment must be capable of supporting at least two and one-half times the load being lifted during jacking operations and the equipment must not be overloaded. For the purpose of this provision, jacking equipment includes any load bearing component that is used to carry out the lifting operation(s). Such equipment includes, but is not limited to, the following: threaded rods, lifting attachments, lifting nuts, hook-up collars, T-caps, shearheads, columns, and footings.

No employee, except those essential to the jacking operation, must be permitted in the building/structure while any jacking operation is taking place unless the building/structure has been reinforced sufficiently to ensure its integrity during erection. The phrase "reinforced sufficiently to ensure its integrity" used in this paragraph means that a registered professional engineer, independent of the engineer who designed and planned the lifting operation, has determined from the plans that if there is a loss of support at any jack location, that loss will be confined to that location and the structure as a whole will remain stable.

Under no circumstances must any employee who is not essential to the jacking operation be permitted immediately beneath a slab while it is being lifted.

D-10.8 - Masonry Construction

Whenever a masonry wall is being constructed, a limited access zone must be established prior to the start of construction. The limited access zone must be as follows:

- Equal to the height of the wall to be constructed plus 4 feet, and shall run the entire length of the wall
- On the side of the wall that will be unscaffolded
- Restricted to entry only by employees actively engaged in constructing the wall
- Kept in place until the wall is adequately supported to prevent overturning and collapse unless the height of wall is more than 8 feet and unsupported; in which case, it must be braced. The bracing must remain in place until permanent supporting elements of the structure are in place.

D-11
TREE PRUNING AND REMOVAL

References

FEDERAL HIGHWAY ADMINISTRATION MUTCD

D-11.1 - Expectation

To serve as the Town of Perinton safety procedures for tree pruning, removal and associated work.

D-11.2 – Duties

All Town employees designated to complete tree pruning and removal shall be trained and maintain compliance with this program. Supervision is responsible for training and managing all employees assigned to tree pruning and removal.

D-11.3 - Work Zone Protection

- A. All tree crew vehicles will be located off the pavement unless operations require occupying the pavement or shoulder. When this is necessary, all appropriate work zone protection will be specified in accordance with The Town of Perinton Work Zone Protection and Traffic Control Program (*Section G-2*) and the Federal Highway Administration (FHA) State Manual of Uniform Traffic Control Devices (MUTCD)-
- B. Special care will be given to the protection of pedestrians, and vehicles when working over streets, sidewalks, and paths. Do not wear loose fitting clothing or jewelry.

D-11.4 - Climbing and Working in Trees

- A. All work signals shall be clear and understood among the Supervisor, tree climber and ground crew.
- B. Always be aware of ground crew, pedestrians, vehicles, utility lines and general surrounding area.
- C. Use tag lines to lower limbs in restricted areas due to pedestrians, utility lines etc. Always use a tag line for raising and lowering tools. The ground crew must remain clear from tools being raised and lowered. Never raise or lower tools over electrical wires.
- D. Climbers shall not climb a rope hand-over-hand to get into a tree.

D-11.5 - Safety Ropes

- A. General Working Loads
- General working load of a *new* rope shall not exceed 1/4 of the break load.
 - General working load of an *average condition* rope shall not exceed 1/6 of the break load.
 - The general working load of a *service / frequently* used rope shall not exceed 1/8 of the breaking load.
- B. Before use, the rope shall be checked for cuts, abrasions, or other conditions of wear. It shall not be used if defective in any way.
- C. A safety sling will be used for all climbing above 8 feet and consist of a combination of bowline on a bight and taut-line hitch. A safety sling shall be tied as high and as close as possible to the trunk.
- D. A figure eight knot will be tied into the ground end of the safety line to prevent rope from pulling through the taut line.
- E. Do not allow rope to bind in tight tree crotches. Run the rope through the crotch slowly to prevent burning. After the rope has been crotched, the climber will check the entire length of the sling and taut-line hitch before swinging free.
- F. The taut-line hitch will not be removed before the climber comes out of the tree. The climber will stay in the safety sling until on the ground.
- G. Employees shall avoid getting rope wet. Keep it from flames, excessive heat and freezing. Store rope in a dry location and avoid mildew and rot. Do not kink new rope by uncoiling from inside the coil. Rope shall be kept coiled when not in use. Remove knots at the end of the workday.

D-11.6 - Ladders

Refer to *Section D-3-Elevated Work* for further information on ladder use.

D-11.7 - Hand Tools

- A. Axes will only be used on fallen trees. All sharp edged tools, when not in use, will be sheathed or otherwise protected.
- B. Only handsaws that are toothed on one edge will be used. The handsaws teeth will be properly set and kept sharp. Handsaws will be sheathed and attached to the climber's belt while climbing.

- C. Wedges will always be driven by a sledgehammer only, never by an ax. Refer to *Section D-5 - Hand, Power Tools and Machinery Policy* for additional procedures for using hand and power tools.

D-11.8 - Pole Saws and Pruners

- A. Pole saws and pruners must be of length to allow the trimmer to readily reach the work.
- B. Saws and pruners must be raised and lowered by a rope tied below the blade or head.
- C. Handles will be one-piece wooden or fiberglass material, angular in cross section.
- D. When not in use, saws and pruners may be hooked over limbs of sufficient size. They should never be laid on limbs or in crotches, hung on wire, or used for lifting other equipment.

D-11.9 - Chain Saws

- A. Fueling
 - a. Do not fuel saws with engine running. Allow to cool before fueling. Do not start saws in the same spot where it was fueled.
 - b. Keep a fire extinguisher available while fueling.
- B. Starting
 - Place saw on the ground or other firm surface while starting. Make sure the chain and bar are not touching anything.
- C. General
 - a. Keep area clear of brush, rocks, etc. which will hinder movement.
 - b. Chain saw operators shall wear approved and appropriate eye protection, a face shield, a hard hat and hearing protection.
 - c. Be aware of surroundings and be sure there is no one in the area who might be hit by a falling tree or rolling log.
 - d. Always stop the chainsaw when in doubt about safety of the work.
 - e. Maintain cutting speed under control to avoid cutting too deep or at a wrong angle. Be alert for nails, wire, metal taps, etc. in trees being cut.

- f. A second employee must be within calling distance whenever working with a chain saw.
- g. Keep the chain saw engine free of sawdust.
- h. Carry a chainsaw by grasping it firmly in one hand and carry it at your side with the guide bar facing backward.

D-11.10 - Felling a Tree

- A. Only trained and experienced employees will be allowed to cut down a tree.
- B. Check the tree to be felled for dead branches or loose bark, which might fall. They must be removed first when the tree cannot be felled with one cut.
- C. Before felling a tree, the "lean" of the tree must be determined first. The tree must be sighted from several positions to determine the exact direction of the lean. Whenever possible the tree will be felled in the direction of the lean. The retreat path must be decided on before felling a tree.
- D. Where there is the danger of a misdirected fall, block and tackle or snub ropes connected to a trunk to control direction of the fall must be used.
- E. Do not fell or cut a tree in high winds.
- F. Undercut
 - a. When starting the undercut, the engine end of the saw must be firmly against tree trunk and the bar swung into the cut. Undercut must be approximately one-third the tree diameter. The cut out must be wide enough to permit the tree to lean 45 degrees from the upright before the two faces close.
 - b. After the undercut is made, the back cut must be slightly higher than the undercut. If a large saw is available, one backcut will be made. If one is not, begin the backcut directly opposite the undercut. After it is started, swing the saw around and cut a short distance into the two sides of the tree. This "cornering" will prevent the bark and the sides from tearing and affecting the direction of the fall.
- G. If the tree is too wide for the cutter bar to reach across, notch the sides of the tree.

D-11.11 – Bucking

- A. Hold saw firmly in both hands and be sure to have good footing. Stand to one side of saw. If it is necessary to stand behind the saw, keep legs well apart.
- B. Remove limbs from top and sides of log before bucking.
- C. Do not allow saw to bite into dirt.
- D. When working on a slope, stand uphill from the log. Make sure no one is below.
- E. Avoid "traps" where two sections of log come together to bind or pinch the chain and bar. Undercut log if necessary to avoid binding.

D-11.12 - Limbing and Pruning

- A. Limbing cuts shall be started at the crotch, or top side of the branch, as close as possible to the trunk.
- B. Start limbing from the base of the trunk and work toward the top.
- C. When pruning large branches, notch the underside of the branch first.

D-11.13 - Stump Cutter

- A. Always follow manufacturer recommendations for operation of this equipment.
- B. Before the work is started, check the area for utility lines.
- C. The stump cutter must be inspected for proper working conditions, including verifying that all safety protective devices and shields are present and working.
- D. Everyone involved in cutting stumps must wear approved and appropriate eye, ear, and face protection along with a hard hat and gloves. Bystanders must be kept away from the machine.
- E. The teeth of the stump cutter must never come in contact with stones, metal, etc. Inspect the stump and excavate around the perimeter and down at least 8 inches for debris and obstacles.
- F. When adjustments are to be made or before moving, the stump cutter must be turned off, the key removed and the clutch disengaged.
- G. This equipment must be operated off the pavement where possible. When a shoulder or portion of the pavement is occupied, proper work zone protection, as specified in the FHA MUTCD and Section G-2 of this manual, is required.

- H. When in tow, the stump cutter must be properly secured to the tow vehicle, and safety chains used. The rear of the cutter must have either operating signal lights, or flags on either side.
- I. Fire extinguisher and first aid kit must always be readily available.

D-11.14 - Brush Chipper

- A. Always follow manufacturer recommendations regarding the safe operation and maintenance of this equipment. Check tightness of wedge locking bolts, and the safety brake on a daily basis.
- B. Engage clutch carefully to prevent belt slippage. Bring engine to cutting speed after clutch is engaged. Chipper must remain at idle speed when not chipping.
- C. Employees working with or near the chipper must wear approved and appropriate hard hats, goggles or face shields, gloves and hearing protection. Make sure all the safety equipment and devices are in place and in proper working condition.
- D. Check governor daily to make certain that it cuts out properly.
- E. Keep sweepings, stones, nails and other foreign materials from falling into the unit.
- F. Do not attempt to hand feed small pieces of brush into chipper. If it will not feed itself, push with another piece of brush or wood stick.
- G. Continuously clean chips from the motor to prevent fires. A fire extinguisher and first aid kit must be readily available at all times.
- H. Repairs and adjustments can only be completed when ignition on switch is turned off and the key removed. After a blade change or adjustment of the blades, test run before it is put to use.
- I. When in tow, the chipper must be properly secured to the tow vehicle, and safety chains used. The rear of the chipper must have either operating signal lights, or flags on either side.

D-11.15 - Electrical Hazards.

- A. Equipment that does not have nonconductor characteristics should not be operated within 10 feet of any electrical line. Be alert to wires which sway in the wind causing the line to sag.

- B. All wires, especially those that have fallen, should be treated as being live. If a power line breaks and falls do not attempt to move the wires. Keep all persons away from fallen wires, place guards around the wires and call the utility company immediately.
- C. Any tree near or touching wires must not be worked on or in if wet or if clothing, rope or equipment are wet. If limbs or branches fall across electrical wires, stop all work immediately and call the utility company.
- D. If a live wire comes in contact with equipment in which you are in, remain in the equipment until the utility company arrives. If it is absolutely necessary to get out of the equipment, leap with both feet as far away from the equipment as possible.
- E. When climbing or working in trees, climbers must position themselves so that trunk or limbs are between their body and electrical wires. When possible, do not work with your back toward electrical wires.

D-2
TRENCHING & EXCAVATION

References

OSHA 29CFR 1926 Subpart K
NYS Code Rule 753

D-2.1 - Expectation

The Town of Perinton has established policies and procedures complying with OSHA 29 CFR Subpart P in identifying the responsibilities of every employee in maintaining safety for themselves and others when working in and around excavations and trenches.

D-2.2 - Duties

Jobsite Supervision is responsible for executing all aspects of this program.

In all cases concerning trenches and excavations, the Site Supervision or designated qualified employee shall be the competent person and shall determine what type of appropriate protection is used and how it shall be implemented. In no case shall the protection deviate from the requirements of this program, the OSHA standard concerning excavations and related standards and common accepted methods.

D-2.3 – Project Soil Classification

The Town of Perinton has made the determination that soils on every project shall be classified as **Type C** and protective systems shall be provided as defined by the OSHA standard and this program regarding excavating and trenching in **Type C** soils.

D-2.4 – Competent Person

Whenever an excavation or trench is cut into the ground on a Town of Perinton controlled site the crew completing that work shall have a designated Competent Person regarding excavations and trenching responsible for this work.

The Competent Person means one who is capable of identifying existing and predictable hazards in the surrounding or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. In order to be a competent person for the purpose of this standard one must have had specific training in, and be knowledgeable about, soils analysis, the use of protective systems and the requirements of this standard.

D-2.5 - Operation

1. Involvement begins with pre-construction planning in studying plans, specifications, and test borings to determine:
 - A. The right of way, including pedestrian right of way
 - B. The best routes for access of equipment
 - C. The amount and types of traffic in or near the work area The relative location of roads, sidewalks, etc., which may require barricades, shoring, surveys, and monitoring during the work
 - D. The requirements for signs, flag people and traffic control
 - E. The size and depth of the excavation or trench
 - F. The proximity of the excavation to existing structures and improvements
 - G. The location of existing utilities, both underground and overhead. Include the operation around these utilities and method of protection. A stake out shall be completed and in compliance with NYS Code Rule 753
 - H. The soil conditions and geology of the area including types of soil, moisture content, and weather conditions
 - I. Dewatering operations
 - J. The length of time that the excavation or trench will be opened
 - K. The types of equipment that will be used to complete work
 - L. Security of area
 - M. Identification of personnel working in the area
 - N. Personal protection equipment
 - O. Requirements for controls of the possible need of blasting for the excavation or trench. Town of Perinton will subcontract this work to others if required.

D-2.5A - General Trench and Excavation Work

- A. Ladders shall be used where a trench is four (4) feet or more in depth and so an employee within the trench will not have to move more than twenty-five (25) feet in either direction to exit the trench. Ladders shall extend a minimum of thirty-six inches above grade and be secured in place.
- B. All excavations around existing utility lines (i.e., electric services, water services, etc.) shall be completed by hand to ensure against damage.
- C. All loose soil and excavated material shall be set back from the edge of the trench or excavation a minimum of two (2) feet.
- D. All excavation equipment shall be set on a firm foundation sufficiently away from edge of the hole.
- E. Stop logs or other appropriate warning system will be utilized where there is the possibility of equipment getting near the edge of the excavation.
- F. A designated qualified spotter shall be in place at all times while personnel are in the excavation or trench to direct all operation and movement of equipment and trucks around the excavation and work area.
- G. Whenever possible trenching operations shall be completed and backfilled allowing for as little open excavation as practical. Trenches are to be completely

backfilled at the end of each day. Any excavation left open over night shall be adequately covered and barricaded.

- H. Cave-in protection shall be designed by a licensed engineer for any excavation that is over twenty (20) feet in depth.
- I. Supervision shall provide continual inspections to assure reliability of the shoring, bracing, and other cave-in protection. Inspections should also include soil conditions due to change in weather and working conditions.
- J. In addition to the aforementioned requirements, all other sections of the Town of Perinton's Safety Program shall be followed (personal protection, emergency rescue, eye protection, etc.). Inspections shall also include these responsibilities.
- K. Call **911** if a gas line is hit or there is an injury. In all other cases where a utility line is hit and there are no injuries, call the appropriate utility.

D-2.6 - Trench Shoring and Sloping

Each employee in all excavations shall be protected from cave-ins by an adequate protective system designed in accordance with OSHA's sloping and benching systems or support systems, shield systems and other acceptable protective systems. Except when:

- A. Excavations are made entirely in stable rock.
- B. Excavations are less than five (5) feet in depth and examination of the ground by a competent person provides no indication of a potential cave-in.

Using a particular type of sloping or shoring depends on the soil. In heavier soils and with the existence of ground water, the use of a trench box is required.

D-2.6A - Sloping- General

Sloping and benching system options:

- A. A slope of 34 degrees or less, in lieu of soil classification. A slope of this gradation or less is considered safe for any type of soil.
- B. Maximum allowable slopes and allowable configurations for sloping and benching systems will be determined through use of the OSHA 29 CFR Subpart P Appendices A (Soil classification) and B (Sloping and Benching).

If sloping is selected, all trenches five (5) feet or deeper shall have banks sloped a minimum of:

Type A soil ----- Not Used
Type B soil ----- Not Used
Type C soil ----- 1½ : 1

If sloping back of walls is not possible to the angle of repose then all trenches of this depth or greater shall be shored or trench shields shall be utilized.

Designs of sloping or benching shall be selected from and be in accordance with data provided in written form, the text to identify: criteria that affect the selection, the limits of use of the data and sufficient explanatory data as necessary to assist in making a correct choice of a protective system.

At least one copy of the tabulated data identifying the Registered Professional Engineer (RPE) who approved the information shall be maintained at the jobsite during the time the work is being carried out.

Excavations can be designed by a Registered Professional Engineer (RPE), put in written form and kept at the worksite, but must include, at least, the magnitude and configuration of the slopes determined to be safe for the project and the name of the RPE who approved the plan.

D-2.6B - Shoring- General

Trench shields may be used if the soil is stable. For deeper excavations where sloping or benching is not practical and where there is the presence of ground water, steel trench boxes will be necessary. If shielding or a designed support system is used the excavation can be completed to a level no more than two (2) feet below the bottom of shield and only if the shield is designed to hold back the full depth of the trench.

D-2.7 - Soil Types

The categories are determined based on an analysis of the properties and performance characteristics of the deposits and the characteristics of the deposits and the environmental conditions. Refer to *Section D-2.9* for classification methods.

D-2.7A - Definitions

Cemented soil - a soil in which the particles are held together by a chemical agent, such as calcium carbonate, such that a hand-size sample cannot be crushed into powder or individual soil particles by finger pressure.

Cohesive soil - clay (fine grained soil), or soil with a high clay content, which has cohesive strength. Cohesive soil does not crumble, can be excavated with vertical sideslopes, and is plastic when moist. Cohesive soil is hard to break up when dry, and exhibits significant cohesion when submerged. Cohesive soils include clayey silt, sandy clay, silty clay, clay and organic clay.

Fissured - a soil material that has a tendency to break along definite planes of fracture with little resistance, or a material that exhibits open cracks in an exposed surface.

Granular soil - gravel, sand, or silt (coarse-grained soil) with little or no clay content.
Granular

soil has no cohesive strength. Some moist granular soils exhibit apparent cohesion.
Granular soil cannot be molded when moist and crumbles when dry.

Layered system - two or more distinctly different soil or rock types arranged in layers.

Moist soil - a condition, in which a soil looks and feels damp. Moist cohesive soil can easily be shaped into a ball and rolled into small threads before crumbling.

Plastic - a property of a soil which allows the soil to be deformed or molded without cracking, or appreciable volume change.

Saturated soil - a soil in which the voids are filled with water. Saturation does not require flow. Saturation, or near saturation, is necessary for the proper use of instruments such as a pocket penetrometer or shear vane.

Stable rock - natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed.

Unconfined compressive strength - the load per unit area at which a soil will fail in compression. It can be determined by laboratory testing, or estimated in the field using a pocket penetrometer, by thumb penetration tests, and other methods.

2.7B - Soil Types

Type A – A cohesive soil with an unconfined compressive strength of 1.5 ton per square foot (tsf) or greater. Examples of cohesive soils are: clay, silty clay, sandy clay, clay loam and sandy clay loam. Cemented soils such as caliche and hardpan are also considered Type A.

No soil is a Type A soil if:

- A. The soil is fissured; or
- B. The soil is subject to vibration from heavy traffic or similar; or
- C. The soil has been previously disturbed; or
- D. The soil is part of a sloped, layered system where the layers dip into the excavation on a slope of four horizontal to one vertical or greater; or
- E. The material is subject to other factors that would require it to be classified as a less stable material

Type B - A cohesive soil with an unconfined compressive strength greater than 0.5 tsf but less than 1.5 tsf or;

- A. Granular cohesionless soils including angular gravel (similar crushed rock), silt, silt loam, sandy loam, and in some cases silty clay loam and sandy clay loam; or
- B. Previously disturbed soils except those which would otherwise be classified a Type C soil; or

- C. Soil that meets the unconfined compressive strength or cementation requirements for Type A, but is fissured or subject to vibration; or
- D. Dry rock that is not stable; or
- E. Material that is part of a sloped, layered system where the layers dip into the excavation on a slope less steep than four horizontal to one vertical, but only if the material would otherwise be classified as a Type B.

- Type C-** Cohesive soil w/ an unconfined compressive strength of 0.5 tsf or less or;
- A. Granular soils including gravel, sand, and loamy sand; or
 - B. Submerged soil or soil from which water is freely seeping; or
 - C. Submerged rock that is not stable; or
 - D. Material in a sloped, layered system where the layers dip into the excavation or a slope of four horizontal to one vertical or steeper.

D-2.8 - Soil and rock deposit classification

Soil classification shall be used by a Competent Person designated by Town of Perinton or qualified subcontractor to categorize soil and rock deposits in a hierarchy of stable rock, All Town of Perinton excavation and trenching work will be classified using Type “C” soil procedures.

Basis of classification

The classification of the deposits shall be made based on the results of at least one visual and at least one manual analysis. Such analyses shall be conducted by a competent person using tests described below, or in other recognized methods of soil classification and testing such as those adopted by the ASTM, or the U.S. Department of Agriculture textural classification system.

Currently the classification of the deposits shall always be Type “C”

D-2.9 - Hazardous Atmospheres

Testing and controls for hazardous atmospheres include daily inspections by the Competent Person of the site for potentially hazardous conditions. Controls potentially implemented include respirators or forced air ventilation and full body harnesses attached to lifelines for work such as within bell-bottom excavations.

Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exists or could reasonably be expected to exist, such as in excavations in landfill areas or excavations in areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than 4 feet in depth.

Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or ventilation.

Adequate precaution shall be taken such as providing ventilation, to prevent employee exposure to an atmosphere containing a concentration of a flammable gas in excess of 20 percent of the lower flammable limit of the gas.

When controls are used that are intended to reduce the level of atmospheric contaminants to acceptable levels, testing shall be conducted as often as necessary to ensure that the atmosphere remains safe.

Refer to *Section D-1 Confined Space Entry* for specific applications into manholes and related spaces.

D-2.10 - Emergency rescue equipment

Emergency rescue equipment, such as a body harness and line, or a basket stretcher, shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during work in an excavation. This equipment shall be attended when in use.

D-3
ELEVATED WORK

References

OSHA 29CFR 1926 Subpart L
OSHA 29CFR 1926 Subpart X

D-3.1 - Expectation

This program serves as the basic Town of Perinton requirements for working above floors, on lifts and on platforms.

D-3.2 - Duty

It is each employee's responsibility to follow every safety precaution when working in an elevated position. Employees of the Town of Perinton shall be trained in all safety aspects of working on ladders, scaffolds, working platforms or other elevated locations. It is the responsibility of Supervision that the safety precautions are in place and followed at all times.

D-3.3 - Scaffolds

- A. Scaffolds shall only be moved, dismantled, or altered under the supervision of a qualified person. Scaffolds shall be designed to support at least four (4) times the maximum working load.
- B. Scaffolds shall be anchored and set on a sound, solid foundation. The foundation shall be capable of supporting the maximum working load without settlement or shifting. No unstable materials can be used as intermediate support between scaffold and base. Scaffold and components shall be plumb and securely braced so as to not allow for movement. No scaffold can be moved while in use.
- C. Scaffold planking shall be of scaffold grade as per grading regulations for the type of wood used. Planking shall be supported at each end and secured.
- D. Scaffolds ten (10) feet in height shall have standard guardrails and toeboards installed on all open sides and ends of the platform.
- E. Ladders utilized for access onto scaffold will be permanently secured as part of the scaffold.
- F. Tag lines shall be used when hoisting any materials up on scaffold.
- G. Tools and materials shall be removed whenever the scaffold is unoccupied or when not needed.

- H. Overhead protection shall be provided for persons on scaffolds exposed to overhead hazards.
- I. Scaffolds shall be regularly inspected and maintained. Any scaffold or any of its components that have been damaged or weakened shall immediately be repaired and/or replaced. Scaffold will not be used until repairs are complete.
- J. Personal fall protection shall be used whenever erecting a scaffold above the ten (10) foot level unless it poses a hazard or is not feasible. Improperly or incomplete scaffolds will require the use of fall protection including a full body harness, lanyard, tie-off, etc. per the requirements of *Section D-4-Fall Protection*. Never tie-off to the scaffold.

D-3.4 - Work Platform

Work Platforms are classified in two different classes:

- Class A - Scissor or telescoping hydraulic cylinder platform that can be manually or self-propelled.
- Class B - Articulating or extendible boom or platform that can be vehicle mounted or self-propelled.

D-3.4A – Operation

- A. Operators of work platforms must be trained and certified in their use.
- B. Hard hats and eye protection must always be worn when operating or working on a platform. While working on a Class B platform, full body harness attached to a lanyard attached to the work platform must be worn.
- C. Work and material on the platform must not exceed the certified capacity of the platform.
- D. Employees shall stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.
- E. The brakes shall be set and outriggers, if used, shall be positioned on pads or on a solid surface. Wheel chocks shall be used on an incline.
- F. Aerial lifts must comply with ANSI A92.2 as supplied by the manufacturer or rental agency.
- G. Before moving an aerial lift for travel, the mechanism shall be inspected to see that it is properly cradled and any outriggers are in a stowed position.

- H. When the basket is being used in a manner that may result in contact with energized equipment by basket, or attachments, the vehicle must be grounded.
- I. At locations involving power lines, materials or tools shall not be passed between an employee in the basket and an employee on the ground or on a pole, unless both wear high voltage rubber gloves and use other protective equipment.
- J. Employee shall only enter or leave the basket when the basket is resting in a cradled position.
- K. In case of failure of any air or hydraulic line, no employee shall attempt to slow the leak with his/her hand or any body part.
- L. When working overhead the area below the work area must be barricaded and marked with signs. If barricades are not possible a watchman shall be used.
- M. Daily inspections of the platforms shall be completed by a qualified person and per the manufacturers' instructions. The daily inspection of the following shall be made and records must be maintained:
 - a. Visual inspection of all attachments welds between actuating cylinders and booms or pedestals.
 - b. Visual inspection of all pivot pins for security of their locking devices.
 - c. Visual inspection of all exposed cables, sheaves, and leveling devices for both wear and security of attachment.
 - d. Visual inspection of hydraulic system for leaks and wear.
 - e. Check of lubrication and fluid levels.
 - f. Visual inspection of boom and basket for cracks or abrasions.
 - g. Operation of the lift from ground controls through one complete cycle. Listen for unusual noises and look for deviations from normal operation.

D-3.5 - Ladders

- A. Only ladders approved by the Town of Perinton shall be used by employees.

- B. Before any ladder may be used a thorough inspection must be performed. The inspection should include checks on defective steps; defective side rails; loose or missing parts and connecting hardware; presence of grease or oil; damaged metal support bars and spreader bars on stepladders; damaged or missing feet on extension ladders; defective ropes, pulleys, locks and guide rails on extension ladders; heat or shock damage and overall operational conditions.
- C. Ladders shall not be put into use until all the previous conditions have been rectified for safe use. Tag, remove from service and cut up all ladders not viable for repair and dispose of. Temporary repairs on ladders are not acceptable and shall not be completed.
- D. Full body harness, lanyard and appropriate anchorage point must be used if ladder user must lean more than ½ width of their torso to either side of ladder.

D-3.5A – Operation

- A. Ladder shall be placed on a clean, firm, level, dry surface and only be used when on a fixed floor or platform and in an upright position.
- B. No more than one person shall be on a portable ladder at any time unless designed for such use.
- C. Both hands shall be placed on rungs or side rails when ascending or descending a ladder. Always face the ladder when ascending or descending ladder. Keep your body centered on ladder at all times. Tools and materials should be stored in an approved safety belt while ascending or descending and not in your hands.
- D. Position ladder so that work is within arms' length. If you must reach further the ladder must be repositioned.
- E. If a ladder must be positioned in front of a door or area of egress the area must be blocked, barricaded, blocked or locked while in place.
- F. Do not use a metal ladder near electrical components.
- G. Ladders must be stored in a clean, dry location free of excess heat, chemicals and solvents. When stored in a horizontal position, the ladder should be braced at an adequate number of points to prevent sag.
- H. The length of single ladders or individual sections of ladders shall not exceed thirty (30) feet. Two section extension ladders shall not exceed

forty-eight (48) feet. Extension ladders with more than two sections shall not exceed sixty (60) feet.

- I. In general, use only ladders for the application they are designed for. In any case where a ladder has been found defective in any way it must be taken off the work site, repaired or disposed of.

D-3.5B – Stepladders

- A. Make sure the spreader bars are fully extended and locked into place. Do not stand on top of ladder or the last step.
- B. Stepladders shall be only used as designed and not as a straight ladder. Stepladders shall not exceed twenty (20) feet in length.
- C. Materials will not be stored on top of ladder and any tool or material must be brought down off of ladder when not in use.
- D. Use only the designed step side of ladder when ascending or descending ladder and not the other side.

D-3.5C Extension and Straight Ladders

- A. The ladder shall be erected so that the top section (the fly) is above and resting on the bottom section (the base) with locks engaged.
- B. Ladders shall be set at the angle of **75** degrees. To accomplish this, determine the total working length of the ladder and place the base of the ladder one quarter of this distance from the vertical support.
- C. Always tie off ladder when possible. If not possible a second person must hold ladder at its base.
- D. Do not stand on any of the top three rungs of the ladder.
- E. When a ladder is used to gain access to another level it shall be erected so a minimum of three (3) feet of the end of the ladder shall extend above the roof or vertical support and tied off.
- F. Never overextend an extension ladder. The following are the minimum acceptable overlap of sections:

Ladders up to and including 36 feet ----- 3 feet
Ladders over 36 feet and up to and including 48 feet ----- 4 feet
Ladders over 48 feet and up to and including 60 feet ----- 5 feet

D-4
FALL PROTECTION

References

OSHA 29CFR 1926 Subpart M

D-4.1 - Expectation

The Town of Perinton's Fall Protection Program establishes guidelines prepared for the prevention of injuries associated with falls. The purpose of the program is to ensure that every employee recognizes workplace fall hazards and takes the appropriate measures to address those hazards.

D-4.2 - Duty

The Town of Perinton shall provide and install all fall protection systems and shall comply with all other pertinent requirements of this program before any employee begins the work that necessitates the fall protection.

Supervision must develop and evaluate a specific Fall Protection Plan on a site by site basis. It is the responsibility of Supervision to implement this Fall Protection Plan. Continual observational safety checks of work operations and the enforcement of the safety policy and procedures shall be regularly enforced.

In many instances the required fall protection shall have been implemented by the projects controlling general contractor. In these cases Supervision shall assure that the fall protection in place meets the requirements of the regulatory standards and this program.

All employees have the responsibility to understand and comply with the safety procedures outlined and required in this program. It is also the responsibility of the employee to bring to supervision's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees.

D-4.3 - Operation - General

Supervision shall determine if the walking/working surfaces on which the employees are to work have the strength and structural integrity to support employees safely. Employees shall be allowed to work on those surfaces only when the surfaces have the requisite strength and structural integrity.

- Employees constructing a leading edge 6 feet or more above lower levels will be protected from falling by guardrail systems or personal fall arrest systems.

- Employees on a walking/working surface 6 feet or more above a lower level where a leading edge is under construction, but who is not engaged in the leading edge work, will be protected from falling by a guardrail system, or personal fall arrest system.

SPECIFIC WORK ENVIRONMENT REQUIREMENTS

- Excavations
Each employee at the edge of an excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, or barricades when the excavations are not readily seen because of plant growth or other visual barrier.
- Hoist Areas
Employees in a hoist area shall be protected from falling 6 feet or more to lower levels by guardrail systems or personal fall arrest systems. If guardrail systems, or portions thereof, are removed to facilitate the hoisting and an employee must lean through the access opening or out over the edge of the access opening, that employee shall be protected from fall hazards by a personal fall arrest system.
- Roof Work
Low-Slope Roofs- Each employee engaged in roofing activities on low-slope roofs, with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail systems, personal fall arrest systems, or a combination of warning line system and guardrail system, or warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs fifty (50) feet or less in width, the use of a safety monitoring system alone is permitted.

Steep Roofs- Each employee on a steep roof with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail systems with toe boards or personal fall arrest systems.
- Wall Openings
Each employee working on, at, above, or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is 6 feet or more above lower levels and the inside bottom edge of the wall opening is less than 39 inches above the walking/working surface, shall be protected from falling by the use of a guardrail system or a personal fall arrest system.
- Other
Each employee at the edge of a skylight, well, pit, shaft, and similar excavation 6 feet or more in depth shall be protected from falling by guardrail systems, fences, barricades or covers.

D-4.4 - Protection from Falling Objects

When an employee is exposed to falling objects, project Supervision shall have each employee wear a hard hat and shall implement one of the following measures:

1. Erect toe boards, screens or guardrail systems to prevent objects from falling from higher levels
2. Erect a canopy structure and keep potential fall objects far enough from the edge of the higher level so that those objects would not go over the edge if they were accidentally displaced
3. Barricade the area to which objects could fall, prohibit employees from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if accidentally displaced.

D-4.5 - Training

The Town of Perinton will provide training for each employee who might be exposed to fall hazards. This training will enable each employee to recognize the hazards of falling and include the procedures to be followed in order to minimize these hazards. A competent person qualified in fall protection shall train each employee.

When the Town of Perinton has reason to believe that any affected employee who has already been trained does not have the understanding and skill required the Town of Perinton shall retrain each such employee.

If, in the employee's opinion, an exposure to a greater hazard is possible, the employee shall notify their immediate Supervision / competent person of their concern and have the concern addressed before proceeding.

D-4.6 - Fall Protection Systems

D-4.6A – Guardrail Systems

Guardrail systems and their use shall comply with the following provisions:

- A. Top edge height of top rails, or equivalent guardrail system members, shall be 42 inches plus or minus 3 inches above the walking/working level. When conditions warrant, the height of the top edge may exceed the 45-inch height, provided the guardrail system meets all other criteria.
- B. Midrails, screens, mesh, intermediate vertical members, or equivalent intermediate structural members shall be installed between the top edge of the guardrail system and the walking/working surface when there is no wall or parapet wall at least 21 inches high.
 - a. Midrails, when used, shall be installed at a height midway between the top edge of the guardrail system and the walking/working level.

- b. Screens and mesh, when used, shall extend from the top rail to the walking/working level and along the entire opening between top rail supports.
 - c. Intermediate members (such as balusters), when used between posts, shall be not more than 19 inches apart.
 - d. Other structural members (such as additional midrails and architectural panels) shall be installed such that there are no openings in the guardrail system that are more than 19 inches wide.
- C. Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge.
- D. Midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members shall be capable of withstanding, without failure, a force of at least 150 pounds applied in any downward or outward direction at any point along the midrail or other member.
- E. Guardrail systems shall be so surfaced as to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing.
- F. The ends of all top rails and midrails shall not overhang the terminal posts, except where such overhang does not constitute a projection hazard.
- G. Steel banding and plastic banding shall not be used as top rails or midrails.
- H. Top rails and midrails shall be at least one-quarter inch nominal diameter or thickness to prevent cuts and lacerations. If wire rope is used for top rails, it shall be flagged at not more than 6-foot intervals with high-visibility material.
- I. When guardrail systems are used at hoisting areas, a chain, gate or removable guardrail section shall be placed across the access opening between guardrail sections when hoisting operations are not taking place.
- J. When guardrail systems are used at holes, they shall be erected on all unprotected sides or edges of the hole.
- K. When guardrail systems are used around holes used for the passage of materials, the hole shall have not more than two sides provided with removable guardrail sections to allow the passage of materials. When the hole is not in use, it shall be closed over with a cover, or a guardrail system shall be provided along all unprotected sides or edges.
- L. When guardrail systems are used around holes, which are used as points of access (such as ladderways), they shall be provided with a gate, or be so offset that a person cannot walk directly into the hole.

M. Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.

N. Manila, plastic or synthetic rope being used for top rails or midrails shall be inspected as frequently as necessary to ensure that it continues to meet strength requirements.

D-4.6B – Personal Fall Arrest Systems

Personal fall arrest systems and their use shall comply with the provisions set forth below.

Body belts are not acceptable as part of a personal fall arrest system.

- A. All surfaces and edges shall be smooth to prevent damage to interfacing parts of the system.
- B. Snaphooks shall be sized to be compatible with the member to which they are connected to prevent unintentional disengagement or shall be a locking type snaphook designed and used to prevent disengagement of the snaphook by the contact of the snaphook keeper by the connected member. Only locking type snaphooks shall be used
- C. Unless a locking type snaphook is designed for the following connections, snaphooks shall not be engaged:
 - a. directly to webbing, rope or wire rope
 - b. to each other
 - c. to a dee-ring to which another snaphook or other connector is attached
 - d. to a horizontal lifeline
 - e. to any object which is incompatibly shaped or dimensioned in relation to the snaphook such that unintentional disengagement could occur by the connected object being able to depress the snaphook keeper and release itself
- D. On suspended scaffolds or similar work platforms with horizontal lifelines, which may become vertical lifelines, the devices used to connect to a horizontal lifeline shall be capable of locking in both directions on the lifeline.
- E. Horizontal lifelines shall be designed, installed, and used, under the Supervision of a qualified person, as part of a complete personal fall arrest system, which maintains a safety factor of at least two.
- F. When vertical lifelines are used, each employee shall be attached to a separate lifeline.
- G. Ropes and straps (webbing) used in lanyards, lifelines, and strength components of body harnesses shall be made from synthetic fibers.

- H. Anchorage used for attachment of personal fall arrest equipment shall be independent of any anchorage used to support or suspend platforms and capable of supporting at least 5,000 pounds per employee attached, or shall be designed, installed, and used as follows:
 - a. as part of a complete personal fall arrest system which maintains a safety factor of at least two; and
 - b. under the supervision of a qualified person.

- I. Personal fall arrest systems, when stopping a fall, shall:
 - a. limit maximum arresting force on an employee to 1,800 pounds when used with a body harness
 - b. be rigged such that an employee can neither free fall more than 6 feet, nor contact any lower level
 - c. bring an employee to a complete stop and limit maximum deceleration distance an employee travels to 3.5 feet
 - d. have sufficient strength to withstand twice the potential impact energy of an employee free falling a distance of 6 feet, or the free fall distance permitted by the system, whichever is less

- J. Harnesses, and components shall be used only for employee protection (as part of a personal fall arrest system) and not to hoist materials.

- K. Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service and shall not be used again until inspected and determined by a competent person to be undamaged and suitable for reuse.

- L. The Town of Perinton shall provide for prompt rescue of employees in the event of a fall or shall assure that employees are able to rescue themselves.

- M. Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration, and defective components shall be removed from service.

- N. Personal fall arrest systems shall not be attached to guardrail systems, nor shall they be attached to hoists except as specified in other paragraphs of this section.

- O. When a personal fall arrest system is used at hoist areas, it shall be rigged to allow the movement of the employee only as far as the edge of the walking/working surface.

D-4.7 - Warning Line Systems

Warning line systems and their use shall comply with the following provisions:

- A. The warning line shall be erected around all sides of the roof work area.

- a. When mechanical equipment is not being used, the warning line shall be erected not less than 6 feet from the roof edge.
 - b. When mechanical equipment is being used, the warning line shall be erected not less than 6 feet from the roof edge which is parallel to the direction of mechanical equipment operation, and not less than 10 feet from the roof edge which is perpendicular to the direction of mechanical equipment operation.
 - c. Points of access, materials handling areas, storage areas, and hoisting areas shall be connected to the work area by an access path formed by two warning lines.
 - d. When the path to a point of access is not in use, a rope, wire, chain, or other barricade, equivalent in strength and height to the warning line, shall be placed across the path at the point where the path intersects the warning line erected around the work area, or the path shall be offset such that a person cannot walk directly into the work area.
- B. Warning lines shall consist of ropes, wires, or chains, and supporting stanchions erected as follows:
- a. The rope, wire, or chain shall be flagged at not more than 6-foot intervals with high-visibility material
 - b. The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches from the walking/working surface and its highest point is no more than 39 inches from the walking/working surface
 - c. After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds applied horizontally against the stanchion, 30 inches above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge
 - d. The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over
- C. No employee shall be allowed in the area between a roof edge and a warning line unless the employee is performing roofing work in that area.

D-4.8 - Controlled Access Zones

Controlled access zones (CAZ) and their use shall conform to the following provisions.

- A. When used to control access to areas where leading edge operations are taking place the (CAZ) shall be defined by a control line or by other means that restricts access.
 - a. When control lines are used, they shall be erected not less than 6 feet nor more than 23 feet from the unprotected or leading edge.
 - b. The control line shall extend along the entire length of the unprotected leading edge and shall be approximately parallel to the unprotected leading edge.
 - c. The control line shall be connected on each side to a guardrail system or wall.
- B. Control lines shall consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions as follows:
 - a. Each line shall be flagged or otherwise clearly marked at not more than 6-foot intervals with high-visibility material.
 - b. Each line shall be rigged and in such a way that its lowest point (including sag) is not less than 39 inches from the walking/working surface and its highest point is not more than 45 inches from the walking/working surface.
- C. On floors and roofs where guardrail systems are not in place prior to the beginning of work operations, controlled access zones shall be enlarged, as necessary, to enclose all points of access, material handling areas, and storage areas.

D-4.9 - Safety Monitoring Systems

Safety monitoring systems and their use shall comply with the following provisions:

- A. A competent person can be designated to monitor the safety of other employees. The Town of Perinton shall ensure that the safety monitor complies with the following:
 - a. Safety monitor shall be competent to recognize fall hazards
 - b. Safety monitor shall warn the employee when it appears that the employee is unaware of a fall hazard or is acting in an unsafe manner
 - c. Safety monitor shall be on the same walking/working surface and within visual sighting distance of the employee being monitored
 - d. Safety monitor shall be close enough to communicate orally with employees
 - e. Safety monitor shall not have other responsibilities, which could take the monitor's attention from the monitoring function
- B. No employee, other than an employee engaged in roofing work (on low-sloped roofs) or an employee covered by a fall protection plan, shall be allowed in an area where an employee is being protected by a safety monitoring system.

D-4.10 - Fall Protection Plan

This option is available to employees engaged in leading edge work who can demonstrate that it is infeasible or it creates a greater hazard to use conventional fall protection equipment. The fall protection plan shall document the reasons why the use of conventional fall protection systems is infeasible or why their use would create a greater hazard. The fall protection plan must conform to the following provisions:

- A. The fall protection plan shall be prepared by a qualified person and developed specifically for the site where the leading edge work is being performed and the plan must be maintained up to date. A copy of the plan shall be maintained at the job site.
- B. The implementation of the fall protection plan shall be under the supervision of a competent person.
- C. The fall protection plan shall include measures that will be taken to reduce or eliminate the fall hazard for workers who cannot be provided with protection from the conventional fall protection systems.

D-5
HAND AND POWER TOOLS

References

OSHA 29CFR 1926 Subpart I

OSHA 29CFR 1910 Subpart P

D-5.1 - Expectation

To serve as the minimum requirements for the Town of Perinton regarding the handling and use of hand and power tools.

D-5.2 - Duties

Supervision is responsible for providing safe working tools for use by employees under their control and for implementation and verification of safety compliance.

All employees are responsible for understanding the correct operation and safety associated with the use of hand and power tools.

D-5.3 - Operation - General

- A. Select the right tool for the job. Only power tools in good condition shall be used.
- B. Any defective tool shall be tagged and removed from service immediately. Employees shall report any defective tool to their immediate Supervision.
- C. Tools and machinery with a power supply must be deactivated, unplugged, etc., when servicing or adjusting.
- D. Tools shall not be left in an elevated location where they may create a falling hazard.
- E. No employee shall create a condition where an injury may occur to themselves or others if a tool may slip.
- F. Electrical extension cords and trouble lights shall be inspected before each use.
- G. All tools shall be used in accordance with the manufacturers' safety and maintenance instructions.
- H. No loose fitting clothing or jewelry shall be worn.
- I. Wear appropriate Personal Protective Equipment (PPE) applicable to the potential hazards related to the work being completed.

D-5.4 - Hand Tools

- A. Check the head of each tool before use, including hammers, punches, chisels, mallets, bars and the like for mushrooming and have the tool dressed or replaced if necessary.
- B. Tools with wooden handles should have handles sanded as needed to prevent against splinters.
- C. Check tool handles for tightness before use.
- D. Employees shall only use properly insulated tools when working around energized electrical circuits or equipment.
- E. Employees will avoid the use of metal measuring tape, fabric tapes with woven metal strands, rope with wire cord, or any other tools and equipment that have conductive properties while working around energized electrical circuits or equipment.
- F. Tools shall be returned to their proper place after use.
- G. Clean, shatterproof goggles shall be worn when using chisels, punches, wedges or any tool that may create flying particles or potential eye injury from use. When others are working in the area they must also wear eye protection.

D-5.5 - Power Tools – General

- 1. Employees shall inspect power tools on a regular basis.
- 2. Power operated tools designed to accommodate guards must have the guards in place when in use.
- 3. Hand held power tools should be equipped with a constant pressure switch that will shut off the power when the pressure is released.
- 4. All power tools shall be used in accordance with the manufacturers' safety and maintenance instructions found in the manuals supplied with the tools.

D-5.6 - Electric Power Tools and Equipment

- A. All portable electric hand tools shall meet one of the following specifications:
 - Double insulated type and permanently labeled as double insulated.
 - Equipped with three-wire cord having the ground permanently connected to the tool frame and a means for grounding the other end.
 - Connected to the power source by means of an isolating transformer or other isolated power supply.
- B. Use of Ground Fault Interrupters

- All 120V single phase portable electric power tools, extension cords or electric lighting, when used outdoors, in wet conditions or in a construction area, shall be supplied through a ground fault interrupter unless supplied by an isolated source.
 - The ground fault interrupter, where required, shall be utilized as close to the power source as practical.
 - Portable ground fault interrupters shall be tested before each use.
- C. Each electrical tool or machine should be inspected before they are used for cord damage, proper ground connections, etc.
- D. The electrical plug shall be removed from the electrical outlet before servicing the electrical tool including changing drill bits, changing blades, etc.
- E. Extension cords must have the three-conductor type with matching plug and receptacle.

D-5.7 Compressed Air and Pneumatic Tools

- A. Compressed air shall not be used for cleaning purposes except where pressure is reduced to less than 30 psi.
- B. All air hoses and connections should be inspected before use and at regular intervals and replaced when found defective.
- C. Pneumatic power tools shall be secured to the hose by some positive means such as safety clips or retainers.
- D. The pressure shall be shut off and the air exhausted from the line before disconnecting the line from any tool or connection. The exception to this is when Quick-Disconnects and check valves are installed.

D-5.8 - Hydraulic Powered Tools

- A. Hydraulic power tools may only be used by employees trained and familiar with the tools.
- B. All hydraulic tools and hoses which are used on or around energized lines or equipment shall be equipped with non-conducting hoses having adequate strength for normal operating pressures.
- C. Hydraulic tool controls shall be in the off position before connecting or disconnecting tool. Deactivate the hydraulic tool control when the tool is not in use.

D-5.9 - Woodworking Tools

- A. Machine guards must be in place at all times.
- B. All fixed power driven woodworking tools (saws, joiners, planers, etc.), shall be provided with a disconnect switch that can either be locked or tagged in the “Off” position and a magnetic starter.
- C. When running short or narrow stock, always use a push stick for control of material.
- D. Before a circular saw is used, check all materials for warping.
- E. If the saw binds in a cut, hold the piece with a push stick and shut saw off to dislodge material.
- F. If a blade is used in a circular saw over twenty (20) inches in diameter it shall be permanently marked with its operating speed. This blade shall not be operated at a speed other than that marked on blade.
- G. When operating a circular saw, stand out of the line of a possible kick-back to avoid the danger of being stuck by small pieces that are frequently thrown.
- H. Never reach over a machine to get finished materials from the opposite side, to remove dust or wood particles, or to oil the machine while it is in operation.
- I. If an employee is using a joiner, do not allow either hand to pass over the knife. Place one hand on each side of the material.

D-6
HOT WORK

References

OSHA 29CFR 1926 Subpart J

D-6.1- Expectation

To serve as the Town of Perinton safety program for safe welding, soldering, cutting, and general hot work.

D-6.2 - Duty

Supervision is responsible for all aspects of the hot work program and its implementation. Welding and cutting information is provided within this program to make employees aware of the hazards associated with these work activities and the procedures needed to protect themselves.

D-6.3 - Operation - General

- A. Only Town of Perinton employees who have been properly trained and qualified shall perform welding and cutting operations.
- B. Combustible materials must be protected or removed from any place where the flame or arc is present. Protection can be in the form of a welding blanket if vapors or gases are not present.
- C. It is forbidden to have an arc or flame operation in an area where explosive atmospheres are present including, areas where painting is being done or where combustible dusts or flammable liquids are present.
- D. A qualified person must be posted as a fire watch with suitable fire extinguishing equipment during all flame or electric arc work and for 30 minutes after such work.
- E. Only equipment that is approved and in proper working condition shall be used.
- F. Proper mechanical ventilation and/or respiratory equipment must be provided when welding or cutting hazardous materials such as stainless steel, galvanized material, cadmium, zinc, chrome, etc. and when in confined spaces.
- G. An approved helmet type faceshield with proper shade of filter lens shall be worn when welding. When helmet is lifted to inspect work, and no other eye protection is being worn, safety glasses, full faceshield or goggles shall be worn.

- H. If the object to be welded, cut, or heated cannot be moved and if all the fire hazards cannot be removed, steps shall be taken to confine the heat, sparks, and slag, and to protect the immovable fire hazards from them.
- I. An employee assisting a cutting operation shall wear a full faceshield, handshield or goggles with proper shade of filter lens. When assisting, the helper must block his eyes from the arc flash unless he/she is wearing proper lens shade protection.
- J. Safety goggles or glasses meeting ANSI requirements and a full faceshield shall be worn for all grinding, sanding or chipping operations.
- K. Hearing protection shall be worn at all times while grinding, sanding or when cutting with plasma-arc or arc air.
- L. In order to suitably block and absorb rays from welding arc, employees should wear moderately heavy and preferably dark-colored clothing while welding. Shirt collars and cuffs should be buttoned, and pockets on the front of coveralls should be sealed or removed. A leather or nonflammable fabric skullcap should be worn under the welding helmet. In addition, approved heat and burn resistant gloves shall be worn.
- M. Safety shoes or metatarsal foot protection shall be worn.
- N. Butane lighters shall not be located on the employee or within the area while welding or completing other hot work.

D-6.4 - Oxy-acetylene torches

- A. All gas cylinders must be secured in an upright position. When in storage, the protective cap must be on the gas cylinder. Never lift a cylinder by the protective cap. Oxygen and acetylene shall always be transported and stored in a chained or otherwise secured upright position.
- B. Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials (especially oil or grease) a minimum of 20 feet or by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.
- C. Use suitable hand trucks or racks for moving cylinders.
- D. Hoses must be easily discernible and connections shall not be interchanged. All connections must be clean. Hoses shall not be laid across traffic areas.
- E. A backflow prevention device or flame arrestor is recommended on the mixing tube of all torches or bottled systems and required on all manifolds or plumbed systems.
- F. Oxygen shall not be used to clean clothing or to blow materials from the work area.

D-6.5 - Propane

- A. Hoses cannot be laid across traffic areas.
- B. All connections must be clean.
- C. All gas cylinders must be secured in an upright position. When in storage the protective cap must be on the cylinder.
- D. No propane tanks larger than 21 lbs. can be located inside the Town of Perinton buildings and facilities.

D-6.6 - Electric Arc Welders

- A. All arc welding must be protected by shields or curtains made of non-combustible material. This is to ensure prevention of viewing arc without eye protection. The nearest safe distance for viewing an arc with the unprotected eye is forty (40) feet.
- B. Remove electrodes when holders are left unattended. Place or protect the holders so that they cannot make contact with each other, people or conductive material.
- C. Inspect welding cable to ensure cable is properly insulated. If a cable needs to be spliced and repaired, the repair must have insulation with a resistance equal to or greater than the original insulation.
- D. Whenever possible, all arc welding and cutting operations shall be shielded by noncombustible or flameproof screens which will protect employees and other persons working in the vicinity from the direct rays of the arc.

D-6.7 - Liquid Fueled Heaters

- A. Fuel storage must be located away from any heat source and protected from potential damage.
- B. All liquid fuels utilized for these heaters must have a flashpoint of 100 degrees or more.
- C. Refueling of heaters can only be completed after the heater has been off for a minimum of 15 minutes.

D-6.8 - Propane Fired Heaters

- A. Propane fuel tank must be located 25 feet from the burner.

- B. Do not run hoses in traffic areas.
- C. All cylinders must be secured in an upright position. When in storage the protective cap must be on the cylinder.

D-7
MATERIAL HANDLING AND STORAGE

References

OSHA 29CFR 1926 Subpart H

OSHA 29CFR 1910 Subpart N

D-7.1 - Expectation

The Town of Perinton material handling and storage policy defining common material handling and storage problems, the means of identifying and correcting these problems, proper use of material handling equipment and general guidelines on safe practices.

D-7.2 - Duties

Supervision shall regularly inspect and identify actual and potential problems associated with poor materials handling and storage. Supervision will then evaluate and correct these problems through training, engineering methods, ergonomic principles and education.

Employees shall be aware of accidents that may occur from unsafe or improperly handled equipment or materials and improper work practices, and to recognize the methods for eliminating, or at least minimizing, the occurrence of those accidents.

D-7.3 - Operation

Mishandling of material accounts for over one-third of the injuries at a work place. The types of injuries that are experienced include strains, sprains, crushing injuries, hernias, ruptures, lacerations, bruises and contusions.

D-7.4 -Manual Lifting

A. When manually moving materials, employees should seek help when a load is so bulky it cannot be properly grasped or lifted, when they cannot see around it, or when a load cannot be safely handled.

B. When lifting the following proper procedures shall be followed:

Evaluate

- Is it too heavy or bulky - get help or break it down
- Check the load for nails, splinters, sharp edges, oil, grease & moisture
- If the edges are rough or sharp
- If possible grip object where it is least hazardous
- Wear appropriate safety shoes to help prevent foot injury
- Know where the load is going and where you are going to put it down
- Be sure the path you take is clear of any obstacles

Lifting Object

- Step 1 - Face the object and get as close as you can to it
- Step 2 - Get a firm footing and place your feet about shoulder width apart
- Step 3 - Bend your knees from hips and squat, keeping your back straight
- Step 4 - Grip sides of object using your whole hands as a balance point
- Step 5 - Lift by straightening legs using thigh muscles to raise your body
- Step 6 - Bring your back and legs to a vertical position

Carrying Objects

- Do not carry objects that block your vision ahead or to the sides
- If you have to change your grip, set the object down and regrip
- Do not hurry if you feel you cannot hold the object much longer. Put it down and rest and get assistance
- When changing directions, do not twist the body. Change the direction of the feet to turn the body

Setting Objects Down

- Reverse the lifting object procedure to set down object
- If the receiving surface is near waist level, place the load on the edge of the surface and then push it forward
- Do not set a heavy object into a position below floor level directly from carrying. It should first be lowered to floor level
- Avoid awkward positions or full extension of arms
- If you must lift an object higher than your waist, first lift the load to waist level, and then rest it on a support, while you change your grip. Then bend your knees again to give added leg muscle power for the final lift

See Section D-8.0 - Ergonomics Program for Additional Information

- C. When two or more people are carrying a single object, one should call the signals to assure they lift, carry and lower together. Avoid placing unnecessary strain on one individual.
- D. Keep fingers away from pinch points, especially when maneuvering through narrow openings or when setting the object down.

D-7.5 - Mechanical Lifting

- A. Mechanical material lifting is advantageous when compared to manual lifting.
- B. When mechanically moving materials, avoid overloading the equipment by letting the weight, size and shape of the material being moved dictate the type of equipment used for transporting it.

- C. All material handling equipment shall have a rated capacity that determines the maximum weight that it can safely handle and the conditions under which it can handle those weights.

D-7.5A - Two Wheeled Hand Trucks

- A. Select the right type of hand truck for the materials to be hauled.
- B. Allow for clearance for hands when moving through doorways or through narrow openings. If possible hand truck handles should have hand guards.
- C. When loading, the load center of gravity should be kept as low as possible by placing the heaviest objects on the bottom. Do not overload two-wheeled hand trucks. Secure heavy or bulky loads.
- D. Two-wheeled hand trucks should be pushed instead of pulled, except when going up an incline
- E. When using a hand truck, stop at blind intersections before passing through the area.
- F. When using a hand truck watch the floor ahead of you to avoid bumps, cracks, uneven surfaces and other obstacles.
- G. Park hand trucks in a location where people will not stumble over them and leave the handles in a vertical position.

D-7.5B - Four Wheeled Hand Trucks

- A. Four wheeled hand trucks will be blocked while loading if they do not have a brake.
- B. Loads should be balanced to avoid tipping.
- C. When using a push type hand truck, the loads should not obscure vision of the worker using the hand truck unless a guide person is used.
- D. The hand truck should always be pushed unless it is equipped with a pull type handle.
- E. If a hand truck has a handle, it should be equipped with a spring to keep it in an upright position when not in use.

D-7.5C - Dollies

- A. Dollies are usually best used for carrying single heavy objects short distances.
- B. Guide dollies by pushing the load.

- C. Do not pull a load on a dolly unless a second person has a rope attached in the rear where braking action can be applied.

D-7.6 - Material Storage

- A. Storage areas must be kept free from accumulated materials that may cause tripping, fires, or explosions, or that may contribute to the harboring of rats and other pests.
- B. When stacking materials be aware of how accessible the stored materials are to the user, and the condition of the containers where the materials are being stored.
- C. DO NOT store incompatible materials together. Be sure you know the compatibility of the materials is that you storing.
- D. Always be sure that you stack material on a solid, smooth, level, safe base. If the floor or ground is not level, use dunnage or bearing strips or timber to make sure that the pile will not shift.
- E. Always maintain a minimum of eighteen inches between storage and the sprinkler heads.
- F. Maintain aisle space for workers and fire equipment. Materials should not protrude into aisle space.

D-8 **ERGONOMICS**

References *General Duty*

D-8.1 - Policy

The Town of Perinton has developed this program for our employees, which must be followed to prevent Musculoskeletal Disorders (MSDs) and back injuries. This program strives to create the safest working environment concerning manual lifting and lowering, carrying, walking, twisting, repetitive motion, and all related tasks.

This program will be used in conjunction with the material handling methods and techniques found in the Town of Perinton Material Handling Program. Information found within this program is applicable for recognizing and preventing or reducing potential back and personal injury. Correct lifting procedures are found in *Section D-7 -Material Handling and Storage Program*.

D-8.2 – Duties

Communication

Communication between the employee and the Town of Perinton is essential regarding the efficient use of this ergonomics policy. The Town of Perinton will assess work tasks and work stations for ergonomic compliance and soundness and provide effective ergonomic solutions based on identified need. Each situation will be evaluated and a solution implemented on a case-by-case basis.

Supervision

Supervision shall maintain communication with employees under their supervision to evaluate identified tasks that may lead to back pain and or related ergonomic ailments. Certain identified tasks shall be scrutinized to determine the process of the task. Supervision shall arrange the safest and most reasonably comfortable method for its completion, using the parameters established within this safety control program and methods and practices accepted within related work environments.

When appropriate, Supervision will discuss lifting and manual material handling problems with medical personnel. They will use data developed from past accidents and investigations in improving work tasks.

There must be Supervision and employee feedback through investigation reports, hazards, lifting problems, etc. Ongoing self-audits are required and when appropriate disciplinary actions of employees who refuse to abide by this program.

Employee

The employee performing the various tasks shall recognize the potential hazards from not performing a job properly. In addition the employee must communicate with their direct Supervision when they feel a certain task has the potential for injury.

D-8.3 - Background

Ergonomics is the science of fitting the job to the worker. When there is a mismatch between the physical requirements of the job and the physical capacity of the worker, musculoskeletal disorders (MSDs) can result. For example, workers who must repeat the same motion throughout their workday, who must do their work in an awkward position, who must use a great deal of force to perform their jobs, who must repeatedly lift heavy objects or who face a combination of these risk factors are most likely to develop musculoskeletal disorders.

D-8.4 - Musculoskeletal Disorders (MSDs)

Musculoskeletal disorders are injuries and disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs. They do not include injuries resulting from slips, trips, falls or similar accidents. Examples of Musculoskeletal Disorders include carpal tunnel syndrome, tendinitis, sciatica, herniated disc and low back pain.

Work-related Musculoskeletal Disorders occur where there is a mismatch between the physical requirements of the job and the physical capacity of the worker. Prolonged exposure to ergonomic risk factors, particularly in combination or at high levels, is likely to cause or contribute to a musculoskeletal disorder or aggravate the severity of a pre-existing musculoskeletal disorder. The longer and more often the exposure to ergonomic risk factors, the longer the time needed to recover from the exposure to ergonomic risk factors.

The proposed Ergonomics Program Standard covers the following risk factors:

- Force
- Repetition
- Awkward postures
- Static postures
- Vibration
- Cold temperatures

D-8.5 - Identification and Analysis for Ergonomic Solutions

A musculoskeletal disorder has to be recordable to trigger the requirements of the Town of Perinton to analyze and control jobs. Musculoskeletal disorder hazards are multifactorial, that is, they usually involve exposure to a combination of ergonomic risk factors. The multifactorial nature means that it may be less certain what combination of risk factors may be reasonably likely to cause or contribute to a musculoskeletal disorder in a particular job. Therefore a recordable musculoskeletal disorder is a concrete and fairly objective measure about whether problems are likely to exist in a job.

It is appropriate to focus on the most serious problems first: those jobs in which an OSHA recordable has been reported. The Town of Perinton must analyze and control

these jobs first rather than requiring analysis of all jobs. This procedure is targeted so that actions that must be taken are appropriate to the nature and severity of the problems in the workplace. Through analyzing OSHA recordables and communication between employees, management and the Safety Coordinator, the Town of Perinton shall identify all relevant MSD's. After this, the town will adapt work tasks and provide ergonomic solutions to the activities and work environments, which may have led to the musculoskeletal disorders.

This program does not require the Town of Perinton to implement controls or provide musculoskeletal disorder management if it has been determined that the musculoskeletal disorder is not an OSHA recordable and does not meet the screening tests for coverage. To ensure that only musculoskeletal disorders that have a strong relation between the musculoskeletal disorder reported and the physical work activities and conditions of the assigned job(s) are covered, two screens shall be conducted for determining work-relatedness. These screens go beyond the work-relatedness criteria in the OSHA recordkeeping rule.

These screens are:

- The physical work activities and conditions in the job are reasonably likely to cause or contribute to the type of musculoskeletal disorder the employee reported, and
- These activities and conditions are a core element of the job and/or make up a significant amount of the employee's work time.

D-8.6 - Job Tasks

MSDs are often very easy to prevent. Adding a book under a monitor, or padding a tool handle are typical of the fixes used in ergonomics programs. Solutions that fit the work to the worker are achieved when implementing this program. Practical experience in solving ergonomics problems is plentiful. Ergonomic interventions may include:

- Adjusting the height of working surfaces to reduce reaches and awkward postures.
- Putting work supplies and equipment within comfortable reach.
- Providing the right tool for the job and the right tool handle for the worker.
- Varying tasks for workers (e.g., job rotation).
- Encouraging short authorized rest breaks.
- Reducing the weight and size of items workers must lift.
- Providing mechanical lifting equipment.
- Using telephone headsets.
- Providing ergonomic chairs or stools.
- Supplying anti-fatigue floor mats.

Job tasks should be evaluated by the following applicable parameters:

- A. Weight of the load being move
- B. The dimension of the load
- C. The starting and ending elevations of loads for lifting and lowering tasks
- D. The distance of travel from the start of a lift or lowering of a load to the completion of the task
- E. The stability of the load
- F. The distance the load is moved on a horizontal plane
- G. The time the load is suspended by an employee
- H. Frequency of the task / repetitive motion with no variety
- I. Repetitive reaching and stretching
- J. Walking surface footing
- K. Maintaining the same physical position for a length of time
- L. “Unnatural” positions of the body
- M. Provision of frequent rests with diversified motion
- N. Comfortable working conditions

When making ergonomic evaluations or simply observing manual material tasks that are thought to have been causing injuries and illnesses or new tasks that could cause injuries or illnesses, the following potential solutions shall be considered:

- A. Reduce the weight of the object
- B. Use powered mechanical handling equipment
- C. Provide self-leveling devices to reduce bending or reaching by employees
- D. Add additional employees to assist in the task
- E. Modify the task by:
 - Altering the distance the load is to be lifted or lowered
 - Altering the starting point and/or finish point of manual lifts or lowering tasks
 - Eliminating twisting of the torso during lifting and lowering tasks
 - Avoidance of one-hand and side lifts
 - Reducing the number of repetitions of the task
 - Provide handles for movement of the load
 - Eliminating or reducing the distance a load must be carried
 - Increasing the diameter of wheels for manual pushed/pulled vehicles
 - Altering handles on manually pushed/pulled vehicles to a level that enables employees to keep their backs straight

D-8.7 - Lifting-Lowering Tasks

- Eliminate the need to lift or lower manually
Reducing the need to stoop or squat while raising or lowering an object will reduce chances of overexertion injury. Use skids, stands, adjustable or self-adjusting tables and feeders to provide proper height.
- Reduce the need to handle bulky objects
Bulky boxes or objects require the hands to grasp extreme widths. A comfortable and efficient grasp width is at or slightly wider than the individual's shoulders. Objects wider than this should be handled by other means or eliminated.
- Increase the weight to a point where it must be mechanically handled
Unit or palletize loads.
- Reduce the handling distance
Approximately 90 percent of all healthy employees can lift a 14-lb. load when it is located 12 inches or less from the center of their body. Only 14 percent would be able to lift that same 14-lb. load if it was located at 20 inches from the centerline of their body. The less you have to reach, the more you can lift. In general, keep work materials as close to the work area as possible.
- Provide surfaces that can be readily grasped
The less energy that is required to grasp a surface, the more energy that is available to carry or lift. Provide handles to objects to increase lifting capacity approximately 7 to 8 percent.

D-8.8 - Pushing-Pulling Tasks

- Eliminate the need to push or pull
Use conveyors, lift trucks, slides or hand trucks.
- Reduce force required
Reduce the load on a cart, using larger wheels and maintaining them, keeping floor surfaces free of obstacles, etc.
- Reduce the distance of the push or pull
Minimize the distance the material is handled. Supervision shall examine the layout of the work area to reduce distances between workstations, storage, etc.
- Optimize operation of pushing or pulling
 - Replace pull by push when possible and provide firm handles or grips.
 - Replace small casters with larger wheels.
 - Use ramps with slope no greater than 6 degrees or 10 percent.

D-8.9 - Walking

Reduce the distance you need to walk to get to work material. Organize your worksite to emphasize efficiency and limit stress.

D-8.10 - Other Factors

The following items are associated with common manual movements. Each can and likely will magnify a problem if left uncorrected. These items will improve a workplace if all practical measures of manual movement changes have been made.

- Providing good working surfaces
To minimize strength requirements, surfaces should be level, clean, and provide enough friction to assure stable footing.
- Body positions
Standing and sitting positions are acceptable if proper conditions are provided.
 - Provide a cushioned standing surface.
 - Provide a footrest when standing so that the legs are positioned at different heights.
 - Provide seats that can be adjusted for seat height, back support, seat angle and arm rests.
- Controls and Displays
 - Controls should be above the knees, but below shoulder level.
 - Avoid stooping to monitor displays, or operating machinery.
- Sharp-edged objects
 - Change the process to eliminate sharp edges prior to manual handling
 - Provide handling tools that prevent contact between hands and the object.
 - Protect hands and arms with suitable gear.

D-9
HOUSEKEEPING

References

OSHA 29CFR 1926.25

OSHA 29CFR 1926.34

D-9.1 - Expectation

It is the intention of the Town of Perinton to provide for a neat, clean, organized work area. Practice continual and simplified good housekeeping methods. Good housekeeping has a direct effect on the safety, efficiency and success of a work site.

D-9.2 - Duty

Supervision is responsible for the implementation and control of a good housekeeping system; however it is up to the individual employee to maintain it. Housekeeping should be planned and monitored throughout the work area.

D-9.3 - Operation

Work areas and exits shall be kept clear to allow for safe and easy access to all operating equipment. Parts, equipment and tools shall be kept orderly. Inspect and monitor housekeeping continually.

Work sites shall be maintained in a neat and orderly manner. Tools, equipment, and materials brought to and removed from the work area should be consistent with the job requirements.

All oil spills or slippery walking surfaces shall immediately be cleaned up.

Walkways, aisles and stairways shall be kept clear. If a passageway has to be obstructed or floor openings have to be uncovered, erect barricades and clearly display warning signs.

When materials such as bags, containers and bundles are stored in tiers, they shall be stacked securely by blocking and interlocking.

A minimum clearance of 18" shall be maintained between the top level of stored material and ceiling sprinklers.

Set responsibilities for proper storage and placement of work items including materials, tools and tool boxes, equipment, hoses, cords and other applicable items.

Trash shall be handled as follows:

- A. Determine the type and amount of waste to be handled.
- B. Determine if any of this waste can be recycled. Follow all the requirements as established by Federal, State and Local agencies concerning recycling designated materials.
- C. Separate applicable quantitative waste in containers clearly marked or labeled as follows:
 - Liquids
 - Hazardous Liquids
 - Non-Hazardous, non-recyclable liquid materials
 - Metals
 - Plastics
 - Glass
 - Cardboard – place in designated compactor
 - Paper
 - Hazardous Solids
 - Non-hazardous, non-recyclable, solid materials
 - Any other quantitative materials not listed
- D. All hazardous wastes shall be handled as detailed in *Section F-2 – Hazardous Waste Control* and as established by the Hazard Communication Standard and applicable Material Safety Data Sheet (MSDS) procedures.
- E. Designate responsibilities for collection and disposal.
- F. Arrange for regular removal of materials from the facility.

Housekeeping is the responsibility of all employees involved. Keeping your work area clean and neat benefits you and your co-workers.

E-1 **ELECTRICAL**

References

OSHA 29CFR 1926 Subpart K
OSHA 29CFR 1910 Subpart S
National Electric Code (NEC)

E-1.1 - Expectation

The Town of Perinton's basic requirements regarding safely working with or around electricity. To assure workers that equipment, power tools and power cords have an effective, working grounding conductor for electrical safety and shock protection.

E-1.2 - Duty

Supervision is responsible for all aspects of the electrical program. Before work is to begin Supervision must designate that an assured grounding and/or a ground fault interrupter system protects all tools and equipment.

E-1.3 – Design, Installation and Maintenance

- A. Electrical installations shall be in accordance with the National Electrical Code (NEC).
- B. Electrical installations performed in accordance with the NEC will be in compliance with the OSHA standard that incorporates the entire NEC.

E-1.4 – Definitions

Qualified person- One familiar with the construction and operation of the equipment and the hazards involved and one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project. Qualified individuals are permitted to work on or near exposed energized parts and have been properly trained, including how to identify exposed live parts and their voltage and know the procedures that need to be followed when working on exposed live parts or are near enough to be at risk.

Unqualified person- An individual who is exposed to the potential risk of electric shock due to proximity. An unqualified person must be trained to know the risks associated with energized equipment, which tasks must only be done by qualified persons, and what procedures need to be followed to protect themselves and others when working around electricity.

E-1.5 - Operation - General

- A. Employees who are not qualified electricians must be specially trained before doing any work on or around electrical systems.
- B. Electrical equipment, tools, cords, receptacles etc. must be inspected before each use. Check each day for:
 - Deformed or missing blades
 - External insulation damage
 - Indications of possible internal damage
 - Other signs of improper conditions
- C. Defective components, such as damaged cords, broken plugs, broken receptacles, broken switches, etc., must be removed from service and repaired or destroyed.
- D. All deficiencies must be repaired immediately before they can be used. These include exposed conductors, lack of guards, missing covers, open panel doors, unidentified high voltage equipment, etc.
- E. Portable electric tools and equipment shall meet one of the following specifications:
 - Double insulated type and permanently labeled as double insulated
 - Equipped with three-wire cord having the ground permanently connected to the tool frame and a means for grounding the other end
 - Connected to the power source by means of an isolating transformer or other isolated power supply
- F. All 120V single phase portable electric power tools, extension cords or electric lighting, when used outdoors, in wet conditions or in a construction area, shall be supplied through a ground fault interrupter unless supplied by an isolated source.
 - The ground fault interrupter, where required, shall be utilized as close to the power source as practical. Portable ground fault interrupters shall be tested before each use.
- G. Electrical receptacles will be grounded, of proper amperage and configuration for the voltage utilized.
- H. Extension cords are to be used for temporary purposes only and shall not be used for a permanent source of electricity.
- I. Extension cords used by maintenance must have the three-conductor type with matching plug and receptacle and designed for hard or extra-hard usage.

- J. Portable electric lighting used in wet and/or other conductive locations shall be operated at 12 volts or less. However, 120-volt lights may be used if protected by a ground-fault circuit interrupter.
- K. Select electrical equipment based upon the types of flammable materials present at the work area. If flammable materials are present take precautions to ensure there will be no electrical sources of ignition.
- L. In general leave the electrical work to the qualified electricians. If a piece of equipment is in question about its electrical safety have it checked out by a trained electrician or person qualified in determining the condition.

E-1.6 - Repairs

- A. Unless circumstances require otherwise, no repairs, component replacement, alterations or modification can be done while equipment is energized.
- B. Electrical tools shall be unplugged before servicing the tool including changing drill bits, changing blades, etc.
- C. When working on closed circuits use tools with insulated handles and wear appropriate protective gloves. Ordinary rubber gloves, boots, shoe soles etc. shall not be used as most contain carbon and will conduct electricity.
- D. If energized equipment must be left exposed and unattended post a warning of the hazard and construct an adequate barrier or guard.
- E. Lockout and tagout procedures must be followed at all times. Reference the *Lockout / Tagout Program Section E-2* for details regarding these procedures.

E-2
LOCKOUT AND TAGOUT (LOTO)

References
OSHA 29CFR 1910.147

E-2.1 - Expectations

This program is designed to meet the requirements of the Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.147 "Control of Hazardous Energy Sources" and establish rules and procedures which will protect employees from the accidental energizing of equipment when performing service and maintenance on equipment or machines.

E-2.2 - Duties

Supervision is responsible for managing this program. He/she will be responsible for training and assisting employees with locating, locking, tagging and required procedures. Specific Lockout / Tagout procedures must be developed for each specific machine before work can begin as types of equipment on site continually changes and each piece of equipment is likely to have different requirements.

E-2.3 - Scope

The Control of Hazardous Energy Sources program at the Town of Perinton will follow the requirements mandated by OSHA in 29CFR 1910.147 and 1910.333, which include:

- A. Equipment addressed by the regulation (applicable equipment)
- B. Responsibilities of the Supervisor, employee, and department
- C. Lockout device requirements
- D. Training required for employees
- E. General lockout and tagout procedures
- F. Machine specific lockout procedures
- G. Lockout and tagout rules

E-2.4 - Definitions

Affected Employee - A machine operator or user of the equipment or system shutdown by a lockout/tagout procedure.

Authorized Lockout / Tagout Director - A person designated by the Town of Perinton for interacting with employees to identify all systems to be locked and tagged out. They must then train and assist the other authorized employees in locating and locking these items out.

Authorized Employee - Any employee who locks out and tags or tags out a piece of equipment or system in order to perform service, maintenance, installation or replacement.

Energy Isolating Device - Any mechanical device that prevents the transmission or release of energy. These devices include valves, disconnect switches, manually operated circuit breakers, blocks, and any similar devices. Items such as push buttons, selector switches and related devices are not included.

Energy Source - All mechanical, electrical, pneumatic, hydraulic, chemical, thermal, or other energy sources.

Lockout - The installation of a lock and tag on an energy isolating device, in correspondence with the established procedure so as to prevent release of energy until the lock is removed.

Lockout Capability - A device is capable of being locked out if it can be held in the off position, by placing a lock or related fastener into it; if it has a built in lock which will hold the device in the off position and; if a lock can be placed on the device to hold the device in the off position without having to make permanent alterations to the devices controlling capability.

Service and Maintenance - This includes all work including installation, adjusting, constructing, inspecting, modifying and all maintenance and service work on machines, equipment or systems where the employee has the potential to be exposed to an unexpected start-up or release of energy.

Tag - A noticeable warning emblem, with the name of the employer, name of employee and date of attachment, which can be attached to an energy isolating device that indicates that the device and the system being controlled can not be operated until the tag is removed.

E-2.5 –Program Requirements

Equipment Addressed by the Regulation (Applicable Equipment)

This program applies to the control of energy during the service and maintenance of all machines or equipment which an employee must:

- A. Bypass a guard or other safety device.
- B. Place any part of his/her body into the point of operation of the piece of machinery or equipment or where an associated danger zone exists during a machine operating cycle.

Exceptions to this section include:

- A. Work on cord and plug connected equipment for which exposure to the hazards of unexpected energizing or start up of the equipment is controlled by unplugging equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.
- B. Hot tap operations - When continuity of service is essential, shutdown of equipment is impractical, and documented safety and health procedures are followed.

Responsibilities:

Supervision (Authorized LOTO Director) Must:

- A. Implement the Town of Perinton's Lockout/Tagout program as it applies to "affected" and "authorized" employees within their respective organizations or areas.
- B. Ensure that "affected" and "authorized" employees follow machine specific procedures developed for their areas.
- C. Train employees in the machine-specific energy control procedures and provide annual retraining.
- D. Maintain a training record of authorized employees within their areas
- E. Notify the Safety Coordinator and ensure that machine specific procedures are updated whenever there is a change in equipment or machinery.
- F. Ensure that each lockout/tagout device can only be removed by the employee who applied the device.
- G. Ensure that new equipment or overhauled equipment can accommodate locks.

- H. Adopt specific procedures to ensure safety when equipment must be tested during servicing, when outside contractors are working at the site, when a multiple lockout is needed for a crew servicing equipment, and when shifts or personnel change.
- I. Correct any inadequacies pointed out in the annual inspection within 30 days of the inspection.
- J. Ensure retraining is given in machine specific procedures whenever there is a change in employees job assignment, change in machines, equipment or process that present a new hazard, or when the energy control procedure changes.
- K. Retrain an employee whenever he/she is found to have deviated from the program procedures. Deviations and deficiencies will be identified during periodic inspections.

Authorized Employees Must:

- A. Attend training classes and show he/she has knowledge in the use of the energy control procedures.
- B. Follow the general and machine specific lockout and tagout procedures when performing service or maintenance.
- C. Review machine specific procedures with the Supervisor before performing a lockout and tagout.
- D. Complete a lockout and tagout log sheet, which informs Supervision that lockout and tagout will be in effect on a piece of equipment.
- E. Notify all workers in the area that lockout and tagout will be performed on the equipment.
- F. Inform Supervision of any discrepancy or problems with machine specific procedures, which need to be corrected.

The Safety Committee has developed and will maintain:

- A. This Lockout and Tagout Compliance program.

- B. A complete list and training record of authorized employees within the Town of Perinton.
- C. A complete list of candidate machines and develop machine specific procedures in writing for the control of hazardous energy which include:
- a) Preparation for shutdown
 - b) Shutdown
 - c) Equipment isolation
 - d) Lockout/tagout application
 - e) Release of stored energy
 - f) Verification of shutdown
 - g) Release of lockout/tagout
 - h) Employee notification and safe positioning
 - i) Removal of lockout/tagout device
- D. Provide employees with lockout and tagout training which will include the general lockout and tagout procedures.
- E. Define the requirements of locks and tags, which are to be used by employees.
- F. Perform annual inspection of lockout and tagout program which will include:
- A review with the authorized employee of his/her responsibilities under the energy control procedure.
 - Review of the Lockout/Tagout logbook to determine if appropriate Supervisors are aware that their employees are using lockout and tagout procedures.
 - Annual physical inspection of Lockout/Tagout procedures and written certification that Lockout/Tagout is being implemented as required. The annual physical inspection will identify the machine or equipment on which the energy control procedure was being utilized, date of inspection, and employee using the procedure, and inspector's name. The Safety Coordinator shall retain the certification.

Lockout Device Requirements:

All supplies required to comply with this program, with the exception of designated locks, are available in each department. Designated locks are ordered and provided to "Authorized" employees by the Safety Coordinator. If a special lockout device is

needed, contact the Safety Coordinator for information on where the device may be purchased.

Locks

- A. These locks shall be used only for lockout.
- B. The lock shall be clearly identified by the employee using the lock by using an adhesive, vinyl ID label affixed around the body of each lock employed as a lockout device.
- C. There will only be one key for each lock.
- D. Master keying of Lockout/Tagout locks is not authorized.
- E. Locks and keys shall not be shared.
- F. Only the employee assigned the lock shall remove locks.
- G. If a Supervisor must remove a lock, bolt cutters are to be used and only after the lock's owner has been accounted for and the work area has been cleared.

Tags

- A. Tags will be laminated, double sided, and display one of the following messages:
 - "DANGER DO NOT OPERATE EQUIPMENT LOCKED OUT"
 - "DANGER DO NOT START EQUIPMENT LOCKED OUT".
- B. The tags will have a place for the employee's name and date work began.
- C. No less than 50-lb. tensile strength nylon cable ties will be used to attach tags to equipment.

Lockout Devices

There are a variety of lockout devices available to allow locks to be placed on equipment and machinery. Each service department will have devices such as:

- A. Hasps
- B. Circuit breaker lockouts
- C. Ball valve lockouts
- D. Valve cover lockouts
- E. Plug lockouts
- F. Chain

Lockout/Tagout Log Sheet

Log sheets will be kept by Supervision to track the following information:

- A. Job number/work order number
- B. Location of work
- C. Date

- D. Time started
- E. Time finished
- F. Worker's name
- G. Lock number

The log sheets are available from the Safety Coordinator.

Training

The Safety Committee or an outside trainer will provide general lockout/tagout training. The training will include the following:

- A. The purpose and function of the energy control procedure.
- B. Recognition of applicable hazardous energy sources.
- C. Methods and means necessary for energy isolation and control.
- D. Retraining will be provided when deficiencies in the program are found or when employee(s) are found deviating from the procedures.
- E. Certification that training has been accomplished and up to date by having employees sign a roster.
- F. Additional training will be completed to inform the employee of the hazards involved with the particular equipment they will be required to service.

General Lockout and Tagout Procedures

Whenever it is necessary for personnel to be involved in the servicing or maintenance of equipment, machines, or systems, the following procedures are to be followed.

PRE-LOCKOUT

- A. Obtain a tag and LOTO log from Supervision or Safety Coordinator and fill in the information, which is needed to complete the lockout and tagout manual.
- B. Review the machine specific lockout and tagout procedures found at the back of this section. If there are questions ask Supervision.
- C. Obtain lockout and tagout devices and any personal protective equipment, which is needed to perform lockout safely.
- D. Secure work area and notify other employees in that area that lockout and tagout will be in effect on the equipment.

The following steps are general steps and are to be included into the machine specific procedures. These are to be followed when performing lockout and tagout.

LOCKOUT

- A. Turn equipment off at the main "OFF" switch or button using normal shutdown procedures.

- B. Place assigned lock on machine or equipment and place any other lockout device in the correct location.
- C. Place name, date, and time work is begun on the tag and attach the tag to the lock.
- D. Ensure area is clear and attempt to start the equipment or machinery using the "ON" switch or button. This will verify that all stored energy has been dissipated and lockout is working.
- E. Return switch or button to "OFF" position and with a meter check all electrical to ensure electrical energy has been dissipated.
- F. Equipment is now locked out and work may begin.

POST LOCKOUT

- A. When work is completed check to be sure all tools, test equipment, rags, etc., have been removed from the work area.
- B. Remove all lockout and tagout devices that were placed on the equipment. Check machine specific procedures to determine if the order in which they are removed is significant.
- C. Ensure the area is clear and proceed with re-energizing the equipment.
- D. Return tag with the date and time work was completed and record it in the lockout logbook.

Machine Specific Procedures:

- A. Machine specific procedures are to be followed by an authorized employee when performing lockout and tagout on a piece of equipment. These procedures are to be kept by Supervision and will be reviewed by the authorized employee before the work is to be performed. The procedure shall contain the following information:
 - a.) Specific statement of the intended use of the procedure.
 - b.) Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
 - c.) Specific procedural steps for the placement, removal and transfer of lockout devices and the employee's responsibility.
 - d.) Specific requirements for testing a machine or equipment to determine and verify the effectiveness of the lockout.

- B. The general machine specific procedures are found in **Attachment E-2B** found at the end of this section.
- C. The following information is required to enable the machine specific lockout and tagout steps to be written:
 - a.) Name of machine and location.
 - b.) Type and magnitude of energy involved and method of control.
 - c.) Type and location of energy isolation devices.
 - d.) Type of stored energy and method to dissipate.
 - e.) Method of verifying the isolation of energy.
 - f.) Names of personnel authorized to work on equipment.

Lockout and Tagout Policies

1. Locks and tags will be removed only by the person who placed the lock and tag initially. Removing another person's lock will result in immediate disciplinary action.
 - a.) If a worker does fail to remove the lock and tag upon completion of a job and start-up is necessary, only the employee's Supervision has the authority to restart the equipment or machine. In turn Supervision must record in the lockout and tagout manual that the lock has been removed.
 - b.) The Supervisor must use bolt cutters to remove the lock and the employee must be notified lock has been removed.
2. Under no circumstances is it permissible to inch or start a piece of equipment or activate a switch, which is tagged out.
3. When more than one trade or contractor is involved, the following is required:
 - a.) Each worker will place their own lock and tag where appropriate.
 - b.) A neutral lockout and tagout must also be used, preferably a Supervisor.
 - c.) Contractors are to be aware of the Town of Perinton's LO/TO procedures when working with an employee, or at the Town of Perinton's facilities.

ATTACHMENT E-2A

The Town of Perinton

LOCKOUT / TAGOUT SURVEY

EQUIPMENT DESCRIPTION	HAZARDOUS ENERGY SOURCES	TYPE AND LOCATION OF ENERGY ISOLATION DEVICE OR LOCKOUT/TAGOUT DEVICE
Air Compressor	Electrical Pneumatic Mechanical	Lockout electrical disconnect located above compressor
Fixed Electrical Equipment w/ Disconnects	Electrical Mechanical Natural Gas	Lockout handle type disconnect mounted at machine location. Lockout gas valve at unit.
Hand Tools and Portable Machinery Welders	Electrical Hydraulic Mechanical	Unit electrical plugs & circuit breaker locks with tags attached.
HVAC Units	Electrical Hydraulic Pneumatic Mechanical	Lockout and tag appropriate electrical circuit breaker at panel and applicable valve on gas piping
Pressure Washer	Electrical Mechanical	Shut off breaker in box on outer wall & lockout. Bleed off water pressure from lines
Vehicles and Equipment	Electrical Pneumatic Mechanical	Battery disconnect switch block & support all hoists, blades & panels before servicing with props and /or blocking. Drain air tanks and lines. Disconnect spacer plugs & gas equipment
Vehicular Air Chambers	Stored Energy (Pressure)	Cage all chambers w/ tool before servicing. If unit is to be replaced, render it safe by placing it in the disarming cage & cut sides with torch.

ATTACHMENT E-2B

The Town of Perinton

LOCKOUT / TAGOUT EQUIPMENT SPECIFIC PROCEDURES

VEHICLES

1. Remove ignition key.
2. Shut off battery switch and lockout switch.
3. Install “out of service” steering wheel cover in cab.
4. If vehicle’s hoist is raised or chassis is jacked up off of the tires, insure that all safety props and stands are in place. In addition, the wheels that remain on the ground should be chocked.
5. If repairs require the start up of the vehicle to effect repairs, two (2) mechanics that are qualified in the operation of that vehicle shall be utilized to ensure safety of each other.
6. If work is to be done specifically on one of the following systems, any residual pressures should be bled off prior to service work starting. (Air system, hydraulic system, cooling system, brake system).

HEAVY EQUIPMENT

1. Place controls in neutral position.
2. Turn key to OFF position, place key in pocket.
3. Put throttle in lowest of OFF position.
4. Place tag on cab door or inside near ignition switch.
5. Turn disconnect switch to OFF position and remove key.
6. Block, pin or lock bowls, aprons, buckets, bodies and blades to prevent movement during servicing or maintenance work.

AIR COMPRESSOR

1. Unplug power cord OR place disconnect switch or breaker in OFF position.
2. Tag power cord or place lock and tag on disconnect switch.
3. Open valve and bleed air from tank.

BUILDING ELECTRICAL SYSTEMS

1. Locate primary disconnect switch or breaker and place in OFF position.

2. Attach lock and tag to disconnect switch position.
3. Place tag on OFF/ON position.

PRESSURE WASHER

1. Locate primary breaker or disconnect switch and place in OFF position.
2. Locate ON/OFF switch and tag switch in OFF position.
3. Release water pressure by turning hand valve.

OTHER PERMANENTLY WIRED ELECTRICAL EQUIPMENT

1. Locate primary disconnect switch or breaker and place in OFF position.
2. Place lock and tag on switch.
3. Place START/STOP, ON/OFF switch(es) in OFF position and secure tag on or near switch.

PLUG AND CORD ELECTRICAL EQUIPMENT

1. Shutdown equipment.
2. Unplug power cord.
3. Place tag on plug end of cord.

NOTE: This procedure is not required for equipment that is unplugged and under the exclusive control of the person performing the servicing or maintenance work.

SHOP TOOLS AND EQUIPMENT

1. Tag tool or piece of equipment with out of service tag.
2. Lockout circuit breaker or disconnect from electrical source prior to proceeding with repairs.
3. Notify direct Supervision of the defective tool or equipment so repairs can be made or replacement of tool if necessary.
4. *No tool or piece of equipment will be put back into service once tagged until repair or replacement is completed.*

F-1
HAZARD COMMUNICATION
“RIGHT TO KNOW”
PROGRAM

References

OSHA 29CFR 1910.1200

F-1.1 - Expectation

The purpose of this program is to ensure that employees and outside contractors of the Town of Perinton are informed of the efforts and methods in complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations Part 1910.1200 and the New York State “Right to Know” Law.

F-1.2 - Duties

Every employee of the Town of Perinton will be informed of the information contained within this Hazard Communication Program (HCP); the hazardous properties of the chemicals with which they work or are exposed to; operations where hazardous chemicals are used; and safe handling procedures and measures to be taken to protect themselves while working with or around these chemicals. In addition applicable employees will be informed of the hazards associated with non-routine tasks.

The Safety Coordinator has the overall responsibility for ensuring the program is current and enforced. The program will be made available at all times for employees to review and / or to obtain a copy from his/her office.

Supervision will be responsible for implementing, training and enforcing this Hazard Communication Program (HCP) with respect to their department.

F-1.3 - Hazard Determination Procedures

- A. To determine if a chemical or material to be used in a work area is included within the Hazard Communication Program a Material Safety Data Sheet (MSDS) will be obtained for every chemical found at the main facility. If the MSDS indicates that the chemical or material is hazardous, it will then be included in the Hazard Communication Program and handled accordingly.
- B. The Safety Coordinator will retain a copy of each MSDS in the master MSDS file as proof of the hazard status, for emergency response and future reference.
- C. All correspondence from chemical manufacturers, suppliers or importers stating that a particular chemical is not hazardous will be filed as proof of the chemical properties.

F-1.4 - General

Each Department Head will maintain an inventory list for all hazardous materials used within their departments and work sites.

The hazardous chemical list will be updated upon receipt of new hazardous chemicals. The chemicals will be listed using the name referenced on the container label and on the related MSDS.

F-1.5 - Material Safety Data Sheets (MSDS)

Upon purchase of a product the purchaser shall request a MSDS if applicable to the product being purchased. Supervision will be responsible for every hazardous and non-hazardous chemical present in their department. Upon receiving the required MSDS, the applicable Supervision will provide a copy to the Safety Coordinator for review and inclusion in the master list. The Safety Coordinator will ensure that the MSDS's meet the requirements of the Hazard Communication Standard (on OSHA form 174 or equivalent), that they are in English, and they are fully completed when received prior to, or at the time of receipt of the initial shipment of any material brought into the facilities or sites of the Town of Perinton.

An MSDS cannot have any blank spaces. If no relevant information is known for a particular category on the MSDS, the chemical manufacturer, or importer preparing the MSDS must mark it to indicate that no applicable information was found. If an MSDS is received incomplete from a supplier, the supplier will be contacted for clarification on the missing information. Documentation of phone conversations and correspondences must be maintained.

The Safety Coordinator will additionally review incoming data sheets for new and significant health/safety information and will ensure that the new information is given to the affected employees. Copies of all MSDS will be reviewed continually for completeness.

If a MSDS is not provided prior to or along with an initial hazardous chemical shipment, Purchasing will contact the supplier by telephone and have the MSDS either faxed to or sent to the Town of Perinton at the earliest possible time. If this time has become excessive, the vendor will be contacted by letter. If not received within 30 days after the written request OSHA will be contacted in writing for compliance.

An MSDS that is obsolete due to the chemical no longer being used, has been updated or replaced, will be kept in the back of the MSDS file.

Trade Secrets- A chemical manufacturer, importer or supplier may withhold only the specific chemical identity of a chemical. They cannot withhold health or physical effects of the chemical. The phone number of the chemical manufacturer or importer must be available on the MSDS for contact in case of emergencies.

F-1.6 - Labels and other forms of warning

The Safety Coordinator has the overall responsibility to verify compliance of the facility regarding correct implementation of labeling hazardous chemicals. Supervision is responsible to ensure that all hazardous chemicals in their control are properly tagged, marked and labeled and updated as required. All hazardous chemicals received by or shipped from the Town of Perinton will list the following at a minimum:

- Chemical name/identity
- Hazard Warnings
- Name and address of the manufacturer, importer, or responsible party

Supervision will refer to the corresponding MSDS to verify label information. If the label is determined to be deficient when referring to the MSDS, the manufacturer, supplier or importer will be contacted immediately for corrective action. The labeling system of hazardous materials delivered to the Town of Perinton will rely on information provided by the manufacturer, importer or supplier.

If chemicals are transferred from a manufacturer labeled container by an employee to a portable/secondary container that will be utilized immediately, and is depleted by that employee during a work shift, then a label is not required on that container. Chemicals that are transferred to a portable container not intended for employees' immediate use shall be labeled with the chemical's identity and appropriate safety and health hazard information. Labels must be approved by the Safety Coordinator prior to use.

Employees of the Town of Perinton shall not remove or deface existing labels from incoming containers of hazardous chemicals. The Safety Coordinator will ensure that labels remain intact by conducting frequent spot checks throughout the facility.

F-1.7 - Employee Training and Information

Employees of the Town of Perinton who work with or are potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and the safe use of those hazardous chemicals. Training will be completed to ensure that all employees receive training when they are first hired. Thereafter, per the NYS Right-to-Know laws, Hazard Communications re-training will take place annually. Additional training will be provided to employees whenever a new hazard is introduced into the work area. The Safety Coordinator will continually review the employee training program to ensure its effectiveness.

The Safety Coordinator shall be responsible to coordinate and verify that Hazard Communication training has been completed. The Safety Coordinator will monitor and maintain records of employee training including names, dates and trainer; and advise on training needs. After attending the training class, each employee must pass a test and will sign a Certificate of Training Sheet, available from the Safety Coordinator, to verify that they attended the training, that the written HCP is made available for review and that they understand the HCP.

Employees will also be informed at the time of their initial hire orientation that a copy of the OSHA Hazard Communication Standard and a copy of this program will be available for their review. It will be found in the Town of Perinton Safety and Health Manual located in each Department.

F-1.8 - Independent Contractors

The Town of Perinton, upon notification that an independent contractor will be present at the facility, will advise contractor or contractors in person of any chemicals that may be encountered in the normal course of their work at or with the Town of Perinton

In coordination with the Safety Coordinator the following information will be provided to contractors:

- Hazardous chemicals to which they may be exposed to while in the workplace
- Measures to lessen the possibility of exposure
- Procedures to follow if they are exposed
- Handling procedures and existing labeling system
- Availability and location of this written Hazard Communication Program and all MSDS's

Contractors bringing hazardous chemicals into the Town of Perinton shall ensure that the proper hazard information including labeling and MSDS's are provided to the Safety Coordinator or applicable Supervision prior to the start of the work. They will then in turn inform the employees who are potentially exposed.

F-1.9 - Non-routine Tasks

Employees assigned or contemplating a non-routine task (any task outside of their normal work duties) will consult with the Safety Coordinator or applicable Supervision prior to beginning work. This will ensure that these employees are properly trained to perform the task and that appropriate protective measures are taken.

F-1.10 - Unlabeled Pipes

Applicable employees will be trained during their initial Hazard Communication training, and whenever necessary thereafter about the hazards associated with materials contained in unlabeled pipes.

F-1.11 - Record Keeping

New York State Department of Labor and OSHA have implemented additional requirements regarding employee chemical exposure and program operation record keeping. The Town of Perinton will comply with the New York State "Right-To-Know"

Law which includes keeping records for each substance for which OSHA has established exposure standards (CFR Title 29, Part 1910, Subpart Z) and to which the employee has or potentially has been exposed to.

In order to comply with these requirements, the Town of Perinton will assemble files containing the name, address and social security number of every employee and duplicate copies (master file) of the MSDS's for all products in use. This will assume that every employee is potentially exposed to every product and will meet the requirements of the law.

Employee exposure records will be kept for 40 years.

In addition, the Town of Perinton shall keep a file of all written materials maintained to comply with the "Right-To-Know" Law, including training materials and Material Safety Data Sheets, for each toxic substance found in the workplace, whether or not the toxic substance is still used or stored in the workplace.

F-2
HAZARDOUS WASTE CONTROL

References

OSHA 29CFR 1926.25
OSHA 29CFR 1910.1200

F-2.1 - Expectation

To serve as requirements for the Town of Perinton regarding handling and disposal of hazardous waste including such items as used chemicals, biological and all other materials coming under the definition of hazardous waste as defined by the particular substances' Material Safety Data Sheet.

F-2.2 - Duty

Supervision has the responsibility for safe and sound disposal of hazardous waste. Supervision is also responsible for implementing and enforcing compliance by employees under their jurisdiction.

F-2.3 - Operation

- A. Identify all waste that needs disposal within the facility and individual work sites.
- B. All hazardous waste shall be handled as established by the Hazard Communication Standard and applicable Material Safety Data Sheet (MSDS) procedures. Label the containers and control them at the facility or work site.
- C. Determine proper disposal methods for all hazardous materials. This may include obtaining a certified hazardous waste handler and disposer for required materials. Obtain proper permits if necessary.
- D. Comprehensive records of all materials arriving at the facility. The disposition of all materials must be known including all materials which evaporate to the atmosphere, materials drained to sanitary or storm sewers, materials disposed of in trash containers and materials which become part of an installation / construction.
- E. Communicate these requirements to all employees and parties involved at the facilities and work sites.
- F. All waste shall be removed from the work areas on a daily basis.
- G. Follow all the requirements as established by Federal, State and Local agencies concerning recycling designated materials.

F-3
SPILL AND RELEASE CONTROL

References
OSHA 29CFR 1910.1200

F-3.1 - Expectation

To serve as requirements for the Town of Perinton regarding prevention of spills and releases to the environment.

F-3.2 - Duty

It is the responsibility of Supervision for controlling spills and releases.

F-3.3 - Operation

- A. Small controllable hazardous waste spills, (typically 5 gallons or less) shall be handled as directed by the applicable Material Safety Data Sheets (MSDS's) using necessary Personal Protection Equipment (PPE) and safety controls. Only employees trained and competent in small hazardous waste cleanup shall complete the clean up.
- B. Specific conditions require specific classifications and consideration (examples include highly toxic or flammable materials). Supervision shall determine if clean up should be completed by the Town of Perinton employees.
- C. Larger hazardous waste spills and spills which are considered by Supervision too risky to be handled by the Town of Perinton shall be controlled and cleaned up by the local fire department or other qualified emergency response agency.
- D. When using highly hazardous materials, hazardous materials in significant amounts, or if other circumstances dictate, the Town of Perinton will not handle potential spills. The local fire department or other qualified emergency response agency shall be contacted in advance of incorporation of the hazardous material into the facility or on to the site. All pertinent information, including Material Safety Data Sheets shall be provided to assist in control and clean up.
- E. When appropriate, due to project and environment requirements, affected employees of the Town of Perinton shall be trained in the applicable requirements of Hazardous Waste Operations and Emergency Response (HAZWOPER).
- F. All Town facilities where fuel is dispensed shall have at least 500 pounds of appropriate absorbent material available for emergency spill control. Fuel spills must be cleaned up using approved methods. Do not flush fuel spills with water.

F-4
Hazardous Materials Emergency Response

References

OSHA 29CFR 1910.120(q)

F-4.1 - Expectation

To serve as requirements for the Town of Perinton regarding response to emergencies involving potential exposure to hazardous materials.

See Appendix D for the Town of Perinton Hazardous Materials Emergency Response Plan

G-1
VEHICLE AND EQUIPMENT SAFETY

References

OSHA 29CFR 1926 Subpart O

G-1.1 - Expectation

Minimum requirements of the Town of Perinton for safe vehicle and equipment use.

G-1.2 - Duty

It is the responsibility of the every Town of Perinton driver to comply with all aspects of the Vehicle and Equipment Safety Program.

G-1.3 - Operator License

Each employee must have a current valid driver's license to operate a Town vehicle or motorized piece of equipment and has a responsibility for the correct and safe operation of that vehicle. State and local traffic regulations must be observed at all times. If an employee's license has been suspended or revoked it must be reported to Supervision.

The Town of Perinton shall accept the employee's valid NYS driver's license as proof of passing an approved eye examination.

G-1.4 - Operation - General

- A. Employees will not obstruct their hearing while operating a motor vehicle unless it is:
 - a) Hearing protection approved by the Town of Perinton and as selected by *Section B-1.0B Hearing Conservation*, or
 - b) A radio headset / hands-free device required for safety-related radio / cellular communication.
- B. When climbing into or exiting equipment, face the vehicle using the 3-point contact system with any combination of 3 limbs in stable contact with the equipment.
- C. Employees may not operate Town equipment or motor vehicles if they are taking prescription medication that impairs their ability to operate such equipment or vehicles. If employees are taking any such medication, they must report it immediately to Supervision.
- D. No one shall operate Town equipment while under the influence of drugs or alcohol.

G-1.5 - U-turns

- A. U-turns will be avoided whenever possible. If a U-turn must be completed it is essential that the driver use reasonable judgment and an appropriate location.

G-1.6 - Vehicle Backing

- A. No vehicle is to be operated in reverse until the driver has verified that there are no people or obstructions in their path and be alert of vehicular traffic. Check all mirrors before and during backing, and when a rear window is available and unobstructed the driver must look in the direction of travel. Sound horn or other audible device prior to operating in reverse.
- B. If another employee is available, they must direct the driver of the backing vehicle from the driver's side, while maintaining a reasonable safe distance between them and the vehicle. Driver shall immediately stop if they lose sight of the employee.
- C. When vehicle is equipped with backing lights and/or alarms they must be operable and used at all times while backing.
- D. Extenuating circumstances exist in cases of backing for snow and ice control operations. Drivers are to comply with this policy with the following exceptions:
- When visibility is reduced because of severe weather conditions or darkness
 - During actual snow and ice control operations on the highway.

When both above conditions exist, and the passenger cannot provide direction, the driver must proceed slowly and with extreme caution.

When a driver is operating alone, they shall first exit vehicle and verify the path in which the vehicle will be backed into is open and unobstructed.

G-1.7 - Safety Devices

- A. Safety devices will not be removed from equipment or vehicles for any reason other than maintenance. Equipment or vehicles shall not be operated with such devices inoperable or defective.
- B. Emergency extenuating circumstances can occur where the non-operation of equipment can create an immediate danger to life and limb. Under these situations using good judgment and common sense, temporary use shall be allowed.

G-1.8 - Tires

G-1.9A- MAINTENANCE

- A. Check air pressure in every tire daily. Stand behind the tread and use a safety in-line gauge when adding air to a tire.
- B. When excessive tire pressure is caused from the heat of overloading or speeding, do not bleed tires. Reduce the operating load or speed.
- C. When checking air pressure, check for objects wedged between duals, mismatched duals, missing valve wheel lugs, tire cuts, abnormal wear, damaged or poor fitting rim, etc.
- D. Deflate damaged tires immediately.

G-1.8B - REPLACING DAMAGED DUALS

- A. If truck is fully loaded and one tire blows, replace both tires on the same side at the same time. The remaining inflated tire should be deflated before duals are repaired. A loaded truck tire blow may damage the other tire or rim assembly, etc. and may not be detectable. This applies only when a blow out occurs while the vehicle is operating and loaded near capacity.
- B. Spoke wheels should never be run up onto a block to elevate the truck for the purpose of changing an outside dual. The vehicle must be jacked up under the axle to remove the weight from the wheel assembly before demounting wheels.

G-1.8C - WHEEL COMPONENTS

- A. Do not interchange wheel components except as provided in the rim manuals. Inspect wheel components prior to assembly. Any component bent out of shape, pitted from corrosion, broken or cracked shall not be used. The mating surfaces of the rim gutter, rings and tire shall be free of dirt, surface rust, scale or rubber buildup.

G-1.8D - OPERATING PROCEDURE

- A. Completely deflate tire before demounting by removal of the valve core.
- B. Tires shall be completely deflated by removing the valve core before a wheel is removed from the axle when:
 - The tire has been driven under inflated at 80 % or less of its recommended pressure.
 - There is obvious or suspected damage to the tire or wheel components.
- C. Rubber lubricant shall be applied to bead and rim mating surfaces during assembly of the wheel and inflation of the tire.
- D. Only inflate tires when contained in a restraining device. Tire cages are not required when the wheel assembly is on a vehicle and the tire is under inflated

but has more than 80% of the recommended pressure. In this case remote control inflation is used.

- E. If a tire is partially inflated without a restraining device for the purpose of seating the lock ring or to round out the tube, inflation shall not exceed 3 psi.
- F. After tire inflation, the tire, rim and rings shall be inspected while still in the restraining device to insure proper seating and locking. If further adjustment is required, the tire must first be deflated by removal of the valve core. Correction of seating of side and lock rings will not be completed by hammering, striking or forcing the components while the tire is pressurized.

G-1.10 - Cars and Trucks

A. Vehicles must be inspected by the driver daily for:

- Condition of tires and lug nuts
- Tire Pressure
- Proper operation of brakes
- Overall general condition
- Proper operation of horn
- Proper operation of lights
- Proper operation of windshield wipers and washers
- Emergency equipment, first aid kit, warning reflectors, fire extinguisher, etc.

All items must be inspected and documented on the Town Daily Trip Ticket Form.
When a safety hazard is detected, the operator must report it to Supervision.

- B. Passengers may not ride in a Town vehicle except if provided with proper seats and seat belts and cannot ride in areas not specifically intended for passengers. The number of passengers must not exceed the number legally allowed to be seated.
- C. Drivers shall maintain a proper distance between vehicles, which is typically two (2) seconds between vehicles. Good judgment must be used to re-evaluate distance based upon road conditions, weather, vehicle load, traffic volume, etc.
- D. When parking on a grade using a vehicle with standard transmission leave the transmission in reverse gear or lowest forward gear and set the emergency brake. When parked next to a curb turn the front wheels toward it. If a vehicle is parked and left running, the parking brake must be set.
- E. Shut off vehicle while fueling.
- F. Smoking is not allowed in Town vehicles.

G-1.11- Equipment

G-1.11A - CRANES

- A. Cranes and hoists shall be operated only by trained and authorized personnel.
- B. Employees shall stay clear of the load and equipment. Do not allow anyone under the swing area, unless they are guiding the load.
- C. All employees in the area of a working crane must wear a hard hat.
- D. Check for clearances, overhead electrical wires and equipment. Do not allow any portion of the unit within 10 feet of the electrical source. Cranes should be equipped with an electrical grounding device.
- E. Check terrain and be sure footing is firm and crane is as close to level as possible. Always use machine outriggers.
- F. Know the weight of the load to be lifted and the lifting capacity of the crane.
- G. Loads must be hoisted and swung with boom in as vertical a position as possible. Swing must be smooth and gradual.
- H. The operator must remain at the controls when any load is suspended.
- I. Cranes will not be used to lift personnel or to work from a crane suspended platform.
- J. When the crane is inspected or repaired, the boom must be lowered and placed on adequate supports. Operations must be stopped to clean, repair or lubricate.
- K. All defects must be reported and repaired before operation. All boom welding must be done in accordance with ANSI standards.
- L. When leaving the crane, the operator shall open all necessary switches or controls to prevent movement of the crane and the hook must be empty and properly positioned.
- M. Universal hand signals shall be used in the operation of cranes. One man qualified for the job will be used to signal the crane operator. The crane operator will respond to his signals only, with the exception when the emergency "STOP" signal is given.

G1.11B - LOADERS, DOZERS AND ROLLERS

- A. Loaders, dozers and rollers shall be operated only by trained and authorized personnel.
- B. Use the seat belt at all times. Do not mount or dismount a moving vehicle. No person shall ride on the machine or use a loader bucket as a work platform.
- C. Work up and down slopes. Avoid side hill operation whenever possible. Keep loaders on as level ground as possible when loading.
- D. When operating an articulating loader keep the wheels straight as possible when load is elevated.
- E. Do not overload. When transporting a load, do not start or stop quickly and keep the loaded bucket as low as possible for stability and without blocking operators view.

G-1.12 - Hazard Vehicles

G-1.12A - Plows and Plowing Procedures

- A. All plowing equipment will be inspected daily including cables, chains, rims, welds, shoes, the cutting edge, etc.
- B. Two people will be used to hook up the plow or wing. Use a bar to line up holes in the push frames and the wingbrace. To lift the plow and wing while connecting them to the truck use the truck's hydraulic system.
- C. Wing safety chains must be hooked when the vehicle is parked or lower plow blades and wings to the ground.

G-1.12B - Hopper Installation

- A. Hopper spreader will be installed in the dump body, which will allow uniform spacing to attach and secure the tie downs.
- B. Lock the dump body tailgate latch.
- C. Connect all electrical and spreader controls.
- D. Connect all hydraulic hoses and check for leaks.
- E. Reverse procedure for hopper spreader removal.

G-1.13 - Material Handling and Loading

- A. Loads must be properly secured at all times and for trips of any length. Doors must be closed and latched before a vehicle is moved. Loose material or debris must be covered.
- B. Any vehicle loaded with material extending four (4) feet or more beyond its rear must be provided with a 24" x 24" red flag during the day and with a red light at night, fastened on the extreme rear end of the load.
- C. Check the condition of the vehicle and trailer before loading. Inspect the wheel lugs, nuts and rim position. Inspect for loose or weak planks in the trailer bed; worn air hoses; bad links in binding chains; etc.
- D. Always check the height of the equipment being moved.
- E. When moving heavy loads with slings, wire rope, nylon straps etc. they should have closed hooks or safety latches. Inspect wire ropes, cables, slings and lifting equipment once a week and / or immediately before use.

G-1.14 - Winter Driving

Common sense and a basic knowledge of safe winter driving must be utilized when operating a vehicle during snow and icy road conditions. Even with the lights working always assume the other driver cannot see you in bad weather and drive accordingly.

Winter Driving Checklist

- * Antifreeze level and condition
- * Tire condition and inflation
- * Heater and Defroster operation
- * Chain conditions
- * Wipers and Washers
- * Vehicle light conditions
- * Exhaust system conditions
- * Personal emergency equipment
- * Brake adjustment
- * Fuel level

- A. Before driving, get ice off the windows, mirrors and lights. Verify usage of winter snow wiper blades. Verify tread on tires and tire inflation. Tires should be replaced at the beginning of the season if tire tread is unacceptable.
- B. When proceeding on an ice or snow covered road, ease into the throttle and verify the amount of traction. Never accelerate or decelerate suddenly when coming to a stretch of ice on the road. As temperatures rise, ice will become more slippery. Depending on temperature, braking distance on ice could be extended five to ten times. Compensate by reducing speed by one-third. Gear down on long grades or use engine break where applicable. Slow down when driving a truck through a curve on ice.
- C. For vehicles that are not equipped with Anti-lock brakes (ABS) only - When braking on ice, rapid pumping of the breaks is the safest way to stop and preserve steering control. Remember that steering is more important than braking when trying to recover vehicle control in slippery conditions.

G-1.15 - Disabled Vehicles and Emergency Repairs

- A. If a vehicle becomes disabled the driver must park it as far off the pavement as possible and turn on flashers. The driver of the disabled vehicle shall avoid getting out on the driver's side. When this is not possible they should check for traffic and exit quickly, closing door behind them.
- B. Place flares or other emergency reflective warning devices at least 200' to the rear of the vehicle to warn oncoming traffic and 300' where sight distance is limited.
- C. Unless qualified, do not make repairs (including changing a tire) to the disabled vehicle. If repairs are made set emergency brake. If another employee is available, they should spot and/or flag to caution traffic.
- D. If the vehicle running lights are inoperable the vehicle will not be operated on the highway under its own power unless it will be followed by another vehicle displaying flashers and warning lights.

G-1.16 - Accident Investigation & Reporting

Each accident regardless of whether it results in a personal injury or property damage should be investigated to determine the actual cause and to take proper action to prevent a reoccurrence. The investigation should be conducted as soon as possible to get the most accurate information.

- A. When an accident occurs, immediately take all necessary emergency steps to prevent further injury or damage. Administer first aid as needed following Basic First Aid Procedures.
- B. Immediately notify the Safety Coordinator and immediate Supervision for the department. They will then contact another member of the Safety Committee to assist in the investigation. The Safety Coordinator will initiate the inspection of the area and take pictures of the incident. All physical evidence available must be kept and recorded. The Safety Coordinator and a member of the Safety Committee will interview those involved and any witnesses, then file a completed accident/incident report with the Personnel Office with a copy to the Safety Committee for review. Maintain a fact-finding approach. Do not attempt to place blame.
- C. If a vehicle is involved, the employee will be sent to the Town's doctor for a drug test. The employee must also file a "DRIVER" report as defined by the Town of Perinton's administrative policies.
- D. The Safety Coordinator will request a copy of the Sheriff's report. A copy will be forwarded to the Finance / Personnel Office which will forward a copy to the

Town's insurance company. Supervision or their designee will prepare and file insurance form with the Finance / Personnel Department.

- E. Analyze the incident to determine the cause or causes. Determine what unsafe conditions and/or acts contributed to the incident.
- F. Create a plan of corrective action with immediate Supervision. Assign and take corrective actions to rectify the cause of the accident, if possible. Prioritize the corrective actions to be taken due to the severity of the accident. All aspects must be rectified as soon as possible.
- G. Keep accurate records and file them at the Personnel Office. The report should include information on the accident, the injury or damage, the corrective action taken and the time the corrective measures were implemented.
- H. Review of accidents will be done periodically. This review will aid in the discovery of possible repeat contributors who may need retraining in certain areas, problem areas that need special attention, or trends that indicate the requirement of additional safety methods.

G-2

WORK ZONE PROTECTION AND TRAFFIC CONTROL

References

FEDERAL HIGHWAY ADMINISTRATION MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)

G-2.1 - Expectation

To provide the employees of the Town of Perinton with a consistent, easy to use guide for the set up of work zones and insure a safe operating area for employees as well as the general public. This program assists in defining compliance with the requirements of the Federal Highway Administration (FHA) National Manual on Uniform Traffic Control Devices (MUTCD).

G-2.2 – Scope

This policy is written to cover work activities in or on Town owned roads and right-of-ways. This policy is not for all situations. Common sense and specific job site restrictions may require modification to these procedures. However, those situations will be the exception and not the rule. During the planning stages of all projects, considerations are to be made to adjust the routine procedures, if needed, to maintain work zone safety. Notations are made to cover the required procedures for State and County roads/right-of-ways. These are only minimal guidelines to alert the public, create safe work zones and perform the work required as a result of maintenance, repairs or replacement of highways, drainage systems, sewer systems and water conduit. Departments within the Town who are engaged in activities on roads/right-of-ways will use this policy.

G-2.3 – Duties

Supervision shall assure that every employee assigned to work zone protection and traffic control is trained and competent for that task. Employees assigned a task for work zone protection and traffic control (ex. flagperson) should have good judgment, be alert, be decisive, and be reliable to perform effectively and efficiently.

G-2.4 – Definitions

Traffic Cones - 28" cones with reflectorized collars will be the minimum size used by the Town to channel traffic. Some 36" cones will be available for work on State and County roads per their requirements. Cones are to be used to channel traffic only.

Barrels / Drums - 40" tall plastic orange rectangular shaped barrels with reflective striping will be used by Town employees to alert motorists to the presence of road hazards and occasionally to channel traffic. (ie: collapsed catch basins, sinkholes etc.) Barrels when placed will be weighted down at the base to keep them upright.

Barricades - Wooden sawhorse design, painted orange with reflective striping barricades will be used to guard excavations, close roads, alert motorists to road hazards and span areas that are too large for barrels alone.

Sign Package - Consists of four (each) 36" X 36" fluorescent signs with spring bases. Each set will consist of the following: men working, lane closed, flag person and work zone ahead. Reflectorized signs are required for night work. Two sets of 48" X 48" fluorescent signs will be available for State highway use.

G-2.5 - Required PPE for Work Zones

For daytime work, the flagger's vest, shirt, or jacket shall be either orange, yellow, yellow-green, or a fluorescent version of these colors. For nighttime work, similar outside garments shall be retroreflective. The retroreflective material shall be either orange, yellow, white, silver, yellow-green, or a fluorescent version of these colors, and shall be visible at a minimum distance of 300 m (1,000 ft). The retroreflective clothing shall be designed to clearly identify the wearer as a person. Hardhat, safety glasses, hearing protection (plugs or muffs) and leather gloves with liners will be used as needed. Safety shoes and proper clothing must also be worn.

G-2.6 - Work Zone Classifications

The work undertaken by any public works employee shall be classified as follows with duration of work time limits to guide the classification requirements:

Vehicle Based Work Zone: (duration - unlimited)

- A. Operations include plowing, sanding, salting, roadside mowing and street sweeping.
- B. Equipment required for work zone set up are vehicle lighting, beacons, hazard flashers and slow moving vehicles signs as needed.

Mobile Work Zone: (duration - less than 1/2 hour)

- A. Operations include removal of debris from roadway, operation of water valves, flushing hydrants, sign maintenance, lawn damage repairs (hand work only), stakeouts, roadside pick up, manhole checking, site inspection and cold patching.
- B. Equipment required for work zone set up include: vehicle lighting, beacons, hazard flashers and a taper of traffic cones behind parked vehicles to channel traffic. Use of "men working" signs is optional. If work expands beyond the initial area or covers a long stretch of road, personnel are to wear required PPE.

Slow Moving Work Zone: (duration - longer than 1/2 hour through end of work day)

- A. Operations include paving, surface treating, slurry seal, crack filling and pothole patching on roadway.
- B. Equipment required for work zone set up include: vehicle lighting where appropriate, sign package, flag person(s), optional road closed signs. “Men Working” signs will be used at all times. Personnel to wear required PPE.

Short Duration Work Zone: (duration - one day/possibly into following day)

- A. Operations include excavation, setting forms, patching, pouring concrete, hydrant flushing (extreme cases), sewer flushing, sign installation, rebuilding catch basins, replacing hydrants, valves, water main breaks, drainage pipe repair and other similar work. Employees will work adjacent to the roadway or off-road area.
- B. Equipment required for work zone set up include: sign packages, cones to channel traffic, barrels/barricades, warning tape, safety fence for excavation left overnight or unattended, flag person(s) with required PPE. Radio communication may be necessary if sight distance is a problem or traffic is heavy. Lighted pedestals may be required for additional warning after dark.

Long Term Duration Work Zone: (duration 48 hours or longer)

- A. Operations include any previously mentioned work in the short duration classification that require more time to complete such as installation of water mains, sewer mains, road construction and any other large construction project.
- B. Equipment to be used include: sign packages, flag person(s) and ground installed temporary signage that will eliminate the need for the required portable signs set up on a daily basis. Possible lowering of speed limit during the project as well as cones, barricades, lighted/flashing warning posts and safety fence if applicable. Personnel to wear required PPE.
- C. As a required minimum for all classifications that require the use of sign packages, the “men working” sign will be used. Please keep in mind the exact site location may require more than one “men working” sign to provide advance warning to the motoring public and insure the safety of all employees.
- D. State and County roads. Due to the requirements of both of these agencies, the *FHA Manual on Uniform Traffic Control Devices* will be used as a guide for setting work zones on any State or County jurisdictions. *Preplanning this step will save time prior to the commencement of the job.*

G-2.7 - Flagging

- A. *Flagging is the most important job at the worksite.* Flagging is provided to protect employees and the traveling public. Flagging has received legal standing in the N.Y.S. Vehicle and Traffic Law. An employee will not be assigned a flagging task solely because they are not competent to perform other work.
- B. The flagger's only job is work zone protection and traffic control. He will not assist the work crew with their activities, or engage in any distraction from flagging duties. A flagger must never leave his/her post until relieved by another employee.
- C. Supervision shall be responsible for proper actions of the flagger, regardless of the distance between the flagging positions and the work area. Supervision must assure proper training of the flagger, that the flagger is performing his/her duties properly, is properly attired and relieved regularly.
- D. Flaggers are required to use the following equipment and personal protective gear:
- DOT compliant hard hat when exposures require.
 - Approved safety vest (must be reflective for night work).
 - A 24" x 24" red flag or stop / slow paddle on 5 foot staff.
 - Flagging at night is prohibited. Substitute red wand flashlight for flag.
- E. Flagging is required in the following traffic control situations:
- One lane is alternately used for both directions of travel.
 - Roadway is closed for a short period of time for specific short term operations.
 - Speeds must be reduced and traffic control devices alone are not sufficient.
 - Inadequate motorist sight distance provides insufficient advance warning of maintenance activity.
 - When needed to explain situation or alert motorists to changing conditions.
 - Opposing traffic flows need to be controlled at an intersection.
 - Setting up and removing traffic control devices.
 - Other situations where variable conditions require exercise of judgment.
- F. Flaggers have the following responsibilities:
- Protect workers who are performing a task.
 - Protect lives and property of motorists and pedestrians.
 - Provide a safe interchange between work operations and traffic transition.
 - Stop, slow or direct traffic through the work zone.
 - Answer reasonable motorist questions courteously and intelligently.
 - Always face oncoming traffic.
 - Provide clear direction to motorists.
 - Be clearly visible to traffic at all times.
 - Be aware of crewmembers and work site conditions.

- G. Whenever two or more flaggers are used to control traffic movement, communications between them is required. Multiple flagger work sites should use clear verbal signals, hand signals, radio communication, or a pilot car. Two-way radios will be supplied to communicate between multiple flagging stations if they do not have direct visual contact with each other.
- H. Hand-signaling devices such as STOP/SLOW paddles, lights, and red flags, are used to control road users through temporary traffic control zones.
- I. The STOP/SLOW paddle should be the primary and preferred hand-signaling device because it gives road users more positive guidance than red flags. Use of flags should be limited to emergency situations.
- J. The STOP/SLOW paddle shall have an octagonal shape on a rigid handle. STOP/SLOW paddles shall be at least 450 mm (18 in) wide with letters at least 150 mm (6 in) high and should be fabricated from light semi-rigid material. The background of the STOP face shall be red with white letters and border. The background of the SLOW face shall be orange with black letters and border. When used at night, the STOP/SLOW paddle shall be retroreflectorized.

Option:

The STOP/SLOW paddle may be modified to improve conspicuity by incorporating white flashing lights. Two lights may be installed and centered vertically above and below the STOP legend, or centered horizontally on either side of the STOP legend. Instead of the above two light arrangement, one light may be centered below the STOP legend.

- K. Flags, when used, shall be a minimum of 600 mm (24 in) square, made of a good grade of red material, and securely fastened to a staff that is approximately 900mm (36 in) in length. The free edge of a flag should be weighted so the flag will hang vertically, even in heavy winds.
- L. When used at nighttime, flags shall be retroreflectorized red.
- M. The following methods of signaling with paddles shall be used:
 - a. To stop road users, the flagger shall face road users and aim the STOP paddle face toward road users in a stationary position with the arm extended horizontally away from the body. The free arm shall be held with the palm of the hand above shoulder level toward approaching traffic.

- b. To direct stopped road users to proceed, the flagger shall face road users with the SLOW paddle face aimed toward road users in a stationary position with the arm extended horizontally away from the body. The flagger shall motion with the free hand for road users to proceed.
- c. To alert or slow traffic, the flagger shall face road users with the SLOW paddle face aimed toward road users in a stationary position with the arm extended horizontally away from the body.

Option:

To further alert or slow traffic, the flagger holding the SLOW paddle face toward vehicles, may motion up and down with the free hand, palm down.

- N. The following methods of signaling with a flag shall be used:
- a. To stop road users, the flagger shall face road users and extend the flag staff horizontally across the road users' lane in a stationary position so that the full area of the flag is visibly hanging below the staff. The free arm shall be held with the palm of the hand above the shoulder level toward approaching traffic.
 - b. To direct stopped road users to proceed, the flagger shall stand parallel to the road user movement and with flag and arm lowered from the view of the road users, and shall motion with the free hand for road users to proceed. Flags shall not be used to signal road users to proceed.
 - c. To alert or slow traffic, the flagger shall face road users and slowly wave the flag in a sweeping motion of the extended arm from shoulder level to straight down without raising the arm above a horizontal position. The flagger shall keep the free hand down.
- O. Flagger stations shall be located far enough in advance of the work space so that approaching road users will have sufficient distance to stop before entering the work space. Guidelines for determining the distance of the flagger station in advance of the work space are shown in Table G-2.8. The distances shown in Table G-2.8 shall be increased for downgrades and other conditions that affect stopping distance.
- P. Flagger stations should be preceded by proper advance warning signs. At night, flagger stations should be illuminated.
- Q. The flagger should stand either on the shoulder adjacent to the road user being controlled or in the closed lane prior to stopping road users. A flagger should only stand in the lane being used by moving road users after road users have stopped. The flagger should be clearly visible to the first approaching road user at all times. The flagger also should be visible to other road users. The flagger should be stationed sufficiently in advance of the workers to warn them (for example,

with audible warning devices such as horns, whistles, etc.) of approaching danger by out-of-control vehicles. The flagger should stand alone, never permitting a group of workers to congregate around the flagger station.

- R. At a spot constriction, the flagger may have to take a position on the shoulder opposite the closed section in order to operate effectively. Table G-2.8 may be used to determine the visibility distance for road users approaching the flagger.
- S. At spot lane closures where adequate sight distance is available for the safe handling of traffic, the use of one flagger may be sufficient.

Table G-2.8 - Distance of Flagger Station in Advance of the Work Space

Speed (mph)	Distance (Feet)
20	35
25	55
30	85
35	120
40	170
45	220
50	280
55	335
60	415
65	485

G-2.9 - Signage

- A. All work signs shall conform to the FHA Manual of Uniform Traffic Control Devices. The MUTCD provides information on proper location, message, distance between, sequence, and sizes for signs used for traffic control.
- B. The colors for regulatory signs shall follow the Standards for regulatory signs the MUTCD. Warning signs in temporary traffic control zones shall have a black legend on an orange background, except for the Railroad Advance Warning (W10-1) sign which shall have a black message and border on a yellow background, and except for signs that are permitted in Part 2 to have yellow or fluorescent yellow-green backgrounds. Colors for guide signs shall follow the MUTCD standards except for guide signs as noted the MUTCD.
- C. The placement of traffic control signs and the number of signs must accommodate highway characteristics. When additional emphasis is required, duplicate signs on

both sides of the road may be necessary. Signs should be placed at right angles to the direction of and facing traffic.

- D. When a series of advance warning signs are used, they should be placed at 500 feet intervals in rural areas and 300 feet intervals in urban areas. On expressways, the advance warning distance should be increased to one-half (1/2) mile or more.

Specific Town of Perinton signing requirements include:

- All Town roads 35 mph or less, first sign is to be placed no less than 150 feet and no more than 300 feet from the project site.
- All Town roads 35 mph to 40 mph, first sign is to be placed no less than 200 feet and no more than 400 feet from the job site.
- Each site will have its own obstructions, intersections and traffic that may add increased problems. Common sense and the overall need for the safety of the crew allows for modification.
- Placing additional signage will allow motorists to be aware of the job in progress in a timely manner in order to react accordingly.

- E. On certain types of operations requiring maximum mobility, large signs may be mounted on a vehicle stationed between the work and oncoming traffic. This vehicle may be the working vehicle itself.

- F. Signs shall be properly installed and maintained. They shall remain in place only as long as they are needed. When an operation is performed in stages, only signs that apply to the conditions present shall be in place during the stage in process.

G-2.10 - Traffic Cones and Barrels / Drums

- A. Traffic cones shall be orange and may be supplemented with orange flags to increase awareness. Traffic cones should generally be placed at intervals between 25 and 50 feet, and closer if conditions require.

- B. Cones should be a minimum of 28 inches in height. 36-inch cones should be used if extra caution and visibility is needed. When using cones at night, the cones must be reflective or equipped with lighting devices. Use white or orange reflectorized bands near the top of the cone.

- C. Cones must be used to channel traffic at the beginning of a stationary work zone where a lane is occupied by vehicles and/or personnel. Cones must be used, when conditions permit, to separate work zone and travel lane over the entire duration of the work zone.

- D. Drums may be used for protecting long duration shoulder work. Drums shall not be set on any portion of the travel lane without advance warning signs.
- E. Drums shall be orange and have at least two horizontal, reflectorized white stripes, 4 to 6 inches wide. Only plastic or rubber drums may be used.
- F. The minimum distance for placing channeling devices:

Cones and Drums - Place one channeling device at the beginning of the work zone at the center line and add each additional one at 10 foot intervals, for each mph, in a taper fashion to the roadside in advance of the work zone.

G-2.11 - Arrow Boards

- A. Arrow boards are used for additional advance warning and directional information where traffic must be shifted from one lane to another. The arrow board should never be used on two lane, two-way roads because of the implied right-of-way they create. Arrow boards should only be used where traffic can be moved to another lane without danger of meeting oncoming traffic.
- B. Flashing bars, without direction indication, may be used to provide additional advance warning. Care must be used to avoid motorist confusion with other traffic control devices.
- C. When using an arrow board, base placement on recognition distance between the arrow board and the point where drivers can first see and understand the message. The following distances shall apply:

Recognition Distance	Urban Streets (20 - 35 MPH)	Secondary Roads (40 - 50 MPH)	Interstate (55 MPH)
Recommended	725 ft.	1,025 ft.	1,175 ft.
Minimum	525 ft.	750 ft.	900 ft.
<u>Arrow Board Size</u>			
Recommended	3 x 6 ft.	4 x 8 ft.	4 x 8 ft.
Minimum	2 x 4 ft.	3 x 6 ft.	3 x 6 ft.

- D. For stationary lane closures, the arrow board may be placed in the occupied lane. The most effective placement is 100 to 500 feet upstream from the beginning of the taper.
- E. Care should be given in placement of the arrow board to avoid motorist confusion near ramps, median crossovers, and intersections.

G-2.12 - Shadow Vehicle

- A. A shadow vehicle is defined as a vehicle used to protect employees within a given work area. Shadow vehicles shall be placed between the employees in a work area and approaching traffic. When possible a shadow vehicle should be a heavy dump truck, a stake truck, patrol vehicle or pick-up truck.
- B. Any operation that involves occupying the pavement of a multi-lane highway shall require the use of a shadow vehicle in both moving and stationary operations.
- C. When the situation warrants and when judged not to be an unsafe application, shadow vehicles can be used on two-lane, two-way highways. Shadow vehicles shall be used on shoulders when appropriate.
- D. Shadow vehicles shall be placed close enough to work crews to protect employees from vehicles straying into the work area, but far enough from the crews so if the shadow vehicle is hit, it will not impact employees in the work areas.
- E. In stationary operations, the shadow vehicle will be left in low gear or reverse gear with parking brakes set, and front wheels shall be turned away from oncoming traffic and away from the employees in the work area.
- F. The shadow vehicle may be loaded with sand, gravel or fine aggregate for additional protection.
- G. If available, arrow boards shall be used in conjunction with shadow vehicles.

H-1

INSPECTIONS

H-1.1 - Expectations

To serve as the requirements and methods for regular self-inspections.

H-1.2 - Duties

The Safety Coordinator is responsible for ensuring employee safety inspections are periodically completed and to complete safety inspections of areas not accounted for.

In cases where work has been contracted, a compliance inspection will be appropriate to determine if the contractor is providing a safe working environment and controls for their employees and the employees within the proximity of their work, including those of the Town of Perinton. Portions of the inspection checklist, which may include work of the contractor, should be completed through visual determination and communication.

H-1.3 - Operations

A. Occurrence

The facilities and work areas must be inspected a minimum of once a year. The inspections will increase depending upon an increase in job progress, specific critical work requirements, or at the Safety Coordinator's request.

B. Inspector or Delegated Inspector

It is the responsibility of the Safety Coordinator to delegate responsible competent employees to complete the inspections.

C. Documentation

A checklist will be used to complete the inspection. A Corrective Action List will also be included. These documents must be filled out by the designated inspector and a copy sent to the Safety Coordinator for recordkeeping.

D. Corrective Action

The corrective actions determined to be resolved at the inspection will be listed on the Corrective Action List. The date that the action will be implemented and the person responsible for its implementation will be determined and listed before completion of the inspection. *Forms are available from the Safety Coordinator.*

H-1.4 – Inspections

All general inspections shall be completed using the Facility Inspection Checklist. Forms will be available from the Safety Coordinator.

For Excavation and Trenching Projects use the *Competent Person Excavation Inspection Checklist*. Forms will be available from the Safety Coordinator.

H-2

ACCIDENT INVESTIGATION

H-2.1 - Expectation

To serve as the Town of Perinton policy for accident investigation and reporting. This investigation program is designed to assist in determining the cause of the accident, initiating corrective action and furnishes the essential data for proper record keeping.

H-2.2 - Duty

Supervision and the Safety Coordinator are responsible for determining or causing to determine the cause or possible cause of each incident. This investigation will take place as soon as the mishap has occurred and a written report shall be completed as soon as the corrective actions are initiated. The Safety Coordinator is responsible for reviewing every accident report and evaluating it with Supervision and employees.

Employees have a duty to report accidents, injuries, and illnesses to their Supervision and/or to the Personnel Department as soon as possible, but no later than 24 hours after the employee becomes aware of the accident, injury or illness. The failure to report an accident, injury or illness could affect the employee's eligibility for workers' compensation or disability benefits.

H-2.3 - Operation

Each accident, regardless of whether it results in personal injury, property damage or a near miss, should be investigated to determine the actual cause and to take proper action to prevent recurrence.

For employee incidents Supervision shall contact the Safety Coordinator and initiate the incident investigation. The Town of Perinton Incident Investigation Report Form shall be used to conduct the employee investigation. *Forms are available from the Safety Coordinator.*

The investigation should be conducted as soon as possible to get the most accurate information.

H-2.4 – Worksite Accident Investigation & Reporting

Each accident regardless of whether it results in a personal injury or property damage should be investigated to determine the actual cause and to take proper action to prevent a reoccurrence. The accident should be investigated by Supervision and the Safety Coordinator. The investigation should be conducted as soon as possible to get the most accurate information.

- A. When an accident occurs, immediately take all necessary emergency steps to prevent further injury or damage. Administer first aid as needed.
- B. Immediately notify the Safety Coordinator and immediate Supervision for the department. They will then contact another member of the Safety Committee to assist in the investigation.
- C. Injuries that warrant a doctor's visit – follow Post-Accident procedures and First Aid procedures as found in this manual.
- D. The Safety Coordinator and Supervision will initiate the inspection of the area and take pictures of the incident. All physical evidence available must be kept and recorded.
- E. The employee involved will file an accident/incident report with the Personnel Office.
- F. The Safety Coordinator and a member of the Safety Committee will interview those involved and any witnesses, then file a completed accident/incident report with the Personnel Office with a copy to the Safety Committee for review. Maintain a fact-finding approach. Do not attempt to place blame.
- G. Analyze the incident to determine the cause or causes. Determine what unsafe conditions and/or acts contributed to the incident.
- H. Create a plan of corrective action with immediate Supervision. Assign and take corrective actions to rectify the cause of the accident, if possible. Prioritize the corrective actions to be taken due to the severity of the accident. However all aspects must be rectified as soon as possible.
- I. Keep accurate records and file them at the Personnel Office. The report should include information on the accident, the injury or damage, the corrective action taken and the time the corrective measures were implemented.
- J. Review of accidents will be done periodically. This review will aid in the discovery of possible repeat contributors who may need retraining in these areas, problem areas that need special attention, or trends that indicate the requirement of additional safety methods.

H-3

JOB SAFETY ANALYSIS

H-3.1 - Purpose

The Town of Perinton has developed this Job Safety Analysis Program (JSA) as a procedure to use for reviewing job methods as they relate to safety and to reveal unsafe practices or conditions that may have developed.

H-3.2 - Objectives

The Town of Perinton has determined that by analyzing certain jobs, procedures and techniques that safer methods can be developed to complete the task. Once the hazards are known, the proper solutions can be developed. These solutions may require physical changes in order to control the hazard. Other solutions may be new procedures that will eliminate or minimize hazard. All of these changes will require employee input, new training and close supervision.

H-3.3 - Determination of Jobs to Analyze

The Safety Coordinator, at the direction of the Safety Committee, will select jobs for safety analysis based on the following:

- A. Frequency of Accidents. - The greater the number of accidents associated with a job, the greater its priority claim for a JSA.
- B. Frequency of Lost Workday Cases - When there is past history and knowledge of the lost workday cases, priority should be established that JSA's will be developed in this area first.
- C. Nonfatal Cases Without Lost Workdays - As with lost workday cases, the injuries themselves prove that past recommendations to prevent recurrence have not been successful.
- D. Newly Established Jobs – A JSA of any new job shall be made at once. The job safety analysis will show the hazards and accident potential of the job.
- E. Recognition of Accident Potential - Supervision must recognize that a job has the severe potential for producing an injury. The job may have no history of accidents and injuries but where, in the opinion of management or Supervision, the potential exists.

H-3.4 - Program Procedure

- A. Each assignment shall be scheduled and controlled by the Safety Coordinator for implementation and completion.
- B. The Safety Coordinator shall check on the progress of Supervision or designee on the assigned JSA's based on the quantity and involvement of the JSA's.
- C. The Safety Coordinator will review, edit and integrate all first drafts of JSA's for their content and completeness. JSA's will be reviewed with Supervision or designated employee completing the form as needed. Poor quality JSA's may be required to be resubmitted as necessary.
- D. All JSA's will be completed using the *Job Safety Analysis form* available from the Safety Coordinator.
- E. The Job Safety Analysis form will be completed as follows:
 - a. Once a job is selected for a job safety analysis the job shall be broken down into the basic steps and listed in the left column of the JSA under "Steps". The job steps shall describe what is done and in what order without going into details of how each step is accomplished.
 - b. Once the job has been broken down into the basic steps, each step shall be reviewed for hazards and accident potential. While observing the employee performing the basic steps of the job, the department head should be able to identify and list all hazards.
 - c. Once this process has been completed the job must be analyzed and solutions developed using the "Safe Job Procedures" as shown on the *Job Safety Analysis form*.

H-3.5 - Scheduling

Job Safety Analysis's will be scheduled in advance. All Supervision and affected employees will be notified at that time. Supervision or the designated employee will be assigned JSA's in which they have the greatest job experience. The Safety meetings shall be used to control assignments and for discussion.

I-1 **CONTRACTORS**

I-1.1 - Expectation

The Town of Perinton Safety Policy and the contractor's agreement shall serve as the minimum safety requirements for all contractors.

I-1.2 - Duty

The applicable Town of Perinton Supervision or designee responsible for hiring outside contractors is responsible for gathering all pertinent safety and health information and material supplied to and gathered by the outside contractors.

The Town of Perinton Contractor Safety and Health Responsibilities form shall be attached to applicable purchase requests and contracts and signed by the contractor as their declaration to the safety and health responsibilities while working at the Town of Perinton and to the personnel working within that work area. The contractor must comply with these safety and health responsibilities at a minimum and enforcement of these requirements by the contractor is mandatory. The Form shall be obtained from the Safety Coordinator.

I-1.3 - Operation

- A. At the onset of a contracted project and before any work can begin, an insurance certificate and other related permits must be obtained from each contractor. Permits include any required by Local, State or Federal jurisdiction for which the work is being completed. All information shall be kept on file.
- B. The Town of Perinton will make all Material Safety Data Sheets accessible for any hazardous material that the contractor may be working with or near which is under the control of the Town of Perinton. The Town of Perinton will also provide all other safety and health information pertinent to and related to the work to be performed by the contractor.
- C. Every contractor must maintain a safety program consistent with or exceeding the Town of Perinton safety requirements. These requirements include all rules and regulations as adopted by Local, State, and Federal agencies. Compliance with these rules is required.

I-1.4 - Contractor Safety and Health Responsibility Acknowledgement

The *Contractor Safety and Health Responsibilities Acknowledgement form* should be used as an attachment to any contractor agreement. Contact the Safety Coordinator for a copy and to discuss its use.

I-2
WORKERS COMPENSATION
AND REPORTING

I-2.1 - Expectation

The Town of Perinton works to maintain a safe and healthy work environment free from hazards. In the event that an employee is injured or suffers an illness as a result of work on the job, the Town of Perinton will arrange for prompt first aid and medical service, will process the necessary claim forms and ensure that reasonable expenses are reimbursed for genuine injuries or illnesses through worker's compensation.

For additional details contact the Personnel Department for applicable Town of Perinton administrative policies regarding specific workers compensation.

I-2.2 - Reporting Incidents /Accidents and Injuries

A Town of Perinton employee who incurs a job-related illness or injury is required to report immediately to his/her direct Supervision.

I-2.3 - Safety Coordinator / Supervision Responsibilities

- A. Upon notification of a job related injury or illness, the Safety Coordinator or Supervision will immediately arrange for the injured employee to be treated by first aid or be taken to the hospital if necessary.
- B. After the employee receives treatment, Supervision will arrange to question the employee and witnesses regarding cause and circumstances of the injury or illness as per the procedures found in Section H-2 - Accident Investigations.
- C. The Safety Coordinator and Supervision will investigate the cause of the incident to determine corrective action to be taken in order to avoid further injury.
- D. The Safety Coordinator or designee will prepare a written report giving details and circumstances surrounding the injury or illness as detailed in the Accident Investigation section. The completed report must be submitted to Town of Perinton Personnel Department within 24 hours after the injury or illness took place.

I-2.4 – Human Resources Responsibilities

Upon notice of a work-related injury or illness, the Personnel Department will:

- A. Review the Safety Coordinator's or supervision's report and discuss the case with the physician or person providing first aid or medical care to the employee.

- B. Determine the liability of the Town of Perinton if any.
- C. Upon determination that the injury or illness is work-related, the Personnel Department will complete and process all necessary documents as required by New York State and the workers' compensation insurance carrier; ensure that the employee receives the necessary medical treatment, and that all claims and payments are handled efficiently.

I-2.5 - Questionable Liability Cases

Supervision and employees shall never make any commitments or statements pertaining to Town of Perinton's liability regarding an employee's injury or illness.

I-2.6 Multiple Injury or Work Related Death of an Employee

In the event that an employee dies while working for Town of Perinton, or dies while away from work because of a work-related injury, the Safety Coordinator or Supervision will notify the Town of Perinton Supervisor, the Town of Perinton Attorney, and the Personnel Department who will then contact the Workers' Compensation insurance carrier immediately.

Within eight hours of an accident or health hazard that results in one or more fatalities, or hospitalization of three or more employees, the Town of Perinton shall report orally or in writing (via fax), to the nearest office of the Occupational Safety and Health Administration (OSHA). Also, if an employee dies of the effects of an employment accident within six months of that accident, the Town of Perinton shall report to the OSHA office within eight hours after learning of such death.

No statements of the cause, probable cause, or suspected cause of death are to be made to any employee, relative or representative of the deceased, to news media, or to any other person or agency until the cause of death has been determined by a legally qualified person or official body empowered to make such determinations.

If inquiries are received, they are to be referred to the Town of Perinton Supervisor for handling.

Appendices

- A. Safety and Health Phone Numbers and Addresses
- B. Abbreviations, Acronyms and Terms
- C. Facility Fire Wardens
- D. Hazardous Materials Emergency Response Plan

Appendix A
Safety and Health
Phone Numbers and Addresses

OSHA

Occupational Safety and Health Administration Region II
201 Varick Street, Room 670
New York, New York 10014

(212) 337-2378
(212) 337-2371 Fax

NYSDOL

New York State Department of Labor
Public Employee Safety and Health
109 South Union St., Rm. 402
Rochester, NY 14607

(585) 258-4573
(585) 258-4593 Fax

Appendix B

Abbreviations, Acronyms and Terms

Abbreviations

cm ³	cubic centimeter
CO ₂	carbon dioxide
dBA	decibels on A-weighted scale
ft.	foot
g	gram
hr	hour
l	liter
lb.	pound
mg	milligram
ml	milliliter
mrem	milliroentgen equivalent in man
O ₂	oxygen
psi	pounds per square inch
ppb	parts per billion
ppm	parts per million
ta	ambient air temperature
ta adj	adjusted ambient air temperature

Acronyms

ACGIH	- American Conference of Governmental Industrial Hygienists
ACM	- Asbestos Containing Materials
AIHA	- American Industrial Hygiene Association
ANSI	- American National Standards Institute
APR	- Air Purifying Respirator
ASTM	- American Society for Testing and Materials
CAA	- Clean Air Act
CAS Number	- Chemical Abstract Service- An assigned number used to identify a material.
CAZ	- Controlled Access Zone
CBC	- Complete Blood Count
CERCLA	- Comprehensive Environmental Response Compensation and Liability Act
CFR	- Code of Federal Regulations
CGI	- Combustible Gas Indicator
CHEMTREC	- Chemical Transport Emergency Center
CIH	- Certified Industrial Hygienist
CNS	- Central Nervous System
CPC	- Chemical Protective Clothing

Appendix B

CRC	- Contamination Reduction Corridor
CRZ	- Contamination Reduction Zone
DOT	- Department of Transportation
DRI	- Direct Reading Instrument
ECP	- Exposure Control Program – As related to Bloodborne Pathogens.
EPA	- U. S. Environmental Protection Agency
ESLI	- End of Service Life Indicator
FDA	- US Food & Drug Administration
FES	- Fully Encapsulated Suit (See TECP)
FID	- Flame Ionization Detector
GC	- Gas Chromatography
GFI	- Ground Fault Interrupter
HASP	- Health and Safety Plan
HBV	- Hepatitis B Virus
HEPA	- High Efficiency Particulate Air
HCP	- Hazard Communication Program
HIV	- Human Immunodeficiency Virus
HMIG	- Hazardous Materials Identification Guide
HMIS	- Hazardous Materials Identification System
IDLH	- Immediately Dangerous to Life and Health
IR	- Infrared
LC50	- Lethal Concentration 50
LD50	- Lethal Dose 50
LEL	- Lower Explosion Limit
LFL	- Lower Flammable Limit
LOTO	- Lockout and Tagout
MSD	- Musculoskeletal Disorder
MSDS	- Material Safety Data Sheets
MSHA	- Mine Safety and Health Administration
MUC	- Maximum Use Concentration
NCI	- National Cancer Institute
NEC	- National Electric Code
NFPA	- National Fire Protection Association
NIOSH	- National Institute of Occupational Safety and Health
NPCA	- National Paint and Coating Association
NPL	- National Priorities List
NTP	- National Toxicology Program
ORM	- Other Regulated Material
OSHA	- Occupational Safety & Health Administration
OVA	- Organic Vapor Analyzer
PCB	- Polychlorinated Biphenyl
PDS	- Personnel Decontamination Station

Appendix B

PEL	- Permissible Exposure Limit
PF	- Protection Factor
PID	- Photo-Ionization Detector
PPE	- Personal Protective Equipment
PRCS	- Permit Required Confined Space
RCRA	- Resource Conservation and Recovery Act
REL	- Recommended Exposure Limit
RV	- Residual Volume
SAR	- Supplied Air Respirator
SARA	- Superfund Amendment and Reauthorization Act
SCBA	- Self Contained Breathing Apparatus
SOP	- Standard Operating Procedure
STEL	- Short Term Exposure Limit
TECP	- Totally Encapsulating Suit
TLC	- Total Lung Capacity
TLV-C	- Threshold Limit Value - Ceiling
TWA	- Time Weighted Average
UEL	- Upper Explosive Limit
UFL	- Upper Flammable Limit
UV	- Ultraviolet

Definition of Terms

APPROVED - The term APPROVED is used to indicate all tools, equipment and standards as accepted for Town of Perinton use.

EMPLOYEE - The term EMPLOYEE is used to indicate any person who is on the Town of Perinton payroll.

SHALL/SHALL NOT - When the terms SHALL or SHALL NOT appear in the definition of a regulation, the regulation is to be obeyed as written and without exception.

SHOULD - When the term SHOULD appears in the definition of a regulation, the regulation is to be followed as closely as possible.

Appendix C

The Town of Perinton Fire Wardens

The following employees shall verify evacuation of the identified areas:

Location	Responsibility	Alternate
Court	Court Clerk	Assistant
DPW	Dispatcher	Receptionist
Parks Operations Center	Parks Director or Designee	Senior Employee
Rec. / Aquatics Center	Recreation Director or Designee	Receptionist
Town Hall	Supervisor Secretary	Finance Director

Appendix D

TOWN OF PERINTON

**HAZARDOUS MATERIALS EMERGENCY
RESPONSE PLAN**

December 2006

TABLE OF CONTENTS

- I. Introduction
- II. Pre-Emergency Planning and Coordination
- III. Personnel Roles and Training
- IV. Scene Management
- V. Incident Classification
- VI. Safe Distances and Places of Refuge
- VII. Site Security and Control
- VIII. Evacuation Routes and Procedure
- IX. Emergency Medical Treatment and First-Aid
- X. Personal protective Equipment
- XI. Decontamination
- XII. Critique of Response and Follow-up
- APP 1. Training

This plan works in conjunction with the Monroe County Comprehensive Emergency Management Plan and the National Incident Management System

I. INTRODUCTION

This emergency plan is meant to be in compliance with OSHA 29 CFR 1910.120(q) and the National Incident Management System.

“An emergency response plan shall be developed and implemented to handle anticipated emergencies prior to the commencement of emergency response operations. The Plan shall be in writing and available for inspection and copying by employees, their representatives and OSHA personnel.”

This plan is designed to state the role Town of Perinton employees will take, should they become involved, in the event of a hazardous materials incident and the training required to maintain that level of competency.

This plan shall be reviewed and updated anytime there are any changes in the plan. If there are no changes, the plan will be reviewed on an annual basis.

II. PRE-EMERGENCY PLANNING AND COORDINATION

The Town of Perinton contracts with local fire departments for fire protection. The local fire department responding to a potential incident shall take charge of the incident, or pass on jurisdiction as they deem appropriate. The Town of Perinton shall make available to the Incident Commander any of its resources that He/She may deem beneficial to the mitigation of the incident. Coordination with other various agencies is discussed in the Monroe County Comprehensive Emergency Management Plan and the plans of the local fire departments

III. PERSONNEL ROLES AND TRAINING

When a Hazardous Materials Incident has been identified by Town of Perinton personnel, these personnel shall secure the scene, but stay away from the immediate incident site and shall not become involved in rescue or mitigation. The appropriate Fire Service agency shall immediately be notified via 911.

Town of Perinton personnel shall confine their activities to those described here in, and shall not engage in activities outside of the scope of their training.

The policy for Town of Perinton personnel when confronted with a hazardous materials incident is to:

1. Immediately report the situation to 911 or to the Perinton radio dispatcher and request that the local Fire Department and Police agency be notified.
2. Attempt to safely assess hazards that are present at the situation whenever possible, keeping in mind the personal safety of department personnel, as well as the safety of others who may be present.
3. Implement traffic and crowd control procedures when necessary.
4. Carry out an evacuation of the immediate area if the situation is too critical to await emergency services personnel.

Training

Appropriate Town of Perinton employees shall be trained at the First Responders Awareness Level, as described in Appendix A, and shall maintain that level of competency through annual training.

IV. SCENE MANAGEMENT

Town of Perinton employees shall report the incident and attempt to secure the scene, without placing themselves in danger, until incident management is transferred to a more qualified agency or individual.

The Incident Commander will implement all aspects of the incident command system. This is addressed in the Monroe County Comprehensive Emergency Management Plan and the plans of the local fire departments.

V. INCIDENT CLASSIFICATION

The Incident Commander shall classify the scope of the incident and respond accordingly.

VI. SAFE DISTANCES AND PLACES OR REFUGE

Safe distances shall be determined by the Incident Commander.

The Monroe County Comprehensive Emergency Management Plan and the plans of the local fire departments address specific locations of places of refuge.

VII. SITE SECURITY AND CONTROL

The Incident Commander shall coordinate site security. The Town of Perinton shall make any of its resources available to the Incident Commander for use in site security and control as He/She deems necessary.

VIII. EVACUATION ROUTES AND PROCEDURES

In the event that the evacuation of residents of the area surrounding the emergency scene is necessary, the evacuation order shall be issued by the Incident Commander unless a state of emergency has been declared, in which case the order shall be issued by the Town Supervisor.

Notification to the public shall be made using radio and television broadcasts, mobile public address systems, and door-to-door canvassing as appropriate.

Evacuation routes shall be selected to avoid exposure to the hazardous material.

IX. EMERGENCY MEDICAL TREATMENT AND FIRST-AID

The Incident Commander shall coordinate and implement all requirements relating to emergency medical treatment and first aid.

X. PPE AND EMERGENCY EQUIPMENT

Personal protective equipment does not apply since Town of Perinton employees will not be within close proximity of any hazardous materials substance.

XI. DECONTAMINATION

Decontamination procedures at a hazardous materials incident shall be the responsibility of the Incident Commander or an individual so appointed. The Monroe County Comprehensive Emergency Management Plan discusses decontamination procedures in detail.

XII. CRITIQUE OF RESPONSE AND FOLLOW-UP

The local Fire Department shall hold a post-incident critique as soon as is practical to evaluate the response to the incident and make recommendations with regard to additional planning, training, and/or equipment. The Town of Perinton shall send a representative to the critique.

APPENDIX A – TRAINING REQUIREMENTS

A. FIRST RESPONDER AWARENESS LEVEL

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release.

First responders at this level shall have sufficient training or experience to objectively demonstrate competency in the following areas.

1. An understanding of what hazardous materials are and the risks associated with hazardous materials in an incident.
2. An understanding of the potential outcomes associated with an emergency when hazardous materials are present.
3. The ability to recognize the presence of hazardous materials in an emergency.
4. The ability to identify the hazardous materials in an emergency.
5. An understanding of the role of the first responder's individual awareness in the employer's emergency response plan, including site security and control.
6. The ability to realize the need for additional resources and to make appropriate notifications.

This training shall be received by all affected employees upon hiring and refreshed annually.

Town of Perinton employees shall also receive certified training in the National Incident Management System (NIMS) as deemed appropriate by Federal standards.