grow. play. live.

pleasant hill

PLEASANT HILL CITY COUNCIL
REGULAR SESSION
May 10, 2016
6:30 PM

1. CALL TO ORDER/ROLL CALL

2. APPROVAL OF AGENDA

3. RECOGNITION OF SOUTHEAST POLK RYTHAMETTES FOR WINNING NATIONAL CHAMPIONS IN THE LARGE GROUP DIVISION AT NATIONAL HIGH SCHOOL DANCE COMPETITION

4. SWEARING IN OF NEW POLICE OFFICERS JASON CATRENICH AND RANDALL RICE

5. PRESENTATION BY LEN MURRAY FOR AN UPDATE ON CIRDWC

6. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)

7. CONSENT ITEMS

a. Council Minutes - dated 04-26-16
b. Council Minutes - dated 05-03-16
c. Claims Listing - dated 05-10-16
d. Planning & Zoning Commission Special Meeting Minutes dated 04-18-16
e. Park and Recreation Minutes dated 04-10-16
f. Public Works Department Report - dated April 2016
g. Police Department Monthly Report- April 2016
h. Tax Abatement Report dated April 2016
i. **Resolution #051016-01** – Approval of Lien Schedule
j. **Resolution #051016-02** – Approval of Payment Application No. 1 and Change Order No. 1 – Youngstown Trail Phase 1

8. BUSINESS ITEMS

a. **Resolution #051016-03** – Approval of agreement with Bravo
b. Third Reading of **Ordinance 804** - Amending Chapter 115 Cemetery
c. **Resolution #051016-04** – Approve Cemetery and Columbarium Schedule of Fees
d. **Resolution #051016-05** – Approval of Safety Manual

9. CLOSING COMMENTS

10. ADJOURNMENT

PLEASANT HILL CITY COUNCIL
REGULAR SESSION
APRIL 26, 2016
6:30 PM

1. CALL TO ORDER/ROLL CALL

Mayor Kurovski called the Pleasant Hill City Council meeting to order on April 26, 2016 at 6:30 p.m. in the City Council Chambers. PRESENT: Jeff Mullen, Curt Gause, Barb Malone, Mark Konrad and Mayor Sara Kurovski. ABSENT: Dean Cooper.

2. APPROVAL OF AGENDA

Malone/Mullen moved to approve the agenda, with the removal of item 5k. ROLL CALL: AYES: Mullen, Gause, Malone, Konrad. NAYS: None. Motion carried 4-0.

3. PRESENTATION BY GREG EDWARDS

Greg Edwards of the Des Moines Convention and Visitors Bureau gave a presentation.

4. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)

There were none.

5. CONSENT ITEMS

Malone/Mullen moved to approve the **CONSENT ITEMS**: Council Minutes - dated 04-12-16, Claims Listing - dated 04-26-16, Expenditure Report - dated March 2016, Revenue Report - dated March 2016, Treasurer's Report - dated March 2016, Fire Department Report - dated March 2016, **Resolution #042616-01** – Transfer of Funds – Emergency Fund to Equipment Replacement Fund, **Resolution #042616-02** – Transfer of Funds – Employee Benefits Fund to General Fund, **Resolution #042616-03** – Set Public Hearing for FY16 Budget Amendment – May 24, 2016, Liquor License Renewal – Legends American Grille, 1280 Copper Creek Drive, **Resolution #042616-05** – Approval of Payment Application No. 1 – Oakwood Drive HMA Overlay Project, **Resolution #042616-06** – Approval of Payment Application No. 1 – 2016 Patching Project. Malone/Mullen moved to approve the agenda. ROLL CALL: AYES: Mullen, Gause, Malone, Konrad. NAYS: None. Motion carried 4-0.

6. BUSINESS ITEMS

a. Approval of Chill on the Hill Liquor License and Sound Permit

Konrad/Mullen moved to approve Chill on the Hill Liquor License and Sound Permit. City Manager Don Sandor said the Chamber of Commerce is making their annual request for Chill on the Hill. Everything is the same as prior years with the exception that it will start a week earlier on May 20th to add one additional event. Katie Williams gave highlights of the event and thanked the City for their support. ROLL CALL: AYES: Mullen, Gause, Malone, Konrad. NAYS: None. Motion carried 4-0.

b. Third reading of **Ordinance 803** - An Ordinance Amending Chapter 98 Sewer Service Charges

Mullen/Gause moved to approve the third reading of **Ordinance 803** - An Ordinance Amending Chapter 98 Sewer Service Charges. City Manager Don Sandor said that during the preparation of the FY 17 budget it was identified that the rates for sanitary sewer service needed to be increased. The City of Pleasant Hill is a member of the WRA and as a member must pay annually to the WRA for the City's proportionate share of operation and maintenance costs and for debt service payments. The WRA has approved a new facility plan which calls for significant capital improvements and bonding in the upcoming fiscal years. The additional bonding will increase Pleasant Hill's debt payments to the WRA. This rate increase is being imposed at this time to help get ahead of a more significant increase that would be required at one time otherwise. The City has also seen an increase in operational costs from the WRA due to an increase in the percentage of flow going to the treatment facility attributed to Pleasant Hill. The rate increase proposed in this ordinance is 5%. That increase will impact the average residential customer by $1.22 per month. This increase would become effective July 1. 2016. The ordinance approval is being requested at this time to provide sufficient time for the Des Moines Water Works to make the necessary changes to their billing program prior to the July 1 effective date. ROLL CALL: AYES: Mullen, Gause, Malone, Konrad. NAYS: None. Motion carried 4-0.

c. Second Reading of **Ordinance 804** - Amending Chapter 115 Cemetery
Konrad/Malone moved to approve the second reading of **Ordinance 804** - Amending Chapter 115 Cemetery. City Manager Don Sandor said the Cemetery Committee has met several times over the last few months with City staff to update the Cemetery Ordinance. The updates were included in the packet, marked in red. Additional changes proposed at the first reading have been added which include 1) the fee schedule from the original ordinance will be removed from the Ordinance and be approved as a separate Fee Schedule Resolution at the third reading of the new Ordinance, 2) the section allowing weapons at Military Funerals only will now also include at Law Enforcement Funerals, 3) some grammar and renumbering errors from tracked changes needed correcting, 4) there was some question about the City's liability in section 115.05 paragraph 3, so the City's attorney rewrote that paragraph, 5) in that same section, the last sentence in paragraph 2 was deleted as not necessary, and 6) walking through the cemetery in some areas without walkways may necessitate not trespassing on spaces to the extent possible. ROLL CALL: AYES: Mullen, Gause, Malone, Konrad. NAYS: None. Motion carried 4-0.

d. **Resolution #042616-07** - Approval of Site Plan for Fleck Trucking Building Addition Project
Malone/Gause moved to approve **Resolution #042616-07** - Approval of Site Plan for Fleck Trucking Building Addition Project. Assistant City Manager Ben Champ said Fleck Trucking has been working for the last several months to develop a site plan for the addition of a second building for storage and office space at Fleck Trucking located at 1455 S Pleasant Hill Blvd. The Planning and Zoning Commission has reviewed the site plan and forwarded a recommendation for approval. ROLL CALL: AYES: Mullen, Gause, Malone, Konrad. NAYS: None. Motion carried 4-0.

e. **Resolution #042616-08** - Approval of Site Plan for Smith Automotive Project
Konrad/Malone moved to approve **Resolution #042616-08** - Approval of Site Plan for Smith Automotive Project. Assistant City Manager Ben Champ said Smith Automotive located at 1411 NE 56th Street acquired property to the east of the existing facility last year for future expansion. Bishop Engineering has now submitted a site plan for the property consistent with the conversation at the time of platting. The proposed plan shows multiple improvements that will be completed in phases. The Planning and Zoning Commission has reviewed the site plan and forwarded a recommendation for approval. ROLL CALL: AYES: Mullen, Gause, Malone, Konrad. NAYS: None. Motion carried 4-0.

f. **Resolution #042616-09** - Approval of Site Plan for Central Plains Cement Co Project
Mullen/Gause moved to approve **Resolution #042616-09** - Approval of Site Plan for Central Plains Cement Co Project. Assistant City Manager Ben Champ said Pelds Engineering Company has been working with Central Plains Cement Company on a site plan submission. The Company is looking to create a temporary cement terminal at the former mining operation on South Pleasant Hill Boulevard and owned by Oak Ridge Estates Partnership. Project representatives discussed the daytime operation. They said they would vacate the temporary property when their lease was up, removing all equipment. The Planning and Zoning Commission has reviewed the site plan and forwarded a recommendation for approval. ROLL CALL: AYES: Mullen, Gause, Malone, Konrad. NAYS: None. Motion carried 4-0.

g. **Resolution #042616-10** - Approval of Site Plan for 4326 E Oakwood Dr Project
Konrad/Malone moved to approve **Resolution #042616-10** - Approval of Site Plan for 4326 E Oakwood Dr Project Assistant City Manager Ben Champ said Bishop Engineering worked with property owner, Joel Huggins, to prepare the site plan documents for the addition of a maintenance building for a lawn care business at 4326 E Oakwood Dr. The land uses in the area are mixed. It is important to note that the pre-existing non-conforming uses including outdoor storage would not be able to be extended into this part of the site and a note has been included on the site plan documents to that effect. The Planning and Zoning Commission has reviewed the site plan and forwarded a recommendation for approval. ROLL CALL: AYES: Mullen, Gause, Malone, Konrad. NAYS: None. Motion carried 4-0.

7. CLOSING COMMENTS
Councilmember Konrad thanked the businesses for expanding in Pleasant Hill.

Recreation Manager Rick Courcier showed pictures of the remodeled garage and concession stand at Doanes Park. It was improved both outside and remodeled inside after being gutted out. He thanked everyone for volunteering their time, labor and materials for this volunteer project. Mr. Courcier also talked about the Trash Bash pickup, and all the great volunteer time they received help from. Councilmember Malone thanked all that helped.

Police Chief Alfonso Pizzano announced that he nominated three members of the Pleasant Hill Police Department to the Iowa Chiefs Association for the LECC criminal investigation award for "Agencies That Come Together During A

Criminal Investigation". He used the Pete Polson case, and they were granted the award. Also receiving the award will be DCI, Polk County Sheriffs, Iowa State Patrol, and Altoona PD. It shows how important it is for all the agencies to come together. They will be honored at a May 19th ceremony during the LECC conference.

Public Works Director Gary Patterson gave an update on Clean Up Day held the previous weekend, adding that it went very well.

City Manager Don Sandor announced there was no work session planned at this time, but subject to change.

8. CLOSED SESSION: Pursuant to Iowa Code Section 21.5.1(c) For City Council to discuss legal issues
Motion was made that the Board meet in Closed session.
Konrad/Malone moved to move into Closed session : Pursuant to Iowa Code Section 21.5.1(c) For City Council to discuss legal issues. ROLL CALL: AYES: Mullen, Gause, Malone, Konrad. NAYS: None. Motion carried 4-0.
Council returned to open session. Mayor Kurovski announced no action was taken in closed session.

9. ADJOURNMENT
Malone/Konrad moved to adjourn the meeting. ROLL CALL: AYES: Mullen, Gause, Malone, Konrad. NAYS: None. Motion carried 4-0. The meeting was adjourned at 8:45 p.m.

_____
Sara Kurovski, Mayor

ATTEST:

_____
Dena J. Spooner, City Clerk/Finance Director

PLEASANT HILL CITY COUNCIL
SPECIAL COUNCIL MEETING
MAY 3, 2016
6:30 PM

1. CALL TO ORDER/ROLL CALL

Mayor Kurovski called the Pleasant Hill City Council meeting to order on May 3, 2016 at 6:30 p.m. in the City Council Chambers. PRESENT: Jeff Mullen, Curt Gause, Dean Cooper, Barb Malone, Mark Konrad and Mayor Sara Kurovski. ABSENT: none.

2. APPROVAL OF AGENDA

Malone/Konrad moved to approve the agenda. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

3. PRESENTATION: Capital Crossroads for Human Resources by Steve Johns:

One area of focus this year for Capital Crossroads was Human Resources. Steve Johns was an active member of this group and presented information on the work this group has done.

4. PUBLIC INPUT (5 MINUTES FOR ITEMS NOT ON THE AGENDA)

Pleasant Hill resident Ray Sears gave his input about the SE Connector.

5. CONSENT ITEMS

There was none.

6. BUSINESS ITEMS

There was none.

7. CLOSING COMMENTS

There was none.

8. CLOSED SESSION: Pursuant to Iowa Code Section 21.5.1(c) For City Council to discuss legal issues

Cooper/Malone moved to move into Closed session : Pursuant to Iowa Code Section 21.5.1(c) For City Council to discuss legal issues. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0.

Council returned to open session. Mayor Kurovski announced no action was taken in closed session.

9. ADJOURNMENT

Malone/Konrad moved to adjourn the meeting. ROLL CALL: AYES: Mullen, Gause, Cooper, Malone, Konrad. NAYS: None. Motion carried 5-0. The meeting was adjourned at 7:38 p.m.

_____

Sara Kurovski, Mayor

ATTEST:

_____

Dena J. Spooner, City Clerk/Finance Director

======PAYMENT DATES=======
PAID ITEMS DATES : 4/27/2016 THRU 5/10/2016
PARTIALLY ITEMS DATES: 4/27/2016 THRU 5/10/2016
UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
AFLAC INSURANCE	INSURANCE	1,092.10
AIA CORPORATION	UNIFORMS	244.95
ALICE TRAINING INSTITUTE	EDUCATION/TRAINING	595.00
ANIMAL RESCUE LEAGUE	LIVE ANIMAL INTAKE CONTRACT	210.00
ARDICK EQUIPMENT CO., INC	DEAD END WARNING REFLECTORS	1,227.75
BEN FREEBORN	CUSTODIAL	2,040.00
BOUNDTREE MEDICAL	MEDICAL SUPPLIES	708.35
BROWNELL'S, INC.	UNIFORM/SAFETY EQUIPMENT	235.56
CALHOUN-BURNS & ASSOC INC	VANDALIA ROAD BRIDGE REHAB	3,670.30
CARPENTER UNIFORMS/PROMOT	UNIFORM/SAFETY EQUIPMENT	776.84
CENTRAL SALT	ROAD SALT	11,110.30
CENTURY LINK	YC DSL	63.98
CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	56.80
CITY OF WEST DES MOINES	EDUCATION/TRAINING	57.00
COLLECTION SERVICES	GARNISHMENT WITHHOLDING	1,156.66
CONCENTRA MEDICAL	PRE-EMPLOYMENT PHYSICAL	177.50
CONSTRUCTION MATERIALS INC	CONCRETE PANEL REPLACEMENTS	1,419.25
CRYSTAL CLEAR WATER CO.	OPERATING SUPPLIES	21.00
D.R.I.V.E.	D.R.I.V.E. DEDUCTION	10.00
DE VRIES EQUIPMENT	REPAIR PART-VEHICLE LIFT	48.00
DES MOINES STAMP MANU CO	UNIFORM/SAFETY EQUIPMENT	83.87
DETRICK EXCAVATING	REPL CULVERT OVER SANITARY SEW	1,075.00
EMERGENCY APPARATUS MAINTE	ANNUAL SERVICE - 437	7,497.76
FAMILY SUPPORT PAYMENT CEN	GARNISHMENT	142.56
G & H ASPHALT CORP	ASPHALT PATCHING-S.SHADYVIEW	22,660.00
G & K SERVICES	FLOOR MATS	197.96
GENERAL FIRE AND SAFETY	ANNUAL FIRE EXTINGUISHER MAINT	1,407.50
HALLETT MATERIALS	YARD WASTE DISPOSAL	48.41
HILLYARD/DES MOINES	JANITORIAL SUPPLIES	560.42
HYDRO KLEAN	CLEAR SYPHON UNDER LITTLE 4-MI	1,030.25
ICMA MEMBERSHIP RENEWALS	ANN MEMBERSHIP RENEWAL '16-'17	1,061.87
ICMA-RC	DEFERRED COMPENSATION	2,278.63
INTERNAL REVENUE SERVICE	FED WITHHOLDING	32,553.89
INTL ASSOC CHIEFS OF POLIC	EDUCATION/TRAINING	1,322.75
IOWA DEPT OF REVENUE & FI	STATE WITHHOLDING	5,451.00
IOWA LAW ENFORCEMENT ACADE	EDUCATION/TRAINING	300.00
IOWA POLICE CHIEF'S ASSOCI	TRAVEL/CONFERENCE	250.00
IPERS-REGULAR	IPERS CONTRIBUTIONS	18,007.76
JAMIE XAYAVONG	TRAVEL/CONFERENCE	160.00
JIM'S JOHNS	KYBO RENTAL	336.00
KECK, INC	FUEL - MAR 16	6,109.95
KELLY GEORGE TURF & IRRIGA	ROUNDUP-BASEBALL FIELDS	147.00
KIRKHAM MICHAEL & ASSOCIAT	PROJECT DESIGN/ENGINEERING	28,022.98
LARRY FLECK &SON TRUCKING	ASPHALT HAUL	3,117.50

======PAYMENT DATES=======

PAID ITEMS DATES : 4/27/2016 THRU 5/10/2016
PARTIALLY ITEMS DATES: 4/27/2016 THRU 5/10/2016
UNPAID ITEMS DATES :

VENDOR NAME	DESCRIPTION	GROSS AMOUNT
LEACHMAN LUMBER CO	MAINTENANCE SUPPLIES	70.72
LIBERTY READY MIX	CONCRETE DRIVE-1600 S PH BLVD	8,306.00
LOGAN CONTRACTORS SUPPLY	FUEL CANS	148.28
MEDIACOM	INTERNET ACCESS-CITY HALL	199.95
MENARDS-ALTOONA	MAINTENANCE SUPPLIES	438.47
MERCY EMERGENCY MED SER	EMS CEUS	20.00
METRO WASTE AUTHORITY	SOLID WASTE COLLECTION	8,265.74
MISCELLANEOUS VENDOR	BART BAKER:AMBULANCE OVERPAY	662.00
NEW YORK LIFE INSURANCE	LIFE INSURANCE DEDUCTION	17.28
O'REILLY AUTO PARTS	RETURN PARTS	360.77
OFFICE OF VEHICLE SERVICES	SALVAGE VEHICLE EXAMS	1,270.00
P & P SMALL ENGINES	MAINTENANCE SUPPLIES	51.90
PETERS LAWN & LANDSCAPING	MOWING	4,764.86
PITNEY BOWES PURCHASE POWE	POSTAGE/SHIPPING	158.99
POLK COUNTY RECORDER	RECORD CEMETERY DEEDS	14.00
QUILL	OFFICE SUPPLIES	231.34
RACOM CORPORATION	EDACS	2,209.00
RELIASTAR LIFE INSURANCE C	DEFERRED COMP - ING	2,931.88
SENECA COMPANIES	GAS PUMP REPAIR SUPPLIES	551.41
SHERWIN WILLIAMS - ALTOONA	WHITE PAINT-LITTLE LEAGUE	157.20
SHRED-IT	RECORDS PURGE	623.03
SMITH AUTOMOTIVE	AC REPAIRS - UTILITY TRUCK	134.98
STAR EQUIPMENT LTD	CONCRETE SCREED BOARD RENTAL	210.00
STOPSTICK, LTD	MINOR EQUIPMENT	1,072.00
STROH CORPORATION	HVAC CONTRACT SERVICE	1,497.12
TASC	FLEXIBLE DEP BENE PLAN	2,172.26
THE EQUITABLE	DEFERRED COMP - THE EQUITABLE	675.36
THE HARTFORD	DEFERRED COMP - THE HARTFORD	591.05
THE WALDINGER CORP	REPAIR/RESET ADVANCE WARNING	6,579.92
TK CONCRETE, INC	OAKWOOD OVERLAY PROJ-PAY AP #1	197,406.20
UNITED WAY OF CENTRAL IA	UNITED WAY CONTRIBUTION	38.00
US CELLULAR	CELLULAR PHONE SERVICE	1,046.28
VAN-WALL EQUIPMENT, INC.	PART-SMALL JOHN DEERE MOWER	162.55
VERIZON WIRELESS	MDC ACCESS	818.25
VISA CARD SERVICES	BEST TRIP-KALONA	1,595.53
WALSH DOOR & HARDWARE CO	YOUTH CENTER KEYS	55.01
TOTAL		404,251.73

======PAYMENT DATES=======

PAID ITEMS DATES : 4/27/2016 THRU 5/10/2016
PARTIALLY ITEMS DATES: 4/27/2016 THRU 5/10/2016
UNPAID ITEMS DATES :

FUND TOTALS

001	GENERAL	91,480.56
110	ROAD USE	71,345.86
301	CAPITAL PROJECTS	9,905.25
304	TIF CAPITAL PROJECTS	209,736.13
610	SEWER	12,272.70
670	SOLID WASTE	8,265.74
740	STORM WATER	1,245.49
GRAND TOTAL		404,251.73

Pleasant Hill Plan & Zoning
Special Session
April 18, 2016
5:30 PM

1. **CALL TO ORDER/ROLL CALL**

   Pleasant Hill Plan & Zoning special meeting was called to order at 5:30 pm on April 18, 2016 at the City Council Chambers by Chairperson Mark Ackelson. Present: Mark Ackelson, Rachel Anderson, Jan Higgins, Tim Mallicoat, Martha Miller, Keith Williamson. Absent: Beth Cooper.

2. **APPROVAL OF AGENDA**

   WILLIAMSON/MILLER moved to approve the agenda. Ayes: Unanimous. Beth Cooper arrived at 5:31. Motion carried.

3. **APPROVAL OF MINUTES MARCH 07, 2016 REGULAR MEETING**

   MALLICOAT/HIGGINS moved to approve the March 07, 2016 regular meeting minutes. Ayes: Unanimous. Pass: Williamson. Motion carried.

4. **TIME TO ADDRESS THE COMMISSION**

   No comments were received.

5. **OLD BUSINESS**

   A. SITE PLAN - FLECK TRUCKING BUILDING ADDITION

   Fleck Trucking is located at 1455 S Pleasant Hill Blvd. The site plan proposes a 56'x100' building and additional parking. The property is zoned I-3 Heavy Industrial District. Larry Fleck is the property owner and Bishop Engineering, 3501 104th Street, Des Moines IA is the engineer.

   J. Benjamin Champ, Assistant City Manager / Community Development Director stated all of the required permits for the property have been received from the Iowa Department of Natural Resources, the Army Corps of Engineers and the City of Pleasant Hill. The site plan has been adjusted to reflect the proposed alignment and grading work to be completed as a part of the Pleasant Hill Blvd and Vandalia Rd intersection project and the previous comments have been addressed.

   MILLER/MALLICOAT moved to recommend approval of Fleck Trucking Building Addition, 1455 S Pleasant Hill Blvd Site Plan. Ayes: Unanimous. Motion Carried.

   B. SITE PLAN - 4326 E OAKWOOD DRIVE

   4326 E Oakwood Drive is approximately a half acre (0.482) zoned C-2 General Retail and Highway Oriented Commercial District. The site plan proposes a 40' x 64' building to be used for a lawn care service company. Joel Huggins is the property owner and Bishop Engineering, 3501 104th Street, Des Moines IA is the engineer.

   J. Benjamin Champ, Assistant City Manager / Community Development Director stated the site is located adjacent to an "R" district and will require additional screening around the parking lot and the C-2 architectural standards will apply.

Champ also noted that the pre-existing non-conforming uses including outdoor storage would not be able to be extended into this part of the site and has been indicated on the site plan notes.

Dennis Hansen, Sr Project Designer, Environmental Design Group LTD, 6601 Westown Parkway, Suite 160, West Des Moines IA provided a picture sample of the proposed hardi-plank cobblestone design product to be used to meet the architectural standards required.

WILLIAMSON/MILLER moved to recommend approval of 4326 E Oakwood Drive Site Plan. Ayes: Unanimous. Motion Carried.

6. NEW BUSINESS

A. SITE PLAN – SMITH AUTOMOTIVE

Smith Automotive located at 1411 NE 56th Street acquired property to the east of the existing facility for future expansion, platted as Lochlan Superman Acres. A 28' x 36' addition to the existing building and new parking areas to the east are now being proposed. The property is zoned I-2 Light Industrial. Russell Smith is the property owner and Bishop Engineering, 3501 104th Street, Des Moines IA is the engineer.

HIGGINS/MALLICOAT moved to recommend approval of Smith Automotive, 1411 NE 56th Street Site Plan. Ayes: Unanimous. Motion Carried.

B. SITE PLAN – CENTRAL PLAINS CEMENT CO

Central Plains Cement Company is looking to create a temporary cement terminal at 1450 S Pleasant Hill Blvd, formerly a mining operation. They are proposing to install cement elevators and a loading area on the portion of the mining site that currently houses the truck scale and staging area. Oak Ridge Estates Partnership is the property owner and Pelds Engineering Co., 2323 Dixon Street, Des Moines IA is the engineer.

J. Benjamin Champ, Assistant City Manager / Community Development Director stated the purpose of this project is to develop a temporary facility for approximately two years while a permanent location is being developed elsewhere in Polk County. The entire parcel of land is part of a redevelopment plan required as part of the original mining permit granted by the City several years ago, and the construction of a temporary terminal should not impact the required reclamation efforts for the site.

Wally Pelds, Pelds Engineering Co., 2323 Dixon Street, Des Moines IA sated the site would be used to transfer cement and provides appropriate zoning and good transportation access.

John Arellano, VP Sales & Marketing, Central Plains Cement Co gave a power point presentation introducing the company and business history. Arellano also provided site renderings, site grading plan and site layout and equipment drawings, traffic flow designs and proposed signage. Arellano stated they anticipate approximately 40 trips a day in and out of the facility and plan on minimal site disturbance that will be put back to original condition when they are done with the operation. Permits are in place with the DNR and Polk County Air Quality and are in the review process with the Corp of Engineers.

Ed Williams, Eagle Materials Sr Engineer provided equipment drawings and answered questions and concerns.

MILLER/WILLIAMSON moved to recommend approval of Central Plains Cement Company, 1450 S Pleasant Hill Blvd Site Plan. Ayes: Unanimous. Motion Carried.

7. Directors Report

Ben Champ stated we are on schedule to have the regular meeting of Planning and Zoning on May 2, 2016.

8. Adjournment

WILLIAMSON/MALLICOAT moved to adjourn. Meeting was adjourned at 6:06 pm.

Ruth E Mattix
Recording Secretary

PLEASANT HILL PARK & RECREATION COMMISSION
April 14, 2016

1. CALL TO ORDER/ROLL CALL
Chair Loren Lown called the regular meeting of the Pleasant Hill Park and Recreation Commission to order at 6:00 p.m. Present: Gary Denning, David Dunfee, Loren Lown, Dan Schmitz, and Olivia Smith. Absent: Anne Johns and Penny Thomsen

2. APPROVAL OF AGENDA
DENNING/SMITH moved to approve the agenda. Ayes: Denning, Dunfee, Lown, Schmitz, Smith. Nays: None. Motion carried.

3. APPROVAL OF MINUTES OF MARCH 10, 2016 REGULAR MEETING
SMITH/SCHMITZ moved to approve the minutes. Ayes: Denning, Dunfee, Lown, Schmitz, Smith. Nays: None. Motion carried.

4. TIME TO ADDRESS THE COMMISSION (5 MINUTE LIMIT) – Trees Please Program representative from Mid American Energy brought a check for $1,000.00.

5. NEW BUSINESS – None

6. REPORTS
a. Master Park Plan Update – Rick Courcier presented an overview of what is the next step after the focus groups met with Confluence. Confluence will take all information received and develop concepts and meet with staff with conceptual plans. The plans will also go to the school district since the property is next to school property. The conceptual plans will then be shared with the public and with commissioners for input. It is anticipated a final plan will be available the end of June. The most common requests were for limited sports fields, splash pads, nature areas, maintain quietness of the area. Chair Lown questioned if stabilization of water ways will be included. A botanical snapshot of the area of the plants will be done by Chair Lown in hopes of being able to protect limited type plants. Discussion followed regarding types of trails that could be used. The conceptual plan will be a master plan to be used as development of the area is underway. Once a phase has started a site plan will be developed and amended from the master plan.

b. Youngstown Trail Project Update – The work is progressing on the trail. The infrastructure work has been completed and final grading and concrete work will be done soon, depending on the weather. A portion of the trail was relocated farther up the hill in the area where the ground is saturated.

c. Water Trails Input Map Information – The workshops for public input and information is located on the website. Encourage everyone to attend as well as enter information on the interactive maps. Information will be sent to commissioners. The MPO is working to make this ecologically viable. Commissioner Schmitz questioned if developers are trying to develop in these areas vs. cleaning out the areas. The MPO is discouraging building in flood plains and encouraging restoring flood plains to their natural habitat.

d. Four Mile Creek Bank Stabilization Project – Rick Courcier shared pictures of what the bank looks like and what is planned. It is planned that work will start soon on the project. They will

be placing limestone and rip rap in the stream. The sand from the sandbar will be put on the other side of the stream redirecting the stream to the center. This is an extensive project, 480 feet, and planned to take approximately 2 weeks to complete, weather permitting.

e. Earth Day Trash Bash - This is scheduled for April 16. This is the second year Pleasant Hill has been involved. There are three groups working the Pleasant Hill section as well as part of the Polk County area. Stickers are also going to be placed on storm sewers reminding everyone to not dump into the storm sewers.

7. FUTURE AGENDA ITEMS/COMMISSIONERS' COMMENTS
a. Informational Topics – Chair Lown would like have someone talk about metro trails and how they are connecting more and more with other communities. Commissioner Schmitz was asked to talk about orienting courses. It would be good to see runs/bike runs be able to be done on trails instead of on streets/roads. When 5Ks are done in the city, there are a couple routes available; they are encouraged to stay around the lake. Playground safety is something else that would be beneficial to commissioners as new playgrounds are developed in the parks. If you have any topics, please e-mail them to Rick Courcier to include on future agendas. Commissioner Schmitz would be willing to talk about applying for grants for erosion control, safe rooms, etc. It was also suggested that experts be asked to discuss topics of amenities they are involved with, i.e.: dog park costs.

8. ADJOURMENT – SCHMITZ/DENNING moved to adjourn. Ayes: Denning, Dunfee, Lown, Schmitz, Smith. Nays: None. Motion carried. Meeting adjourned at 6:40 p.m.

- NEXT SCHEDULED MEETING – May 12, 2016

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Pleasant Hill Public Works Department
5440 Vandalia Rd.
Pleasant Hill, Iowa 50327
Ph: (515) 265-1444 • Fax: (515) 265-9984

MONTHLY COUNCIL REPORT
April 2016

Spring Operational Statistics for April 2016

Street panels replaced	2
Storm sewer inlets rebuilt	0
Concrete Poured	64.5 cubic yards
Number of rain events (.25" & above)	4
Rain total*	3.37 inches

**Figure based on National Weather Service data*

Year-round Operation Statistics for April 2016

Sewer locates performed	199
Domestic animals collected	6
Lift station service checks	4
Street sweeping debris removal	3.5 tons
R.O.W & Sewer Easement Mowing	1.91 miles
Sanitary sewer backups	2

Spring Clean Up Totals for 2016

Refrigerators (large and small)	9	Dishwashers	10
Large Freezers	2	Misc. Scrap	2,100 lbs
Dehumidifiers	6	Printers	7
Stoves	5	Computer Towers	4
Microwaves	6	Video Games	3
Water Heaters	8	TV's	20
Washers	5	Computer Monitors	7
Dryers	7	Console TV's	2
Furnaces	2		

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pleasant hill

Pleasant Hill Public Works Department

5440 Vandalia Rd.
Pleasant Hill, Iowa 50327
Ph: (515) 265-1444 • Fax: (515) 265-9984

Monthly Highlights:

- Street repair at Fountain Crest Dr.
- Staff training (Mosquito certification, IAMU Annual Refresher, Bucket Truck Safety)
- Installed 10x150 foot addition at maintenance shop parking lot
- Initiated right-of-way and sewer easement mowing program
- Installed electric gate at Vandalia Rd shop

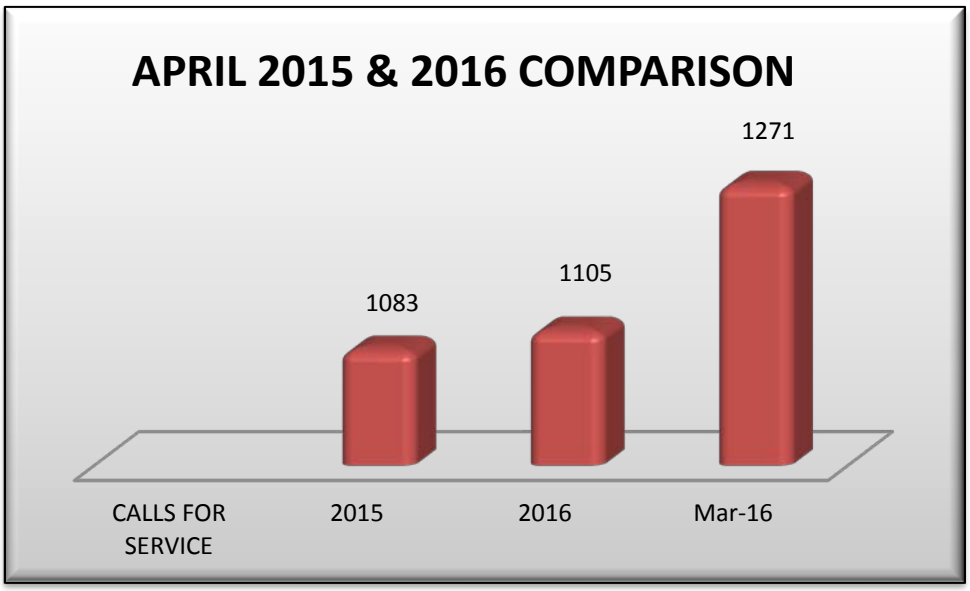
Russ Paul
Pleasant Hill Public Works

PLEASANT HILL POLICE DEPARTMENT

APRIL 2016 MONTHLY REPORT

Calls for Service

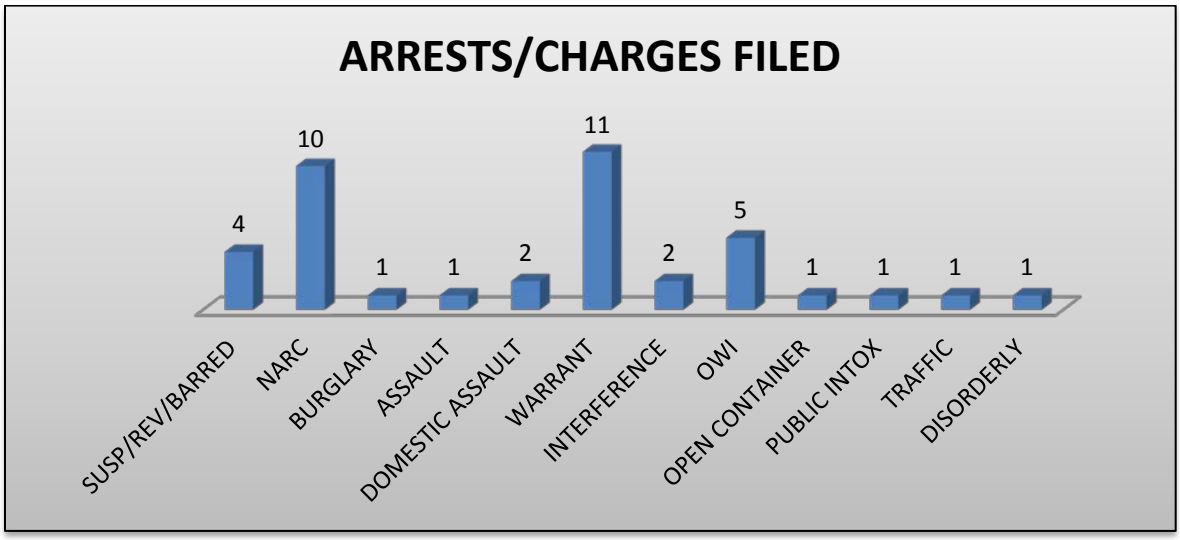
April 2016 continues to demonstrate an ongoing trend for a level of increased calls for service for the Police Department. A quick comparison between the months of April 2015 and April 2016 illustrate a more tempered increase of 22 calls for service or 2%. April 2016 does illustrate the first decrease in calls from the previous month of 166 calls for service.



Arrest/Criminal Charges

April arrest information was retrieved from the Tracs reporting system.

The number of adults arrested in April 2016 was 29. The number of charges filed on adult offenders for April was 40. This includes warrant arrests made by Officers. Narcotics related offenses continue to constitute the most significant number of chargeable offenses.

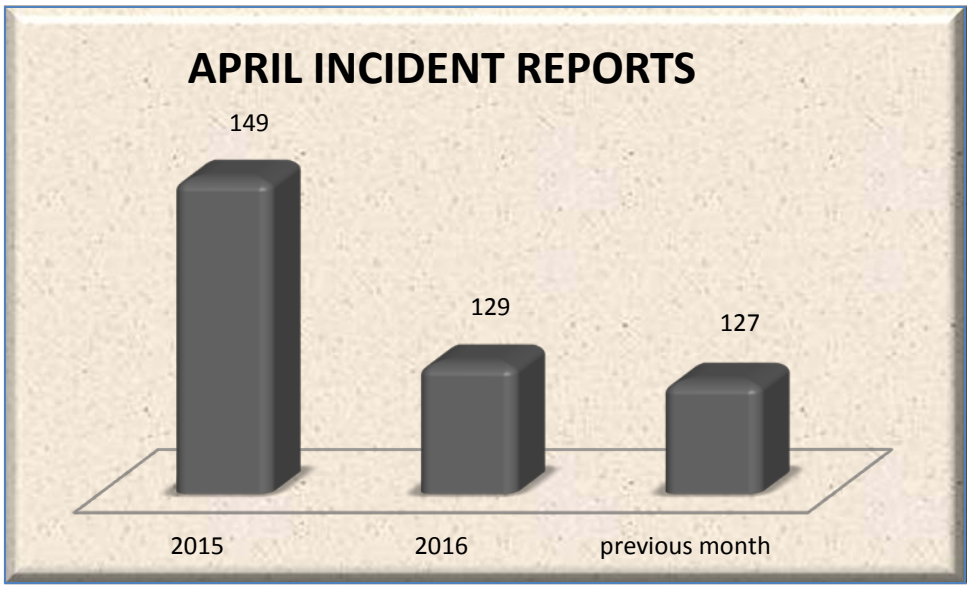


Trends

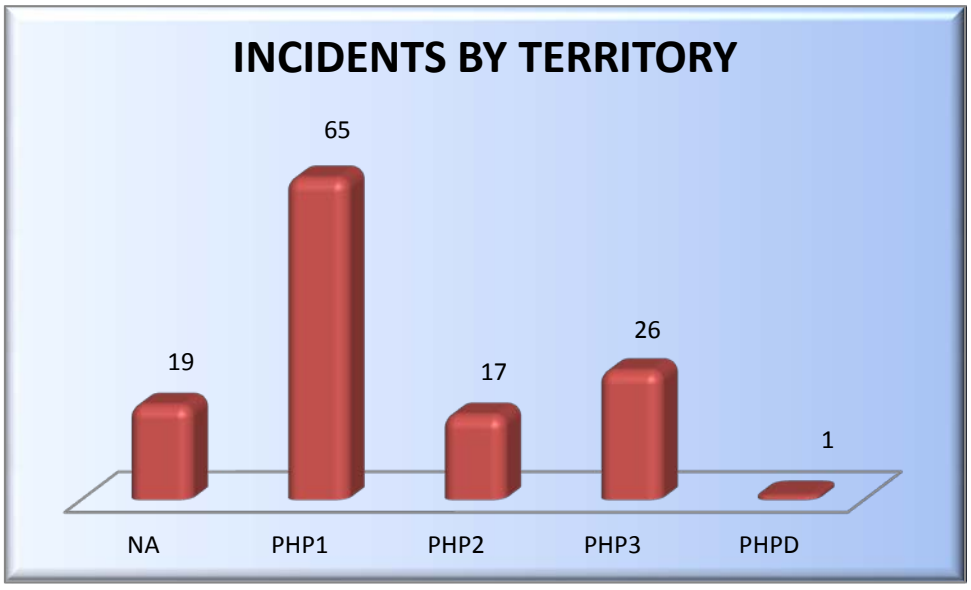
Trends continually indicate that narcotics related offenses are the most significant charge within the City. Narcotics offenses are often double the number of charges every month in comparison to all other charged offenses.

Incident Reports

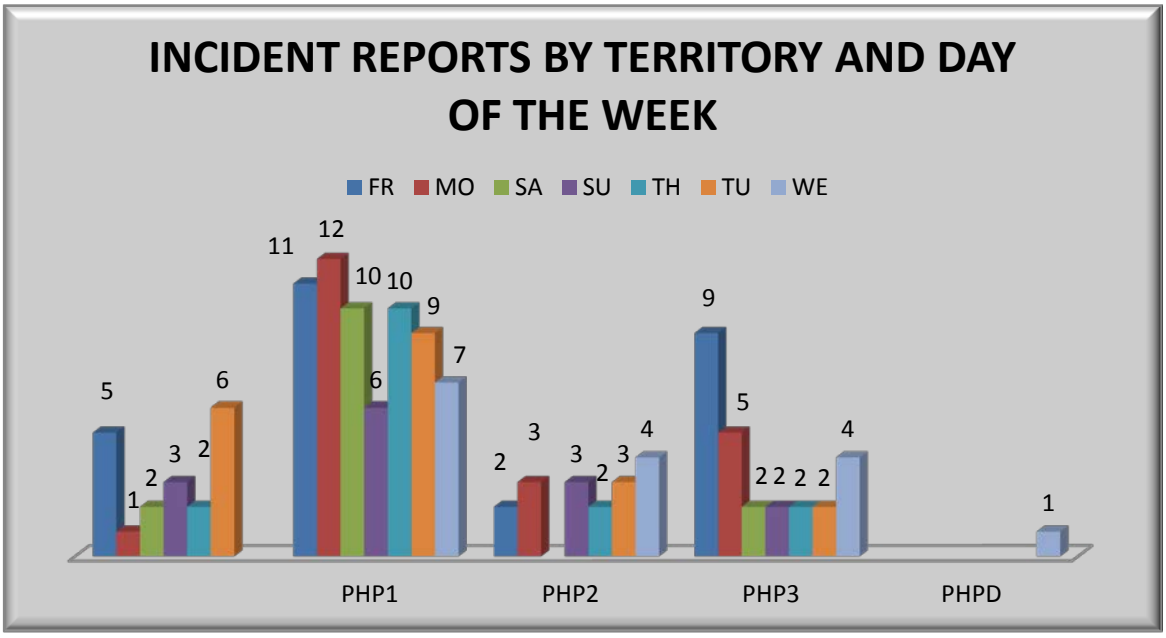
Incident Reports reflect the number of cases that are filed by the Police Department. In April 2016, 129 cases were filed. This does show a decrease of 20 reports from April 2015. However, this is similar to the number of reports from the previous month of 127.



Incidents According to Territory

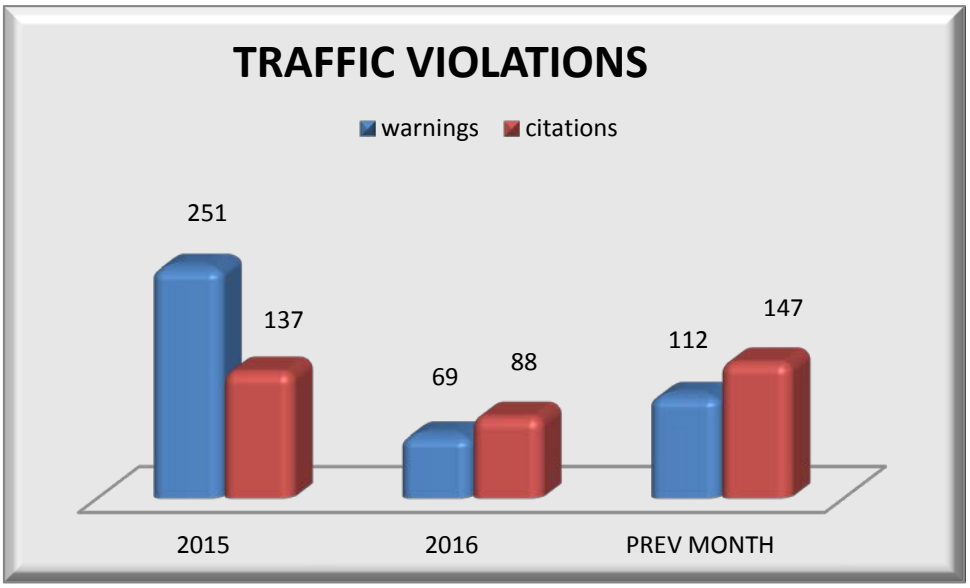


*there were additional incidents that were not designated to a territory.



*Some data is outside of these territory designations.

Traffic Enforcement

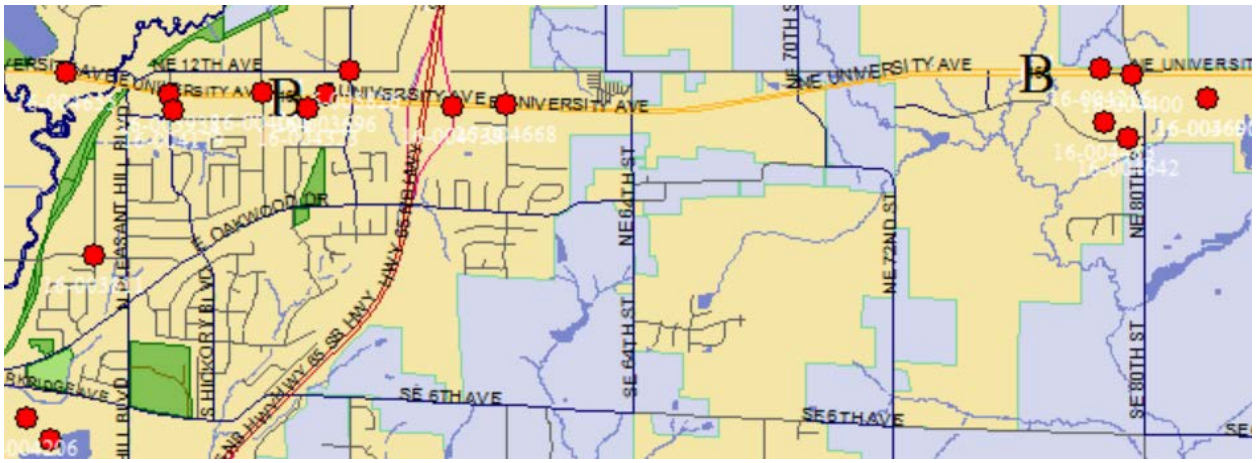


Accidents

In April 2016, Officers took 18 accident reports. This is the same number of accident reports as March 2016. This is relatively the same number of accident reports as April 2015 of 19.

Accident Mapping

Accidents continue to occur along the highways, particularly along highway 163, through the City. Efforts continue to educate and enforce traffic safety along this and other areas in the community.



Investigations

Detective was assigned 15 new cases in April 2016.

1 ICAC case.

The Detective also conducted and participated in SOAR (Sex Offender Annual Registry) Compliance verifications task force. This included compliance checks both within the City and eastern Polk County area. A total of 85 compliance checks were completed in this assigned area and all 11 known offenders within the city were deemed as compliant.

Closed by arrest – 3

Closed -10 (some of these may include arrests as well)

Suspended or unfounded-3

Still under investigation or being utilized for intelligence – 1

School Resource Officer Report

There are two Officers assigned to the SEP school complex for the Junior High and High School buildings. These Officers not only provide in house Police services to the schools, but they are also involved with school activities, teaching DARE and other courses related to their job functions. They are also used as mentors and mediators for students and staff members.

SEP JUNIOR HIGH SCHOOL

*No data was provided from the SEP school SRO for the month of April

SEP HIGH SCHOOL

*No data was provided from the SEP school SRO for the month of April

Events such as school board meetings, wrestling and basketball games also constitute a great deal of the SRO's time. The high school SRO is responsible for the coordination of ensuring appropriate coverage is met either along with them or in their absence if they are unable to attend. The high school SRO also aids in counseling students in times of crisis and performs educational components.

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Tax Abatement Report
APRIL 2016

TYPE	ADDRESS	OWNER	VALUATION	DATE ISSUED	PERMIT #	PERMIT FEE
SINGLE FAMILY	5355 Pleasant Ridge Rd	Classic Builders Inc	208,896.00	04-22-16	9538	1,102.75

`

RESOLUTION #051016-01

RESOLUTION APPROVING THE LIEN SCHEDULES FOR SEWER, GARBAGE, AND STORM WATER

WHEREAS, Des Moines Water Works has submitted lien schedules for the city's sewer, garbage, and storm water services; and,

WHEREAS, the schedules represent charges on final accounts that have not been successfully collected via other means, such as water termination; and,

WHEREAS, the March schedule, that represents the amount of $520.39 uncollected for sewer, $50.11 uncollected for garbage, and $20.06 uncollected for storm water is ready to be presented to the County Treasurer.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Pleasant Hill, Iowa that staff is authorized to present the lien schedule to the County Treasurer.

ADOPTED May 10, 2016.

_____
Sara Kurovski, Mayor

ATTEST:

_____
Dena Spooner, City Clerk/Finance Director

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AGENDA ITEM: 7j

CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: MAY 10, 2016

TO: MAYOR & CITY COUNCIL

FROM: MADELINE STURMS, AICP, CPM
SENIOR PLANNER

SUBJECT: YOUNGSTOWN TRAIL, PHASE 1 PROJECT
PAYMENT APPLICATION NO. 1 AND CHANGE ORDER NO. 1

BACKGROUND:
The City Engineer has developed the plans and specifications for the Youngstown Trail Phase 1 Project. The project has been awarded to Elder Corporation and work is underway. The contractor has submitted the attached Change Order No. 1 and Payment Application No. 1 for work completed through March 31, 2016. Following is a communication from the City Engineer, Snyder and Associates, providing a recommendation for approval of the payment application. The attached resolution approves Payment Application No. 1 along with Change Order No. 1.

ALTERNATIVES:
Not approve the payment application. However, the work is part of an approved contract and the work has been performed.

FINANCIAL CONSIDERATIONS:
Project funds are available.

RECOMMENDATION:
Approve the attached resolution for the Youngstown Trail Phase 1 Project.

RESOLUTION #051016-02

A RESOLUTION APPROVING PAYMENT APPLICATION NO. 1 AND CHANGE ORDER NO. 1 FOR THE YOUNGSTOWN TRAIL PHASE 1 PROJECT

WHEREAS, the Pleasant Hill City Council has hired Elder Corporation to complete the Youngstown Trail Phase 1 Project; and

WHEREAS, Elder Corporation has submitted the attached Payment Application No. 1 in the amount of $52,348.32 and Change Order No. 1.

THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve payment application number one and change order number one for the project.

ADOPTED this 10th day of May, 2016.

_____

Sara Kurovski, Mayor

ATTEST:

_____

Dena Spooner, City Clerk/Finance Director

ENGINEERS & PLANNERS
SNYDER & ASSOCIATES, INC.
IOWA | MISSOURI | NEBRASKA | SOUTH DAKOTA | WISCONSIN

May 4, 2016

Mr. Ben Champ
City of Pleasant Hill
5160 Maple Drive
Pleasant Hill, IA 50327

RE: PARTIAL PAYMENT APPLICATION NO. 1
CHANGE ORDER NO. 1
YOUNGSTOWN TRAIL, PHASE 1
PROJECT NO. 115.0979

Dear Mr. Champ:

Please find attached Partial Payment Application No. 1 and Change Order No. 1 for the Youngtown Trail, Phase 1 project. This includes work completed between March 17, 2016 and March 31, 2016. The contractor worked on excavation, culverts, and installation of rip rap during this time period.

We recommend payment of $52,348.32 to the contractor, Elder Corporation, for work completed through March 31, 2016. Approximately 30% of the total contract work has been completed. The contractor has until July 31, 2016 to complete the remaining work on this project. Change Order No. 1 in the amount of $5,097.15 includes changing arch pipe to round pipe to save $2,704.00 in material costs. It also includes additional clearing and grubbing and extension of the round pipe to accommodate a realignment of the trail which was necessary to avoid a wet and unstable area.

Please contact me should you have any questions on this pay application or change order. We will be in attendance at the May 9, 2016 council meeting to answer any questions regarding this partial payment or change order.

Sincerely,

SNYDER & ASSOCIATES, INC.

Mindy S Moore

Mindy S. Moore, AICP
Project Planner

Enclosures

CC: Eric Cannon, P.E., Snyder & Associates, Inc.

APPLICATION FOR PARTIAL PAYMENT NO. 1

PROJECT: Youngstown Trail, Phase 1
OWNER: City of Pleasant Hill
CONTRACTOR: Elder Corporation
ADDRESS: 5088 E University Ave.
DATE: May 3, 2016

S&A PROJECT NO.: 115.0979

PAYMENT PERIOD: March 17, 2016
March 31, 2016

1. CONTRACT SUMMARY:

Original Contract Amount:	$189,999.00	CONTRACT PERIOD:	
Net Change by Change Order:	$0.00	Original Contract Date:	March 8, 2016
Contract Amount to Date:	$189,999.00	Contract Completion Date:	July 31, 2016

2. WORK SUMMARY:

Total Work Performed to Date:	$55,103.50
Retainage: 5%	$2,755.18
Total Earned Less Retainage:	$52,348.32
Less Previous Applications for Payment:	$0.00
AMOUNT DUE THIS APPLICATION:	**$52,348.32**

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

(1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Partial Payments.

(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this application for Payment are free and clear of all liens, claims, security interests and encumbrances.

Elder Corporation
CONTRACTOR

By M. Real DATE: 5/4/2016

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By DATE: 5/4/16

5. OWNER'S APPROVAL

City of Pleasant Hill
OWNER

By DATE:

6. DETAILED ESTIMATE OF WORK COMPLETED:

		CONTRACT ITEMS				COMPLETED WORK		
No.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	QUANTITY	CO #	COST
1	CLEARING AND GRUBBING	1	LS	$ 13,000.00	$13,000.00	0.80		$10,400.00
2	TOPSOIL, ON-SITE	942	CY	$ 10.00	$9,420.00	500.00		$5,000.00
3	EXCAVATION, CLASS 10	1157	CY	$ 8.00	$9,256.00	1,157.00		$9,256.00
4	SPECIAL BACKFILL	50	TON	$ 35.00	$1,750.00			$0.00
5	PIPE CULVERT, TRENCHED, RCP, 18 IN. DIA	63	LF	$ 72.00	$4,536.00	63.00		$4,536.00
6	PIPE CULVERT, TRENCHED, ARCH RCP, 18 IN. DIA	28	LF	$ 140.00	$3,920.00			$0.00
7	PIPE CULVERT, TRENCHED, RCP, 24 IN. DIA	66	LF	$ 90.00	$5,940.00	66.00		$5,940.00
8	PIPE APRON, RCP, 18 IN. DIA WITH FOOTING	1	EA	$ 2,100.00	$2,100.00	1.00		$2,100.00
9	PIPE APRON, ARCH RCP, 18 IN. DIA WITH FOOTING AND GUARD	2	EA	$ 2,500.00	$5,000.00			$0.00
10	PIPE APRON, RCP, 24 IN. DIA WITH FOOTING	1	EA	$ 2,500.00	$2,500.00	1.00		$2,500.00
11	INTAKE SW-512, 24 IN.	1	EA	$ 1,700.00	$1,700.00	1.00		$1,700.00
12	MANHOLE SW-401, 60 IN.	1	EA	$ 5,600.00	$5,600.00	1.00		$5,600.00
13	MANHOLE ADJUSTMENT, MINOR	2	EA	$ 1,400.00	$2,800.00	2.00		$2,800.00
14	REMOVAL OF SIDEWALK	36	SY	$ 12.00	$432.00			$0.00
15	SPECIAL SUBGRADE PREPARATION FOR RECREATIONAL TRAIL	2672	SY	$ 3.00	$8,016.00			$0.00
16	RECREATIONAL TRAIL, PCC, 6 IN	2327	SY	$ 30.00	$69,810.00			$0.00
17	DETECTABLE WARNING	48	SF	$ 50.00	$2,400.00			$0.00
18	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	1.30	AC	$ 3,200.00	$4,160.00			$0.00
19	FILTER SOCKS, 12 IN.	408	LF	$ 2.00	$816.00	500.00		$1,000.00
20	FILTER SOCKS, REMOVAL	408	LF	$ 1.00	$408.00			$0.00
21	TEMPORARY RECP, TYPE 2C	1,334	SY	$ 1.00	$1,334.00			$0.00
22	RIP RAP, CLASS E	48	TON	$ 50.00	$2,400.00	47.58		$2,379.00
23	SILT FENCE OR SILT FENCE DITCH CHECK	2,060	LF	$ 2.00	$4,120.00	511.00		$1,022.00
24	SILT FENCE OR SILT FENCE DITCH CHECK, REMOVAL OF DEVICE	2,060	LF	$ 0.25	$515.00			$0.00
25	TURF REINFORCEMENT MAT, TYPE 1	3	SQ	$ 75.00	$225.00			$0.00
26	MOBILIZATION	1	LS	$ 1,741.00	$1,741.00	0.50		$870.50
27	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	4.5	STA	$ 200.00	$900.00			$0.00
28	SIGNING FOR URBAN CROSSING	1	LS	$ 1,000.00	$1,000.00			$0.00
29	LARGE CIT DIRECT. STANDARD SIGN ASSEMBLY & INSTALLATION	1	EA	$ 6,300.00	$6,300.00			$0.00
30	SMALL CIT DIRECT. STANDARD SIGN ASSEMBLY & INSTALLATION	1	EA	$ 5,500.00	$5,500.00			$0.00
31	SMALL CIT DIRECT. STANDARD SIGN ASSEMBLY & DELIVERY	3	EA	$ 3,600.00	$10,800.00			$0.00
32	TRAFFIC CONTROL	1	LS	$ 1,600.00	$1,600.00			$0.00
				ORIGINAL CONTRACT:	$189,999.00			$55,103.50
CHANGE ORDER SUMMARY: (none to date)								
				TOTAL CHANGE ORDERS:	$0.00			$0.00
				TOTAL CONTRACT & CHANGE ORDERS	$189,999.00			$55,103.50

CHANGE ORDER NO. 1

OWNER: City of Pleasant Hill, Iowa

PROJECT: Youngstown Trail, Phase 1
PROJECT #: 115.0979

To: Elder Corporation
Contractor
5088 E. University Ave.
Address
Des Moines, IA 50327
City, State, Zip

You are directed to make the following changes in this contract:

1. **Description of change to be made:**

Additional clearning and grubbing related to equipment rental and disposal fees needed for alignment change.
Change arch pipe culvert and aprons to round pipe culvert and aprons and extend the round pipe.

2. **Reason for Change:**

Additional clearning and grubbing was necessary to realign the trail route to avoid a wet area in the field. Pipe and apron type was changed to save $2,704 in material costs. The pipe was also extended to accommodate the alignment change of the trail.

3. **Settlement for the cost of making the change shall be as follows:**

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
1	Clearing and Grubbing	1	LS	$3,769.15	$3,769.15
5	Pipe culvert, Trenched, RCP, 18" dia.	84	LF	$72.00	$6,048.00
6	Pipe culvert, Trenched, Arch RCP, 18" dia.	-28	LF	$140.00	-$3,920.00
8	Pipe apron, RCP, 18 " dia with footing	2	EA	$2,100.00	$4,200.00
9	Pipe apron, Arch RPC, 18" dia with footing and guard	-2	EA	$2,500.00	-$5,000.00
			TOTAL		$5,097.15

4. **This change order will result in a net change in the contract completion time and a net change in the cost of the project as follows:**

	Contract Amount	Contract Completion Date
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	$189,999.00	July 31, 2016
Change due to this C.O. (+ or -)	$5,097.15	0
Totals including this C.O.:	$195,096.15	July 31, 2016

The change described herein is understood, and the terms of settlement are hereby agreed to:

Elder Corporation
CONTRACTOR
By _____ DATE: 5/4/2016

Snyder & Associates, Inc.
ENGINEER
By _____ DATE: 5/4/16

City of Pleasant Hill
OWNER
By _____ DATE: _____

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AGENDA ITEM: 8a

CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: May 10, 2016

TO: Mayor and City Council

FROM: Donald Sandor, City Manager

SUBJECT: Resolution to approve agreement with Bravo

BACKGROUND:
During the preparation of the FY 17 budget the City Council supported the City of Pleasant Hill joining Bravo with the new fiscal year. The enclosed 28E agreement provides for the City to become a member of Bravo. The financial arrangement is for the City to contribute $15,000 in FY 17, $30,000 in FY 18 and the full 2/7th of the hotel/motel tax starting in FY 19, the standard financial arrangement other member cities have with Bravo if they have a hotel in the city. The agreement also provides for the standard notice for withdrawing from membership of 18 months notice prior to the start of a fiscal year (July 1).

ALTERNATIVES:
Not approving the agreement which would prohibit the City from becoming a member of Bravo.

FINANCIAL CONSIDERATIONS:
$15,000 membership fee for FY 17 which has been included in the budget.

RECOMMENDATION:
Approve resolution.

RESOLUTION #051016-03

A RESOLUTION APPROVING THE 28E AGREEMENT BETWEEN THE CITY OF PLEASANT HILL, IOWA AND BRAVO GREATER DES MOINES, INC.

WHEREAS, the Pleasant Hill City Council desires to become a member of Bravo Greater Des Moines, Inc., and

WHEREAS, the Pleasant Hill City Council has reviewed the attached 28E agreement between the City of Pleasant Hill, Iowa and Bravo Greater Des Moines, Inc;

NOW THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the 28E Agreement Between the City of Pleasant Hill, Iowa and Bravo Greater Des Moines, Inc., hereby made a part of this resolution;

ADOPTED this 10th day of May 2016

_____

Sara Kurovski, Mayor

ATTEST:

_____

Dena Spooner, City Clerk/Finance Director

AGREEMENT BETWEEN THE CITY OF PLEASANT HILL AND BRAVO GREATER DES MOINES, INC.

This Agreement is made and entered into on this _____ day of _____, 2016, (the "Execution Date") by and between the City of Pleasant Hill and Bravo Greater Des Moines, Inc. ("Bravo") an Iowa not-for-profit corporation, pursuant to the provisions of Chapter 28E, Code of Iowa. The Agreement shall be effective with respect to Commitments beginning July 1, 2017 (the "Effective Date").

That inasmuch as Bravo is organized for the purpose of assisting the cultural community of Polk County and contiguous counties (the "Greater Des Moines Area") in providing an enriched quality of life by increasing cultural awareness, advocacy, and funding, as well as by fostering collaboration among cultural organizations.

That the City of Pleasant Hill has as a goal the unification and coordination of monies for the use and benefit of the cultural community and specifically the cultural organizations eligible for funding by Bravo. The City of Pleasant Hill is committed to the reasonable stewardship of monies for arts and cultural purposes.

That the City of Pleasant Hill and Bravo agree as follows:

I. DEFINITIONS

(1) "Hotel/Motel Tax" means a tax imposed in accordance with Chapter 423A of the Code of Iowa, or similar successor provisions.

(2) "Hotel/Motel Tax Revenues" means the funds remitted to the City of Pleasant Hill by the Treasurer of the State of Iowa from the local Transient Guest Tax Fund in accordance with provisions of Chapter 423A of the Code of Iowa, and the rules promulgated by the Director of the Iowa Department of Revenue thereunder, or similar successor provisions, representing the proceeds collected by the State of Iowa from the Hotel//Motel Tax imposed by the City of Pleasant Hill.

II. PRE-CONDITIONS TO OBLIGATIONS OF THE CITY OF PLEASANT HILL. The parties understand and intend that the City of Pleasant Hill obligation to make the payments hereunder shall be limited to the amounts set forth in Section III(1) of this Agreement and shall not constitute a legal indebtedness of the City of Pleasant Hill within the meaning of any applicable constitutional or statutory debt limitation. In the event that any of the provisions of this Agreement are determined by a court of competent jurisdiction to create, or result in the creation of, such a legal indebtedness of the City of Pleasant Hill, the enforcement of the payment provisions of this Agreement shall be suspended and the Agreement shall at all times be construed and applied in such a manner as will preserve the foregoing intent of the parties.

III. COVENANT FROM CITY OF PLEASANT HILL

(1) The City of Pleasant Hill does hereby agree to pay Bravo for the promotion of arts and cultural activities in the Greater Des Moines Area (a) for fiscal years 2017 and 2018 the amounts shown in the chart below and (b) for fiscal year 2019 and all subsequent fiscal years for the entire term of this Agreement, the City of Pleasant Hill agrees to pay to Bravo the greater of (i) 2/7th of its Hotel/Motel Tax Revenues attributable to periods after June 30, 2018 or (ii) $10,000.00 per year (the "Commitment") to be distributed and expended by Bravo in the manner set forth in this Agreement and the bylaws of Bravo. The Commitment shall be made according to the following schedule and formula:

Year	Flat Amount
FY2017	$15,000.00
FY2018	$30,000.00

(2) The City of Pleasant Hill shall take all action necessary to implement disbursement of the Commitment. Payment of the Commitment to Bravo shall be made in quarterly installments, paid no later than 30 days following the date on which the City receives the quarterly remittance of Hotel/Motel Tax Revenues for the prior fiscal quarter, taking into account any reductions for such quarter as provided in paragraph (1) above.

(3) If Chapter 423A of the Code of Iowa is amended to permit and the City of Pleasant Hill subsequently imposes a Hotel/Motel Tax in excess of 7%, the Commitment shall be limited to 2/7th of Hotel/Motel Tax Revenues derived from the initial 7% of tax.

IV. PURPOSE

The purpose of this Agreement is to facilitate and support the cultural community of the Greater Des Moines Area in providing an enriched quality of life by increasing cultural awareness, advocacy and funding as well as by fostering collaboration among cultural organizations and increasing stability of Bravo in carrying out its goals for the benefit of the Greater Des Moines Area. This Agreement is not intended to establish a separate legal entity.

V. ACCOUNTING OF BENEFITS

(1) Bravo shall administer the undertakings between the City of Pleasant Hill and Bravo as described herein, and Bravo shall acquire, hold and disburse its assets, including the Commitment, in accordance with the purpose and terms stated herein and the governing documents of Bravo. Upon request, Bravo shall provide to the City of Pleasant Hill copies of the governing documents,

including applicable bylaws and policy guidelines. The City of Pleasant Hill hereby appoints its City Administrator to administer this Agreement with Bravo, and Bravo hereby appoints its President to administer this Agreement with the City of Pleasant Hill. Bravo shall post on its website notice of the time, location and agenda for its board meetings and shall provide minutes of action taken via email to the City Manager or its designee.

(2) The City of Pleasant Hill and Bravo acknowledge that the communities within the Greater Des Moines Area that make payment commitments to Bravo (Polk County and the described communities are together the "Participating Communities") and not-for-profit cultural organizations within such Participating Communities may, as part of a cultural improvements capital campaign, apply for grant funding. Bravo shall establish a separate fund to provide matching funds to support the capital campaigns of not-for-profit cultural organizations within such Participating Communities (the "Fund"). Bravo shall allocate a portion of the aggregate of the Commitment payments by the City of Pleasant Hill and contributions by other Participating Communities so there is a balance of between $150,000 and $450,000 in the Fund at the commencement of each fiscal year. In order to increase the amount of funding available for cultural improvement campaigns, Bravo shall allocate an additional $150,000 to the Fund each fiscal year provided that the Fund does not exceed an end of fiscal year balance of $450,000. For a not-for-profit cultural organization to be eligible to receive a disbursement from the Fund, the not-for-profit cultural organization must make a presentation regarding its capital campaign to Bravo before the not-for-profit cultural organization approaches any of the Participating Communities for a contribution. Bravo, in its reasonable discretion shall make determinations on Fund disbursements for proposed cultural capital campaigns within the Participating Communities in such manner that will enhance the competitiveness of the grant funding applications and further the purpose of this Agreement. The City of Pleasant Hill and Bravo acknowledge that any matching funds provided by Bravo for a not-for-profit cultural organization's capital campaign shall not be intended or construed as the sole or exclusive capital funding source to be provided by Participating Communities for such project.

(3) Bravo shall present to the City Administrator of the City of Pleasant Hill no later than 30 days after Bravo's Board of Directors approves Bravo's audited fiscal year financial statements, a full accounting of Bravo's revenues, disbursements and operations for such year in a form reasonably acceptable to the City ("Financial Statements"). The Financial Statements will include the annual salaries paid to officers and employees of Bravo and a summary of the disbursement awards made by Bravo during the fiscal year, including for each recipient of an award the amount awarded and a brief description of the approved uses for the award. Upon request, Bravo shall provide the City of Pleasant Hill with copies of recipient funding agreements. The fiscal year of Bravo ends each June 30.

(4) The Financial Statements shall be prepared by Bravo and certified by an independent auditor selected by Bravo.

VI. OPERATIONS AND FINANCES

Bravo shall prepare and submit to the Pleasant Hill City Council prior to the commencement of each of Bravo's fiscal years a distribution plan for the Commitment payments from the City of Pleasant Hill and contributions by the other Participating Communities (the "Plan"). The Plan for the 2016-2017 fiscal year shall be submitted to the Pleasant Hill City Council prior to the Effective Date. All expenditures of public funds by Bravo shall be made pursuant to the Plan. Notwithstanding anything in this Agreement to the contrary, Bravo may, once each fiscal year, submit a revised Plan to the Pleasant Hill City Council and the governing bodies of the other Participating Communities to reallocate up to ten percent (10%) of the Commitment payments from the City of Pleasant Hill and contributions by the other Participating Communities for the fiscal year.

VII. DURATION AND TERMINATION

(1) This Agreement shall continue in effect from the Effective Date until terminated in accordance with the terms of this Article VII.

(2) This Agreement may be terminated by either party as provided in this paragraph. Any such termination may be accomplished only by delivery of notice to the other party not later than January 1 of any given year after the year ending December 31, 2017 and shall be effective on July 1 occurring eighteen (18) months after the January 1 following the giving of the required notice.

(3) In the event that another Participating Community submits notice to Bravo to terminate its payment commitment agreement with Bravo, Bravo shall provide a copy of such notice to the City of Pleasant Hill. The City of Pleasant Hill may then deliver to Bravo notice to terminate this Agreement with an effective date that coincides with the termination date applicable to the terminating Participating Community. Such notice to terminate shall become invalid if the terminating Participating Community withdraws or otherwise revokes its termination notice prior to the effective date.

(4) Notwithstanding paragraphs (2) or (3) above, in the event that any part of the Commitment is disbursed or expended by Bravo in violation of the terms of this Agreement, the City may deliver to Bravo a notice to cure or remedy such default or breach within sixty (60) days and if such default or breach is not remedied within such cure period, this Agreement shall promptly terminate.

(5) This Agreement shall terminate if Chapter 423A of the Code of Iowa is either: (a) repealed or amended to remove the authority of the City of Pleasant Hill to collect the Hotel/Motel Tax at a rate of at least 7% or (b) so modified that the purpose of the Agreement can no longer be carried out. If the Agreement terminates

pursuant to the previous sentence, the termination date shall be the June 30 coinciding with or next following the effective date of the statutory change that causes the termination.

(5) This Agreement shall terminate if an alternative, reliable funding source is secured for Bravo that provides funding to Bravo, in the reasonable determination of the Bravo board of directors, that is comparable in amount to the annual funding streams Bravo has secured in the aggregate through 28E agreements with the cities, counties and municipalities of the Greater Des Moines Area (for example, if Chapter 423A of the Code of Iowa were amended to increase the Hotel/Motel tax and to direct a portion of the increase to Bravo in an amount comparable to the annual funding streams expected from 28E agreements already in place). If a reliable alternative funding source is secured for Bravo, which partially replaces the funds provided by the City of Pleasant Hill to Bravo, the amount of annual funding provided to Bravo pursuant to this Agreement shall be reduced proportionately in such amount as the parties may reasonably determine. If the Agreement terminates pursuant to this paragraph, the termination date shall be the June 30 coinciding with or next following the effective date of the alternative funding source that causes the termination.

(6) Any notice or demand required or desired to be given hereunder shall be in writing and deemed given when personally delivered or when deposited in the United States mail, postage prepaid, sent certified or registered, and addressed as follows:

If to the City of Pleasant Hill, to:
City of Pleasant Hill
5160 Maple Drive, Suite A
Pleasant Hill, IA 50327
Attention: City Administrator

If to Bravo, to:
Bravo Greater Des Moines, Inc.
1011 Locust, Suite 309
Des Moines, IA 50309
Attn: Executive Director

With a copy to:
Bravo Greater Des Moines, Inc.
Kathleen K. Law
Nyemaster Goode, P.C.
700 Walnut Street, Suite 1600
Des Moines, Iowa 50309

or to such other address or person as hereafter shall be designated in writing by the applicable party.

VIII. AMENDMENT OF AGREEMENT

Any amendment to this Agreement shall be made in writing upon agreement of the City of Pleasant Hill and Bravo and after appropriate discussion and public dialogue, and such amendment has been approved by resolution of the Pleasant Hill City Council.

IX. MISCELLANEOUS

(1) This Agreement has been made and entered into solely for the benefit of the goals and objectives of the City of Pleasant Hill and Bravo as expressly provided herein and is not intended to create any rights in any other person.

(2) Notwithstanding anything in this Agreement to the contrary, any liabilities, debts, or other obligations experienced by Bravo as a corporation/body or its members shall not be the responsibility of the City of Pleasant Hill.

(3) While this Agreement is in effect, the City of Pleasant Hill shall have the right to designate one person to serve on the Board of Directors of Bravo.

(4) It is the intention and expectation of Bravo and the City of Pleasant Hill that no organization that receives funding from Bravo during the term of this Agreement will approach the City of Pleasant Hill for additional operational funding during the term of this Agreement. This expectation does not apply to: (1) any member of Bravo that is owned, managed or operated by the City of Pleasant Hill or a political subdivision of the City; or (2) capital campaigns.

(5) Each of the City of Pleasant Hill and Bravo shall pay its own costs incurred to negotiate, amend, abide by or terminate this Agreement.

(6) After execution by the parties, this Agreement shall be filed with the Iowa Secretary of State in an electronic format in accordance with the provisions of Iowa Code § 28E.8.

BRAVO GREATER DES MOINES, INC.

By: _____
Michelle Book, President

CITY OF PLEASANT HILL

By: _____
Sara Kurovski, Mayor

Attest:_____
Dena Spooner, City Clerk

STATE OF IOWA, COUNTY OF POLK)SS:

On this ____ day of _____, 2016, before me a Notary Public in and for said County, personally appeared Sara Kurovski and Dena Spooner to me personally known, who being duly sworn, did say that they are the Mayor and City Clerk, respectively of the City of Pleasant Hill, Iowa, a Municipal Corporation, created and existing under the laws of the State of Iowa, and that the seal affixed to the foregoing instrument, if any, is the seal of said Municipal Corporation, and that said instrument was signed and sealed on behalf of said Municipal Corporation by authority and resolution of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said Municipal Corporation by it voluntarily executed.

_____
Signature of Notary Public

STAMP

_____
Printed Name of Notary Public

STATE OF IOWA, COUNTY OF POLK) SS:

This record was acknowledged before me this _____, 2016 by Michelle Book as President of Bravo Greater Des Moines, Inc.

_____
Signature of Notary Public

STAMP

_____
Printed Name of Notary Public

5016663

grow. play. live.

pleasant hill

AGENDA ITEM: 8b

CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: MAY 10, 2016

TO: MAYOR & CITY COUNCIL

FROM: GARY PATTERSON
PUBLIC WORKS DIRECTOR

SUBJECT: ORDINANCE 804
AMENDMENTS TO CHAPTER 115 CEMETERY

BACKGROUND:
The City of Pleasant Hill staff worked with the Cemetery Committee on updating the Cemetery Ordinance to include the columbarium niches and ensure proper oversight of the community's Cemetery. As part of updating this ordinance, the Cemetery Committee and city staff reviewed Chapter 115 to identify if any additional updates were needed to ensure uniformity. Following review of the ordinance and discussion with the Cemetery Committee, it has been determined updates to this chapter were needed not only in regards to the columbarium but also throughout the ordinance. There are two additional changes proposed in the ordinance for the third reading that were not part of the second reading.

Enclosed in the agenda packet is information outlining a plan of action for managing compliance of the cemetery decorations and plantings guidelines.

ALTERNATIVES:
Not approve the third reading of the ordinance. However, some of the niches in the columbarium have already been sold.

FINANCIAL CONSIDERATIONS:
As part of this chapter, a schedule of fees is to be adopted by resolution in a table outside of the Ordinance. The Cemetery and Columbarium Schedule of Fees will be presented at this Council meeting following the third reading.

RECOMMENDATION:
Consider approval of the third reading of an ordinance amending Chapter 115 Cemetery.

ORDINANCE NO. 804

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF PLEASANT HILL, IOWA BY AMENDING CHAPTER 115 CEMETERY

BE IT ENACTED by the City Council of Pleasant Hill, Iowa:

Section 1: The Code of Ordinances for the City of Pleasant Hill, Iowa is hereby amended to replace the existing **Chapter 115, CEMETERY** with the following new **Chapter 115, CEMETERY** as follows:

Pleasant Hill, IA Code of Ordinances

CHAPTER 115
CEMETERY

115.01 MUNICIPAL CEMETERY ESTABLISHED.
Oakwood Cemetery, as now constituted or hereafter enlarged or changed, is a municipal cemetery under the provisions of Sections 566.14 to 566.18 of the Code of Iowa, together with City responsibility for its care and operation.

115.02 SUPERINTENDENT.
Public Works Director is the cemetery superintendent and operates the cemetery in accordance with the rules and regulations thereof. The Public Works Director may designate individuals to perform and supervise duties in interment and maintenance procedures. Additional help may be retained or employed for care and maintenance of the cemetery and for the opening of graves.
(Ord. 651 – May 06 Supp.)

115.03 PURCHASE OF CEMETERY SPACES/NICHE(S) RIGHTS.
Persons desiring to purchase a cemetery space/niche in the cemetery are referred to the Clerk's office. The Clerk's office will have available suitable maps showing size and price of cemetery spaces/niches, and such other information as may be required, and will be pleased to render assistance to those desiring to make cemetery space/niche rights purchases. Upon having made a cemetery space/niche selection, the Superintendent will issue a cemetery space/niche order directly to the City Clerk's Office or to the prospective purchaser, who will present such order at the Office of the City Clerk in the City Hall where the cemetery space/niche rights purchase will be made and a certificate of interment rights issued upon full payment of the cemetery space/niche price.

115.04 RIGHTS OF INTERMENT CERTIFICATE HOLDER(S)

1. Definition. Certificate of interment rights shall be construed to mean the right to use a cemetery space/niche or part of a cemetery space/niche, as purchased from the City for a consideration, for burial purposes only and the Purchaser's rights are limited by and subject to the Cemetery's rules and regulations as now existing or as amended in the future.

2. Issuance of Certificate of Interment Rights. Upon full payment of the purchase price of a cemetery space/niche, the City will issue a cemetery certificate of interment rights, under its seal, and the certificate of interment rights will be kept in the records of the City as evidence of rights of the cemetery space/niche. It shall be the duty of the office of the City Clerk to record the cemetery certificate of interment rights with the Polk County Recorder's Office, and the City Clerk will charge a fee per the fee schedule to cover the costs of filing the certificate of interment rights. Certificate of interment rights holders can transfer rights in part or all to another person(s). A filing fee will be applied and a new certificate of interment rights will be issued to desired person(s). The certificate of interment rights may be signed by either the Mayor or Mayor Pro Tem and the City Clerk or Deputy City Clerk, and they shall make and execute certificate of interment rights for burial cemetery spaces/niches in Oakwood Cemetery and all additions thereto and any other cemeteries platted or belonging to the City.
(Ord. 651 – May 06 Supp.)

3. Purchaser of Cemetery space/niche; Request for Burials. If the purchaser of a cemetery space/niche abandons said cemetery space/niche, it shall revert to the City under the provisions of the Code of Iowa. The City shall have the right to assume at all times that the cemetery space/niche purchaser acquired such cemetery space/niche for the interment of self and/or members of the purchaser's family. Unless otherwise directed in writing and filed with the Clerk by the purchaser, devisees, or heirs, the cemetery will permit the interment of members of the purchaser's family at the request of any interested person upon proof of eligibility for burial, as follows:

A. The surviving spouse of the cemetery space/niche owner shall have the first right to interment or to direct the right of interment.

B. When there is no surviving spouse, the devisees or heirs of the owners may, by agreement in writing, determine who among them shall have the right of interment or direction for interment, which agreement shall be filed with the Clerk.

C. In the event the owner, devisees or heirs shall not have arranged for future interments, then the devisees or the heirs, as the case may be, of such owner, shall have the right of interment in the order of their needs.

4. All cemetery spaces/niches are exempt from taxation and cannot be seized for debt, nor can they be mortgaged. All burial rights for cemetery spaces/niches purchased from the City are to be used only by .Purchaser(s) or co-purchaser(s) of cemetery spaces/niches Certificate of Interment Rights at the Clerk's Office in Pleasant Hill City Hall. In case of the death of a cemetery space/niche Purchaser, when the cemetery space/niche is disposed of by a will, a Certified copy of the will must be delivered to the Clerk before the City will recognize a transfer of purchase rights. If the deceased cemetery space/niche purchaser left no will, satisfactory proof of descent must be presented. Cemetery space/niche purchasers, in making their wills, should include the cemetery spaces/niches and will it to a future rights holder.

5. Use of Cemetery space(s)/niche(s) is for Burial Purposes Only. The certificate to a cemetery space/niche vests in the purchaser the right to use such cemetery space/niche for burial purposes only in accordance with the cemetery rules and regulations.

6. Resale or Transfer. Cemetery space/niche owners may not resell their cemetery space/niche or parts of cemetery spaces/niches to anyone. Cemetery space/niche owner(s) desiring to dispose of cemetery space(s)/niche(s) or parts of cemetery space(s)/niche(s) may receive a refund of the original purchase price of the cemetery space(s)/niche(s), upon the surrender of the original certificate of interment rights, along with a letter requesting the refund and identifying the returned cemetery space(s)/niche(s). Alternatively, a transfer may be made upon the return of the original certificate of interment rights and along with a notarized statement from the owner of the cemetery space(s)/niche(s) (or from all the surviving heirs if the owner is deceased). Upon satisfactory transfer, the City will then issue a new certificate of interment rights to the new cemetery space/niche owner.
(Ord. 651 – May 06 Supp.)

115.05 MAINTENANCE OPERATIONS AND PRIVILEGES.
1. Each cemetery space/niche in the cemetery will, prior to its sale, be suitably marked by the City.

2. The City reserves the right for its workers and those persons necessary to the performance of normal cemetery operations to enter upon or cross over any cemetery space in the cemetery in the performance of such duties.

3. The City, it's employees, representatives, officers and agency or subdivision of the City, or any person who performs services for the community without compensation or a City approved maintenance company, assumes no liability for any damages in the performance of its normal operation or in the exercise of new care unless otherwise stated under Iowa Code 523(i) and not otherwise exempt pursuant to Iowa Code Chapter 670.

4. The City reserves the right to furnish, supply, and/or sell to its patrons such items as may be normally used within the cemetery, such as flush floral receptacles.

5. The City reserves the right to alter, change, or close alleys, roadways, water mains, and other physical properties of the cemetery.

115.06 RULES FOR VISITORS.
1. The cemetery will be open to visitors at all times between the hours of 7:30 a.m. and one-half hour after sunset. Permission to enter the cemetery at any other time must be obtained from the Superintendent or the Police Department.

2. Children under fourteen (14) years of age are admitted only when accompanied by parents or guardian.

3. No picnicking, parties or uses other than normal intended use.

4. Dogs or other pets are not allowed in the cemetery.

5. Firearms are allowed in the cemetery only at military and law enforcement funerals.

6. Visitors are required to use the walks and drives to the extent possible and shall not trespass on cemetery spaces, pick any flowers (either wild or cultivated), injure any shrubs, trees or plants, or mar or deface any monument, stone or structure in the cemetery.

115.07 INTERMENTS.

1. Interments are not made on Sundays except by order of the Board of Health.

2. All interments shall be made in a permanent type outer container.

3. All graves shall be dug under the direction of the Superintendent. Depth of graves shall conform to the laws and regulations of the State. The minimum depth will be five and one-half (5½) feet.

4. The opening and closing will be done at a current rate set by the City's fee schedule per resolution. Said charge shall be paid in advance of interment by the person authorizing the opening, unless said charge is assumed by the funeral home in charge, and shall include opening of the grave, removal of excess material, refilling, and seeding or placing sod.

5. The cemetery space purchaser or funeral home shall designate the location of the burial place on the cemetery space/niche to the Superintendent and any change of location made by the purchaser after the opening of the grave/niche has begun, shall be at the expense of the cemetery space/niche purchaser.

6. When definite information for locating a burial place is not available in ample time for preparation to meet the time requested for interment, the Superintendent will exercise his or her best judgment in making a location in order that the requested time for interment may be met. The City assumes no responsibility for any error in such location and an additional charge will be made for any change requested.

7. The Superintendent shall be given forty-eight (48) hours' notice for the opening and preparation of a burial place prior to interment.

8. When several burials occur in a one or two day period, the Superintendent shall schedule them in as prompt and efficient a manner as possible, working in close cooperation with the funeral homes.

9. No interment of anybody other than that of a human being is permitted. The interment of two bodies in one grave is not allowed, except as follows:

A. A parent and infant;
B. Twin children;
C. Two children buried at the same time;
D. Two cremation burials.

10. The Superintendent, or an assistant, may attend an interment to ensure that the rules, regulations, and strict proprieties of the cemetery are observed.

11. As soon as flowers, wreaths, emblems, etc., used at funerals, or placed on graves at other times, become unsightly and faded, they will be removed, and no responsibility for their protection or maintenance is assumed.

115.08 DISINTERMENT.
Removal of bodies/cremains from graves/columbarium in the cemetery shall be made only by the City in accordance with the requirements of the statutes of the State and the rules, regulations and other directives promulgated under the laws of the State. Charges set by the City for removal will be payable in advance. Cemetery space purchasers, or their heirs, desiring burial places opened shall secure the necessary disinterment permit from the State and deliver same to the Superintendent.

115.09 MONUMENTS.
1. Grave markers will be set according to regulations specified by the City by resolution. For large monuments, the City reserves the right to require the construction of a foundation of such material, size, and design as will provide ample insurance against possible settlement or injury to the stone work. The top of the concrete foundation will be constructed approximately one inch below the base of the stone work so as to permit the monument or marker to be set in a bed of cement mortar evenly covering the concrete base.

2. The settling of monuments, stones, and markers and the transportation of all tools, materials, etc., within the cemetery grounds, shall be subject to the supervision and control of the Superintendent. Heavy trucking is not permitted within the cemetery when, in the opinion of the ~~foreman~~ superintendent, such work might cause damage to the driveways. Special permission shall be obtained on all work. All cleanup and removal of trash is to be completed immediately.

3. Stone or monumental work is not permitted on a cemetery space/niche until the cemetery space/niche is fully paid for, and the City reserves the right to refuse permission to erect any monumental work not in keeping with the good appearance of the grounds.

4. Stone work or monumental work, once placed on its foundations, shall not be removed, except by permission of the Superintendent.

5. Footstone – A stone placed at the foot of a grave or it may be affixed to the back of the headstone.

115.10 PLANTINGS AND DECORATIONS.
1. To sustain the natural beauty of the cemetery the placement of plantings artificial flowers, and decorations shall be limited. Respecting the rights of neighboring lot owners who desire the same.

2. All plantings and decorations must be properly placed and maintained according to the conditions below. Items not conforming to these conditions may be removed and discarded by the superintendent or person(s) assigned without notice.

3. The Placement Zone is the space where plantings, artificial flowers, and/or decorations are permitted.

The ~~Headstone~~ Placement Zone for Headstone plantings is limited to one (1) foot in front of the monument.~~the two (2) by four (4) foot area at the head of the grave space.~~

The ~~Columbarium~~ Placement Zone for Columbariums is limited to the attached vases.

Footstones shall not have Placement Zones.

4. Items permitted anywhere in the Placement Zone are:

Small upright annuals and bulbs.
Floral arrangements.

5. Items permitted to the side(s) of the memorial are:

Annuals and Perennials (Prohibited plants are ornamental grasses, iris, daylily, trees, shrubs, roses and vines.)
No more than two potted plants.
No more than one Shepherd hook with flower basket, placed as close as possible to the side of the memorial with the hook over the memorial and not exceeding five (5) feet in height. Attachment of any other item to the hook is not permitted.

6. All other decorations must fit on and be secured to the memorial. Items propped up, leaning against the memorial, or placed on the footing is not permitted.

7. Floral arrangements and plantings that are faded, dead, and surrounded by weeds and tall grass will be removed.

8. Grave blankets are permitted between November 15 and March 1.

9. Prohibited items:

During routine maintenance operations the superintendent or person(s) assigned are permitted without notice to remove any prohibited items or anything of similar nature to the following:

Items placed on surrounding trees and shrubs
Standing easels (except those supporting wreaths or floral arrangements.)
Staked items, iron gates and posts
Glass, ceramic and china
Battery operated items
Solar operated lights
Candles
Wildlife houses and feeders
Balloons, banners, pinwheels, wind chimes, windmills
Chairs, pet urns, enclosed boxes
Plastic, steal, wooden and concrete signs (other than temporary markers).
Landscaping materials included but not limited to edging, fencing, fabric, gravel, rock, stepping stone, boulders or brick.
~~(No hedges, fences, or enclosures of any kind will be permitted on or around lots, effective March 30, 2006. Those in place prior to this date may remain as long as they do not impede maintenance.)~~
~~*(Ord. 651 – May 06 Supp.)*~~

10. Cleanup periods:

Cleanup periods are for the removal of ALL artificial floral arrangements and associated hardware such as vases, saddles, easels, baskets, etc from the Placement Zone, including the arrangements on the memorial.
Scheduled cleanup dates are:

April 1 to 15
June 15 to July 1
August 1 to 15

November 1 to 15

11. American Flag etiquette rules:

The use of any flag or flag holder on a lot is permitted only for the Memorial Day Holiday.
Smaller American flags are permitted on individual graves from Memorial Day through Flag Day and on Veterans Day.
Veterans Day flags may be place three days prior to the holiday and remain one week after the holiday.
All flags must be presentable and will be removed and disposed of according to established flag etiquette.
American flags and flag holders shall be placed in the front and center of the monument (or the veteran's side if the monument includes a spouse).

12. The superintendent or person(s) assigned may authorize without notice the removal of any item(s) in violation of the ordinance. The City, or its employees, assumes no liability for damages, actual or mental anguish, in the performance of its normal operations, or loss by vandalism or other acts beyond its reasonable control.

115.11 FEES, CHARGES AND PAYMENTS.
The payment of all fees and charges are payable in advance and shall be made at the Office of the City Clerk in Pleasant Hill at Pleasant Hill City Hall, where receipts will be issued for all amounts paid. The fees and charges will be outlined in the Oakwood Cemetery and Columbarium Fee Schedule.
(Ord. 760 - Jan. 13 Supp.)

115.12 PERPETUAL CARE.
The perpetual care fee is placed in a separate fund known as the Oakwood Cemetery Perpetual Care Fund and cannot be used or spent except by order of the Iowa District Court in and for Polk County; however, the income there from shall be used for the care and maintenance of the Oakwood Cemetery.

115.13 GIFTS, DONATIONS AND ENDOWMENTS.
The City may accept gifts, donations and endowments for the Oakwood Cemetery and such gifts, donations and endowments shall be added to the Oakwood Cemetery Perpetual Care Fund unless the donor specifies otherwise.

115.14 ADMINISTRATOR OF FUND.
The Council is the administrator of the Oakwood Cemetery Perpetual Care Fund.

115.15 CEMETERY COMMITTEE.
A Cemetery Committee consisting of five members is hereby created. The members of the Committee shall be appointed by the Mayor and shall serve four-year, staggered terms. The Committee shall serve as an advisory group to the Superintendent.
(Ord. 675 – Jan. 07 Supp.)

NOW, THEREFORE, be it ordained by the Pleasant Hill City Council, City of Pleasant Hill, Iowa that the Pleasant Hill Code of Ordinances be amended to remove the existing Chapter 115 in its entirety and replace with the aforementioned new Chapter 115.

FURTHER, this ordinance shall be in effect upon its final passage, approval, and publication as provided by law.

PASSED AND APPROVED by the City Council of the City of Pleasant Hill, Iowa on this _____ day of _____, 2016.

_____

Sara Kurovski, Mayor

ATTEST:

_____

Dena Spooner, City Clerk/Finance Director

Cemetery Plantings and Decorations Ordinance (115.10)

General practices for managing non-compliant decorations and plantings.

1. New signs (Figure 1) will be placed at the four entrances into the cemetery.
2. As time permits city staff will place Notices Sign (Figure 2) next to memorials of the non-compliant site.
3. City staff will respond to questions and provide a copy of the Grave Site Planting and Decorating Guidelines (Figure 3).
4. Copies of the Cemetery Ordinance Section 115.10 (Figure 4) would be available as requested.
5. Items would not be removed by staff until November 1, 2016 cleanup period.
6. After January, 2017 non-compliant items are subject to removal at anytime.

Cemetery Plantings and Decorations Ordinance (115.10)

Figure 1

Oakwood Cemetery

City of Pleasant Hill

Hours: 7:30am to one half hour past sunset

Visitor Regulations

- Children under fourteen (14) years of age are admitted only when accompanied by parents or guardian.
- No picnicking, parties or uses other than normal intended use.
- Dogs or other pets are not allowed in the cemetery.
- Firearms are allowed in the cemetery only at military and law enforcement funerals.
- Visitors are required to use the walks and drives to the extent possible and shall not trespass on cemetery spaces, pick any flowers (either wild or cultivated), injure any shrubs, trees or plants, or mar or deface any monument, stone or structure in the cemetery.

Clean Up Periods: For the removal of **ALL ARTIFICIAL FLORAL ARRANGEMENTS,** including on the memorial

- April 1 to 15
- June 15 to July 1
- August 1 to 15
- November 1 to 15

Prohibited items are subject to removal at anytime without notice. For more information contact The City of Pleasant Hill. (515-262-9368) (www.pleasanthilliowa.org)

Cemetery Plantings and Decorations Ordinance (115.10)

Figure 2

Notice

Please contact us regarding a plantings and decorations at this space.

Thank You.

The City of Pleasant Hill

515-262-9368

Cemetery@pleasanthilliowa.com

Cemetery Plantings and Decorations Ordinance (115.10)

Figure 3:

Grave Site Planting and Decorating Guidelines

To sustain the natural beauty of the cemetery the placement of plantings artificial flowers, and decorations shall be limited thusly respecting the rights of neighboring lot owners who desire the same. All plantings and decorations must be properly placed and maintained according to the conditions below. Items not conforming to these conditions may be removed and discarded by the superintendent or person(s) assigned without notice.

- Items permitted within one (1) foot in front of the memorial and on the sides of the memorial are:
  - Small upright annuals
  - Bulbs
  - Floral arrangements
- Items permitted to the sides of memorials are:
  - Perennials (Except for ornamental grasses, iris, daylily, trees, shrubs, roses and vines.)
  - No more than two (2) potted plants
  - No more than one (1) shepherd hook with flower basket.
- Floral arrangements and plantings that are faded, dead, and surrounded by weeds and tall grass are subject to removal without notice.
- All other decorations must fit on and be secured to the headstone.
- Prohibited items: During routine maintenance operations the superintendent or person(s) assigned are permitted without notice to remove any of the following prohibited items or anything of similar nature to the following:
  - Items placed on surrounding trees and shrubs
  - Standing easels (except those supporting wreaths or floral arrangements.)
  - Staked items, iron gates and posts
  - Glass, ceramic and china
  - Battery operated items
  - Solar operated lights
  - Candles
  - Wildlife houses and feeders
  - Balloons, banners, pinwheels, wind chimes, windmills
  - Chairs, pet urns, enclosed boxes
  - Plastic, steal, wooden and concrete signs (other than temporary markers).
  - Landscaping materials included but not limited to edging, fencing, fabric, gravel, rock, stepping stone, boulders or brick.
- New burials items will remain at the gravesite for 2 weeks.

For more information contact The City of Pleasant Hill. (515-262-9368) (www.pleasanthilliowa.org)

Cemetery Plantings and Decorations Ordinance (115.10)

Figure 4

Cemetery Ordinance Chapter 115.10:
Plantings and Decorations

1. To sustain the natural beauty of the cemetery the placement of plantings artificial flowers, and decorations shall be limited. Respecting the rights of neighboring lot owners who desire the same.
2. All plantings and decorations must be properly placed and maintained according to the conditions below. Items not conforming to these conditions may be removed and discarded by the superintendent or person(s) assigned without notice.
3. The Placement Zone is the space where plantings, artificial flowers, and/or decorations are permitted.
    a. The Placement Zone for Headstone plantings is limited to one (1) foot in front of the monument.
    b. The Placement Zone for Columbariums is limited to the attached vases.
    c. Footstones shall not have Placement Zones.
4. Items permitted anywhere in the Placement Zone are:
    a. Small upright annuals and bulbs.
    b. Floral arrangements.
5. Items permitted to the side(s) of the memorial are:
    a. Annuals and Perennials (Prohibited plants are ornamental grasses, iris, daylily, trees, shrubs, roses and vines.)
    b. No more than two potted plants.
    c. No more than one Shepherd hook with flower basket, placed as close as possible to the side of the memorial with the hook over the memorial and not exceeding five (5) feet in height. Attachment of any other item to the hook is not permitted.
6. All other decorations must fit on and be secured to the memorial. Items propped up, leaning against the memorial, or placed on the footing is not permitted.
7. Floral arrangements and plantings that are faded, dead, and surrounded by weeds and tall grass will be removed.
8. Grave blankets are permitted between November 15 and March 1.
9. Prohibited items:
   During routine maintenance operations the superintendent or person(s) assigned are permitted without notice to remove any prohibited items or anything of similar nature to the following:
    a. Items placed on surrounding trees and shrubs
    b. Standing easels (except those supporting wreaths or floral arrangements.)
    c. Staked items, iron gates and posts
    d. Glass, ceramic and china
    e. Battery operated items
    f. Solar operated lights
    g. Candles
    h. Wildlife houses and feeders
    i. Balloons, banners, pinwheels, wind chimes, windmills

Cemetery Plantings and Decorations Ordinance (115.10)

j. Chairs, pet urns, enclosed boxes
k. Plastic, steal, wooden and concrete signs (other than temporary markers).
l. Landscaping materials included but not limited to edging, fencing, fabric, gravel, rock, stepping stone, boulders or brick.

10. Cleanup periods:
    a. Cleanup periods are for the removal of ALL artificial floral arrangements and associated hardware such as vases, saddles, easels, baskets, etc from the Placement Zone, including the arrangements on the memorial.
    b. Scheduled cleanup dates are:
        i. April 1 to 15
        ii. June 15 to July 1
        iii. August 1 to 15
        iv. November 1 to 15
11. American Flag etiquette rules:
    a. The use of any flag or flag holder on a lot is permitted only for the Memorial Day Holiday.
    b. Smaller American flags are permitted on individual graves from Memorial Day through Flag Day and on Veterans Day.
    c. Veterans Day flags may be place three days prior to the holiday and remain one week after the holiday.
    d. All flags must be presentable and will be removed and disposed of according to established flag etiquette.
    e. American flags and flag holders shall be placed in the front and center of the monument (or the veteran's side if the monument includes a spouse).
12. The superintendent or person(s) assigned may authorize without notice the removal of any item(s) in violation of the ordinance. The City, or its employees, assumes no liability for damages, actual or mental anguish, in the performance of its normal operations, or loss by vandalism or other acts beyond its reasonable control.

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AGENDA ITEM: 8c

CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: May 10, 2016

TO: MAYOR & CITY COUNCIL

FROM: RUSS PAUL
ASSISTANT PUBLIC WORKS DIRECTOR

SUBJECT: RESOLUTION FOR CEMETERY AND COLUMBARIUM SCHEDULE OF FEES

BACKGROUND:
The City of Pleasant Hill has been working with the Cemetery Committee on updating the Cemetery Ordinance to include the columbarium niches and ensure proper oversight of the community's Cemetery. As part of this ordinance a schedule of fees needs to be set to ensure city expenses would be recouped for certain fees as related to burial space and services.

ALTERNATIVES:
Not approve the cemetery/columbarium schedule of fees; however a fee schedule will need to be set in order to finish the Cemetery Ordinance.

FINANCIAL CONSIDERATIONS:
The fees outlined in this schedule of fees would be used to recoup city expenses for certain fees as related to burial space and services.

RECOMMENDATION:
Consider approval of the Resolution to approve the Cemetery and Columbarium Schedule of Fees.

RESOLUTION #051016-04

A RESOLUTION APPROVING THE CEMETERY and COLUMBARUIM SCHEDULE OF FEES

WHEREAS, the Pleasant Hill City Council has approved the Cemetery ordinance; and

WHEREAS, the Cemetery ordinance provides for certain fees as related to burial space and services;

NOW THEREFORE, BE IT RESOLVED, that the City Council of Pleasant Hill, Iowa, in Polk County, Iowa, does hereby approve the 2016 Cemetery and Columbarium Schedule of Fees, hereby made a part of this resolution;

ADOPTED this 10th day of May 2016

_____

Sara Kurovski, Mayor

ATTEST:

_____

Dena Spooner, City Clerk/Finance Director

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Cemetery and Columbarium Schedule of Fees

Cemetery		
Item	**Fee**	
Internments	Regular Weekday	$665.00
	Saturday/Holiday	$800.00
	Infant – Weekday	$340.00
	Infant – Saturday/Holiday	$540.00
	Cremation – Weekday	$305.00
	Cremation – Saturday/Holiday	$435.00
Disinternments	Regular Weekday	$545.00
	Saturday/Holiday	$780.00
Lot Costs	Residents – City of Pleasant Hill (per space)	$360.00
	Non-residents (per space)	$720.00
Filing Fee	Record Internment Rights – Polk County Recorder	$18.00
Perpetual Care	Residents – City of Pleasant Hill (per space)	$72.00
	Non-residents (per space)	$144.00
Miscellaneous	Frost Fee (December 1 – March 15)	$115.00
	After 3:00 p.m. Closing Fee	$70.00
	Special Handling Fee – Fiberglass Vaults	$35.00

Columbarium		
Item	**Fee**	
Single Niches*	Residents – City of Pleasant Hill (per niche)	$1,000.00
	Non-residents (per niche)	$1,400.00
Companion Niches[+]	Residents – City of Pleasant Hill (per niche)	$1,900.00
	Non-residents (per niche)	$2,700.00
Open/Close	Regular Weekday	$100.00
	Saturday/Holiday	$300.00
Filing Fee	Record Internment Rights – Polk County Recorder	$18.00
Engraving	Single Niche	$70.00
	Companion Niche	$145.00
	Date of Death	$125.00

**Includes 1 vase and 20% perpetual care fee*

[+]Includes 2 vases and 20% perpetual care fee

**Schedule of Fees Adopted May 10, 2016*

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AGENDA ITEM: 8d

CITY OF PLEASANT HILL, IOWA
CITY COUNCIL AGENDA COMMUNICATION

DATE: May 10, 2016

TO: MAYOR & CITY COUNCIL

FROM: RUSS PAUL
ASSISTANT PUBLIC WORKS DIRECTOR

SUBJECT: RESOLUTION TO APPROVE EMPLOYEE SAFETY MANUAL

BACKGROUND:
The last revision to the employee safety manual was done in the late 1990's. This manual provides safety policies and programs for city employees. This updated manual follows that of the City of Altoona, who is a fellow member of our SCCIC safety coalition. If the manual is approved by Council, each appropriate staff member will be provided a copy.

The City safety committee has worked on updating the existing employee safety manual in an effort to continue our compliance with OSHA regulations. This manual was also reviewed by Dean Schade, from IMWCA, to ensure its completeness. These updates cover policy and programs in areas such as:

- Lockout, Tagout
- Hazard Communication
- Bloodborne Pathogens
- Respiratory Protection
- Occupational Noise Exposure
- Confined Space Entry
- Personal Protective Equipment

ALTERNATIVES:
Keep the current manual

FINANCIAL CONSIDERATIONS:
Not applicable

RECOMMENDATION:
Approve Resolution to adopt City Employee Safety Manual

RESOLUTION #051016-05

RESOLUTION TO APPROVE THE UPDATED EMPLOYEE SAFETY MANUAL

WHEREAS, the staff of the City of Pleasant Hill has revised and updated the City's Employee Safety Manual and submitted the amended version to the Pleasant Hill City Council for review; and

WHEREAS, the Pleasant Hill City Council recognizes that the revisions are necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Pleasant Hill City Council does hereby approve the attached Pleasant Hill Employee Safety Manual, as amended, effective May 10, 2016, and further authorizes the Office of the City Clerk to copy and distribute the Employee Safety Manual, as revised, to all applicable employees of the City of Pleasant Hill.

BE IT FURTHER RESOLVED by the City Council of the City of Pleasant Hill that the aforementioned policy is hereby approved on May 10, 2016.

_____
Sara Kurovski, Mayor

ATTEST:

_____
Dena Spooner, City Clerk/Finance Director

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Employee Safety Manual



Policy Introduction

State and federal law, as well as City policy, mandates that the safety and health of our employees be of utmost importance in operating our City. Safety and health must be a part of every operation, and every employee's responsibility at all levels. It is our intent to comply with all health and safety laws affecting the operation of our City, our employees, and the public as a whole. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous without being adequately trained and provided with the necessary equipment.

Your cooperation in detecting hazards, reporting dangerous conditions, and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

While no policy can guarantee an accident free work place, following this safety policy and the established work practices and procedures will significantly reduce the risk of injury to you and your co-workers. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires everyone's cooperation in all safety and health matters. Only through a cooperative effort can an effective safety and health program be established and maintained.

The information contained in this manual establishes the City of Pleasant Hill Safety and Health Policy. Employees are to become familiar with the entire manual and adhere to it whenever performing City business.

The purpose of this policy is to emphasize management's concern for safety. The joint cooperation of employees and management in observance of this policy, and the established responsibilities will provide safe and healthy working conditions.

The City of Pleasant Hill is concerned about your safety, and wants every employee to work without injury. Regardless of the assignment, no job shall be considered efficiently completed unless done so without injury. Accidents resulting in personal injury or damage to property and equipment represent needless waste.

Safety and efficient operation go hand in hand. Similar methods of controls are equally applicable to accident prevention as are used to maintain quality and service. Management provides the tools, equipment, and people to do the job getting quality production at minimum cost and will not tolerate the abuse or loss of these items through accidents. In support of this policy management will:

- Make every effort to comply with applicable laws and mandated safety requirements.
- Establish safe work procedures and provide necessary personal protective equipment.
- Provide funding for appropriate safety training and procurement of necessary equipment.
- Involve employees in the safety program through a safety committee, and support their efforts.
- Investigate and evaluate all accidents to identify corrective opportunities and recommend appropriate action to prevent recurrence.
- Conduct periodic safety audits to identify unsafe conditions and at-risk behaviors.
- Expect employees to observe all safety procedures and comply with established safety responsibilities outlined in this policy.

Regulatory Compliance

It is the City's intent to adhere to and comply with all regulatory standards established by the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), and the Department of Transportation (DOT). Every effort will be made to comply with all known standards:

- It is the responsibility of all City employees to adhere to these standards in the course of their daily work activities.

- It is the responsibility of all supervisors to stay current on regulatory issues and standard updates.

The following is a partial list of OSHA standards affecting the City of Pleasant Hill operations that require the development of a written plan. These written programs have been adopted by the City of Pleasant Hill in an effort to comply with the OSHA regulatory requirements and to protect all City employees from injury. These plans are expanded on in the attachments of the Safety Manual.

- OSHA 1910.147--*Lockout, Tagout Standard*: A written Energy Control Program including machine-specific lockout procedures.

- *OSHA 1910.1200--Hazard Communication Standard:* A written plan with an index of all SDS's on the chemicals used in our operation.

- *OSHA 1910.1030--Bloodborne Pathogens Standard:* A written Exposure Control Program identifying those individuals with primary exposure to bloodborne pathogens during their work activities, and the work tasks creating increased exposure.

- *OSHA 1910.134--Respiratory Protection Standard:* A written Respiratory Protection Program identifying storage, selection, cleaning, inspecting, and fit-testing respirators to protect from the respiratory hazards in the work place.

- *OSHA 1910.95--Occupational Noise Exposure Standard:* A written Hearing Conservation Program outlining requirements for employees (with 85 decibels of noise exposure for an 8 hour day) to protect their hearing.

- *OSHA 1910.146--Confined* Space *Entry Standard:* A written Confined Space Entry Program identifying how to control employee exposures while working in confined spaces.

- *OSHA 1910.132--Personal Protective Equipment Standard:* A written "Hazard Assessment" of all workplace hazards identifying the personal protective equipment needed to protect from all identified hazards in our operations.

Responsibilities

EMPLOYEES: Employees of the City of Pleasant Hill are expected to follow safe work procedures and take an active part in protecting themselves and their fellow employees, regardless of their position in the organization. As an employee you have a personal responsibility to:

- Report all injuries and accidents to your supervisor immediately after occurrence.
- Report all hazardous conditions, practices, and behavior in the workplace to your supervisor and make recommendations for correction.
- Follow all established safety procedures, and ask your supervisor if they are not understood. Employees who ignore or violate these procedures may be subject to disciplinary action.
- Use all safety equipment provided; do not abuse or destroy it.

SUPERVISORS: Supervisors will actively support this policy as an example to those responsible to them. They have a direct responsibility for employee safety and for developing and maintaining a safe work environment. As a supervisor your personal responsibility is:

- To ensure employees follow all established safety procedures and practices. Provide counseling and administer disciplinary action when appropriate.
- To provide on-going employee training on safe work practices and procedures, and provide positive reinforcement for safe observed behaviors.
- To investigate all injuries and accidents to identify causation and submit recommendations for preventing recurrence.

SAFETY COMMITTEE: The safety committee provides oversight to the City's safety efforts, and provides guidance towards development of safe work practices and procedures. The committee's specific responsibilities are:

- Keep department heads informed of all committee activities.
- To maintain a high level of safety awareness among all employees at all levels.
- To coordinate the distribution of safety information and training materials.
- To prepare an annual safety committee budget
- To review safety policies, procedures, and work practices, and assist with the development of new goals and objectives.
- Conduct regular safety meetings to review employee injuries and accidents.
- Encourage employee involvement in the safety program.
- Develop statistical reports and identify accident and injury trends.

Injury Reporting

All injuries sustained on the job must be reported as soon as possible to your supervisor.

All injuries shall be investigated within 24 hours by the supervisor, and the required reporting forms completed and submitted, including the *OSHA 300 log*, the *Employers First Report of Injury*, and the *Incident Report Form*.

All medical treatment is to be coordinated through your department head. The City will attempt to provide restricted work for any employee injured on-the-job. Work restrictions must be obtained from the treating doctor before the employee can be assigned to appropriate work.

Safety and Health Training

Training is one of the most important elements of any Safety and Health Program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies, and put the safety and health program into action. The following policy applies to training for all tasks within City operations:

- no employee should undertake a job that appears to be unsafe without adequate training to address the hazardous condition or situation.
- no employee is expected to undertake a job until they have received adequate safety instructions, are trained to perform the task, and are provided with the necessary equipment to perform the job in a safe manner.

The content of each training session will vary, but each session should attempt to address the following:

- safe work procedures unique to your job and how these safe work procedures protect against risk and danger.
- what personal protective equipment is required or necessary, and how to use and maintain the equipment.
- safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and how to protect from them.

OSHA Posting

The *OSHA Job Safety & Health Poster* must be displayed in the workplace where employees report for work. This must remain posted for employee referral.

The *OSHA 300 Log* must be kept current within 6 days of any on-the-job injury and the OSHA 300A posted in all workplaces from February through April each year. These forms must be maintained for five years from the date of preparation.

Facility Safety Inspections

Workplace safety depends on workplace observation. Both supervisors and employees are responsible for inspecting their work areas on a regular basis for any dangerous conditions. This includes the tools they use, their work environment, floors, walking and working surfaces, vehicles and equipment, etc. All observed hazards are to be identified and abated to minimize employee exposure. In addition, a facility safety inspection is to be performed on a periodic basis.

The following items are to be inspected on a periodic basis, with all items being inspected annually:

- Fire Extinguishers
- Chain Hoists
- Cranes
- Self-Contained Breathing Apparatus
- Safety Relief Valves on Pressure Vessels
- Ladders
- Electrical Cords
- Hand Tools
- Eyewash/Shower

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Program for Lockout/Tagout

October 2015

Table of Contents

INTRODUCTION

The Lockout/Tagout program is developed to identify and evaluate the servicing and maintenance of machines and equipment, which may cause injury to employees from the unexpected energization or start up of the machines and equipment, or from release of stored energy. These procedures establish minimum performance requirements for the control of these hazardous energy sources.

PURPOSE:

- To establish a written plan to outline specific procedures for minimizing employees exposures to injuries from the unexpected energization or start up of the machine and equipment, or from the release of stored energy.

- This program requires employers to establish a program and utilize procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy in order to prevent injury to employees.

- When other standards in this program require the use of lockout or tagout, they shall be used and supplemented by the procedural and training requirements of this program.

- To comply with OSHA Section 1910.147 Lockout Tagout Standards.

AVAILABILITY:

This written plan must be reviewed with all employees and copies made available for employee review in the work area.

APPLICATION:

These procedures apply to any employee of the City of Pleasant Hill involved in servicing, repairing, adjusting, or maintaining machines and equipment.

NOTE: Normal production operations are not covered by this program if employee(s) are <u>not required</u> to place any part of their body into an area on the machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

DEFINITIONS

AFFECTED EMPLOYEES: An employee whose job requires him/her to operate our use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

AUTHORIZED EMPLOYEE: A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

CAPABLE OF BEING LOCKED OUT: An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

ENERGIZED: Connected to an energy source or containing residual or stored energy.

ENERGY ISOLATING DEVICE: a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

ENERGY SOURCE: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

HOT TAP: A procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

LOCKOUT: The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

LOCKOUT DEVICE: A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

NORMAL PRODUCTION OPERATIONS: The utilization of a machine or equipment to perform its intended production function.

SERVICING AND/OR MAINTENANCE: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or un-jamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the **unexpected** energization or startup of the equipment or release of hazardous energy.

SETTING UP: Any work performed to prepare a machine or equipment to perform its normal production operation.

TAGOUT: The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

TAGOUT DEVICE: A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

RESPONSIBILITIES

Supervisor Responsibilities: Responsibilities for the supervisors are:

- Ensuring that lockout equipment is available as needed
- Enforcing the proper use of lockout devices and compliance with energy control procedures
- Assisting the plan administrator with the employee lockout training program and the periodic inspection of the energy control procedures for equipment or machines in their work area
- Reporting changes in operational procedures that affect the lockout program to the plan administrator
- Making suggestions to update lockout procedures as identified
- Contacting the plan administrator when questions or problems arise concerning the lockout program
- Submitting specific information as required by the lockout program or as requested by the plan administrator
- Informing outside employers of the lockout program and the energy control procedures that must be followed

Employee Responsibilities: Responsibilities for employees are:

Affected:

- Abide by the rules of the lockout program
- Heed the instructions of the authorized employee
- Contact the work area supervisor

Authorized:

- Follow the specific guidelines of this lockout program
- Conduct, implement, and coordinate hazardous energy isolation and lockout procedures
- Notify affected employees of the application and removal of lockout devices in the work area
- Assist the plan administrator and the supervisor with periodic inspection of machines or equipment and ensure the energy control procedure is adequate

Energy Control Procedures

Sequence of Lockout:

Prior to performing maintenance or servicing work on any machine or piece of equipment, the employee(s) shall refer to the energy control procedures (established for that machine or equipment) to identify the hazardous energy sources present. *THE PRESCRIBED WRITTEN PROCEDURE MUST BE FOLLOWED. LISTED ON THE FOLLOWING PAGES IS AN OUTLINE OF THIS LOCKOUT SEQUENCE:*

STEP 1: IDENTIFY HAZARDOUS ENERGY SOURCES:

Before turning off the machine or equipment, determine the type and magnitude of the energy, the hazards of the energy to be controlled, and the method to control the energy.

NOTE: Always consider electrical equipment energized. Check all electrical sources with a test meter.

NOTE: Motors should always be shut off before pulling disconnects. Pulling disconnects under load may cause arching, and possible explosion.

NOTE: Ensure all energy sources have been identified and are isolated. Remember, these may include air compression, gas, water, or chemicals in feed lines, and hydraulic pressure. Double check the written energy control procedure.

STEP 2: NOTIFY AFFECTED EMPLOYEES:

Notify affected employees that you are preparing to work on the equipment of machine, that you will be shutting it down and that you will notify them when you are finished.

STEP 3: SHUT DOWN EQUIPMENT

Pushing the stop button, turning off the toggle switch, or moving the lever to the neutral position to stop the equipment (if necessary), pulling fuses, etc.

STEP 4: ISOLATE EQUIPMENT:

Pull the disconnect located on the unit to the off position, shut off the appropriate breakers, turn off the air valve, turn off the gate valve, etc.

STEP 5: ATTACH LOCKOUT DEVICES:

Lock disconnect in the off position, apply the appropriate breaker lockout device(s), padlock chain closed on valves, etc.

Lockout Devices:

- All machines and equipment must be locked out and potential hazardous stored or residual energy relieved, disconnected, or restrained before performing service or maintenance work. This includes electrical breakers, safety switches, controller switches, hydraulic pressure, air pressure, gas pressure, mechanical movement from gravity, heat, chemical pressure, and spring tension.

NOTE: If working on hydraulic or pneumatic activated equipment, be sure to "bleed" down the system. Check pressure gauges, if provided. Cycle operating valves until all pressures are released. Check for suspended mechanisms, or other moving parts which could drop.

- Locks, tags, chains, wedges, ram blocks, valve locks, breaker clips, switch plate hardware, and other miscellaneous devices are available for your use and must be utilized at all times when servicing or maintaining equipment.

NOTE: A lock and a tag are required to be in place for all lockout tasks. The tag must be signed by the individual(s) involved in the lockout procedures, and affixed (using the durable ties) to the lock.

NOTE: Only approved "danger" tags (assigned to you during your training) are to be used for tagging equipment and machines, and should not be used for other purposes. These tags are designed to withstand the environmental conditions of our operations, and must be securely attached so they cannot be inadvertently or accidentally detached during use.

- Lockout shall only be performed by *AUTHORIZED* employees.

NOTE: Affected employee(s) must be informed of your intention for locking out the equipment or machine they are working on.

- Authorized employees shall utilize their own assigned padlock(s) or locks provided in the lock box. Keys shall not be shared.

- Only padlocks assigned for lockout shall be utilized and they must not be used for any other purpose. Padlocks must identify the name of the authorized employee utilizing the device.

NOTE: Properly signing the accompanying tag is sufficient for identifying this person, as long as the tag is affixed to the lockout device.

- When servicing or maintenance work is performed by more than one person, a group lockout device must be used. This will help ensure all employees involved in the operation are protected until the work is completed.

STEP 6: RELEASE STORED ENERGY

All potential hazardous stored or residual energy must be relieved, disconnected, restrained, or otherwise rendered safe by bleeding the gas line, bleeding the air line or tank, lowering the unit down to the machine bed, lowering the door down to the floor, etc.

STEP 7: VERIFY ISOLATION:

Prior to starting work on the machine or equipment, verify isolation and de-energization has been accomplished by testing the electrical with a test meter, pushing the start button to see if it will start, checking gauges to see if they read zero, pushing the foot trip, observing indicator lights to see if they are off, etc.

STEP 8: PERFORM MAINTENANCE:

- Follow all recommendations spelled out by the manufacturer and procedure page, if required.

- Written comments should be entered on the procedure page whenever changes or modifications to the established procedures are noted. All comments must be initialed and dated.

NOTE: These comments are valuable for communicating necessary information to people involved in locking out this equipment in the future.

NOTE: Whenever lockout devices must be temporarily removed from the energy isolating device and the machine or equipment energized for testing or positioning, the written RELASE FROM LOCKOUT sequence for that machine or equipment must be followed.

STEP 9: RETURN MACHINE TO SERVICE:

Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

- The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

- The work area shall be checked to ensure that all employees have been safely positioned or removed.

- After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.

NOTE: Lockout devices shall only be removed by the person under control of the device(s). If a device is inadvertently left on a machine or equipment, and the employee(s) has left the premises, the device(s) shall not be removed without exhausting all attempts to locate the individual(s), and then only after thoroughly checking the area to make sure it is safe to do so. Notification of removal of the device(s) must be made to the authorized employee when they return (prior to commencing work).

ADDITIONAL REQUIREMENTS:

- Any machine or equipment not capable of being de-energized and locked out shall be reported to the Department Supervisor. If modifications cannot be made to accept a lockout device, a tag may be utilized. The tag must be securely attached on or near the energy isolating device and must contain the name of the authorized employee(s). Additional means should be considered for protection from the hazardous energy source such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or removal of a valve handle to reduce the likelihood of inadvertent energization.

- **Contractors:** Whenever outside personnel will be engaged in service or maintenance work covered under these procedures, the City of Pleasant Hill representative(s) must inform them of the established procedures, and ensure they comply with all lockout requirements. If they will be utilizing their own procedures and devices, this information must be communicated to the City of Pleasant Hill's authorized employees prior to beginning work.

TRAINING

Anyone involved in performing work that falls within these procedures shall be instructed in the purpose and use of the ***ENERGY CONTROL PROCEDURES*** prior to performing maintenance or service work.

Training shall be provided to ensure the purpose and function of these procedures is understood, and that the knowledge and skills required for the safe application, usage, and removal of energy controls is acquired by the authorized employee.

Each authorized employee shall receive training in the recognition of hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

All City employees shall be instructed about these procedures and the importance of not removing lockout or tagout device, or attempting to restart or re-energize locked out equipment or machines.

Training shall establish employee proficiency on all aspects of the ***ENERGY CONTROL PROGRAM*** and the ***LOCKOUT PROCEDURES.***

Make sure you understand the requirements thoroughly before performing work.

CERTIFICATION

Each authorized employee will be certified at least annually to ensure the established procedures are understood, and the employee knows how to properly lockout a machine or piece of equipment. This certification shall be in writing and contain the employee's name and date of certification. It must also identify the machine or equipment on which the energy control procedure was utilized, and the person performing the certification.

Lockout/Tagout Certification Form

This form is to be used to document periodic inspections of the lockout tagout procedures outlined in City of Pleasant Hill *Program for Lockout/Tagout* It should be used to ensure that the outlined procedures are being followed, and the requirements spelled out in OSHA Section 1910.147 are being complied with. This form must be completed at least **annually** for all employees authorized to lockout machines and equipment. It must be completed by an authorized employee other than the one utilizing the energy control procedure being inspected. ***When the form is completed it must be turned in to the Safety Program Coordinator.***

Name of authorized person performing lockout: _____.

Name of authorized person performing the inspection: _____.

Name of machine/equipment being locked out: _____.

Location of Inspection: _____. Date: _____.

1.	Has employee demonstrated a thorough understanding of the lockout, tagout procedures?	Y	N
2.	Did employee utilize the machine specific procedures to determine the correct lockout strategies?	Y	N
3.	Did employee utilize the correct lockout devices?	Y	N
4.	Were all hazardous energy sources addressed/controlled?	Y	N
5.	Did employee follow the correct shut-down steps?	Y	N
6.	Did employee apply a tag to the lockout device?	Y	N
7.	Did employee skip any steps or do anything incorrectly?	Y	N
8.	Does the employee need additional training/retraining?	Y	N
9.	Any deviations from or inadequacies in the employee's knowledge or use of the energy control precdure?	Y	N

Comments:

Retraining shall be provided for all authorized employees whenever there is a change in employee job assignments, a change in machines, equipment, or processes that represent new hazards, or when there is a change in the energy control procedures .

EVALUATION

Periodic inspections will be made by the Department Supervisor to correct any deficiencies or inadequacies observed, and verify the effectiveness of these procedures.

Specific written lockout procedures must be established for all new machines and equipment prior to their energization.

RECORD RETENTION

Lockout/Tagout Certification Forms completed annually will be retained with the Department Supervisor for 3 years following certification.

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pleasant hill

Program to Control Hazardous Exposures To Chemicals

October 2015

Table of Contents

INTRODUCTION

BACKGROUND: One of the goals of the Occupational Safety and Health Administration (OSHA) is to promote safe work practices in an effort to minimize the incidence of chemically related illnesses and injuries. To do this, OSHA has enacted the Hazard Communication Standard to establish uniform requirements for the communication of hazards and hazardous information to all potentially exposed employees.

This program will provide the means for transmitting information to all employees about the chemicals being used in our operation and the potential hazards associated with them. This program applies to any chemical known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use, or in a foreseeable emergency.

Compliance with this program will safeguard our employees' health and physical well being. Injuries and accidents from chemical exposures cause needless suffering by our employees, and increases our operating cost. Your cooperation is needed and appreciated to make this program work effectively.

PURPOSE:

- To comply with all requirements spelled out in the OSHA Section 1910.1200 and 1926.59 HAZARD COMMUNICATION STANDARD.

- To evaluate the potential hazards of chemicals employees are exposed to, and communicate adequate protective measures

- To communicate our HAZARD COMMUNICATION PROGRAM to all personnel.

- To effectively disseminate data on the safe handling of hazardous chemicals in our workplace and to outline your rights and responsibilities under the OSHA HAZARD COMMUNICATION STANDARD.

AVAILABILITY:

This written plan must be reviewed with all employees who will work in and around chemicals, and copies made available for employee review in the work area.

APPLICATION:

These procedures apply to anyone whose work requires them to use chemicals on City property, or on a customer's or citizen's premises.

DEFINITIONS

Article: means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g. minute or trace amounts of a hazardous chemical (as determined under paragraph (d) of OSHA Section 1910.1200), and does not pose a physical hazard or health risk to employees.

Assistant Secretary: means the Assistant Secretary of Labor Occupational Safety and Health, U.S. Department of Labor, or designee.

Chemical: means any element, chemical compound or mixture of elements and/or compounds.

NOTE: Safety Data Sheets (SDS) are available for employee's review to identify the hazardous components of any of these items in our operation.

Chemical Manufacturer: means an employer with a workplace where chemical(s) are produced for use or distribution.

Chemical Name: means the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry (IUPAC) or the Chemical Abstracts Service (CAS) rules of nomenclature, or a name which will clearly identify the chemical for the purpose of conducting a hazard evaluation.

Classification: means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section (OSHA Section 1910.1200). In addition, classification for health and physical hazards includes the determination of the degree of hazard, where appropriate, by comparing the data with the criteria for health and physical hazards.

Combustible Liquid: means any liquid having a flashpoint at or above 100 deg. F (37.8 deg. C), but below 200 deg. F (93.3 deg. C), except any mixture having components with flashpoints of 200 deg. F (93.3 deg. C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

Commercial Account: means an arrangement whereby a retail distributor sells hazardous chemicals to an employer, generally in large quantities over time and/or at costs that are below the regular retail price.

Common Name means any designation or identification such as code name, code number, trade name, brand name or generic name used to identify a chemical other than by its chemical name.

Compressed Gas: means

(i) A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70 deg. F (21.1 deg. C); or

(ii) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130 deg. F (54.4 deg. C) regardless of the pressure at 70 deg. F (21.1 deg. C); or

(iii) A liquid having a vapor pressure exceeding 40 psi at 100 deg. F (37.8 deg. C) as determined by ASTM D-323-72.

Container: means any bag, barrel, bottle, box, can, cylinder, drum, reaction vessel, storage tank, or the like that contains a hazardous chemical. For purposes of this section, pipes or piping systems, and engines, fuel tanks, or other operating systems in a vehicle, are not considered to be containers.

Designated Representative: means any individual or organization to whom an employee gives written authorization to exercise such employee's rights under this section. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative without regard to written employee authorization.

Director: means the Director, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designee.

Distributor: means a business, other than a chemical manufacturer or importer, which supplies hazardous chemicals to other distributors or to employers.

Employee: means a worker who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies. Workers such as office workers or bank tellers who encounter hazardous chemicals only in non-routine, isolated instances are not covered.

Employer: means a person engaged in a business where chemicals are either used, distributed, or are produced for use or distribution, including a contractor or subcontractor.

Explosive: means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.

Exposure or exposed: means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (e.g. accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (e.g. inhalation, ingestion, skin contact or absorption.)

Flammable: means a chemical that falls into one of the following categories:

(i) "Aerosol, flammable" means an aerosol that, when tested by the method described in 16 CFR 1500.45, yields a flame projection exceeding 18

inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;

(ii) "Gas, flammable" means: (A) A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of thirteen (13) percent by volume or less; or

(B) A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than twelve (12) percent by volume, regardless of the lower limit

(iii) "Liquid, flammable" means any liquid having a flashpoint below 100 deg. F (37.8 deg. C), except any mixture having components with flashpoints of 100 deg. F (37.8 deg. C) or higher, the total of which make up 99 percent or more of the total volume of the mixture.

(iv) "Solid, flammable" means a solid, other, than a blasting agent or explosive as defined in OSHA Section 1910.109(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if, when tested by the method described in 16 CFR 1500.44, it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

Flashpoint: means the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite when tested as follows:

(i) Tagliabue Closed Tester (See American National Standard Method of Test for Flash Point by Tag Closed Tester, Z11.24-1979 (ASTM D 56-79)) for liquids with a viscosity of less than 45 Saybolt Universal Seconds (SUS) at 100 deg. F (37.8 deg.C), that do not contain suspended solids and do not have a tendency to form a surface film under test; or

(ii) Pensky-Martens Closed Tester (see American National Standard Method of Test for Flash Point by Pensky-Martens Closed Tester, Z11.7-1979 (ASTM D 93-79)) for liquids with a viscosity equal to or greater than 45 SUS at 100 deg. F (37.8 deg. C), or that contain suspended solids, or that have a tendency to form a surface film under test; or

(iii) Setaflash Closed Tester (see American National Standard Method of Test for Flash Point by Setaflash Closed Tester (ASTM D 3278-78))

Organic peroxides, which undergo auto accelerating thermal decomposition, are excluded from any of the flashpoint determination methods specified above.

Forseeable Emergency: means any potential occurrence such as but not limited to, equipment failure, rupture of containers, or failure of control equipment, which could result in an uncontrolled release of hazardous chemical into the workplace.

Hazard Category: means the division of criteria within each hazard class, e.g., oral acute toxicity and flammable liquids include four hazard categories. These categories compare hazard severity within a hazard class and should not be taken as comparison of hazard categories more generally.

Hazard Class: means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

Hazard Not Otherwise Classified: means an adverse physical or health effect identified through evaluation of scientific evidence during the classification process that does not meet the specified criteria for the physical and health hazard classes addressed in this section (OSHA Section 1910.1200). This does not extend coverage to adverse physical and health effects for which there is a hazard class addressed in this section, but the effect either falls below the cut-off value/concentration limit of the hazard class or is under the GHS hazard category that has not been adopted by OSHA (e.g., acute toxicity Category 5).

Hazard Statement: means a statement assigned to a hazard class and category that describes the nature of the hazard(s) of the chemical, including, where appropriate, the degree of hazard.

Hazardous Chemical: means any chemical, which is a physical hazard or a health hazard.

Hazard Warning: means any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning, which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s). (See the definitions for "physical hazard" and "health hazard" to determine the hazards which must be covered.)

Health Hazard: means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes. Appendix A of OSHA Section 1910.1200 provides further definitions and explanations of the scope of health hazards covered by this section, and Appendix B of (OSHA Section 1910.1200) describes the criteria to be used to determine whether or not a chemical is to be considered hazardous for purposes of this standard.

NOTE: Employees should assume all chemicals used in our operation may be hazardous, and must become very knowledgeable concerning the hazards of the chemicals they work with.

Identity Use: means any chemical or common name which is indicated on the material safety data sheet (SDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the SDS.

Immediate Use: means that hazardous chemical will be under the control of and used only by the person who transfers it from a labeled container and only within the work shift in which it is transferred.

Importer: means the first business with employees within the Customs Territory of the United States which receives hazardous chemicals produced in other countries for the purpose of supplying them to distributors or employers within the United States.

Label: means any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.

Label Elements: means the specified pictogram, hazard statement, signal work and precautionary statement for each hazard class and category.

Mixture: means any combination of two or more chemicals if the combination is not, in whole or in part, the result of a chemical reaction.

Organic peroxide: means an organic compound that contains the bivalent –O-O-structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.

Oxidizer: means a chemical other than a blasting agent or explosive as defined in 1910.109 (a), that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

Physical hazard: means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Pictogram: means a composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, that is intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under this standard (OSHA Section 1910.1200) for application to a hazard category.

Precautionary Statement: means a phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical, or improper storage or handling.

Produce: means to manufacture, process, formulate, blend, extract, generate, emit, or repackage.

Product Identifier: means the name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the user can identify the chemical. The product identifier used shall permit cross-references to be made among the list of hazardous chemicals required in the written hazard communication program, the label and the SDS.

Pyrophoric Gas: means a chemical that will ignite spontaneously in air at a temperature of 130 deg. F (54.4 deg. C) or below.

Responsible Party means someone who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.

Safety Data Sheet (SDS) means written or printed material concerning a hazardous chemical which is prepared in accordance with paragraph (g) of this section(OSHA Section 1910.1200).

Signal Word: means a word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used in this section are "danger" and "warning". "Danger" is used for the more severe hazards, while "warning" is used for the less severe.

Simple Asphyxiant: means a substance or mixture that displaces oxygen in the ambient atmosphere, and can thus cause oxygen deprivation in those who are exposed, leading to unconsciousness and death.

Specific Chemical Identity means the chemical name, Chemical Abstracts Service (CAS) Registry Number, or any other information that reveals the precise chemical designation of the substance.

Substance: means chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent which may be separated without affecting the stability of the substance or changing its composition.

Trade Secret means any confidential formula, pattern, process, device, information or compilation of information that is used in an employer's business, and that gives the employer an opportunity to obtain an advantage over competitors who do not know or use it. Appendix D of OSHA Section 1910.1200 sets out the criteria to be used in evaluating trade secrets.

Unstable (reactive) means a chemical which in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.

Use means to package, handle, react, emit, extract, generate as a byproduct, or transfer.

Water-reactive means a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

Work Area means a room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.

Workplace means an establishment, job site, or project, at one geographical location containing one or more work areas.

RESPONSIBILITIES

I. EMPLOYERS:

- Identify and list hazardous chemicals in their workplaces.
- Obtain SDS and labels for each hazardous chemical, if not provided by the manufacturer, importer, or distributor.
- Develop and implement a written hazard communication program, including labels, SDS, and employee training on the list of chemicals.
- Communicate hazard information to their employees through labels, SDS, and formal training.

A. SUPERVISOR is responsible for ensuring employees are informed of the hazards associated with the chemicals they handle, that the chemicals are handled and stored properly, and employees wear the appropriate personal protective equipment.

NOTE: Periodic observations are to be performed by the supervisor during the workday when chemicals are being handled and used.

II. EMPLOYEES: are responsible for knowing which chemicals in their work areas are hazardous. They must become familiar with the information provided on the SDS for these hazardous chemicals, and are to observe all handling precautions spelled out by the SDS sheet and identified through their training.

NOTE: Employees are to inform their supervisor if they encounter hazardous chemicals in their work areas which are not labeled properly, not identified in the chemical inventory listing, or do not have a SDS.

III. CONTRACTORS planning to work on our premises shall be provided with information necessary to convey the associated hazards of chemicals they might be exposed to. This is to be conveyed by the employer representative involved with the project. Likewise, the contractor must provide information on the hazards of any chemicals being brought on to our premises. The employer representative is responsible for sharing this information with the affected departments.

HAZARD DETERMINATION

We will rely on the information submitted by the manufacturers and distributors on the hazards associated with the chemical(s) being brought into our facilities. A SDS must be provided for each chemical, and should be thoroughly reviewed to determine the potential hazards the chemical presents.

HAZARD COMMUNICATION PROCEDURES

I. SDS

A. A list (inventory) of the hazardous chemicals known to be present in our facilities shall be developed and maintained, and available to all workers in the workplace. This includes chemicals used and stored on the CITY OF PLEASANT HILL property.

NOTE: The list (inventory) should be organized so a SDS may be located quickly and easily, and must be updated periodically as new chemicals are brought into our operation.

B. SDS shall be obtained on all chemicals brought into our facilities and shall be available for review by employees in the workplace.

NOTE: SDS received in shipments and through the mail should be checked. Updated SDS should be placed in the SDS book to keep all information current.

NOTE: People ordering chemicals must request SDS be accompanied with the shipment.

C. Sample chemicals brought in by sales personnel must be accompanied by a SDS or they cannot be received. The SDS must be thoroughly reviewed to ensure the hazards of the new chemical are known and conveyed to personnel before it is introduced to the work area.

D. SDS shall be made available to requesting employees through their supervisor.

All non-routine tasks involving the use of chemicals must be cleared through your supervisor prior to beginning work so a thorough hazard assessment can be completed. This includes the dismantling of piping or hoses known to contain hazardous chemicals.

NOTE: If employees are unsure, ask their supervisor. The only dumb question is the one that isn't asked! Don't take risks when working and using chemicals new to you.

II. LABELING:

A. CONTAINERS

1. All chemical containers received at our facility shall be labeled to identify the chemical name and the appropriate hazard warnings. Unlabeled containers shall not be received unless supporting documentation is obtained. The container shall then be labeled appropriately before it is received. The label needs to include the following:

- Product identifier
- Signal word
- Hazard statements
- Pictograms
- Precautionary statements, and
- Name, address, telephone number of the chemical manufacturer, importer, or other responsible party.

NOTE: Employees shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced.

2. Additional labeling may be necessary on containers as chemicals are transferred. All containers must be labeled to identify their contents and convey the appropriate hazard warning such as flammable, corrosive, acid, etc.

NOTE: Employees must mark all containers to identify their contents if chemicals are transferred into other containers.

3. Labels shall be removed from all empty containers before they are reused for other purposes. This includes barrels used for trash, and containers used to hold non-chemical items.

NOTE: Employees should attempt to peel off the old label. If it cannot be removed, use paint or marker to cover the existing label, or add additional labeling over the top of the old label to effectively cover it up.

B. SIGNS

Signs, labels and placards can often be found on containers utilized in our operation that help convey chemical hazard information. Please see appendix A of this manual for explanation on colors and pictures in labels and signs. Some of these include:

- Red in the diamond labels designate flammable liquids.
- Yellow in the diamond labels designate an oxidizing chemical, which greatly magnifies the burning intensity of a fire.

- Orange in the diamond labels designate explosive.
- Blue in the diamond labels designate contact with water may release flammable gases.
- Green in the diamond labels designate the chemicals may explode if heated.
- Skull and cross bones picture in the diamond label designate acute toxicity in the chemicals.
- Black and white and/or hand and test tube picture in the diamond label designate corrosive chemicals.
- NFPA placards identify the hazardous nature of the chemicals stored and used in our operation. This is primarily for the fire department if they are asked to respond to a fire or chemical spill.

NOTE: Employees should look for these and become familiar with their messages. Remember, chemicals may be hazardous from breathing, contact with skin, ingestion, fire, and from reactivity.

CHEMICAL HANDLING

I. PPE (Personal Protective Equipment)

A. General:

1. Adequate personal protective equipment (PPE) must be worn whenever working with chemicals to protect employees from contact.

2. Chemicals may harm employees by absorption through the skin, by inhalation of vapors, by ingestion, and by injection. Learn the hazards of the chemicals you work with so you know how to protect yourself.

3. Avoid eating or smoking in areas where hazardous chemicals are stored or used. Consumption of food or drink with contaminated hands, or in the presence of hazardous vapors and gases, may unknowingly cause ingestion of toxic amounts of chemicals.

NOTE: Wear all PPE as specified in our PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT. Do not substitute PPE without approval from your supervisor.

NOTE: Contact lenses should not be worn when handling chemicals that are potentially dangerous to the eye, either by splashing, or by contact with vapors. Soft contact lenses absorb chemicals especially vapors, which may result in injury to the eye.

B. Gloves: Chemical protective gloves must be compatible with the chemical being handled to prevent breakthrough on to the skin. Gloves with holes must be replaced. Check the SDS if unsure what material the protective glove should be made out of. Cloth or knit gloves are not to be used when handling chemicals as they may soak up the chemical and hold it against the skin leading to delayed chemical burns.

C. Eye/Face Protection: Chemical protective goggles or face shields should be used when handling or dispensing chemicals where there is an exposure to splash.

NOTE: Chemicals denoted with a “skin” notation on the SDS (or on the label) are to be kept off all exposed skin because of the hazards created by the chemical either through potential burns or absorption of the chemical into the body.

D. Respiratory Protection: Employees should wear respirators assigned to them for protection from hazardous vapors, dusts, and mists. Employees should refer to the written RESPIRATORY PROTECTION PLAN for additional requirements and procedures.

II. Flammable/React ability:

A. Restrict open flames and sparks to areas where there is no danger from contact with flammable chemical vapors.

NOTE: All chemical containers provided with a red diamond label, or that are labeled FLAMMABLE have flash points less than 100 degrees F. and are very susceptible to fire from the release of flammable vapors. Keep all flammable liquids in covered containers to control the release of these hazardous vapors.

B. Avoid mixing chemicals unless you are familiar with their compatibility. Check the SDS sheet for additional information.

NOTE: Many cleaning solvents should not be mixed as they might react. Examples of this include ammonia and chlorine.

C. Do not taste or smell unknown chemicals. The minimum detectable level (odor threshold) may be above the hazard level creating a hazardous exposure.

NOTE: Some chemicals quickly deaden the sense of smell and mislead employees into thinking the exposure is gone. They are still present, but employees can no longer smell them.

Ensure containers used for transferring chemicals are designed to accept the chemical and avoid using food and drink containers, such as soda cans, bottles, milk-jugs, paper and Styrofoam cups, etc.

CHEMICAL STORAGE

I. GENERAL REQUIREMENTS:

A. Store chemicals in the appropriate place. Return all chemicals at the end of the work shift.

NOTE: Ensure chemical containers are closed, sealed, etc. during storage.

B. Flammable liquids

1. In quantities greater than one gallon must be stored in approved containers provided with self-closing lids and a flash arrestor in the pour spout. Ensure the flash arrestor has not been removed as this compromises the protective nature of the container and may result in explosion of the container contents during a fire.

2. Barrels used for flammable liquid storage and dispensing are to be equipped with an approved vent and a self-closing nozzle.

3. Spark producing equipment should not be used near flammable liquid storage areas, and heat, welding sparks, smoking, and open flames must be controlled.

NOTE: Employees should refer to the written FIRE PREVENTION PLAN (see emergency operations plan) for additional details on controlling workplace fire potentials.

II. COMPRESSED GAS CYLINDERS:

A. Compressed gas cylinders contain hazardous chemicals under pressure. All cylinders are to be secured in place to prevent them from being tipped over. Acetylene cylinders should not be laid on their side as this may cause separation of the chemicals inside of the cylinder and explosion when the regulator is opened.

B. Oxygen and acetylene cylinders are to be stored separately at least 20 feet apart with their protective covers screwed on.

C. Acetylene should be used at low pressures below 15 PSI to prevent it from becoming unstable and possibly exploding.

D. Oil, grease, and rags contaminated with other chemicals must be kept away from oxygen cylinder valves. Employees should refrain from wiping the valves off with contaminated rags as the oxygen could spontaneously combust with the contaminant when the valve is opened.

E. Regulators should be opened slowly once they are installed on the cylinders to prevent the fuel gas from “slamming” into the regulator valve. This action may increase the potential for a fire or explosion. Employees should stand to the side of the regulators when they are opened so they are not in line with the regulator explode.

TRAINING

- Must include methods and observations that may be used to detect the presence or release of a hazardous chemical, the associated physical and health hazards, and the appropriate measures necessary to adequately protect them.

- Must include interpreting and using SDS and review of labeling practices.

- All employees exposed to hazardous chemicals shall be trained at the time of their initial assignment and whenever a new hazard is introduced into the work area. Supervisors are responsible for ensuring this training is done.

- Employees shall be informed of the requirements of the Hazard Communication Standard, the location of the SDS, the written Hazard Communication Plan, and the list of hazardous chemicals, and be notified of the locations of hazardous chemicals in their work areas.

- All training must be documented including the names of the people trained, an outline of the training provide, the date the training was provided and the name(s) of the people providing the training.

- Routine medical surveillance will be given to anyone whose work involves regular or frequent handling of toxic chemicals. This will be determined on an individual basis. If overexposure to a toxic substance is apparent or suspected, employees will be asked to submit to a physical examination.

NOTE: Employees should report to their supervisor any adverse health effect experienced while handling chemicals. Chemicals may affect employees differently based on the concentration of the chemical and the availability of adequate ventilation.

- Chemical exposure levels have been established by OSHA for all chemicals used in our operation. These are called Permissible Exposure Levels (PEL's) and indicate the average concentration of chemical exposure employees may have without adverse health effects for an 8-hour workday. We will strive to maintain empl0yee exposure levels at, or below these PEL's Periodic air monitoring may be done to help determine employee exposure levels.

- Ventilation systems (if provided) must be operational when handling chemicals to help control employee exposure levels. Chemicals used in small rooms or in confined spaces may increase employee exposure levels above the PEL, and should be avoided.

NOTE: Paints, glues, sealants, caulking, epoxy, etc. contain solvents that may expose employees to increased respiratory problems if adequate ventilation is not utilized during mixing, spraying, and handling.

- Welding on materials may create an employee exposure to several toxic fumes, such as Nickel from stainless steel, Zinc from galvanized metal, Chromium and Cadmium from welding rod and some impurities in steel. Ventilation should be used (if provided) to control these exposures. The SDS should be consulted to determine hazardous components and their concentrations. An air-purifying respirator equipped with a dust/mist/fume cartridge may be warranted for additional protection. Check with your supervisor if you are unclear about potential exposures.

- Chemicals are often composed of mixtures of several chemicals that may or may not be hazardous. The SDS should be checked closely for combinations of hazardous chemicals and their concentrations (%) in the chemical. The higher the concentration the more toxic chemicals usually become.

NOTE: SDS may list a (C) after a chemical name under the PEL. This indicates chemical exposures must remain below the value listed on the SDS at all times while employees are working with it. Any short-term exposures above the (C) ceiling level may be harmful even at short intervals because of the hazardous nature of the particular chemical.

EMERGENCY RESPONSE

- **EYE-CONTACT**—flush the eyes with water for at least 15 minutes, followed by medical attention. Most eye injuries should have medical follow-up to ensure the eyes are adequately irrigated and cleared of the hazardous chemical.

- **INGESTION**—call the Poison Control Center and refer to SDS for inducing/not inducing vomiting.

- **SKIN CONTACT**—promptly flush the affected areas with water for at least 15 minutes and remove contaminated clothing.

NOTE: Chemicals left on (or against) the skin for prolonged periods may cause delayed burns. Employees should remove contaminated clothing to minimize delayed effects from the spilled chemical.

- **INHALATION**—remove victim to fresh air. Monitor their breathing.

NOTE: Chemical spills may greatly increase employee exposure levels to the hazardous chemical, as the vapors generally are more concentrated from the additional liquid surface area. Employees must secure all necessary personal protective equipment before attempting to control and contain a spill.

NOTE: Be sure to take the SDS with the victim for emergency medical treatment.

HOUSEKEEPING

- Maintain all work areas free from spilled or leaking chemicals and clean them up as soon as possible after spills are discovered.

NOTE: Keep workbenches, equipment, floors, tools, etc. free from chemical accumulation. Wipe up all spills immediately to prevent slips and falls.

- Eye wash stations and showers must be inspected monthly to insure they work as designed. They must remain accessible at all times and should not be used for other purposes.

- Access to exits, emergency equipment, and utility controls must not be blocked.

DISPOSAL

- Chemicals no longer being used, out-dated, or are too hazardous for use, should be designated for disposal ACCORDING TO STATE AND LOCAL AUTHORITIES, not just thrown in the trash.

- Indiscriminate disposal by pouring waste chemicals down the drain or adding them to mixed refuse for landfill burial is unacceptable.

NOTE: SDS must be retained for at least 3 years after disposal of any of these chemicals.

- Chemicals should be stored in covered containers and removed from the operation as soon as possible to control odors and minimize exposures and potential spills.

APPENDIX A

Dangerous Goods – Hazard Labels & Placards Globally Harmonized System (GHS)

Dangerous Goods

Hazard Labels and Placards Globally Harmonized System (GHS)

In order to mitigate the risks associated with the transport, use, storage, and disposal of hazardous materials, the United Nations has created a globally recognizable system of communication regarding dangerous goods called the globally harmonized system (GHS). The GHS seeks to eliminate possible confusion arising from country-specific placard and labeling systems by synthesizing existing standards into one consistent method used for air, ship, and road transport. The GHS is primarily intended for international trade, but will also be used in the workplace and consumer market.

The system's adaptable "building block" structure allows individual countries to adopt portions or all of its coding, with the expectation that adopted portions will remain consistent with GHS standards. While a country's participation in GHS is voluntary, global economic powers are already implementing or planning implementation of the system, and it is likely to be an important factor in future international trade.

Packing Labels

Physical Hazards

Explosion hazard
- Unstable explosives
- Explosives 1.1, 1.2, 1.3, and 1.4
- Self-reactive substances
- Organic peroxides

May cause or intensify fire or explosion
- Flammable gases, aerosols, liquids, and solids
- Self-reactive and self-heating substances
- Pyrophoric liquids and solids
- Water reactants
- Organic peroxides

(Extremely) Flammable gases, aerosols, liquids, and solids May cause or intensify fire Oxidizer
- Oxidizing gases, liquids, and solids

Pressurized gases
- Compressed gases
- Liquefied gases
- Refrigerated liquefied gases
- Dissolved gases

May be corrosive to metals
- Corrosives

Health Hazards

Acute toxicity (oral, dermal, or inhalation

Acute toxicity (oral, dermal, or inhalation)
- Skin or eye irritant
- Specific organ toxicity after single exposure
- Not used with health hazard or corrosion pictograms

May cause allergic reaction; asthma, genetic defects, cancer, damage to fertility, fetus, or organs
May be harmful if swallowed or inhaled
- Respiratory sensitization
- Germ cell mutagenicity
- Carcinogenicity
- Reproductive toxicity
- Specific organ toxicity after repeated exposure
- Aspiration hazard

Environmental Hazards

(Very) Toxic to aquatic life (with long-lasting effects)
- Acute aquatic hazard
- Long-term aquatic hazard

Transport Placards

CLASS 1
Explosives

1.1 Mass explosion hazard
Example(s): dynamite, nitroglycerine

1.4 Minor fire or projection hazard
Example(s): small arms ammunition, consumer fireworks

1.2 Severe projection hazard
Example(s): cannon shells, bombs

1.5 Insensitive substance with mass explosion hazard
Example(s): construction and demolition explosives

1.3 Fire and blast or projection hazard, or both
Example(s): flash powders, display fireworks

1.6 Extremely insensitive mass explosion hazard
Example(s): TATB (triaminotrinitrobenzene)

CLASS 2
Flammable Gases and Aerosols, Pressurized Gases, Toxic Gases

Extremely flammable gas or aerosol; flammable aerosol
(interchangeable placards)
• Flammable gases or aerosols
Example(s): propane, butane, methyl ether

May explode if heated
(interchangeable placards)
• Compressed Gas
• Liquefied Gas
• Dissolved Gas
Example(s): helium, liquefied nitrogen, anhydrous ammonia
May cause cyrogenic burns
• Refrigerated and Liquefied Gas
Example(s): acetylene

Toxic or fatal if inhaled
• Toxic gases
Example(s): arsine, bromine

CLASS 3
Flammable Liquids

Extremely flammable, highly flammable, or flammable liquid and vapor
(interchangeable placards)
• Flammable liquids
Example(s): diethyl ether, acetone, kerosene

CLASS 4

Flammable Solids, Self-Reactive or Self-Heating Substances, Pyrophoric Substances, Substances Releasing Flammable Gases When In Contact With Water

Flammable solids
• Flammable solids
Example(s): magnesium
Heating may cause fire or explosion
• Self-reacting substances
Example(s): nitrocellulose

Catches fire if exposed to air
• Pyrophoric substances
Example(s): white phosphorous, hydrazine
Self-heating; may catch fire
• Self-heating substances
Example(s): manure, pistachios

In contact with water may release flammable gases (may ignite spontaneously)
(interchangeable placards)
• Substances which release flammable gases when in contact with water
Example(s): sodium, calcium, potassium

CLASS 5

Oxiding Solids and Liquids, Organic Peroxides

May cause or intensify fire or explosion; oxidizer
• Oxidizing gases, liquids, or solids
Example(s): chlorine, hydrogen peroxide, calcium hypochlorite

Heating may cause fire or explosion
(interchangeable placards)
• Organic Peroxides
Example(s): benzoyl peroxide

CLASS 6

Acute Toxicity: Oral, Dermal, Inhalation

Toxic or fatal if swallowed
• Oral
Example(s): potassium cyanide
Toxic or fatal in contact with skin
• Dermal
Example(s): mercuric chloride
Toxic or fatal if inhaled
• Inhalation
Example(s): pesticides

CLASS 7

Radioactive

The radioactive classification is considered to be outside the scope of GHS, and is not included in the placarding system.

CLASS 8

Corrosive

May be corrosive to metals
• Corrosives
Example(s): ammonia, hydrogen chloride

Source
United Nations Economic Commission for Europe (UNECE)
www.unece.org/trans/danger/publi/ghs/ghs_welcome_e.html

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Program for Control of Bloodborne Pathogen Exposure

October 2015

Table of Contents

INTRODUCTION

This Bloodborne Pathogen Program is developed to address occupational exposures to bloodborne pathogens. Human Immunodeficiency Virus (HIV) , Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), Tuberculosis (TB) and other emerging diseases continue to spread. For this reason our facility's goal is to institute work practices and engineering controls that will help minimize your exposure to these diseases:

- Identifying and controlling hazards
- Establishing a written Exposure Control Plan
- Identifying each employee's exposure determination

PURPOSE:

- To administer an effective program for controlling employee exposures to the hazards associated with bloodborne pathogens.

- To comply with OSHA 1910.1030 Bloodborne Pathogens standards.

- To limit occupational exposure to blood or other potentially infectious materials since any exposure could result in the transmission of bloodborne pathogens.

AVAILABILITY:

This written plan must be reviewed with all employees, and copies made available for employee review in the work area.

APPLICATION:

These procedures shall apply to all City of Pleasant Hill employees who may reasonably anticipate contact with skin, eye, mucous membrane, or parenteral contact with blood or other infectious materials during the performance of their duties.

Although any employee may have increased exposure during emergencies, it is anticipated that only those employees listed in the chart on Page 9 will be affected during the course of their duties. Good Samaritan acts such as assisting a co-worker with a nosebleed would not be considered in this plan.

*NOTE: All employees still need to refrain from any contact with blood or bodily fluids.

DEFINITIONS

Blood: human blood, human blood components, and products made from human blood.

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

Clinical Laboratory: a workplace where diagnostic or other screening procedures are performed on blood or other potentially infectious materials.

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

Contaminated Laundry: laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.

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

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

Director: the Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or designated representative.

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

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Handwashing Facilities: a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

Licensed Healthcare Professional: a person whose legally permitted scope of practice allows him or her to independently perform the activities required by Hepatitis B Vaccination and Post-exposure Evaluation and Follow-up.

HBV: hepatitis B virus.

HCV: hepatitis C virus.

HIV: human immunodeficiency virus.

Needleless systems: a device that does not use needles for:

(1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established; (2) The administration of medication or fluids; or (3) Any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

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

Other Potentially Infectious Materials: (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

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

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

Production Facility: a facility engaged in industrial-scale, large-volume or high concentration production of HIV or HBV.

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

Research Laboratory: a laboratory producing or using research-laboratory-scale amounts of HIV or HBV. Research laboratories may produce high concentrations of HIV or HBV but not in the volume found in production facilities.

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

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

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

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

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

RESPONSIBILITIES

All employees affected by these procedures shall be trained prior to beginning work. It is the responsibility of each employee to adequately protect themselves from contact with any material that may be infectious. They must also be aware of any work they perform that may have occupational exposure, and always utilize good personal hygiene habits.

The supervisors' responsibilities are:

- Ensure employees follow the procedures in the Exposure Control Plan.
- Ensure employees are receiving annual bloodborne pathogen training.
- Minimize employee exposure by providing a safe, clean working environment and proper PPE.
- Provide hand washing facilities that are easily accessible and when not feasible provide antiseptic hand cleanser and paper towels.
- Provide proper disposal containers for contaminated materials.
- Ensure proper documentation of exposure and circumstances under which exposures occurred for record keeping purposes.

The employees are responsible for ensuing compliance with all aspects of this program. These procedures include:

- Following procedures in the Exposure Control Plan.
- Attending annual bloodborne pathogen training.
- Maintaining a safe, clean working environment.
- Wearing proper PPE and alerting supervisor when replacements are needed.
- Washing hands after encountering contaminated materials.
- Disposing of contaminated materials appropriately in proper disposal containers.
- Providing information for proper documentation when an exposure has occurred.

EXPOSURE CONTROL PLAN

Methods of Compliance:

1. ***Universal Precautions*** – Annual Training and Compliance = treat all human blood and certain bodily fluids as if they are infectious.

2. ***Engineering & Work Practice Controls*** = primary methods used to control transmission by minimizing employee exposure

    a. Contaminated Needles or Sharps CANNOT be bent
        - Recapping must be accomplished through a mechanical device or a one-handed technique.
        - Sharps must be immediately or ASAP put in appropriate containers until properly processed.
        - The container must be color-coded, puncture resistant and leak proof on the bottom and sides.

    b. Employees should not handle broken glass or sharp objects that may be contaminated. Items should be cleaned up using mechanical means such as dust pan, broom, tongs or forceps.

    c. Cleanliness of Work Area
        - Worksite is to be cleared and sanitized on a regular basis.
        - All equipment and working surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious materials.
        - Each department is responsible for periodic inspection of their areas and for maintaining a workplace free from potentially infectious materials.
        - Eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses are prohibited in work areas where there is reasonable likelihood of exposure.
        - Disinfecting agents must be provided for decontamination purposes. Disinfectant solutions such as household bleach solution (household bleach solution must be mixed up fresh daily: 1:10 dilution) or other recognized disinfectants that render HBV and HIV noninfectious must be used.
            1. All infectious material(s) must be disinfected, or placed in a red bag (double bagged) or container labeled as biohazard, and must be disposed of at a hazardous materials facility.
            2. All bins, pails, cans or other waste receptacles must be inspected on a regular basis and decontaminated if blood or other infectious materials are found. Secondary containers must be used if the initial container is found to leak.

3. If employee(s) clothing becomes contaminated with blood, it must be decontaminated and removed as soon as practical. Clothing to be laundered must be bagged separately and labeled to inform others of potential infectious materials.

d. Hand washing facilities easily accessible
   - If a hand washing facility is not available – employees should use antiseptic hand cleanser and paper towels. As soon as possible the employee should wash their hands with soap and running water.
   - If mucus membranes have been exposed the employee should flush with water immediately or as soon as possible.

e. When handling trash containers, employees must refrain from pushing the trash down with their hands or feet to protect from potential punctures. They should also use caution when carrying bags to keep the bags away from their legs.

f. Use of signs and labels
   - Containers – that contain biohazards
   - Identifying areas where PPE is required. These areas may present a safety hazard if employees are not paying attention and properly equipped.

g. HBV Vaccination provided at no cost to employees with occupational exposure

h. CPR & 1st Aid
   i. All 1st Aid Kits must contain disposable gloves and protective CPR mask.
   ii. Direct mouth to mouth contact is to be avoided and resuscitation efforts are to be performed using mouthpieces, pocket masks, or other ventilation devices.

i. Use of PPE
   - Examine/maintain or replace on a regular basis
   - Employees must wear all personal protective equipment (identified during the hazard assessment and outlined in your training). This may include eye protection, gloves, sleeves, face shields, apron or coveralls, and CPR mask if needed. Direct skin contact must be avoided. As a minimum, protective gloves must be used whenever handling infectious materials.
     1. Disposable gloves must be replaced if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves may be decontaminated for reuse if the integrity of the glove has not been cracked, peeling, torn, punctured, or does not exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

2. Mask in combination with eye protection devices, such as goggle or glasses with side-shields must be worn whenever splashed, spray, spatter, or droplets or blood or other potentially infectious materials may be generated.

EXPOSURE DETERMINATION

1. Employees with Occupational Hazard for Bloodborne Pathogen exposure. (See list)

JOBS WITH OCCUPATIONAL EXPOSURE IN THE CITY OF PLEASANT HILL	TYPES OF EXPOSURE
Firefighters/Paramedics	Assisting in care of patients during medical emergencies.
Police Officers	Assisting in care of patients during medical emergencies, transporting/detaining possible suspects.
Parks Department Employees	Cleaning and disinfecting park bathrooms, collecting garbage.
Library Employees	Assisting and/or cleaning up after patrons who may have been ill.

2. What to do if exposure occurs?

a. Wash exposed area with soap and water
b. Flush splashes to nose, mouth, or skin with water
c. Irrigate eyes with water or saline
d. Report the exposure and complete appropriate paperwork (OSHA Form 301 and Worker's Compensation forms)
e. Direct the worker to a healthcare professional

3. Post-Exposure Follow-up

a. Document routes of exposure and how exposure occurred
b. Record injuries from contaminated sharps in a sharps injury log, if required
c. Obtain consent from the source individual and the exposed employee and test blood as soon as possible after the exposure incident.
d. Provide the healthcare professional with the following information, if possible:
    - Description of exposed employee's duties
    - Documentation of route(s) of exposure and circumstances under which the exposure occurred.
    - Results of source individual's blood testing.
    - All medical records relevant to the appropriate treatment.
e. Provide risk counseling and offer post-exposure protective treatment for disease when medically indicated in accordance with current U.S. Public Health Service guidelines.
f. Provide written opinion of findings to employer and copy to employee within 15 days of the evaluation

MEDICAL RECORD RETENTION:

1. Employee's name and social security number.
2. Employee's Hepatitis B vaccinations status.
3. Results of examinations, medical testing, and post-exposure evaluation and follow-up procedures.
4. Healthcare professional's written opinion.
5. Information provided to the health care professional.
6. Employee medical records must be kept confidential and not disclosed or reported without the employee's written consent (unless required by law)

Medical records must be maintained for duration of employment plus 30 years according to OSHA's rule governing access to employee exposure and medical records.

TRAINING

All the City's employees must be trained on an annual basis by a competent person.

All training must be documented including the employee's name, the signature of the competent person providing the training, and the dates of the training, and shall be establish employee proficiency in all duties of the bloodborne pathogen procedures. Any covered employee or those who supervise covered employees must receive training as required by OSHA Section 1910.1030(g)(2). Training will include:

1. an accessible copy of the regulatory text of this standard and an explanation of its contents;
2. a general explanation of the epidemiology and symptoms of blood-borne diseases;
3. an explanation of the modes of transmission of blood-borne pathogens;
4. an explanation of the employer's exposure control;
5. an explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
6. an explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE;
7. information on the types, proper use, location, removal, handling, decontamination and disposal of PPE;
8. an explanation of the basis for selection of PPE;
9. information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
10. information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
11. an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
12. information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
13. an explanation of the signs and labels or color coding.

Training will be conducted by a competent person as demonstrated by knowledge and experience. The name of the trainer, qualifications, training materials used, course content and date of training will be documented. **Every employee will be trained prior to undertaking any task where exposure could exist and retrained annually.**

ANNUAL REVIEW:

The effectiveness of this program will be reviewed on an annual basis to ensure employee health and safety is not being compromised, and the written plan is still appropriate in controlling employee exposures in regards to bloodborne pathogens.

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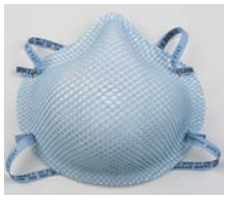
Program for Control of Occupational Exposures To Respiratory Hazards



October 2015

Table of Contents

INTRODUCTION

Your health depends on breathing clean air, but in today's highly industrial environment, breathing hazards are often a part of life. These hazards are usually invisible, and can cause health problems if you're exposed to them without adequate protection. Respiratory hazards such as dusts, mists, fumes, vapors, and gases can lead to the development of occupational diseases if they are not controlled. This program is written to outline measures necessary to protect employees from these hazards.

PURPOSE:

- To administer an effective respiratory protection program to ensure adequate protection while working with hazards. (see next page for description of some of these hazards)

- To comply with OSHA 1910.134 Standard Requirements for Respiratory Protection

AVAILABILITY:

This written plan must be reviewed with all employees, and copies made available for employee review in work area.

APPLICATION:

These procedures outline specific measures that must be followed whenever employers work exposes them to respiratory or potential respiratory hazards in the administration of their duties.

DEFINITIONS

Air-purifying respirator: means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Assigned protection factor (APF) means the workplace level of respiratory protection that a respirator or class of respirators is expected to provide to employees when the employer implements a continuing, effective respiratory protection program as specified by this section.

Atmosphere-supplying respirator means a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

Canister or cartridge means a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Demand respirator: means an atmosphere-supplying respirator that admits breathing air to the facepiece only when a negative pressure is created inside the facepiece by inhalation.

Emergency situation: means any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.

Employee exposure: means exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

End-of-service-life indicator (ESLI): means a system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.

Escape-only respirator: means a respirator intended to be used only for emergency exit.

Filter or air purifying element: means a component used in respirators to remove solid or liquid aerosols from the inspired air.

Filtering facepiece (dust mask): means a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Fit factor: means a quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

Fit test means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT.)

Helmet means a rigid respiratory inlet covering that also provides head protection against impact and penetration.

High efficiency particulate air (HEPA) filter means a filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 pariculate filters are the N100, R100, and P100 filters.

Hood means a respiratory inlet covering that completely covers the head and neck and may also cover portions of the shoulders and torso.

Immediately dangerous to life or health (IDLH) means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Interior structural firefighting means the physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage. (See 29 CFR 1910.155)

Loose-fitting facepiece means a respiratory inlet covering that is designed to form a partial seal with the face.

Maximum use concentration (MUC) means the maximum atmospheric concentration of a hazardous substance from which an employee can be expected to be protected when wearing a respirator, and is determined by the assigned protection factor of the respirator or class of respirators and the exposure limit of the hazardous substance. The MUC can be determined mathematically by multiplying the assigned protection factor specified for a respirator by the required OSHA permissible exposure limit, short-term exposure limit, or ceiling limit. When no OSHA exposure limit is available for a hazardous substance, an employer must determine an MUC on the basis of relevant available information and informed professional judgment.

Negative pressure respirator (tight fitting) means a respirator in which the air pressure inside the face piece is negative during inhalation with respect to the ambient air pressure outside the respirator.

Oxygen deficient atmosphere means an atmosphere with an oxygen content below 19.5% by volume.

Physician or other licensed health care professional (PLHCP) means an individual whose legally permitted scope of practice (i.e. license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by paragraph (e) of this section.

Positive pressure respirator means a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

Powered air-purifying respirator (PARP) means an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Pressure demand respirator means a positive pressure atmosphere-supplying respirator that admits breathing air to the facepiece when the positive pressure is reduced inside the facepiece by inhalation.

Qualitative fit test (QLFT) means a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

Quantitative fit test (QNFT) means an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

Respiratory inlet covering means that portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source, or both. It may be a facepiece, helmet, hood, suit, or a mouthpiece respirator with nose clamp.

Safety Data Sheet (SDS) means written or printed material concerning a hazardous chemical which is prepared in accordance with paragraph (g) of this section(OSHA 1910.1200).

Self-contained breathing apparatus (SCBA) means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Service life means the period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

Supplied-air respirator (SAR) or airline respirator means an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

This section means this respiratory protection standard.

Tight-fitting facepiece means a respiratory inlet covering that forms a complete seal with the face.

User seal check means an action conducted by the respirator user to determine if the respirator is properly seated to the face.

RESPONSIBILITIES

The supervisors' responsibilities are:

- Implementing the written plan and ensuring employee(s) in his or her departments' are adequately protected whenever necessary.

- Provide appropriate respirators for work requirements of the department

- Provide respirators at the request of employees or permit employees to use their own respirators, if the employer determines that such respirator use will not in itself create a hazard. If the employer determines that any voluntary respirator use is permissible, the employer shall provide the respirator users with the information contained in Appendix D to this section (Information for Employees Using Respirators When Not Required Under the Standard)

NOTE: In addition, the employer must establish and implement those elements of a written respiratory protection program necessary to ensure that any employee using a respirator voluntarily is medically able to use that respirator, and that the respirator is cleaned, stored and maintained so that its use does not present a health hazard to the user. Exception: Employers are not required to include in a written respiratory protections program those employees whose only use of respirators involves the voluntary use of filtering face-pieces (dust masks).

The employees' responsibilities are:

- Adhering to these respiratory protection requirements and must not deviate from them without prior authorization from their supervisor. They must use the appropriate devices assigned to them, keep them in working order, and not abuse them.

- Evaluating the conditions of exposure. Any number of variables can affect your choice of protection. Always keep these factors in mind:

    1. The Nature of the Task – How long will you be exposed to the hazard?
    2. The Characteristics of the Work Area – Is the area well ventilated?
    3. The Work Process Itself – The way chemicals are heated, combined, treated, or applied will often result in new hazards. For instance, when using an air-purifying respirator for spray painting, you will need a filter for the mists and a cartridge for the vapors.

- Identifying the contaminant. Always consult the Safety Data Sheet (SDS) on file for each chemical used in your work processes. This will give you a good starting point for dealing with the hazards you may face. The physical form of the chemical will help you determine the type of respiratory protection you'll need:

    1. Dusts – tiny suspended particles resulting from a mechanical process such as grinding, sandblasting, sweeping , etc.

2. Mists – an aerosol composed of liquid particles as in painting.
3. Fumes – smaller particles formed by a condensing gas or vapor as in welding.
4. Vapors – a gaseous form of a liquid or solid material as in painting.

NOTE: Questions concerning these requirements should be directed to your supervisor.

RESPIRATORY EQUIPMENT

The City of Pleasant Hill employees are to use the following respiratory equipment for protection from the listed hazards, and only if trained and fit-tested:

- Dust masks for protection from nuisance dust (not toxic).
- Air purifying respirator with appropriate cartridge for the toxic environment, full or half-mask.
- Self-contained breathing apparatus (SCBA)

RESPIRATORY PROTECTION PROGRAM COMPONENTS

Respirators will be worn when performing the following tasks at the City of Pleasant Hill:

- Applying paint or epoxy coatings in a enclosed area or when recommended by the manufacturer.
- Sandblasting
- Spraying pesticides and applying turf management chemicals
- Working in Immediately Dangerous to Life and Health (IDLH) environments such as fire fighting or confined space entry.
- When there is a potential risk for IDLH or toxic exposure.

NOTE: Employees should refer to the SDSs and the written Hazard Communication Program for additional information on the health affects from over exposure to harmful chemicals or environment.

SELECTION:

- All respirators will be selected to protect against the specified hazard(s). Air-purifying respirators will be provided with the proper chemical cartridge designed to filter the know contaminant.

- All dust masks must be provided with at least two points of attachment (two rubber bands instead of only one) to be utilized in the City operations. Dust masks with only one point of attachment are not approved to be used as respirators.

NOTE: Organic vapor cartridges will provide little protection from dusts and mists as they are designed to absorb only organic vapors. Employees must ensure they are using the proper cartridge(s) for the right contaminant.

- Respirators must properly fit the wearer. Employees should carefully follow the fitting instructions, fit tests, and fit checks outlined in the instruction booklet accompanying the respirator, and also outlined in your training.

- Employees should refer to the working on the cartridge label to determine the type and degree of protection the canister or cartridge will afford. Employees may be exposed to more than one contaminant for which combination filters are required.

- Some contaminants may be readily absorbed through the skin. In these cases, appropriate gloves and other protective clothing may be needed. Some hazards, such as oxygen deficiency, create an atmosphere immediately dangerous to your life or health. Other hazards, such as some dusts, cause delayed health problems only after you've been exposed to them for long periods of time. Refer to the written **PPE HAZARD ASSESSMENT** for additional information on what is required.

TRAINING:

- Employees who must wear respirators shall be trained in the proper use of the respirator, and its limitations, prior to its use. Employees should be retrained at least annually, or more often when periodic observations indicated employee confusion on correct respiratory procedures and practices.

- All training is to be provided by a competent person knowledgeable concerning the hazards at the City of Pleasant Hill and appropriate protective measures necessary to provide adequate employee protection.

- All training must be documented to include the name of the competent person providing the training, the names of those attending the training, the date the training was provided, and a brief outline of what was covered.

- Employees must bring their respirators to the training, and demonstrate the ability to inspect the respirator for possible defective conditions. They should be able to determine an acceptable fit, demonstrate the fit-check procedures, and identify the proper protective devices for the anticipated hazards.

NOTE: Employees wearing respirators must be fit-tested on an annual basis and obtain medical approval for wearing respiratory protection devices.

NOTE: Fit-check (seal-check) procedures: After tightening the appropriate straps, cover the inhalation valves with your hands and breath in slightly. The mask should collapse on the you face. Next, cover up the exhalation valve and puff air out lightly. The mask should balloon up on your face. If this does not happen, readjust your mask and try again. Do not over-tighten your mask, as it may become uncomfortable in a short while. Air leaks generally occur under the chin or around the bridge of the nose. Do not wear a respirator that cannot be fit-checked successfully.

ASSIGNMENT:

Air purifying respirators and dust masks are to be assigned to each user for their exclusive use. Respirators are not to be shared. Each respirator wearer is responsible for insuring their respirator is cleaned and sanitized after its use, and should not let other employees borrow their respirators.

CLEANING:

- Air-purifying respirators shall be cleaned and disinfected after each use. Paint thinner and other solvents should not be used for cleaning purposes.

- Solvents may weaken or distort the respirator face piece and effect a good face to mask seal may cause the respirator to leak exposing the user to the hazards they are trying to protect themselves from.

NOTE: Hot water with detergent soap is recommended for cleaning your respirator. Use it liberally and keep your respirator clean, especially the parts of the mask that contact the face. Be sure to remove the chemical cartridges (if used) from the respirator before cleaning. Chemical cartridges are not designed to be submerged in water or other liquids. ***Please refer to the manufacturers recommendations for cleaning.***

STORAGE:

- Respirators shall be stored in a clean and sanitary location and in such a way that the face piece and exhalation valve will rest in a normal position.

- Respirators shall not be stored in the work area where they can be exposed to the atmosphere. They must be protected from sunlight, dust, heat, extreme cold, excessive moisture, and damaging chemicals.

- Respirators must be stored in their designated location and not felt hanging on a hook or lying on machinery, equipment, or work surfaces. They should not be stuffed in toolboxes or lockers.

INSPECTION:

- Respirators shall be inspected during cleaning. They should be checked for damaged parts, cracks, and excessive.

- Respirator inhalation and exhalation valves should be checked to ensure they are in good condition and are not cracked. The flange under the valves should be cleaned periodically so the valves will seat properly. If they don't seat, the wearer may be exposed to chemicals leaking by the seals.

SURVEILLANCE:

- Work area conditions and the degree of employee exposure and stress shall be monitored. There will be regular inspections and evaluations to determine continued effectiveness of this program.

- Periodic testing including air monitoring will be performed to determine employee eight-hour time weighted average exposures to all hazardous components.

- Employee complaints to adverse affects from exposure to chemicals must be addressed immediately. Employees should review the SDS sheets to learn to recognize the hazards of the chemicals they are exposed to, and learn to identify or recognize the chemical(s) warning properties.

NOTE: Employees should immediately leave the area of exposure under any of the following conditions:

- If breathing becomes difficult
- Dizziness or other distress occurs
- You sense irritation, smell or taste contaminants
- Respirator becomes damaged

ASSESSMENT:

Employees shall not be assigned to tasks using respirators unless it has been determined (by a medical examination) employees are physically able to perform the work and use the equipment. This may be done by either utilizing a medical questionnaire or through an initial medical examination by a physician or other licensed health care professional.

APPROVAL:

Only respirators provided with a NIOSH (National Institute of Occupational Safety and Health) or MSHA (Mine Safety and Health Administration) approval number shall be used. (This is indicated by a number preceded by a TC, which stands for tested and certified.)

FIT TESTING:

Employee(s) required to wear respirators must be qualitatively fit-tested to ensure the anticipated protection is afforded based on fit characteristics. This must be performed on an annual basis.

STANDARD PROCEDURES

- Respirators must be worn as outlined in these written procedures and in all areas deemed necessary by your supervisor.

- Only respirators issued to you shall be used.

- Air-purifying respirators shall be used only with the designated chemical cartridge filters and pre-filters (if provided). Replacement parts must not be interchanged with other brands of respirators.

- Respirators shall be inspected routinely before and after each use.

- Employees shall test the face piece seal each time the respirator is worn, according to training procedures given during respirator training. Respirators must not be worn if a good face seal in not obtained.

NOTE: Beards (or anything else that may affect the face-to-mask seal) shall not be allowed when wearing a respirator. Any malfunction of the respirator shall be reported to your supervisor.

- Respirators shall be cleaned and sanitized after each use, and stored in a clean environment in an upright manner, to allow the valves to rest in their normal positions.

- Written records shall be maintained to designate when cartridges have been assigned (if necessary to determine adequate use intervals).

- SCBA's must be inspected on a monthly basis.

NOTE: Cartridges shall be changed if breathing becomes labored, or if the chemical cartridge allows the chemical to breakthrough exposing the wearer to taste or odor.

- Air-purifying respirators shall not be used in reduced oxygen environments or in IDLH atmospheres.

NOTE: Through a review of the City of Pleasant Hill, it is believed IDLH environments *may exist* in our operations in areas such as confined spaces or during fire fighting situations.

EVALUATION

All supervisors are required to conduct evaluations of the workplace to ensure that the written respiratory protection program is being properly implemented, and to consult employees to ensure that they are using the respirators properly. Supervisors will, also, conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective. The supervisor will consult with employees required to wear respirators regularly to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected. Factors to be assessed include, but not limited to:

- Respirator fit (including the ability to use the respirator without interfering with effective workplace performance);
- Appropriate respirator selection for the hazards to which the employee is exposed;
- Proper respirator use under the workplace conditions the employee encounters; and
- Proper respirator maintenance.

RECORD RETENTION

Employers must maintain written information regarding medical evaluations, fit testing, and the respirator program. This information will facilitate employee involvement in the respirator program, assist the employer in auditing the adequacy of the program, and provide a record of compliance determinations by OSHA.

MEDICAL EVALUATION: Records of medical evaluations required by this section must be retained and made available in accordance with 29 CFR 1910.1020.

FIT TESTING: the employer will establish a record of the qualitative and quantitative fit tests administered to an employee including:

- The name or identification of the employee tested;
- Type of fit test performed;
- Specific make, model, style, and size of respirator tested;
- Date of test; and
- The pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs.

Fit tests records will be retained for respirator users until the next fit test is administered.

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Program for Control of Noise Exposures

October 2015

Table of Contents

INTRODUCTION

This Control of Noise Exposure or Hearing Conservation Program is developed to identify and evaluate elevated noise levels and to provide employees with proper protection and training to protect their hearing at the City of Pleasant Hill (hereafter referred to as "The City). The basic provisions of this program include:

- Identifying and controlling hazards
- Maintaining a hearing conservation program
- Maintaining a record of Noise Analysis surveys
- Providing necessary personal protective equipment (PPE)
- Providing employee training regarding hearing conservation

PURPOSE:

- To establish a written plan to outline specific procedures for minimizing employees exposures to elevated noise levels and protect employee hearing.

- To comply with OSHA Section 1910.95 Occupational Noise Exposure Standards.

AVAILABILITY:

This written plan must be reviewed with all employees and copies made available for employee review in the work area.

APPLICATION:

These procedures apply to anyone whose work may expose them to elevated levels of noise on City's property or during the work hours.

BACKGROUND:

Noise, or unwanted sound, is one of the most common health problems in American workplaces. The National Institute for Occupational Safety and Health (NIOSH) estimates that 30 million workers in the U.S. are exposed to hazardous noise. Exposure to high levels of noise may cause hearing loss, create physical and psychological stress, reduce productivity, interfere with communication, and contribute to accidents and injuries by making it difficult to hear warning signals.

DEFINITIONS

SOUND: is the physical phenomenon that stimulates our sense of hearing. It is an acoustic wave that results when a vibrating source, such as machinery, disturbs an elastic medium, such as air. In air, sound is usually described as variations of pressure above and below atmospheric pressure. These fluctuations, commonly called sound pressure, develop when a vibrating surface forms areas of high and low pressure, which transmit from the source as sound.

ATMOSPHERIC PRESSURE: A force over a given area that is caused by the weight of an atmosphere.

NOISE: unwanted sound.

ULTRASOUND: is high-frequency sound that is inaudible, or cannot be heard, by the human ear. However, it may still affect hearing and produce other health effects.

AUDIOMETRIC TESTING: A series of hearing tests used to measure hearing over time and detect any changes that may have occurred.

BASELINE AUDIOGRAM: is the reference audiogram against which future audiograms are compared.

ACTION LEVEL: at least 85 decibels of noise exposure for an 8-hour workday.

ATTENUATION: the ability to block out or reduce the amount of noise being received. Hearing protectors are rated by their "attenuation factors". Hearing protectors must attenuate employee exposure at least to a TWA of 90 decibels for an 8-hourworkday**.**

PERMISSIBLE NOISE EXPOSURE: 90 decibels of noise exposure for an 8-hour work day. This is the maximum level employees are to be exposed without hearing protection, as they may be exposed to noise levels intense enough to cause permanent hearing loss.

STANDARD THRESHOLD SHIFT: a change in hearing threshold relative to the baseline audiogram of an average of 10 decibels or more at 2000, 3000 and 4000 Hz in either ear.

DECIBELS: a unit for measuring relative loudness of a sound (dB).

dBA: decibels measuring acoustic sound waves.

TWA: the average exposure concentration for a normal workday.

RESPONSIBILITIES

All affected personnel are expected to comply with this program.

All affected employees shall adhere to these procedures and are expected to follow all safety procedures whenever working.

Employees are responsible for wearing all personal protective equipment necessary to protect themselves from the identified hazards.

The supervisors' responsibilities are:

- Ensure employees are wearing appropriate hearing protection equipment for work being performed (ear plugs, muffs, etc.).
- Coordinate employee training/information sessions.
- Oversee the purchase, repair, and maintenance of necessary equipment. This equipment includes personal protective equipment; as well as, the machinery being utilized by employees.
- Evaluate and maintain a record of equipment that exceeds the recommended dBA limits.
- Ensure each employee's hearing is evaluated on an annual basis. (Mandatory departments are: Public Works, Parks and Recreation)

The employees are responsible for ensuing compliance with all aspects of this program. In addition, they will alert their supervisors when the employee believes the conditions require hearing protection. Indications that hearing protection is required are:

- Noisy conditions can make normal conversation difficult.
    - When noise levels are above 80 decibels (dB), people have to speak very loudly
    - When noise levels are between 85 and 90 dB, people have to shout.
    - When noise levels are greater that 95 dB, people have to move close together to hear each other at all.
- High noise levels can cause adverse reactions and behaviors. Examples are:
    - Difficulty understanding speech.
    - Annoyance.
    - Difficulty concentrating.
    - Reduced efficiency.
    - Low morale.
    - Adverse social behavior.
    - Quickened pulse rate; increased blood pressure; and narrowing of the body's blood vessels as a result of noise may, over a long period of time, place an added burden on the heart.
    - Abnormal secretion of hormones.
    - Muscle tension.
    - Ulcers.
    - Loss of sleep.
    - Fatigue.
    - Stress reactions.

PROGRAM REQUIREMENTS

1. Monitoring:
   - Noise level monitoring utilizing a noise dosimeter has indicated that some employees may be exposed to noise levels at or above 85 decibels for an 8-hour workday.
   - Additional noise level monitoring will be done whenever a change in production, process, equipment or controls increases noise exposures where additional employees may be covered under this program.
   - Operations throughout the facility vary greatly in the level of noise exposure because of the mobility of personnel and the frequency of operation of different machines and equipment. ALL EMPLOYEES WORKING IN ELEVATED NOISE AREAS OR WITH EQUIPMENT THAT GENERATES ELEVATED NOISE MUST WEAR HEARING PROTECTION.

2. Audiometric Testing:
   - All employees exposed to 85 decibels of noise (TWA) at the City are to receive audiometric testing on an annual basis.
   - Within 6 months of an employee's first exposure at or above the action level, the employee will receive testing to establish a baseline audiogram. This testing must be proceeded by at least 14 hours without exposure to workplace noise.
   - Each employee's audiogram will be compared to that employee's baseline audiogram to determine if the audiogram is valid, and if a standard threshold shift has occurred. If the audiogram shows that an employee has sustained a threshold shift, the employee will be retested within 30 days.
   - Any employee experiencing a standard threshold shift will be informed of the condition in writing within 21 days of the determination.
   - Problem audiograms will be reviewed by our physician to determine if there is need for further evaluation. We will provide additional information to the treating physician:
     - A copy of the OSHA Section 1910.95 occupational Noise Exposure Standards.
     - The employee's baseline audiogram and the most recent audiogram.
     - Measurements of the background sound pressure levels in the audiometric test booth.
     - Records of the audiometer calibrations.

   - In determining whether a standard threshold shift has occurred, allowances may be made for the contribution of aging to the change in hearing level by adjusting the most recent audiogram. This will only be done utilizing NIOSH (National Institute of Occupational Safety and Health) tables listed in Appendix F of OSHA Section 1919.95.

3. Hearing Protection:
   - Hearing protection is required to be worn by all employees working in elevated noise environments or operating noisy equipment. Hearing protectors, depending on type, reduce noise reaching the ear by 25 to 30 decibels.
   - Several devices are available for employee selection including muffs and earplugs. Employees should ensure that the devices are in working order. Worn or damaged devices must be replaced to maintain adequate attenuation properties.

NOTE: Earmuffs should not be used if the foam pad is stiff, worn, missing, cut or torn. They only provide good protection if they fit tightly around the ear.

   - Employees should insert hearing protection devices according to instructions given during their training. Plugs are designed to block out noise source and muffs are designed to provide a barrier against the noise source. Both work equally effective as long as they are in good condition and are inserted or seated properly.
   - All hearing protection devices used must have a noise reduction rating (NRR) indicating how many decibels of noise the device will reduce employee exposures.
   - Earplugs must be seated properly to ensure they are protecting your hearing. Improperly seated plugs may only attenuate some of the noise and still expose employees to potential hearing loss.

NOTE: Roll or compress the disposable plugs lengthwise between your fingertips. Reach one hand around the back of your head and pull up on the outer ear to straighten the ear canal. Insert until you feel it plugging, then hold it in place for a moment until it expands fully or fills the ear canal.

   - Employees experiencing a threshold shift (indicated by audiometric testing) must wear hearing protection with a NRR that will reduce noise level exposures to a TWA of 85 decibels or lower.
   - All hearing protection devices used by employees must attenuate the noise below 90 decibels for an 8 hour average. Employees should only use the hearing protection devices that are provided and not bring devices from home.

4. Permissible Noise Exposures: employees may be exposed to elevated noise levels according to the chart listed below:

Duration per day; hours	**Sound level; dBA**
8	**90**
6	**92**
4	**95**
3	**97**
2	**100**
1.5	**102**
1.0	**105**
0.5	**110**
.25	**115**

- When employees are exposed to sound levels exceeding those listed in the chart, feasible engineering and administrative controls will be pursued and utilized. Where such controls fail to reduce the exposure to within these levels, personal protective equipment will be provided and must be worn. Any confusion on the requirements of this program should be directed to the supervisor.

4. Characteristics of Sound:
   - Sound has both frequency and intensity. Frequency, or pitch, is measured as sound vibrations per second, or hertz (Hz). The frequency of a boat whistle or a locomotive horn is approximately 250 Hz, while the frequency of a bird singing or a table saw is about 4,000 Hz. Intensity, or loudness, is measured in decibels (dBA). A conversational voice is around 65 dBA; a shout is 90 dBA or greater. Employees are to become familiar with the intensity of the tools and equipment they use.

NOTE: Employees tend to lose their ability to hear high frequency noise first, as the nerve endings for high frequency noise are located closer to the outer ear canal.

- Decibels are an indicator of a sound's loudness (measured by how much pressure sound exerts on a surface). As the decibel level rises, the sound increases more rapidly than you perceive it. A sound of 90 decibels is 10 times stronger than a sound of 80 decibels.

- Exposure to noise above 90 decibels can cause a temporary loss of hearing called temporary threshold shift. It is usually noticed in the higher frequencies, perceived as a muffling of sounds. Repeated exposure can cause permanent threshold shift, a permanent hearing loss, which is not medically recoverable.

NOTE: Continuous exposure to noise (85 dBA or greater) can cause permanent hearing loss. Short exposure to extremely loud music (greater than 140 dBA), known as acoustic trauma, can also cause permanent hearing loss.

CONTROLLING NOISE EXPOSURE

- Wear your hearing protectors both at home and at work when exposed to elevated noise sources such as chain saws, power tools, lawn mowers, carpentry tools, etc.
- Anticipate recreational noise such as snowmobiles, motorcycles, and speedboats.
- Watch out for noise from firearms when hunting and shooting.
- Control environmental noise such as jackhammers, emergency sirens, train whistles, etc.
- Avoid loud music, especially with headphones.

TRAINING

All the City's employees must be trained on an annual basis for each employee in the hearing conservation program. All training must be documented including the employee's name, the signature of the competent person providing the training, and the dates of the training. The training must include:

- The effects of noise.
- The purpose, advantages, and disadvantages of various types of hearing protectors.
- The selection, fit and care of protectors.
- The purpose and procedures of audiometric testing.

NOTE: The training program may be structured in any format, with different portions conducted by different individuals and at different times, as long as the required topics are covered.

EVALUATION

All City operations have been evaluated to identify the specific noise environments where hearing protection is required. The adequacy of hearing protection will be re-evaluated whenever employee noise exposures increase to the extent that the hearing protectors provided many no longer provide adequate attenuation.

RECORD RETENTION

Employers must keep noise exposure measurement records for 2 years and maintain records of audiometric test results for the duration of the affected employee's employment. Audiometric test records must include the employee's name and job classification, date, examiner's name, date of the last acoustic or exhaustive calibration, measurements of the background sound pressure levels in audiometric test rooms, and the employee's most recent noise exposure measurement.

Employers are also required to record work-related hearing loss cases when an employee's hearing test shows a marked decrease in overall hearing. Employers will be able to make adjustments for hearing loss caused by aging, seek the advice of a physician or licensed health-care professional to determine if the loss is work-related, and perform additional hearing tests to verify the persistence of the hearing loss.

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Program for Control of Occupational Exposures in Confined Spaces

October 2015

INTRODUCTION

This Confined Space Entry Program is developed to identify and evaluate confined spaces, define conditions of entry, and ensure personnel are protected from confined space hazards at the City of Pleasant Hill (hereafter referred to as "The City). The basic provisions of this program include:

- Identifying and controlling hazards
- Establishing a written confined space entry procedure and permit
- Maintaining a record of air monitoring of confined spaces
- Providing necessary personal protective equipment (PPE)
- Providing employee training regarding this confined space entry program

PURPOSE:

- To establish a written plan to outline specific procedures for minimizing potential injuries and accidents while working in confined spaces.

- To comply with OSHA 1910.146 Confined Space Entry Standards.

AVAILABILITY:

This written plan must be reviewed with all employees who will work in and around confined spaces, and copies made available for employee review in the work area.

APPLICATION:

These procedures apply to anyone whose work requires them to enter a confined space on City property, or on a customer's premises.

ONLY authorized employees **are permitted to enter confined spaces. The City employees do not plan to enter confined spaces. These procedures are developed should the need arise to do so, or if a contractor must enter any identified confined space.**

DEFINITIONS

ACCEPTABLE ENTRY CONDITIONS: the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

ATTENDANT: an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

AUTHORIZED ENTRANT: an employee who is authorized by the employer to enter a permit space.

BLANKING OR BLINDING: the absolute closure of pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or a skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line or duct with no leakage beyond the plate.

CONFINED SPACE: a space that by design has limited openings for entry and exit, that could contain or produce dangerous air toxins, and that is not intended for continuous employee occupancy.

DOUBLE BLOCK AND BLEED: the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.

EMERGENCY: any occurrence (including failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

ENGULFMENT: the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.

ENTRY: the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

ENTRY PERMIT: the written or printed document that is provided by the employer to allow and control entry into a permit space.

ENTRY SUPERVISOR: the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.

NOTE: An entry supervisor also may serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role he or she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.

HAZARDOUS ATMOSPHERE: an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

(1) Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);

(2) Airborne combustible dust at a concentration that meets or exceeds its LFL;

NOTE: This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.

(3) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;

(4) Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in OSHA 1910.146 Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this Part and which could result in employee exposure in excess of its dose or permissible exposure limit;

NOTE: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.

(5) Any other atmospheric condition that is immediately dangerous to life or health.

NOTE: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Safety Data Sheets that comply with the Hazard Communication Standard, section 1910.1200 of this Part, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

HOT WORK PERMIT: the employer's written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.

IMMEDIATELY DANGEROUS TO LIFE OR HEALTH (IDLH): any condition that poses an immediate or delayed threat to life, that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

NOTE: Some materials – hydrogen fluoride gas and cadmium vapor, for example – may produce immediate transient effects that, even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure. The victim "feels normal" from recovery from transient effects until collapse. Such materials in hazardous quantities are considered to be "immediately" dangerous to life or health.

INERTING: the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

NOTE: This procedure produces an IDLH oxygen-deficient atmosphere.

ISOLATION: the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

LINE BREAKING: the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

NON-PERMIT CONFINED SPACE: a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

OXYGEN DEFICIENT ATMOSPHERE: an atmosphere containing less than 19.5 percent oxygen by volume.

OXYGEN ENRICHED ATMOSPHERE: an atmosphere containing more than 23.5 percent oxygen by volume.

PERMIT-REQUIRED CONFINED SPACE: a confined space that has one or more of the following characteristics:

(1) Contains or has a potential to contain a hazardous atmosphere;

(2) Contains a material that has the potential for engulfing an entrant;

(3) An internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or

(4) Contains any other recognized serious safety or health hazard.

PERMIT-REQUIRED CONFINED SPACE PROGRAM: the employer's overall program for controlling, and, where appropriate, for protecting employees from permit space hazards and for regulating employee entry into permit spaces.

PERMIT SYSTEM: the employer's written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.

PROHIBITED CONDITION: any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

RESCUE SERVICE: the personnel designated to rescue employees from permit spaces.

RETRIEVAL SYSTEM: the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

TESTING: the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

NOTE: Testing enables employers both to devise and implement adequate control measures for the protection of authorized entrants and to determine if acceptable entry conditions are present immediately prior to, and during, entry.

RESPONSIBILITIES

All affected personnel are expected to comply with this program.

All affected employees shall adhere to these procedures and are expected to follow all safety procedures whenever working in a confined space.

Employees are responsible for wearing all personal protective equipment necessary to protect themselves from the identified hazards.

The supervisors' responsibilities are:

- Ensure proper completion/authorization of permits prior to entry into the space.
- Coordinate employee training/information sessions.
- Oversee the purchase, repair, and maintenance of necessary equipment.
- Evaluate and maintain a record of hazards regarding confined space.
- Communicate the provisions of the program to other employers conducting work in permit-required spaces.

Employers must also inform any contractors whom they hire to enter permit spaces about:

- The permit spaces and permit space entry requirements;
- Any identified hazards;
- The employer's experience with the space, such as knowledge of hazardous conditions; and
- Precautions or procedures to be followed when in or near permit spaces.

When employees of more than one employer are conducting entry operations, the affected employers must coordinate entry operations to ensure that affected employees are appropriately protected from permit space hazards. The employer also must give contractors any other pertinent information regarding hazards and operations in permit spaces and be debriefed at the conclusion of entry operations.

The employees are responsible for ensuing compliance with all aspects of this program. In addition, they will assist the supervisor with the task of implementing and maintaining the Permit Required Confined Space Entry Program. They will ensure that basic procedures are followed for permit-required confined spaces.

These procedures include:

- Planning the job (e.g., defining the scope of the work, indicating if hot work is necessary, ensuring employee hazard communication training, etc.).
- Removing the space from service.
- Isolating the space (e.g., installing blind flanges, disconnecting lines, disconnecting drive shafts, etc.).
- Preparing the space (e.g., ventilating, draining, purging, locking, etc.).
- Testing the space for appropriate potential hazards (e.g., oxygen deficiency, toxic gases, noise, temperature, etc.).
- Providing for rescue and retrieval.
- Establishing entry requirements and emergency procedures.
- Allowing work to begin only after the authorized permit is obtained.
- Conducting work as specified on the permit.
- Seeing that the permit is cancelled when work is completed.

Employees are also required to contact their Public Works Supervisor when questions or problems arise that involve this Confined Space Entry Program.

TRAINING

All the City's employees must be trained on an annual basis by a competent person before entering or working in confined spaces.

All training must be documented including the employee's name, the signature of the competent person providing the training, and the dates of the training, and should establish employee proficiency in all duties of the confined space entry procedures.

The training must address duties for authorized entrants, attendants, entry supervisors, and rescue and emergency services.

The training must review the OSHA 1910.146 standards, must address the hazards associated with confined spaces at the City, must review necessary personal protective equipment use and care, and must inform employees of procedures to follow in an emergency.

In addition, the following specific training is to be done:

ENTRANT: In order to adequately perform their duties, entrants shall receive training in the following areas:

1. Knowledge and recognition of the hazards they may encounter in permit spaces including:

    - Recognition of the signs and symptoms of exposure.
    - Understanding the consequences of exposure to these hazards.

2. The methods and importance of maintaining contact (communication) with the attendant. Entrants will be instructed to immediately notify the attendant when:

    - They feel or see there is an unsafe condition in the space, or
    - They must evacuate the space for any reason.

3. The Proper use of protective equipment needed for safe entry and exit, (e.g., retrieval lines, respirators, and clothing).

4. The proper use and knowledge of external barriers necessary (e.g., barricades, cones, etc.).

5. The need to immediately exit the permit space if:
    - The attendant orders evacuation.
    - An automatic alarm on a monitoring device is activated.
    - The entrants feel or see that they are in danger.

ATTENDANT:

1. Training – Attendants shall receive training in the areas identified below:

    - The method used to keep an accurate count for entrants.
    - Recognition of the hazards encountered in confined spaces.
    - Communication techniques used in confined space work.
    - Appropriate rescue procedures such as methods of summoning help and assisting the rescue team.
    - The duties and authority of attendants.

2. Duties – Attendants will:

    - Keep an accurate count of the number of workers in the confined space.
    - Limit entrants in the confined space to those people identified on the permit.
    - Monitor the situation both inside and outside the space for hazards, being alert to any conditions that may require evacuation of the space.

- Keep continuous and effective contact with those employees inside the space.
- Order evacuation of the space as necessary.
- Know how to use emergency equipment and be familiar with practices to assist with rescue without entering the space.
- Never leave the workstation unless properly relieved or unless all entrants are out of the space.
- Contact the supervisor if problems arise.
- Initiate and summon emergency services, if necessary.

3. Authority – As part of their duties, attendant are authorized to:

   - Prohibit unauthorized personnel from entering the confined space. This includes warning them away from the space as well as asking them to exit the space, if they have entered.
   - Order entrants or unauthorized personnel out of the confined space at will.
   - Reasons to order an evacuation include:
     - A condition arises that is not allowed by permit.
     - Behavioral change is noted in a worker.
     - A potential hazard occurs outside the confined space that will affect workers in that space.
     - An uncontrolled hazard is detected in the confined space.
     - The attendant is not able to carry out the duties assigned.
     - The attendant must leave the assignment.

ENTRY SUPERVISOR: Personnel who authorize entry permits will be trained to perform the following duties.

1. Evaluate a space and complete the permit to ensure hazards within the confined space are controlled.

2. Ensure the appropriate procedures, practices and equipment are in place (before allowing entry). This condition will be signified by authorizing the permit.

3. Cancel the permit, order evacuation of the space, and have it secured whenever unacceptable conditions are encountered.

4. Cancel the permit and have the space returned to normal service once the authorized work has been completed.

5. Prohibit unauthorized personnel from entering the space.

EVALUATION

All City operations have been evaluated to identify the confined spaces present. These have been compiled to help employees recognize those areas where entrance and work is restricted. Only authorized employee(s) are allowed to enter these areas, and then only after the City's Entry Permit has been completed.

Signs are posted to help identify confined spaces in City facilities. Employees are encouraged to refer to the list on the next page for confined space determination. Any questions or confusion on these spaces should be directed to their supervisor for clarification.

A hazard evaluation has been completed to identify the hazards present (or anticipated) in our confined spaces. These include potential atmospheric hazards, engulfment hazards, entrapment hazards, hazardous energy, and other serious hazards identified.

GENERAL REQUIREMENTS FOR CONFINED SPACE ENTRY

AT NO TIME SHALL A CONFINED SPACE BE ENTERED WITHOUT ANOTHER EMPLOYEE PRESENT.

JOB SET-UP:

- Secure the area as is necessary; ensure you have a safe access to the confined space. Protect the area from vehicle traffic, unauthorized employees, or other equipment, etc. When necessary, barricades or banner tape should be used to identify and isolate the area.

- Utilize the proper tools to remove any lid, hatch, or cover on the confined space, and be sure to lift in the position of strength. Keep fingers and feet away from all pinch points.

PRE-ENTRY:

- Check steps or ladder rungs (if installed in the confined space) for loose or broken members before using them. Ladders must be used whenever access equipment is not provided and safe entry cannot be utilized.

- Straps, ropes, etc. should be used to lower tools and equipment (if appropriate) into the space. Employees should avoid tossing or dropping items to the employees in the space.

- Isolate the space from liquids, gases, dusts, or other hazardous materials that empty into it. If rotating or moving machinery operates in the space, isolate it from the energy source.

- Blank or disconnect and cap pipelines that empty into the space.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- Eye protection must be worn whenever the exposure warrants the protection. Other necessary protective equipment will be listed on the entry permit, and must be used.

- Fall protection equipment must be inspected prior to use to ensure it will provide the anticipated protection. Full body harnesses must be used (where identified as necessary), and potential falls limited to 6 feet.

SMOKING:

Smoking is not permitted in any confined space because of the potential for fire or explosion from flammable or combustible vapors, gases, or dusts that may be present.

FIRE PROTECTION:

- The City of Pleasant Hill Hot Work Permit is required to be completed for work in confined spaces involving welding, cutting, or brazing to ensure all fire and explosion potentials have been eliminated or controlled. This should be attached to the entry permit at the entrance site.

- SDS sheets must be reviewed prior to introducing any chemical into a confined space to determine the potential for fire or explosion.

EQUIPMENT:

- Air monitoring equipment used to assess air quality must be calibrated according to the manufacturer's recommendations. Calibration records must be kept.

- All equipment must be inspected (prior to using it) to ensure it works as intended.

DECLASSIFIED CONFINED SPACE ENTRY PROCEDURES

- If the confined space poses no actual or potential atmospheric hazards, and all hazards within the space are eliminated or controlled without entry into the space, it may be declassified as a non-permit confined space.

- **IF IT IS NECESSARY TO ENTER THE CONFINED SPACE TO REMOVE OR ELIMINATE ALL HAZARDS, THEN IT SHALL BE TREATED AS A PERMIT-REQUIRED CONFINED SPACE UNTIL AT LEAST ALL HAZARDS ARE REMOVED OR ELIMINATED.**

- Monitor the confined space (where air quality problems are anticipated) prior to entry for oxygen deficiency, the presence of flammable vapors, gases, dusts, and toxic air contaminants.

NOTE: No confined space shall be entered if an alarm is activated on the meter.

- The chart establishes minimum conditions acceptable for entering the City of Pleasant Hill's confined spaces.

MINIMAL ACCEPTABLE CONDITIONS	
HAZARD	MINIMUM ACCEPTED
Oxygen	19.5% minimum 23.5% maximum
Flammable Gases	No greater than 10% LEL (lower explosive limit)
Toxic Substances	Cannot exceed the PEL (permissable exposure limit)
Hazardous Energy	Must be locked out
All Other Hazards	Identified and Controlled

- If contaminants are found to be present in the confined space, it should not be entered. Ventilation should be used to remove the contaminants(s). Once the space is ventilated, the ventilation should be discontinued and the air rechecked with the monitor. If the contaminant reappears, the space shall then be treated as a permit-required confined space. If the contaminant does not reappear, the space should be continuously monitored to insure it does not reappear. This is especially true when conditions may change suddenly during cleaning or maintenance operations.

NOTE: There can be no hazardous atmosphere inside the confined space whenever an employee is inside the space.

- Verification that the space is safe for entry must be made by completing the top half of the entry-permit to determine if the space can be declassified.

PERMIT-REQUIRED CONFINED SPACE ENTRY PROCEDURES

A Permit Entry System has been established for those employees who are required to enter permit-required confined spaces. The Permit Entry System is initiated by the Supervisor whenever the employees must enter a confined space. Written permits are authorized by the Supervisor only after all the requirements of this Confined Space Entry Program have been addressed.

- Identify and evaluate all hazards likely to be present in the confined space. These might include those inherent hazards presented by the space, those created by worker activity, and those intruded into the space.

- Monitor the confined space prior to entry. Check for oxygen deficiency, the presence of flammable vapors and gases, and toxic air contaminants. If no atmospheric hazards are found, reclassify space to a non-permit required space.

NOTE: Other hazards such as welding or chemical cleaning agents being introduced into the space may warrant the space as permit-required. This also includes other hazards that can't be controlled such as engulfment, falls, etc.

- If hazards cannot be removed, obtain and complete the City of Pleasant Hill's Confined Space Entry Permit. All permits must be signed by the entry supervisor (see definitions) before anyone is allowed to enter the confined space.

- Purge, inert, flush, isolate, lockout, block, drain, rinse, bleed, or ventilate the permit space as is necessary to control or eliminate atmospheric hazards.

- Follow the City of Pleasant Hill's Lockout/Tagout Program(Energy Control Procedure) where necessary to protect entrants from electrical hazards and moving equipment.

- Provide at least one attendant outside the permit space at all times while the confined space is occupied.

- Utilize all appropriate personal protective equipment identified to minimize exposure to contaminants present in the confined space. Attempts should be made to reduce or eliminate hazards before entering a confined space.

- Emergency retrieval equipment must be utilized (where appropriate) when entering a permit-required space.

- Ventilation equipment must be used continuously when working in permit-required confined space.

- Attendant(s) shall utilize (when appropriate) the retrieval equipment (during emergencies) to remove the individual out of the confined space. At no time shall a rescue be made by entering the confined space.

EMERGENCY RESCUE:

The City of Pleasant Hill is not relying on the local fire department to provide emergency rescue from the confined space but they should be notified if emergency rescue is needed. To facilitate rescue, the attendant will utilize the tripod and retrieval device to pull the entrant out of the confined space.

OUTSIDE CONTRACTOR:

- Confined space entries involving outside contractors must be preplanned and coordinated by the facility supervisor.

- A copy of Pleasant Hill's written entry plan must be reviewed with the entering contractor, all hazards of the confined space identified and discussed, and entry procedures established prior to entering and working in any confined space involving City property.

RECORD RETENTION:

All records pertaining to this Confined Space Entry Program will be kept for at least one year including training records, entry permits, pre-entry checklists and equipment calibration records.

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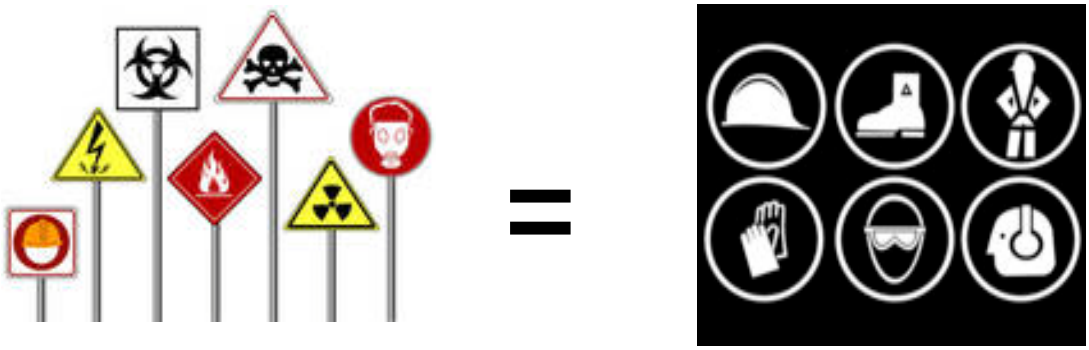
Personal Protective Equipment
Hazard Assessment



October 2015

Table of Contents

INTRODUCTION

Hazards exist in every workplace in many different forms: sharp edges, falling objects, flying sparks, chemicals, noise and a myriad of other potentially dangerous situations. The Occupational Safety and Health Administration (OSHA) require the employers protect their employees from workplace hazards that can cause injury.

Controlling a hazard at its source is the best way to protect employees. Depending on the hazard or workplace conditions, OSHA recommends the use of engineering or work practice controls to manage or eliminate hazards to the greatest extent possible. For example, building a barrier between the hazard and the employees is an engineering control; changing the way in which employees perform their work is a work practice control.

When engineering, work practice and administrative controls are not feasible or do not provide sufficient protection, employers must provide personal protective equipment (PPE) to their employees and ensure its use. Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to a variety of hazards. Examples of PPE include such items as gloves, foot and eye protection, protective hearing devices (earplugs, muffs), hard hats, respirators and full body suits.

PURPOSE:

To administer an effective PPE protection program to ensure adequate protection while working with hazards. This guide will help both employers and employees do the following: (1) Understand the types of PPE; (2) Know the basics of conducting a hazard assessment of the workplace; (3) Select appropriate PPE for a variety of circumstances; and, (4) Understand what kind of training is needed in the proper use and care of PPE.

To comply with OSHA Section 1910.132 General Requirements, 1910.133 Eye and Face Protection, 1910.135 Head Protection, 1910.136 Foot Protection, 1910.137 Electrical Protective Equipment, 1910.138 Hand Protection, and regulations that cover the construction industry, at 1926.95 (Criteria for personal protective equipment); 1926.96 (Occupational foot protection); 1926.100 (Head protection); 1926.101 (Hearing protection); 1926.102 (Eye and face protection); and for the maritime industry at 1915.152 (General Requirements); 1915.153 (Eye and face protection); 1915.155 (Head Protection); 1915.156 (Foot protection); and 1915.157 (Hand and body protection).

This guide does not address PPE requirements related to respiratory protection as the information is covered under our Program for Control of Occupational Exposures to Respiratory Hazards. There is a brief description for hearing protection but employees should review our Program for Control of Noise Exposure.

AVAILABILITY:

This written plan must be reviewed with all employees, and copies made available for employees to review in a work area.

APPLICATION:

These procedures outline specific measures that must be followed whenever employees' work exposes them to hazards in the administration of their duties. Protective equipment, including PPE for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition whenever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

DEFINITIONS:

Body Protection: means any equipment, clothing, accessory, etc. which is used to protect an employee's body during work operations.

Emergency situation: means any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne containment.

Employee exposure: means exposure to an concentration of an airborne containment that would occur if the employee were not using PPE.

Eye and Face Protection: means any equipment, clothing, accessory, etc. which is used to protect an employee's eyes and/or face during work operations.

Fit factor: means a quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

Fit test: means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT).

Foot and Let Protection: means any equipment, clothing, accessory, etc. which is used to protect an employee's feet and/or legs during work operations.

Hand and Arm Protection: means any equipment, clothing, accessory, etc. which is used to protect an employee's hands and/or arms during work operations.

Hazard Assessment: means a written, formal appraisal of the safety risks that exist within a workplace.

Head Protection: means any equipment, clothing, accessory, etc. which is used to protect an employee's head during work operations.

Hearing Protection: means any equipment, clothing, accessory, etc. which is used to protect an employee's hearing during work operations.

Oxygen deficient atmosphere: means an atmosphere with oxygen content below 19.5% by volume.

Personal Protective Equipment (PPE): means equipment worn to minimize exposure to a variety of hazards. Examples of PPE include such items as gloves, foot and eye protection, protective hearing devices (earplugs, muffs), hard hats, respirators and full body suits.

Physician or other licensed health care professional (PLHCP): means an individual whose legally permitted scope of practice (i.e. license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services.

Self-contained breathing apparatus (SCBA): means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

RESPONSIBILITIES

The supervisor's responsibilities are:

- Implementing the written plan and ensuring employee(s) in his departments are adequately protected whenever necessary.

- Provide appropriate PPE for work environments of the department.

The employee's responsibilities are:

- Adhering to the PPE requirements and not deviating from them without prior authorization from their supervisor. They must use the appropriate devices assigned to them, keep them in working order, and not abuse them.

NOTE: Questions concerning these requirements should be directed to your supervisor.

PPE PROGRAM PROCEDURES

HAZARD ASSESSMENT

A first critical step in developing a comprehensive safety and health program is to identify physical and health hazards in the workplace. This process is known as a "hazard assessment".

The hazard assessment should begin with a walk-through survey of the facility to develop a list of potential hazards in the following basic hazard categories:

- Impact
- Penetration
- Compression (roll-over)
- Chemical
- Heat/cold
- Harmful dust
- Light (optical) radiation
- Biologic

Hazard Assessment		
Hazard Type	**Examples of Hazard**	**Common Related Tasks**
Impact	Flying objects such as large chips, fragments, particles, sand and dirt.	Chipping, grinding, machining, masonary work, wood working, sawing, drilling, chiseling, powered fastening, riveting, and sanding.
Heat	Anything emitting extreme heat.	Furnace operations, pouring, casting, hot dipping, and welding.
Chemicals	Splash, fumes, vapors, and irritating mists.	Acid and chemical handling, degreasing, plating, and working with blood.
Dust	Harmful dust.	Wood working, buffing, and general dusty conditions.
Optical Radiation	Radiant energy, glare, and intense light	Welding, torch-cutting, brazing, soldering and laser work.

In addition to noting the basic layout of the facility and reviewing any history of occupational illness or injuries, things to look for during the walk-through survey include:

- Sources of electricity.
- Sources of motion such as machines or processes where movement may exist that could result in an impact between personnel and equipment.
- Sources of high temperatures that could result in burns, eye injuries or fire.
- Types of chemicals used in the workplace.
- Sources of harmful dusts.

- Sources of light radiation, such as welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.
- The potential for falling or dropping objects.
- Sharp objects that could poke, cut, stab or puncture.
- Biologic hazards such as blood or other potentially infected material.

When the walk-through is complete, the employer should organize and analyze the data so that it may be efficiently used in determining the proper types of PPE required at the worksite. The employer should become aware of the different types of PPE available and the levels of protection offered. It is definitely a good idea to select PPE that will provide a level of protection greater than the minimum required to protect employees from hazards.

The workplace should be periodically reassessed for any changes in conditions, equipment or operating procedures that could affect occupational hazards. This periodic reassessment should also include a review of injury and illness records to spot any trends or areas of concern and taking appropriate corrective action. The suitability of existing PPE, including an evaluation of its condition and age, should be included in the reassessment.

Documentation of the hazard assessment is required through a written certification that includes the following information:

- Identification of the workplace evaluated;
- Name of the person conducting the assessment;
- Date of the assessment; and
- Identification of the document certifying completion of the hazard assessment.

SELECTION OF PPE

All PPE clothing and equipment should be of safe design and construction, and should be maintained in a clean and reliable fashion. Employers should take the fit and comfort of PPE into consideration when selecting appropriate items for their workplace. PPE that fits well and is comfortable to wear will encourage employee use of PPE. Most protective devices are available in multiple sizes and care should be taken to select the proper size for each employee. If several different types of PPE are worn together, make sure they are compatible. If PPE does not fit properly, it can make the difference between being safely covered or dangerously exposed. It may not provide the level of protection desired and may discourage employee use.

OSHA requires that many categories of PPE meet or be equivalent to standards developed by the American National Standards Institute (ANSI). ANSI has been preparing safety standards since the 1920s, when the first safety standard was approved to protect the heads and eyes of industrial workers. Employers who need to provide PPE in the categories listed below must make certain that ANSI standard in effect at the time of its manufacture or provide protection equivalent to PPE manufactured to the ANSI criteria. Employers should inform employees

who provide their own PPE of the employer's selection decisions and ensure that any employee-owned PPE used in the workplace conforms to the employer's criteria, based on the hazard assessment, OSHA requirements and ANSI standards. OSHA requires PPE to meet the following ANSI standards:

- Eye and Face Protection: ANSI Z87.1-1989 (USA Standard for Occupational and Educational Eye and Face Protection).
- Head Protection: ANSI Z89.1-1986.
- Foot Protection: ANSI Z41.1-1991

For hand protection, there is non ANSI standard for gloves but OSHA recommends that selection be based upon the tasks to be performed and the performance and construction characteristics of the glove material. For protection against chemicals, glove selection must be based on the chemicals encountered, the chemical resistance and physical properties of the glove material.

INSPECTION

Each employee is responsible for insuring the PPE he/she is using is in good condition and will provide the designed protection. The following are examples of PPE that would require replacement:

- Earmuffs with cracked, cut or missing gaskets reduces your protection.
- Dirty or scratched eyewear could limit your vision.
- Chemical protective gloves with holes may leak, and torn and frayed gloves may be caught or hooked up on equipment, tools, or machines.

TRAINING

Employers are required to train each employee who must use PPE. Employees must be trained to know at least the following:

- When PPE is necessary.
- What PPE is necessary.
- How to properly put on, take off, adjust and wear the PPE.
- The limitations of the PPE.
- Proper care, maintenance, useful life and disposal of PPE.

Employers should make sure that each employee demonstrates an understanding of the PPE training, as well as, the ability to properly wear and use PPE before they are allowed to perform work requiring the use of PPE. If an employee believes that a previously trained employee is not demonstrating the proper understanding and skill level in the use of PPE, that employee should receive retraining. Other situations that require additional or retraining of employees include the circumstances: changes in the workplace or in the type of required PPE that make prior training obsolete.

The employer must document the training of each employee required to wear or use PPE by preparing a certification containing the name of each employee trained, the date of training and a clear identification of the subject of the certification.

MAINTAINING PPE

PPE will be maintained by following manufacturers' recommendations in regards to cleaning and storage (such as chemical, ultraviolet radiation or from physical damage). Employees will inspect their PPE before utilizing and after performing work. Employees will alert his/her supervisor if there is a need to replace or repair a piece of PPE. Supervisors will periodically inspect the variety of PPE of their employees to assess whether PPE is being properly cared for and stored correctly.

All PPE must be worn as it is intended and must not be abused or mistreated.

EVALUATION

All supervisors are required to conduct evaluations of the workplace to ensure that the written PPE program is being properly implemented, and to consult employees to ensure that they are using PPE properly. Supervisors will, also, conduct evaluations of the workplace as necessary to ensure that the provisions of the current written program are being effectively implemented and that it continues to be effective. The supervisor will consult with employees required to wear PPE regularly to assess the employees' views on program effectiveness and to identify any problems. Any problems that are identified during this assessment shall be corrected.

Supervisors will document when PPE is not used or maintained appropriately. This documentation should include verbal/written notification to employees outlining the expectation of use and care of PPE and consequences if proper PPE is not used or cared for in future work conditions. City Administrator will ensure each department will perform a hazard assessment every two years.

RECORD RETENTION

City Administrator will maintain each department's current hazard assessment. Department Heads and Supervisors will evaluate employees on their use and care of PPE required to perform the job duties on an annual basis. This evaluation will be included on the yearly performance evaluation.

ANNUAL REVIEW

The effectiveness of this program will be reviewed on an annual basis to ensure employee health and safety is not being compromised, and the written plan is still appropriate in controlling employee exposure by using PPE.

HAZARD ASSESSMENT REQUIREMENTS

Listed on the following pages are examples of hazards presented in the City of Pleasant Hill and the PPE recommended for the hazards. The following list is not all inclusive and Department Supervisor needs to be aware of the hazards in their employee's environments and make PPE recommendations and requirements as they see fit. Employees need to keep Department Supervisors aware of hazards that are new or have been addressed.

APPENDIX A

ALL ABOUT GLOVES

With so many types of gloves to choose from, how do you know which glove is best for your specific application? There are five types of gloves defined below; hopefully, this information will help you make the right choice.

***DISPOSABLE GLOVES**

Most disposable gloves are made from three different types of material:

- **Natural Rubber Latex (NRL)**: These are most common. They have very good dexterity and flexibility, providing you with the most elasticity of any glove. But natural rubber latex contains proteins to which some people may be highly sensitive or allergic. Manufacturers are combating these concerns by producing low protein and powder-free gloves that greatly reduce the chances of latex sensitivity and allergic reactions.

- **Vinyl**: These are good are a good alternative for people who are concerned about latex allergies. These gloves are not quite as flexible as NRL, but they still fit snugly when the correct size is chosen. Vinyl also provides more chemical resistance than latex, but not nearly the amount of protection provided by nitrile.

- **Nitrile**: These provide better puncture, abrasion, snag and cut-resistance than latex and vinyl, as well as being resistant to fuels, oils, and many other chemicals. Nitrile is more flexible than vinyl, but not quite as much as natural rubber. One disadvantage of nitrile is that they are more expensive than NRL or vinyl.

***CHEMICAL-RESISTANT GLOVES**

It is important to know that no available glove resists all chemicals, nor will one last forever without showing signs of breakdown. Therefore, you must review degradation and permeation charts. Permeation is the length of time it takes for a chemical to work its way through the glove, to the skin. Degradation describes how long a glove will stand up to a chemical before beginning to breakdown. Degradation/permeation charts are only guides in assisting with the selection of the best glove for chemical applications.

- **Neoprene**: Resistant to mineral acids, organic acids, caustics, alcohol and petroleum solvents.
- **Nitrile**: Resistant to mineral acids, caustics and petroleum solvents.
- **Natural Rubber**: Resistant to ketones, alcohols, caustics and organic acids.
- **Polyvinyl Chloride (PVC)**: Resistant to mineral acids, caustics, organics acids and alcohols.
- **Butyl**: Resistant to glycol ethers, ketones, and esters.

CUT-RESISTANT GLOVES

- **Kevlar®**: This is the most common type of cut resistant glove available today. It is a synthetic fiber that offers moderate cut, slash, and abrasion resistance, and good heat resistance. It is fairly inexpensive and can absorb up to three times its weight in water and oil. However, it does not hold up well to chlorine and bleach and it will shrink when put in the dryer, so it may not be ideal for meat-cutting and packing applications. It is a petroleum-based fabric, causing gasoline-type products to degrade the material quickly.

- **Kevlar® Plus**: This new fabric that is 18% stronger than traditional Kevlar.

- **Spectra®**: This is a polyethylene fiber that is known for its strength and abrasion resistance. This is ideal for workers in the food packaging and meat-cutting industries because it stands up well to repeated launderings, even bleach. It is important to note that it will shrink in the dryer. These gloves are often used as liners underneath general purpose or chemical-resistant gloves during wet or chemical applications. The main disadvantage is that it performs poorly around heat and it may start to melt at temperatures around 200°F.

- **Vectran®**: This is a liquid crystal polymer material that offers about the same abrasion resistance as Spectra. Although, Vectran is an expensive fiber, the advantage is that it will stand up to temperatures up to 500°F.

- **Stainless Steel**: Stainless steel fibers can be wound with other fibers to make cut-resistant gloves. These gloves are washable and lighter than traditional wire mesh gloves, providing you with better ergonomically designed gloves. One problem with stainless steel gloves is that the wire may eventually break after repeated bending and wear of the glove.

- **Chain Steel Mesh**: These provide the absolute highest level of cut protection. These gloves are extremely expensive; however, the chain links can be replaced if they break. The main use for these gloves is heavy-duty meat-cutting operations.

LEATHER GLOVES

When choosing a leather glove, your main concern should be the dexterity and durability of the leather.

- **Cowhide**: This is the most commonly used leather. It provides excellent abrasion resistance, durability, comfort, and breath ability. The disadvantage is that it provides the least dexterity among all types of leather gloves.

- **Pigskin**: This has a porous texture that provides the best breath ability, becoming softer with use. Pigskin can also be laundered and it will return to its natural texture better than other types of leather.

- **Goatskin**: This has high natural lanolin content, making it the softest and most abrasion-resistant leather.

- **Deerskin**: This is both soft and warm. It is ideal for use when dexterity is needed in both warm and cold weather. The main drawback of deerskin is that it is expensive.

GENERAL PURPOSE GLOVES

The goal of choosing a general-purpose glove is to find a glove that fits well and feels comfortable. If your hands look and fell all right by the end of the day, then your general-purpose glove is probably doing exactly when it is suppose to do. Because this category is so large, the best way to get the proper hand protection is to contact your glove manufacturer or distributor.

APPENDIX B

The following gives some examples for PPE should be replaced:

SAFETY EYEWEAR

Think of your eyewear as your own personal windshields for impact protection and clarity of sight. Safety eyewear should be regularly cleaned, inspected, repaired and, if necessary, replaced.

Users should regularly inspect the eye protection provided by checking:

- **Lenses** – any significant scratches, abrasions, clouding or discoloration should result in the lenses being replaced.
- **Frames** – should be undistorted and undamaged and capable of being adjusted to give optimum fit. Any ventilation openings on goggles should be unclogged and secure in the frame, side shields if fitted should be secure and undamaged.
- **Face shields** – welding shield windows should hold the filters securely, flip down holders should close without allowing entry of stray light. Mesh screens should not be torn or distorted.
- **Headbands** – should provide a secure optimum fit and be easily adjustable. There should be no slippage in headband assemblies when they are tightened

A face shield provides adequate protection only when used together with the right safety glasses or goggles. Polycarbonate lenses are by far the strongest and most impact resistant. Plastic and polycarbonate lenses are lighter, protect against welding splatter and are not as likely to fog. Glass lenses provide good scratch resistance and can withstand chemical exposure.

REPLACE: As needed

HEARING PROTECTION

Depending on the type of reusable hearing protection and/or ear plugs chosen, maintaining it is essential. Regardless of the manufacturer, industrial hearing protectors can be purchased with care and maintenance instructions on the outside of the box.

Users should regularly inspect the hearing protection provided by checking:

- For any signs of torn edges, cracks, or broken pieces. Parts that are torn or broken off should be replaced before using it again.
- ***Replace*** ear cushions or plugs that are no longer pliable
- ***Replace*** a unit when head bands are so stretched that they do not keep ear cushions snugly against the head.

Users should care and maintain hearing protection by:

- Ear muffs can be wiped with warm water and mild soap. Be careful to not get the inner layers of the ear muffs wet, or they will not function properly.
- Reusable ear plugs can be washed in warm soapy water, and a toothbrush or small brush used to scrub them.
- It is important to replace torn or broken areas, and keep your hearing protector as clean as possible, to receive maximum hearing protection.

HARD HATS

Hard hats are an important safety feature where employees may be at risk for falling objects or projectiles. The hard hat protects the head and brain of the person and absorbs the impact if something hits the hard hat.

Users should regularly inspect the hard hats provided by checking:

- Hard outer shell - visible wear & tear: any cracks and deformation, fading, flaking and softness of the shell are also signs that the hat is no longer usable.
- Suspension system – the connections and straps should be checked for tears, looseness and fraying.

Hard hats should be discarded and replaced following an accident. The hard outer shell can be cleaned with warm water and a nonabrasive soap. Drying out the hat with a soft towel can be useful to remove hair, sweat and body oils. Store the hat away from direct light. It may be a good idea to mark the hat with the date of purchase to remind an employee when it needs to be replaced.

REPLACE: Every 2 years, if none of the concerns appear above

PROTECTIVE GLOVES

Users should regularly inspect the protective gloves provided by checking:

- That they are not torn, punctured or made ineffective in any way. Detect cuts or tears but a more thorough inspection by filling the gloves with water.
- Gloves that are discolored or stiff may also indicate deficiencies caused by excessive use or degradation from chemical exposure.

Reuse of chemical-resistant gloves should be evaluated carefully, taking into consideration the absorptive qualities of the gloves. A decision to reuse chemically-exposed gloves should take into consideration the toxicity of the chemicals involved and factors such as duration of exposure, storage and temperature.

FOOTWEAR

Choosing the appropriate shoe for the specific demands of the job is essential to ensuring that a safety shoe provides the proper protection. But selecting the correct shoe for the job is only half the battle, experts say. The other half is monitoring safety footwear for signs that the shoe may need to be retired. Many variables to consider such as the job hazards, how often the boot is worn and the size and weight of the worker. "if there's any question that the shoe can no longer do what it was intended to do, then you should dispose of it."

Users should regularly inspect the footwear provided by checking:

- Heavy object dropped on shoes/boots:
  - Shoes with steel toecaps – ***replace***
  - Composite material shoes – ***replace*** (may not show deformity)
- Visible wear and tear:
  - All - ***replace*** when the steel toe or other protective components is showing
  - All – ***replace*** once tread, or outsole, shows signs of damage or wear
  - Waterproof or chemical-resistant footwear made with rubber or PVC materials – ***replace*** immediately if there is any separation of the rubber or PVC parts, including the outsole, foxing (the piece of material that protects the joint between the outsole and the upper) or toe cover.
- Check for Leaks:
  - Look for the presence of cuts, cracks or punctures on the footwear, which could cause leaking. There are two ways to test a rubber shoe or boot for leaks, and neither is terribly scientific. They are detailed here.
    - Method 1: Remove the shoe's insole and fill the shoe with water. Place the shoe on a newspaper and look for leaks. The disadvantage to this method is that once the test is complete, the boot needs time to dry before it can be worn again.
    - Method 2: Line the inside of the shoe with a paper towel or cloth. Place a heavy object on top of the towel or cloth to hold it in place. Fill a bucket with water so that the water level only is a few inches from the top of the shoe. (Do not let the water overflow into the opening at the top of the shoe.) Leave the shoe in the bucket overnight. The next day, take out the paper towel or cloth. If it is damp, there is a leak.

* However, in cases in which exposure to hazardous chemicals is not an issue, patching the shoe with a rubber or PVC patch kit could be an option

Users should care and maintain safety footwear by:

- **Rotate shoes.** If it's feasible, purchase two pairs and rotate between the two pairs, says Mark Morgan of Wolverine Footwear Group.
- **Keep footwear clean.** After each use, safety footwear should be sprayed off with a hose; dipped in water; or cleaned with soap, water and a cloth or brush, depending on the type of shoes and how dirty they are. (For full-grain leather, clean with a damp cloth or sponge and a mild detergent.) Cleaning also helps performance, especially in the case of slip-resistant shoes.
- **Keep leather supple.** If you wear safety footwear made with leather, experts advise using shoe grease, oil or other moisturizing cream available at shoe stores and other retailers to prevent drying out and cracking. As always, consult the manufacturer's instructions first. If there are no instructions, visit the manufacturer's Web site or a shoe retailer.
- **Purchase a new sock liner.** If footwear doesn't show physical signs of deterioration, a new sock liner available in retailers' foot care aisle.
- **Choose the right shoe.** Often when safety shoes fail to meet expectations it's because the shoes weren't appropriate for the job task. Safety professionals can ensure that workers are outfitted with the right shoes or boots by conducting a hazard assessment for each job task to determine what kind of foot protection is needed for each job.