



ABERDEEN CITY COUNCIL

June 27, 2018

COUNCIL MEETING AGENDA

7:15 PM – 3rd Floor, City Hall

COMMITTEE OF THE WHOLE

- A. Guest Speakers
 - 1. Sky Sweeps Removal Update by WA State Arts Commission
- B. Department Heads
- C. Mayor's Report
- D. Non-Standing Committee Reports

COUNCIL MEETING

I. ROLL CALL

II. FLAG SALUTE

III. APPROVAL OF MINUTES

IV. ADDITIONS / DELETIONS

V. PUBLIC COMMENT Re: Agenda Items (Please limit your comments to 3 minutes)

VI. FINANCE COMMITTEE

- A. Committee Chair Report
- B. Approval of expenditures
 - 1. Recommend approval of expenditures and payroll.
- C. Public Hearings
- D. Reports & Communications
- E. Ordinances

VII. PUBLIC WORKS

- A. Committee Chair Report
- B. Public Hearings
 - 1. This is the date set for public hearing to amend the 2018-2023 and 2019-2024 City of Aberdeen Six Year Transportation Improvement Plans.
- C. Reports & Communication
 - 1. Report from Public Works and the Public Works Director recommending that the City's Six Year Transportation Improvement Plan Resolution No. 2018-XX be amended to include two additional projects.
- D. Resolutions

1. A resolution adopting the revised and extended Six Year Transportation Improvement Plan, including proposed improvements to those streets for which arterial street funds and federal funds, if available, will be expended, for the years 2019 through 2024.

E. Ordinances

1. Second reading and public hearing of Bill No. 18-08 an Ordinance amending the official zoning map of the City of Aberdeen, being Aberdeen Municipal Code Section 17.08.020 as amended, by rezoning property located at 2604 and 2608 Aberdeen Avenue from Residential-Single Family (R-S) to General-Commercial (G-C).

VIII. PUBLIC SAFETY

- A. Committee Chair Report
- B. Reports & Communications

IX. SPECIAL AGENDA ITEMS

- A. Reports & Communication
 1. Report from Human Resources and the Safety Committee recommending that the City Council adopt the proposed changes to Accident Prevention Plan in order to improve the Employee Safety Committee and OSHA reporting.
- B. Proclamation
- C. Resolutions
- D. Appointments

X. PUBLIC COMMENT PERIOD (Please limit your comments to 3 minutes)

XI. CITY COUNCIL COMMENT PERIOD

XII. EXECUTIVE SESSION

The City of Aberdeen does not discriminate against or exclude anyone from participation in public meetings. Requests for assistance should be made by contacting the Finance Department at 360-537-3236, 48 hours in advance of the meeting. Thank you.



NOTICE OF HEARING

THE CITY OF ABERDEEN WILL BE CONDUCTING A PUBLIC HEARING ON **WEDNESDAY, JUNE 27, 2018 AT 7:15 PM** IN THE CITY COUNCIL CHAMBERS ON THE THIRD FLOOR OF ABERDEEN CITY HALL ON THE FOLLOWING MATTER:

- **AMENDING THE 2018-2023 AND 2019-2024 CITY OF ABERDEEN SIX YEAR TRANSPORTATION IMPROVEMENT PLANS**

THE PUBLIC IS INVITED TO ATTEND AND TO OFFER COMMENTS ON THE PROPOSED PLAN. COPIES OF THE AFOREMENTIONED ARE AVAILABLE FOR REVIEW. PLEASE CONTACT PUBLIC WORKS AT (360) 537-3224 OR 537- 3228 FOR FURTHER INFORMATION, OR FORWARD WRITTEN COMMENTS TO THE PUBLIC WORKS DEPARTMENT AT 200 E. MARKET STREET, ABERDEEN, WA 98520-5207.

RICK SANGDER
PUBLIC WORKS DIRECTOR
CITY OF ABERDEEN

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MAYOR: Erik Larson

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Recommendation to Amend the Six Year Transportation Improvement Plan (TIP) Resolution No. 2018-XX.

REPORTS AS FOLLOWS: The city of Aberdeen prepared a Revised and Extended Six Year TIP for the years 2019 through 2024. The Public Works Director and Engineering Staff identified some changes to the projects to be included in the 2018 TIP.

IT IS RECOMMENDED: That the City's Six Year Transportation Improvement Plan Resolution No. 2018-XX be amended to include the two additional projects.

Rick Sangder
Public Works Director

Dee Anne Shaw, Chair

Reported _____, 2018

Peter Schave, Vice-Chair

Adopted _____, 2018

Margo Shortt, Member

James M. Cook, Member

RESOLUTION No. 2018 - _____

A RESOLUTION ADOPTING A REVISED AND EXTENDED SIX YEAR TRANSPORTATION IMPROVEMENT PLAN, INCLUDING PROPOSED IMPROVEMENTS TO THOSE STREETS FOR WHICH ARTERIAL STREET FUNDS AND FEDERAL FUNDS, IF AVAILABLE, WILL BE EXPENDED, FOR THE YEARS 2019 THROUGH 2024.

WHEREAS, pursuant to RCW 35.77.010 the city of Aberdeen has prepared a Revised and Extended Six Year Transportation Improvement Plan for the years 2019 through 2024;

WHEREAS, a public hearing on the plan was held at the city council's regular meeting of June 27, 2018, and any comments received at the public hearing have been fully considered;
NOW, THEREFORE,

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ABERDEEN: that the attached Revised and Extended Six Year Transportation Improvement Plan for the years 2019 through 2024 is hereby adopted.

BE IT FURTHER RESOLVED: that the Finance Director shall file copies of the plan, together with copies of this Resolution, with the Secretary of the state of Washington Department of Transportation.

PASSED and APPROVED on June 27, 2018.

Erik Larson, Mayor

ATTESTED:

M. Patrice Kent, City Clerk
(Corporation Counsel)

Proposed Resolution
2018 City of Aberdeen Transportation Improvement Plan
June 2018

Bill No. 18-08

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF ABERDEEN, BEING ABERDEEN MUNICIPAL CODE SECTION 17.08.020 AS AMENDED, BY REZONING PROPERTY LOCATED AT 2604 AND 2608 ABERDEEN AVENUE FROM RESIDENTIAL-SINGLE FAMILY (R-S) TO GENERAL-COMMERCIAL (G-C).

WHEREAS, an application was filed with the City of Aberdeen on February 12, 2018, requesting a rezone of approximately .26 acres of property owned by Les Schwab Tire Centers of Washington;

WHEREAS, the Hearings Examiner for the City of Aberdeen conducted a public hearing on said rezone on April 27, 2018, received public testimony regarding the proposed rezone, and issued his summary of recommendation that the applicant (Les Schwab) had met its burden of proof and demonstrated that the rezone application merits approval; **NOW THEREFORE,**

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ABERDEEN:

SECTION 1. FINDINGS OF FACT, CONCLUSIONS AND DECISION. The City Council adopts the recommended findings of fact, conclusions and decision of the Hearings Examiner for the City of Aberdeen, as contained in the Hearings Examiner Report Z2018-01.

SECTION 2. ZONING MAP AMENDED. The Zoning Map of the City of Aberdeen, as established in AMC 17.08.020, is hereby amended to include the rezone of the following described area from R-S to G-C: Lots 10 & 11, Block 20 of the Aberdeen Hoquiam Addition to Aberdeen, Parcel No.'s 018602001000 and 018602001100. The Community Development Director shall alter the Zoning Map of the City of Aberdeen to reflect the change in the zoning district and indicate the number of the ordinance adopting the change.

SECTION 3. SEVERABILITY. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any other person or situation.

SECTION 4. PUBLICATION BY SUMMARY. The Finance Director is authorized and directed to publish a summary in lieu of this ordinance.

SECTION 5. EFFECTIVE DATE. This ordinance shall take effect immediately upon its passage, signing and publication.

PASSED and **APPROVED** this _____ of _____, 2018.

Hon. Erik Larson, Mayor

ATTESTED:

Patrice Kent, City Clerk (Corporation Counsel)

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

Mayor: Hon. Erik Larson

**The Members of
Your Committee On:** Human Resources Director and the Safety Committee

To Whom Was Referred: Revisions to Accident Prevention Plan

Reports and Recommends as Follows: Human Resources and the Employee Safety Committee is requesting that the Accident Prevention Plan be amended to allow further employee participation and update OSHA reporting requirements.

The amendments improve the structure of the Employee Safety Committee and allow for improved employee participation, as well as clarifying OSHA reporting requirements.

It is recommended that City Council adopt the proposed changes to Accident Prevention Plan in order to improve the Employee Safety Committee and OSHA reporting.



Sarah Kangas-Hanes
Human Resources Director

EMPLOYEE SAFETY COMMITTEE

Stacey Barnum, Chairperson

Reported: June 27, 2018

Adopted: _____, 2018



Table of Contents

Applicability	Page 1
Safety Policy	Page 1
Safety Bulletin Boards	Page 1
Safety and Health Responsibilities	
Management Responsibilities	Page 2
Supervisor Responsibilities	Page 2
Employee Responsibilities	Page 3
Safety Committee	Page 3
Record Keeping and Review	Page 5
Incident Investigation	Page 5
Fatality or Hospitalization	Page 6
Safety Inspections	Page 6
Hazard Prevention and Control	
Hazard Recognition	Page 7
Eliminating Workplace Hazards	Page 7
Basic Safety Rules	Page 7
Task Specific Safety Rules	Page 8
Personal Protective Equipment	Page 8
Specific Hazard Control Programs	Page 8
Disciplinary Policy	Page 8
Emergency Planning	
In the Event of a Fire	Page 9
In the Event of an Earthquake	Page 9
In the Event you hear the Tsunami Siren	Page 10
In the Event of an Injury	Page 10
Bloodborne Pathogens	Page 11
Needlesticks	Page 11
Safety and Health Training and Education	Page 12
Chemical Hazard Communication Plan	Page 12
Addendum A: First-Aid Responder Exposure Control Plan	

Accident Prevention Plan City of Aberdeen

This Accident Prevention Plan applies to all City Departments. Individual departments or subgroups may choose to supplement this written accident plan or form their own plan, at their discretion. Where departments have chosen to, or need to, create their own written plans, their specific plan will apply rather than the City-wide version presented in this accident prevention plan.

Safety Policy

The City of Aberdeen places a high value on the safety of its employees. It is committed to providing a safe workplace for all employees and has developed this program for accident prevention as a systematic means of involving management and employees in identifying and eliminating hazards that may develop during the performance of the duties of the department.

It is the basic safety policy of the City that no task is so important that an employee must violate a safety rule in order to get the job done.

Employees are required to comply with all City safety rules and are encouraged to actively participate in identifying ways to make our City a safer place to live and work.

Supervisors are responsible for the safety of their employees and, as a part of their daily duties, must monitor the workplace for unsafe conditions, employees for unsafe actions, and when necessary take prompt action to eliminate any hazards.

Management will insure the implementation for this program by devoting the resources necessary to form a safety committee composed of management and employees for developing procedures for identifying and correcting hazards and planning for foreseeable emergencies. The City will provide initial and ongoing training for employees and supervisors, and implement a disciplinary policy to insure that safety policies are followed.

Safety is a team effort. We must all work together to maintain a safe and healthy workplace.

Safety Bulletin Boards

There is a safety bulletin board located in each of the following areas: employee break room second floor of City Hall, employee break room at the sewer department, employee break room at the street department, employee break room at the water department, at the base of the stairs at the headquarters fire station, at the stairwell landing at the south end fire station, at the Pioneer Park shop, outside the second floor training room at the police department, behind the reception desk in the court. Notices required by law and other information that may improve safety shall be posted on this bulletin board. A list of required posters can be found on the L&I website at www.lni.wa.gov. In addition, the OSHA Log Summary of Injuries Illnesses for the previous year must be posted February 1 until April 30 and any Citation and Notice document received from the Department of Labor and Industries following an inspection will be displayed in accordance

with the citation.

Safety and Health Responsibilities

Management Responsibilities

Management is responsible for implementing and enforcing the safety program. Their responsibilities are to ensure that each employee is trained to work safety in all aspects of the duties they perform. Management will:

1. Ensure that a City Safety Committee is formed and is carrying out its responsibilities as described in this program.
2. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Serve as a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

Supervisor Responsibilities

Supervisors are responsible for day-to-day implementation and enforcement of the safety program. Supervisors will:

1. Ensure that each employee has received an initial orientation before beginning work and that the orientation is documented.
2. Ensure that each employee is competent and receives training on correct and safe operation of specific equipment or tasks before starting work on that project or equipment.
3. Ensure that each employee has been issued applicable personal protective equipment (PPE) before starting work on a project.
4. Complete a daily safety check of the work area(s) and promptly take corrective action for any hazards discovered.
5. Periodically observe and document work performance of each employee for compliance with safety rules contained in, or referenced by, this program. Provide training and take corrective action as necessary.
6. Serve as a good example for employees by following established safety rules and attending required training.
7. Complete a preliminary investigation of all accidents.
8. Communicate with management changes to work practices or equipment that will improve employee and/or public safety.

Employee Responsibilities

Employees will:

1. Follow established safety requirements and procedures contained in this program, WISHA/DOSH safety standards and training completed.
2. Immediately report unsafe conditions or actions to your direct supervisor.
3. Promptly report all injuries to your direct supervisor, regardless of the severity of the injury.
4. Always use applicable personal protective equipment (PPE), which is in sound working condition.
5. Do not remove or defeat any safety device or safeguard provided for employee protection.
6. Encourage co-workers by your words and behavior through use of safe work practices on the job.
7. Freely recommend to your supervisor, safety committee or management changes to work practices or equipment that you believe will improve employee and/or public safety.

Safety Committee

Membership. In accordance with WAC 296-800-13020, the City shall establish a Safety Committee composed of representatives from each department and/or work site elected by the employees of the department or work site and a management representative appointed by the Mayor. The terms of the employee-elected members shall be a maximum of one year; ~~-. The~~ Committee shall have an ~~elected~~ chairperson ~~and secretary~~ to the Committee. ~~Representatives;~~ this appointment may serve consecutive terms. The Human Resources Director shall serve in a nonvoting capacity as support staff to the Committee ~~and shall assist and advise the Safety Committee; as the appointed secretary, and may serve consecutive terms.~~ Safety Committee meeting minutes, attendance records and reports shall be kept on file in the Human Resources Office.

The Safety Committee will be comprised of the following members to be elected or appointed each year:

- ~~1. One representative elected from among office staff. Office staff includes everyone whose duties primarily involve work behind a desk, but does not include Department Heads.~~
- ~~2. One non-management representative elected from the Community Development, Parks Maintenance, and Animal Control staff.~~
- ~~3. One non-management representative elected from the Public Works employees.~~
4. One non-management representative ~~of Public Works~~ appointed by the ~~Public Works Director.~~ Mayor to serve as Safety Coordinator.
- ~~5. One non-management representative elected from the Firefighter's Union.~~
- ~~6. One non-management representative elected from Police Officer's Guild.~~
7. One management representative appointed by the Mayor.

One non-management representative elected from each department.

One representative elected from each union or guild if not already represented.

The Human Resources Director as the appointed secretary.

Notifications for elections and appointment will be sent by the Human Resources Department annually. ~~Human Resources will prepare a ballot for elections in which the representative might be from multiple departments, otherwise notice will be sent to the supervisor or union representative to conduct the election.~~ The departments will elect their employee representative and notify Human Resources.

The Police and Fire Unions will be requested to elect a list of representatives ~~from each team or shift, respectively, so that there is a greater likelihood of the representation at each of the meetings.~~ Only one representative of each group ~~would~~ will be able to vote at any given meeting.

Organization. The Committee will elect their chairperson ~~and secretary~~ annually at their first meeting following the elections.

The Committee may establish subcommittees for specific topics or projects. Examples include, but are not limited to: Loss Control, Safety Training, Safety Incentive, and Accident Investigation. Members of the subcommittees shall research and study relevant issues and advise and make recommendations to the Safety Committee.

Meeting Times. The Safety Committee shall conduct regular meetings, the length of which shall not exceed one hour except by majority vote of the Committee. The Committee shall be responsible for determining the date, hour, and location of the meetings. The date, hour, frequency, and location of the meetings will be determined ~~by the members of the committee at their~~ the first meeting following elections. Meetings may be cancelled due to lack of business or lack of quorum.

Purpose. Functions of the Safety Committee include but are not limited to:

1. Take an active role in prescribing, designing, evaluating and making recommendations for the City's safety and loss control programs and policies.
2. On the basis of information gained through a review of accidents, incidents, employee suggestions and inspection reports, the committee will assess safety training and accident prevention needs within the city and make recommendations for improvements where indicated.
3. Review accident reports to ensure that causes are accurately identified and adequate corrective measures have been taken to prevent similar accidents in the future. When appropriate, delegate members or subcommittees to make recommendations on specific safety issues.
4. Review safety suggestions presented by employees and study for appropriate action.
5. Serve as a forum where information about safety concerns, practices and ideas can be shared between work groups and promulgated to the best advantage of the City.

6. Promote safety for all employees.

Committee findings and action recommendations shall be reviewed by the Mayor and the department heads as requested by the committee. In some cases, committee recommendations that are specific to a single department will be best handled by the appropriate department head. Implementation of committee recommendations is subject to the approval of the appropriate department head and/or the Mayor.

Duties and Responsibilities of each Safety Committee Member

1. Attend each meeting of the committee when the meeting occurs during your scheduled work time. If unable to attend, the representative should send an eligible alternate who is scheduled to work and available to attend the meeting.
2. Actively participate in safety programs and loss control efforts by suggesting training, education, or procedural corrections/improvements to the City's safety program.
3. Represent the safety interests of employees in particular departments by seeking out their concerns and relaying information between employees and the committee.
4. Become aware of safety issues and concerns by learning about safety in the workplace and becoming an example of a safe worker for other workers.
5. Coordinate or directly conduct safety inspections as mandated by the committee in work areas of the employees they represent.

Record Keeping and Review

Employees are required to report to their immediate supervisor, regardless of severity, any personal injury or accident which results in damage to public or private equipment or property. An Employee Report of Injury or Incident shall be completed within 48 hours of the incident by each employee reporting an injury. The direct supervisor shall investigate the incident and complete the Supervisor's Report/Investigation of Injury or Incident section of this document. These reports shall be forwarded to the City's Human Resources Department.

The City's Human Resources Department will:

- Determine from the Employee Report of Injury or Incident, the Supervisor's Report/Investigation and any L&I claim form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log according to the instructions for that form.
- Enter a recordable incident within six days after the City becomes aware of it.
- If the injury is not recorded on the OSHA log, maintain the report in a separate file, which is used to document non-OSHA recordable injuries and near misses.
- Each month at the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review.

The Safety Committee may decide to conduct a separate investigation of any incident.

The Human Resources Director will ~~distribute a signed copy of the OSHA log summary for the previous year to each department for posting on each safety bulletin board each post the OSHA log summary on the Human Resources bulletin board every~~ February 1 until April 30. The log will be kept on file ~~for at least five (5) years per the record retention policy~~. Any employee can view an OSHA log upon request at any time during the year.

Incident Investigation

An incident investigation shall be conducted following all accidents and reported near misses. The depth of the investigation shall be dependent upon the severity of the accident.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation, the supervisor will complete the Supervisor's Report/Investigation of Injury or Incident to accompany the Employee Report of Injury or Incident and forward them to the Human Resources Department.

Fatality or Hospitalization

If an employee dies while working or is not expected to survive, or if any employee is admitted to a hospital as a result of a work-related incident, ~~the Department Head (or his/her designee)~~ Human Resources will contact the Department of Labor and Industries within 8 hours after becoming aware of the incident. ~~The toll-free notification number is: 1-800-423-7233. The caller must report: the employer name, location, time and date of the incident, number of employees involved, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.~~

DO NOT DISTURB the scene except to aid in rescue or make the scene safe.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by a team made up of any or all of the following: the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

Safety Inspections

The City of Aberdeen is committed to identifying hazardous conditions and practices, evaluating potential remedies, and implementing appropriate corrective actions. Realizing that conditions may change, all employees of the City must take responsibility for continually assessing the workplace for safety hazards. Supervisors and managers are responsible for ensuring that a job hazard analysis is completed whenever a task or workstation is identified as potentially hazardous or a new piece of equipment that may negatively affect safety is introduced to the workplace.

Safety inspections are to be performed by department supervisors and managers on a regular basis to identify any new equipment or tasks that may be present in the worksite, any hazards or potential hazards that weren't present at the last inspection and an overall review of safety policies, practices and procedures affecting the department.

Hazard Prevention and Control

Hazard Recognition

An employee who observes a safety hazard must immediately report the hazard to the supervisor of the area where the hazard was observed.

Eliminating Workplace Hazards

The City of Aberdeen is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. The City commits to meeting the requirements of state safety standards where there are specific rules about a hazard or potential hazard in the workplace. Whenever possible, facilities and equipment are designed to eliminate employee exposure to hazards. Where these engineering controls are not possible, work rules are written that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective, employees are required to use appropriate personal protective equipment (PPE).

Basic Safety Rules

The following basic safety rules have been established for you and protection of the public. Failure to comply with these rules may result in disciplinary action. These rules are in addition to rules established elsewhere in this program or by individual departments or divisions for specific jobs and sites.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job. Uniformed personnel must follow department's appropriate operational response.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use PPE (personal protective equipment) whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms (unless authorized to do so) or explosives onto City property.
- Smoking is not permitted in City buildings or vehicles. Smoking is not permitted in hazardous environments.
- Horseplay, running (unless required by your job) and fighting are prohibited.
- Good housekeeping is an important part of accident prevention. Clean up spills immediately. Replace all tools and supplies after use. Because some employees work with sewage, good sanitation and disinfection is required.

Task-Specific Safety Rules

In addition to basic safety rules, the City of Aberdeen aims to develop Job Hazard Analysis (JHAs) for specific tasks performed by different department operations. Each department head, or designee, is responsible for updating and maintaining JHAs. The JHA will be used to define appropriate procedures and personal protective equipment (PPE) to be used when performing specific job functions.

Personal Protective Equipment

The City of Aberdeen requires personal protective equipment (PPE) in many situations. PPE may include, but is not limited to steel toed boots, safety glasses and/or face shields, respirators, hard hats, safety vests, and clothing suitable for existing weather conditions. The City is committed to providing its employees the necessary safety equipment. For specific PPE requirements see the JHA associated with specific tasks.

Specific Hazard Control Programs

In addition to the basic safety procedures provided in this manual, each department of the City of Aberdeen may have written procedures for specific areas of concerns. These documents, if applicable, are available from each department. Examples of such documents include, but are not limited to:

- Lockout/Tagout Program defines procedures for securing machinery for maintenance and repair.
- Confined Space Program defines procedures for entering enclosed areas that meet the criteria for definition as a confined space.
- Respirator Program for those employees required to use a respirator.
- Bloodborne Pathogen Program for those employees exposed to blood or other potentially infectious materials.
- Hearing Conservation Program for those employees exposed to sounds meeting or exceeding 85 dBA on a time-weighted average.
- Heat Related Illness for those employees exposed to outdoor temperatures May 1 to September 30 exceeding the established limits.

Disciplinary Policy

City employees are expected to use good judgment when completing their work and to follow established safety rules. Failure to follow safety guidelines can lead to disciplinary actions. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. Consequences for a violation of safety policy or rule will result in discipline in accordance with the appropriate collective bargaining agreement or City policy.

An employee may be subject to immediate termination if the safety violation places the employee, co-worker or public at risk of serious injury or death. Examples would be, but are not limited to, operating vehicle or equipment while under the influence of illegal drugs or alcohol, fighting, or intentional operation of equipment in a reckless or dangerous manner.

Employees should be aware that termination due to a violation of a safety rule may make them ineligible for unemployment benefits and health care continuation under COBRA.

Emergency Planning

In the Event of Fire

Department Heads are responsible for ensuring that employees know of the assembly area in the event of an evacuation. Building evacuation maps should be posted in readily accessible and visible areas and should show the location of exits, fire extinguishers, and first aid kits. Employees shall know the locations of all fire extinguishers within their respective departments.

If you discover a fire:

- Tell another person immediately. Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building.

If you are a supervisor notified of a fire in your area:

- Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
- Verify that 911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
- Tell supervisors in other areas to evacuate the building
- Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, *do not* re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

In the Event of an Earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning. In the event of an earthquake:

If you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, Supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- If a gas odor is in the building, tell a supervisor to turn off the gas at the main. All departments with facilities served by natural gas will train supervisors in the gas shut off procedure. Open windows.
- Supervisors must account for each employee in their work group as quickly as possible.

- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. If readily available, take the portable first aid kit with you when you evacuate.
- Supervisors and first aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If you are outside:

Stand away from buildings, trees, telephone and electric lines.

If you are on the road:

Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

In the Event you hear the Tsunami siren

As a city on a harbor, much of the city is within the tsunami evacuation zone. If you hear the tsunami siren sound, a tsunami is imminent and you must immediately get to high ground. From the downtown area, you need to get to at least Third Street in order to be out of harm's way. You should be prepared to move to even higher ground. There is a public assembly area at Sam Benn Park.

However, do NOT wait for the siren to take action. Here are some things to consider:

- If you feel an earthquake, first protect yourself from the earthquake event by following the steps listed above in the "In the Event of an Earthquake" section. After the earthquake, move to higher ground as soon as it is safe to do so. Follow the evacuation procedures and attempt to let your co-workers know where you are headed and encourage people to follow you to high ground. If you have an emergency evacuation kit and/or portable first aid kit, take it with you. If you have felt the earthquake, it is probable that roads are impassable. Plan to be on foot and move to higher elevation quickly.
- If you haven't felt an earthquake and hear the siren, a tsunami is approaching from the Pacific Ocean. If you have an emergency evacuation kit and/or portable first aid kit, take it with you. Evacuate and move to high ground. Attempt to let your co-workers know where you are headed and encourage people to follow you to high ground. If the siren is sounding, you can expect that roads will be clogged and chaotic. Plan to be on foot and move to higher elevation quickly.

In the Event of an Injury

First aid kits are kept in various places throughout each department or work area and their location is identified on the evacuation map. Employees should be familiar with the location of these kits. New employees will be shown the location during their orientation. If an injury occurs, promptly report it to any supervisor. A portable kit that can be moved to the site of an

injured person should be available in all locations.

In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is no response, call 911.

By properly utilizing the 911 emergency communication system and given the proximity of the City of Aberdeen facilities to professional emergency personnel, response times generally would be anticipated to be less than 5 minutes.

In addition, for employees not covered under 296-155 WAC (Construction Standards) and 296-305 WAC (Fire Fighters) each department head will identify at least one employee from his/her own department (or work area for smaller departments) and ensure that all employees within the department know the name of their designated first-aid trained employee. All uniformed police officers are trained first aid responders.

Bloodborne Pathogens

All departments shall apply reasonable procedures to prevent and reduce the risk of bloodborne disease transmission or exposure to other potentially infectious material (OPIM). All employees shall observe universal precautions to prevent contact with blood or OPIM.

Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. *All blood should be assumed to be infectious.* These diseases can both be deadly. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible.

In accordance with WAC 296-823, employees who have occupational exposure to blood or OPIM must follow the procedures and work practices outlined in their departmental Exposure Control Plan for Bloodborne Pathogens. Employees whose only occupational exposure to bloodborne pathogens is from their role as a department designated first-aid responder, will fall under their department's Exposure Control Plan, if applicable, or the first-aid responder Exposure Control Plan as shown in Addendum A to this accident prevention plan.

Needlesticks

The employee shall follow the steps outlined in his/her department's exposure control plan. Any employee who is stuck by a needle must complete an Employee Report of Injury or Incident within 48 hours of the incident. The direct supervisor shall investigate the incident and complete the Supervisor's Report/Investigation of Injury or Incident section of this document. These reports shall be forwarded to the City's Human Resources Department.

Safety and Health Training and Education

Training is an essential part of our plan to provide a safe work place in the City of Aberdeen. It is the responsibility of each Department to comply with all mandated safety training for city employees as well as required training specific to their scope of operations.

Chemical Hazard Communication Plan

Each department is responsible for maintaining a chemical inventory list. Each department head, or designee, is responsible for obtaining and retaining the necessary Safety Data Sheets (SDS) in accordance with Washington State's Hazard Communication Rule. The location of the chemical inventory list and SDS will be made known to all employees of the department. The SDSs will be available at all times to all employees. All employees will receive training on the chemicals in the workplace, this written plan, how to read labels and SDS's, physical and health effects of the chemicals, methods or techniques to determine the presence or release of chemicals, proper labeling, and emergency safety procedures if exposure occurs.

No employee is to begin any work without knowledge of the safe use of all chemicals with which he/she shall be working or could be exposed to in the event of a foreseeable emergency. Any new chemicals introduced to the workplace will be reviewed with all employees prior to use.

Addendum A

First-Aid Responder Exposure Control Plan

Controlling First-Aid Responder Exposure to Bloodborne Pathogens

Designated first-aid responders should take steps to protect themselves from bloodborne pathogens or other potentially infectious materials (OPIM). Such steps include:

- Wearing appropriate gloves,
- Wearing appropriate face and eye protection when splashes, sprays, splatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth,
- Providing things such as bandages or other material to stop bleeding to the injured person and instructing them on how to apply, when it is possible for the injured person to do so,
- Providing bandages or other material to stop bleeding to a friend or family member accompanying the injured person and instructing them on how to apply, when such person is available and able to do so,
- Washing hands immediately or as soon as feasible after removal of gloves or other personal protective equipment (PPE)
- Removing PPE after it becomes contaminated and before leaving the work area
- Disposing of contaminated PPE appropriately
- Removed blood- or OPIM-contaminated garments immediately or as soon as feasible, in a manner that avoids contact with the contaminated surface.
- Using a CPR rescue mask as a barrier between yourself and the victim, when possible

Hepatitis B Vaccination

The department head, or designee, will ensure that all department designated first-aid responders are to be offered hepatitis B vaccinations at no cost to the employee. Employees who choose to decline the vaccination must sign a declination form. All employees offered the vaccination series should sign the consent/declination form. An employee declining the vaccination may request and obtain the vaccination at a later date at no cost. The consent/declination form is attached to this addendum.

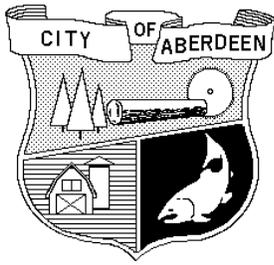
Employee Training

The department head, or designee, will ensure that all department designated first-aid responders receive appropriate bloodborne pathogen training prior to being identified as a designated first-aid responder, annually, and when changes in tasks or procedures take place that affect occupational exposure.

Post Exposure Evaluation and Follow Up

If a designated first-aid responder is exposed to blood or OPIM, the employee may seek immediate medical evaluation and follow-up services through Grays Harbor Community Hospital Emergency Department. When possible, the department head, or designee, shall:

- identify and document the source individual,
- obtain consent and arrange to test the source individual as soon as possible to determine HIV, HCV, and HBV infectivity,
- document that the source individual's test results were conveyed to the employee's health care provider,
- ensure that an Employee Report of Injury or Incident is completed within 48 hours of the incident by the. Ensure that the direct supervisor investigates the incident and complete the Supervisor's Report/Investigation of Injury or Incident section of the document and ensure that the reports are forwarded to the City's Human Resources Department.



CONSENT OR DECLINE FORM
HEPATITIS B VACCINE

Employee Name (Please Print)

Department

Hepatitis B Vaccination Consent

I have had the opportunity to ask questions of a licensed health care professional regarding the Hepatitis B disease and I have read the immunization information and understand the risks of the immunizations. I know that, as with all immunizations, there may be vaccine side effects and there is no guarantee that I will become immune. I also know that I must receive 3 doses to achieve immunity.

Employee Signature

Date Signed

Witness Signature

Date Signed

Decline of Vaccination for Hepatitis B

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B Vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Date Signed

Witness Signature

Date Signed