



# **City of Goldsboro**

## **City Safety Policy Manual**

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## **PREFACE**

The City of Goldsboro's Safety Policy is to provide safety direction and guidance to employees. Much of the program is mandated by the Code of Federal Regulations (CFR), the Environmental Protection Agency (EPA), Department of Transportation (DOT), and Occupational Safety and Health Administration (OSHA) regulations.

The Code of Federal Regulations is often accepted verbatim by the State of North Carolina and is written into the standard by the Division of Occupational Safety and Health, North Carolina Department of Labor.

Personal Protective Equipment (PPE) is critical when hazardous atmospheres exist, chemical mist or dust is present, or vapors exist. When overhead obstacles exist, PPE must also be used. Employees who are given training, and who are familiar with assigned work environments should understand when and how PPE is to be used.

It is the intent of the City of Goldsboro's Safety Program to prevent injury and death to employees, and damage to equipment. The program, if correctly followed and supervised will create a safety environment that will keep employee injury and equipment damage to a minimum.

March 2016

Dear Fellow Employees:

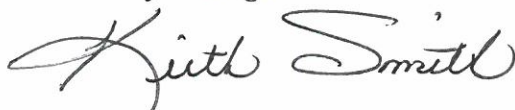
The City of Goldsboro's Greatest Asset is You! Therefore, one of the city's highest priorities is that every employee is provided a safe and healthy workplace. Employees are required to adhere to city safety policies and procedures and follow all applicable State and Federal safety and health regulations. Employees share the responsibility of identifying and resolving safety issues before an accident occurs. In addition to ensuring a safe work environment for ourselves, we must look out for our co-workers, contractors, and the citizens of our community. Employees are expected to look for and report any hazardous conditions, practices, behavior, or equipment in the workplace. All concerns or suggestions will be taken seriously.

The City of Goldsboro will provide the necessary training and equipment for its employees and will comply with Occupational Safety and Health Administration (OSHA) standards. The City's Safety Coordinator, Keith Smith, will perform regular safety inspections, observe work sites, and submit recommendations for areas of improvement. Call on him with any concerns at (919) 580-4375.

I believe most accidents are preventable and all of us need to do our part in raising safety awareness in our workplace. Stay aware of your worksite conditions and look out for yourself and coworkers. While we all have a job to do, remember, Safety First!



Scott A. Stevens  
City Manager



Keith Smith  
Safety Coordinator



## **CITY SAFETY POLICY**

The Safety Policy of the City of Goldsboro states:

The City of Goldsboro has a sincere concern for the welfare and safety of all employees and the public we serve. The goal is to eliminate suffering and the cost of avoidable personal injury and vehicle accidents. Department heads and supervisors have been charged with the responsibility of implementing the Safety Program for the City of Goldsboro.

It is the City's policy to provide safe working conditions, comprehensive instructions covering safe work practices, and special equipment to protect employees against particular hazards. The City will give safety precedence over operational expediency, and will comply with the Occupational Safety and Health Administration (OSHA) and other pertinent safety laws. Most accidents are preventable. All City employees are responsible for promoting accident prevention by actively supporting the Safety Program and observing safety regulations.

## **II. SAFETY PROGRAM DESCRIPTION**

### **A. PURPOSE**

The purpose of the Safety Program of the City of Goldsboro is to prevent human suffering and to conserve resources.

### **B. OBJECTIVES**

1. In order to identify and correct all hazardous work conditions and practices, the City will pursue a vigorous safety inspection effort involving all facilities, vehicles, and work procedures.
2. The City will actively investigate and review all accidents and incidents involving City employees and property to determine the cause and outline preventative measures.
3. The City will conduct and document both formal and informal safety training sessions for all employees.
4. The City will establish personal protective equipment guidelines for all employees, furnish the equipment, and require its use by applicable employees.
5. The City will enforce the Safety Program and discipline employees who violate safety policies and procedures.

### **C. SAFETY PROGRAM MANUAL**

The Safety Program and OSHA Compliance Manual will be made available to all City employees during their working hours.

### **III. ORGANIZATION AND RESPONSIBILITIES**

The City of Goldsboro Safety Program involves all departments and employees.

#### **A. MAYOR AND CITY COUNCIL**

The Mayor and City Council support a City-wide Safety Program.

#### **B. CITY MANAGER**

The City Manager is responsible for the general oversight of the Safety Program by setting policy and making strategic planning decisions.

#### **C. HUMAN RESOURCES MANAGEMENT DEPARTMENT**

The Human Resources Management Department is responsible for the development and day-to-day administration of Safety Program Policies. The Human Resources Management Department is responsible for informing the City Manager of any regulatory or legislative changes and their impact on City policies. The Human Resources Management Department is also responsible for ensuring that all City sub-contractors comply with applicable OSHA regulations.

The Safety Coordinator reports to the Human Resources Management Director and is responsible for the administration and management of the Safety Program. The Safety Coordinator will:

1. Conduct inspections of City facilities and operations, and provide the necessary instruction and guidance to comply with OSHA and state regulations. The Human Resources Management Director will establish a minimum schedule of inspections. All inspections will be documented and follow-up inspections performed until a hazard or violation has been corrected. The City Manager, Department heads, supervisors, the Safety Coordinators, and the Human Resources Management Director can stop a work operation when a safety violation is observed.
2. Maintain comprehensive records of all accidents and incidents, and perform analyses to determine City-wide and departmental trends, problem areas, and overall safety performance.
3. Contact each department at least semi-annually to review and evaluate their informal safety briefings and recommend improvements if required.
4. Conduct and monitor investigations of all major accident and

incidents.

5. Submit an annual Safety Program report to the City Manager.
6. Instruct all employees about safety training and provide them with an overview of the policies in the safety manual.
7. Assist the Employee Safety Committee by:
  - a. Providing all necessary forms and literature.
  - b. Providing the committee with analyses of:
    - (1.) Accident trends and problem areas;
    - (2.) Possible changes in work practices or procedures;
    - (3) Needs for safety procedures, protective devices or equipment, and training.

#### D. DEPARTMENT HEADS

Department heads are responsible to the City Manager for complying with the City's Safety Program. Department Heads will:

1. Monitor and ensure that all employees receive adequate job training and continuing safety instruction.
2. Within eight (8) hours after an accident or incident, meet with the employees involved, and their respective supervisors, to review what went wrong, and to identify the corrective action that should be implemented.
3. Meet initially with all new personnel to express personal support for the Safety Program and the desire for its success. Meet periodically with current personnel to express on-going support for the Safety Program.
4. Set a good example by working in a safe manner and adhering to the City's safety policies.
5. Solicit input from their employees concerning the Safety Program and the employees' working conditions.
6. Review in a timely manner, all safety citations issued in their departments with the offending employees and their supervisors, and take appropriate action under the City's progressive disciplinary program.

Department heads may form their own departmental safety committees. The membership and responsibilities of these committees



are at the discretion of the department heads.

#### E. INTERMEDIATE SUPERVISORS

Intermediate supervisors are defined as supervisors who function between an employee and a department head in the organization's chain of command. Because of their constant contact with employees, intermediate supervisors are "KEY PEOPLE" in the safety program, and play a primary role in preventing accidents. They will:

1. Enforce pertinent Occupational Safety & Health Administration (OSHA) standards and City-wide safety rules and regulations that apply to City employees.
2. Promptly complete the required accident reports and cooperate with the appropriate parties during accident investigations.
3. Correct any unsafe act or condition which might result in an accident.
4. Daily inspect working conditions and employee adherence to appropriate procedures.
5. Counsel and reprimand employees who are in violation of safety procedures or policies by issuing a safety citation.
6. Set a positive example by performing their tasks in a safe manner, and wearing the correct Personal Protective Equipment (PPE). Require subordinates to do the same.

#### F. EMPLOYEE SAFETY COMMITTEE

##### 1. PURPOSE

To help the City of Goldsboro create and sustain a safe work environment for all employees by educating and promoting safe work practices, discovering unsafe working conditions, and making safety policy recommendations.

##### 2. MEMBERSHIP

###### a. Appointment

The Employee Safety Committee shall be composed of eight members. The following departments shall be represented on the Committee: Finance, Fire, General Services, Inspections, Planning & Community Development, Police, Public Utilities, and Recreation & Parks. Committee members will be selected by the City Manager. Committee members shall serve two (2) year terms, and may not serve for more than two terms. To achieve a staggering of the terms, four of the original eight members shall serve a three (3) year term. These four

members shall be chosen by drawing lots. A Chairman shall be selected from the eight members. The Safety Coordinator and the City Health Nurse shall serve as permanent advisory members of the Employee Safety Committee.

b. Quorum

Unless a quorum of its membership is present, the Committee shall not make any site inspections or make any recommendations to be forwarded to the City Manager. A quorum shall consist of at least four members, not including the two permanent members.

### 3. RESPONSIBILITIES

a. Committee

1. Meet at least once every thirty (30) days.
2. Make at least one site inspection of a City facility or work zone each month and assist supervisors and department heads in self-inspections. The Committee as a whole may issue safety citations during these inspections.
3. Revise the complaint reporting procedure, review complaints of unsafe conditions and actions, and recommend corrective policy changes to the City Manager.
4. Review safety inspection reports and accident investigation reports and make appropriate policy recommendations to the City Manager.
5. Plan and recommend safety promotional activities and incentive programs.

b. Chairperson

1. Preside at all Employee Safety Committee meetings and conduct the order of business, (i.e. prepare an agenda, facilitate discussion, keep order).
2. Prepare written reports of Committee meetings and forward them to the Safety Coordinator.

c. Vice-Chairperson

In the absence of the Chairperson, the Vice Chairperson shall carry out all duties assigned to the Chairperson. The Vice Chairperson shall be chosen by a vote of all members.

d. Safety Coordinator

1. Schedule Employee Safety Committee meetings.
2. Assist the Employee Safety Committee in interpreting OSHA regulations in order to determine compliance.
3. Act as custodian of all files and reports of the Employee Safety Committee.
4. Submit Employee Safety Committee minutes, findings, and recommendations to the City Manager within five (5) business days after each meeting.
5. Maintain files of safety citations issued during on-site

inspections and handle in accordance with the City's progressive disciplinary program.

6. Prepare a report at the end of each which lists all safety citations issued during the previous month. The report shall identify each employee, the employee's supervisor, the employee's department head, and a brief description of the violation. The list should also detail any accident trends noted by the Employee Safety Committee. This report shall be provided to the City Manager by no later than the 15<sup>th</sup> day of the following month. Department heads shall receive a list of the citations issued only for their respective departments.
7. Inform the City Manager of any membership vacancies, attendance problems, or expiration of terms.

## G. VEHICLE ACCIDENT REVIEW COMMITTEE

### 1. PURPOSE

To review all accidents involving City of Goldsboro motor vehicles using uniform guidelines in order to determine causes, make recommendations to prevent future accidents, and assure fair and uniform treatment of each City of Goldsboro employee. The Vehicle Accident Review Committee shall review all accidents involving any self-propelled vehicle or equipment owned or leased by the City of Goldsboro. The Committee shall review all accidents no matter how minor the damage is to the vehicle or related property.

### 2. MEMBERSHIP

#### a. Appointment

The Vehicle Accident Review Committee shall be composed of six (6) voting members, an alternate, and a chairperson. The alternate shall behave as a voting member when a regular voting member is absent or has a conflict of interest. These eight (8) members will be selected by the City Manager. Committee members shall serve two year terms, and no member shall serve more than two consecutive terms. To achieve a staggering of the terms, three (3) of the original members shall serve a three (3) year term. These three (3) members shall be chosen by drawing lots. The Safety Coordinator shall serve as an "Ex-officio" member.

#### b. Quorum

Unless a quorum of its membership is present, the Committee shall not review accidents or make recommendations to the City Manager concerning an accident. A quorum shall consist of at least four (4) voting members. No Committee member may review, deliberate, or make a recommendation concerning an accident which involves any employee of

his/her department, and that member shall not be included in the quorum count for the review of that accident. Meetings for the purpose of developing reports or drafting proposed policies may proceed with any number of members present as deemed appropriate by the Chairperson.

### 3. RESPONSIBILITIES

#### a. Committee Members

1. Attend all meetings for the purpose of reviewing accidents brought before the Vehicle Accident Review Committee.
2. Vote on recommendations concerning accidents.
3. Determine problem areas concerning safety policies and refer them to the Employee Safety Committee. The City Manager should be informed of any problems which are referred to the Employee Safety Committee.
4. Ensure that co-workers' comments are made known to the Committee

Committee members shall not conduct independent interviews or investigations into an accident. The deliberations of the Committee are confidential and shall not be discussed with other employees.

#### b. Chairperson

The Chairperson shall be selected by a vote of the Committee members for a two year term. The Chairperson shall have the following responsibilities:

1. Preside at all meetings of the Vehicle Accident Review Committee.
2. Keep the official minutes of all Committee meetings.
3. Vote in the event of a tie.

#### c. Vice Chairperson

In the absence of the Chairperson, the Vice Chairperson shall carry out all duties assigned to the Chairperson. When serving as the Chairperson, the Vice Chairperson shall function as a Committee member. The Vice Chairperson shall be chosen by a vote of all Committee members, and will serve a two (2) year term.

#### d. Safety Coordinator

The Safety Coordinator shall serve as an ex-officio member of the Vehicle Accident Review Committee, attend all meetings of the Committee, and serve as the primary staff resource to the Committee. The Safety Coordinator shall have the following responsibilities:

1. Gather information from other cities and other organizations for the Committee's review.
  2. Schedule a meeting of the Vehicle Accident Review Committee as soon as possible after receiving an accident report from the Police Department or notification from a department head.
  3. Call all other meetings of the Committee as necessary.
  4. Inform the City Manager, in writing, of all recommendations of the Vehicle Accident Review Committee.
  5. Develop an annual report concerning all personnel involved in vehicle accidents reviewed by the Committee. This report shall be presented to the City Manager and Employee Safety Committee by July 1 of each year.
  6. Notify the City Manager of any vacancies, attendance problems, or expiration of terms.
  7. Maintain driver point records. While maintaining these records, the Safety Coordinator shall be charged with the responsibility of informing department heads of their respective employees' accumulated total driving points. The Safety Coordinator shall delete points in compliance with Section 4 of this policy. The department heads shall inform their employees of their point totals whenever changes are made.
  8. Develop an annual report of all City employees who have outstanding points. The report should show the date, employee, number of points, and a brief of the accident(s). This report shall be presented to the City Manager by July 1 of each year.
- e. Supervisors  
Supervisors shall have the responsibility of immediately notifying their department head of any accident involving a City vehicle. When an accident occurs, the supervisor shall inform the Police Department. Supervisors shall review each accident involving their employees and provide a written report concerning their findings to the department head. The department head shall then forward the report to the Safety Coordinator.
- f. Police Department  
The Police Department shall investigate all accidents involving City-owned vehicles. In reviewing an accident involving a City vehicle, the investigating officer shall use the appropriate report form. Completed copies of this form shall be distributed to the Safety and Training Coordinator.

#### 4. PROCEDURES

a. Point Assignment

When reviewing an accident, the Committee shall scrutinize the actions of other people involved in the accident, departmental policies, practices, and procedures. The Committee shall make recommendations to the City Manager concerning its findings. Committee members shall gather and analyze the factors contributing to the accident in order to determine the degree of fault attributable to the driver. Each accident shall be given one of the four following designations, and the employee shall be assigned points accordingly:

1. No Fault – 0 points – The accident could not have been prevented by the employee, because the employee exercised safe and defensive driving principles.
2. Contributory Fault – 2 points – It is unclear whether the employees' actions caused the accident. However, the employee's actions contributed to the accident.
3. At Fault – 4 points – Evidence indicates that the accident could have been prevented by the employee. Further, the evidence indicates that the employee violated an existing traffic statute, a City safety policy or procedure, or did not operate the vehicle in a safe manner.
4. Negligent Fault – 8 points – Evidence indicates violations of state laws and/or City policies due to carelessness, horseplay, and/or reckless disregard for the City of Goldsboro's motor vehicle.
5. An additional four (4) points shall be assigned to any driver who fails to report an accident to his supervisor.

b. Recordkeeping & Discipline

Records pertaining to the accumulation of points shall be kept and maintained by the Safety Coordinator. The duration of each assigned point is for a 24 calendar month period from the date of the occurrence. The points for a specific accident will be deleted from a driver's total point accumulation 24 months after the occurrence of the accident. Disciplinary actions are based upon the total point accumulation within a 24 calendar month period.

Four (4) points or less

Five (5) to seven (7) points

Eight (8) to eleven (11) points

Oral warning.

Written reprimand.

Automatic suspension  
for two (2) working days  
WITHOUT pay.

Twelve (12) to Thirteen (13) points	Automatic suspension for five (5) working days WITHOUT pay, suspension of City driving privileges for six months, and any other disciplinary action deemed appropriate by the City Manager.
Fourteen (14) or more points	Termination of employment.

Whenever the Committee reviews a case and points are awarded to a City driver, the driver shall also be required to attend the City of Goldsboro's Defensive Driving Program.

## 5. APPEALS

The City Manager shall inform the employee of the Recommendations of the Vehicle Accident Review Committee. The employee has the right to appeal these recommendations by submitting a written appeal to the City Manager within ten (10) working days. Upon receiving an appeal, the City Manager shall assemble an Appeals Committee composed of the Assistant City Manager and two department heads from departments other than the appellant's department.

This Appeals Committee shall convene, if possible, within five (5) working days to hear the appeal. The employee shall be given the opportunity to present any information that he/she feels is pertinent to the Committee's ruling. The appeal process is an administrative review, and employees do not have the right to be represented by an attorney. The Appeals Committee shall inform the City Manager of its findings relative to the appeal. After reviewing the Vehicle Accident Review Committee's initial report, employees' comments, and the recommendation of the Appeals Committee, the City Manager will make a final decision.

## H. PERSONAL INJURY ACCIDENT REVIEW COMMITTEE

### 1. PURPOSE

To review all personal injury accidents to City of Goldsboro employees using uniform guidelines in order to determine causes, make recommendations to prevent future accidents, and assure fair and uniform treatment of each City of Goldsboro employee. The Personal Injury Accident Review Committee shall review all personal injury accidents which require the preparation of a Workers Compensation Form 19.

### 2. MEMBERSHIP

- a. Appointment  
The Personal Injury Accident Review Committee shall be composed of six voting members, an alternate, and a chairperson. The alternate shall behave as a voting member when a regular voting member is absent or has a conflict of interest. These eight members will be selected by the City Manager. Committee members shall serve two (2) year terms, and no member may serve more than two (2) consecutive terms. To achieve a staggering of the terms, three of the original members shall serve a three year term; these three members shall be chosen by drawing lots. In addition to voting members, the Safety Coordinator shall serve as an “ex-officio” member.
- b. Quorum  
Unless a quorum of its members are present, the Committee shall not review accidents or make recommendations to the City Manager concerning an accident. A quorum shall consist of at least four (4) voting members. No Committee member may review, deliberate, or make a recommendation concerning an accident which involves any employee of his/her department, and that member shall not be included in the quorum count for the review of that accident. Meetings for the purpose of developing reports or drafting proposed policies may proceed with any number of members present as deemed appropriate by the Chairperson.

### 3. RESPONSIBILITIES

- a. Committee Members
  1. Attend all meetings for the purpose of reviewing accidents brought before the Personal Injury Accident Review Committee.
  2. Vote on recommendations concerning accidents.
  3. Determine problems areas concerning safety policies and refer them to the Employee Safety Committee. The City Manager should be informed of any problems which are referred to the Employee Safety Committee.
  4. Ensure that co-workers' comments are made known to the Committee.

Committee members shall not conduct independent interviews or investigations into an accident. The deliberations of the Committee are confidential and shall not be discussed with other employees.

- b. Chairperson

The Chairperson shall be selected by a vote of the Committee members for a two year term. The Chairperson shall have the following responsibilities:



1. Preside at all meetings of the Personal Injury Accident Review Committee.
  2. Keep the official minutes of all Committee meetings.
  3. Vote in the event of a tie.
- c. Vice Chairperson
- In the absence of the Chairperson, the Vice Chairperson shall carry out all duties assigned to the Chairperson. When serving as the Chairperson, the Vice Chairperson shall function as a Committee member. The Vice Chairperson shall be chosen by a vote of all Committee members, and will serve a two (2) year term.
- d. Safety Coordinator
- The Safety Coordinator shall serve as an ex-officio member of the Personal Injury Accident Review Committee, attend all meetings of the Committee, and serve as the primary staff resource to the Committee. The Safety Coordinator shall have the following responsibilities:
1. Gather information from other cities and other organizations for the Committee's review.
  2. Schedule a meeting of the Personal Injury Accident Review Committee monthly. All injuries occurring since the previous meeting will be reviewed.
  3. Call all other meetings of the Committee as necessary.
  4. Inform the City Manager, in writing, of all recommendations of the Personal Injury Accident Review Committee.
  5. Develop an annual report concerning all personnel injury accidents reviewed by the Committee. This report shall be presented to the City Manager and Employee Safety Committee by July 1 of each year.
  6. Notify the City Manager of any vacancies, attendance problems, or expiration of terms.
  7. Maintain personal injury point records. While maintaining these records, the Safety Coordinator shall be charged with the responsibility of informing department heads of their respective employees' accumulated total injury points. The Safety Coordinator shall delete points in compliance with Section 4 of this policy. The department heads shall inform their employees of their point totals whenever changes are made.
  8. Develop an annual report of all City employees who have outstanding points. The report should show the date, employee, number of points, and a brief of the accident(s). This report shall be presented to the City Manager by July 1 of each year.
  9. Review all accidents and provide a written report for the

Chairperson of the Personal Injury Accident Review Committee, for use in deliberation.

e. Supervisors

Supervisors shall have the responsibility of immediately notifying their department head of any personal injury which requires the completion of a Workers Compensation Form 19. Supervisors shall review each accident involving their employees and provide a written report concerning their findings to the department head. The department head shall forward the report to the Safety Coordinator.

4. PROCEDURES

a. Point Assignment

When reviewing an accident, the Committee shall scrutinize the actions of other people involved in the accident, departmental policies, practices, and procedures. The Committee shall make recommendations to the City Manager concerning its findings. Committee members shall gather and analyze the factors contributing to the accident in order to determine the degree of fault attributable to the driver. Each accident shall be given one of the four following designations, and the employee shall be assigned points accordingly:

1. No Fault – Zero (0) points – The accident could not have been prevented by the employee, because the employee acted within safety guidelines.
2. Contributory Fault – Two (2) points – It is unclear whether the employee's actions caused the accident. However, the employee's actions contributed to the accident.
3. At Fault – Four (4) points – Evidence indicates that the accident could have been prevented by the employee. Further, the evidence indicates that the employee violated a City safety policy or procedure.
4. Negligent Fault – Eight (8) points – Evidence indicates violations of City policy due to carelessness, horseplay, and/or reckless disregard for personal safety.
5. An additional four (4) points shall be assigned to any employee who fails to report an accident to his supervisor.

b. Recordkeeping

Records pertaining to the accumulation of points shall be kept and maintained by the Safety Coordinator. The duration of each assigned point is for a 24 calendar month period from the date of the occurrence. The points for a specific accident will be deleted from an employee's total point accumulation 24 months after the occurrence of the accident. Disciplinary actions are based upon the total point accumulation within a 24 calendar month period.

Four (4) points or less	Oral warning.
Five (5) to seven (7) points	Written reprimand.
Eight (8) to eleven (11) points	Automatic suspension for two (2) working days WITHOUT pay.
Twelve (12) to Thirteen (13) points	Automatic suspension for five (5) working days WITHOUT pay, and any other disciplinary action deemed appropriate by the City Manager.
Fourteen (14) or more points	Termination of employment.

5. APPEALS

The City Manager shall inform the employee of the Recommendations of the Personal Injury Accident Review Committee. The employee has the right to appeal these recommendations by submitting a written appeal to the City Manager within ten (10) working days. Upon receiving an appeal, the City Manager shall assemble an Appeals Committee composed of the Assistant City Manager and two department heads from departments other than the appellant's department.

This Appeals Committee shall convene, if possible, within five (5) working days to hear the appeal. The employee shall be given the opportunity to present any information that he/she feels is pertinent to the Committee's ruling. The appeal process is an administrative review, and employees do not have the right to be represented by an attorney. The Appeals Committee shall inform the City Manager of its findings relative to the appeal. After reviewing the Vehicle Accident Review Committee's initial report, employees' comments, and the recommendations of the Appeals Committee, the City Manager will make a final decision.

I. EMPLOYEES

Employees are responsible for exercising maximum care and good judgment in preventing accidents. No job is performed well unless

the employee has followed every precaution and safety rule to protect himself/herself and fellow employees from bodily injury throughout the operation. Each employee must:

1. Become familiar with and observe all approved safety procedures for his/her work activities.
2. Report all unsafe practices or conditions to his/her supervisor.
3. Promptly report all work-related injuries and vehicle accidents to his/her supervisor.
4. Become familiar with the proper care and use of personal protective equipment during all work activities.
5. Use proper judgment in avoiding accidents.
6. Participate in all required safety and occupational health training.
7. Inform his/her supervisor when taking medication which may impair physical or mental alertness and affect his/her ability to perform a job safely.

## **IV. ACCIDENT PREVENTION & INVESTIGATION**

The following section outlines some of the City's accident prevention measures and describes the procedures to follow when an accident does occur.

### **A. PHYSICAL EVALUATIONS**

All employees shall undergo a physical evaluation by a physician of the City's selection in the following instances:

1. Upon hire, to ensure that the employee can perform the essential duties of the job.
2. Any time a supervisor or the Occupational Health Nurse has a concern about an employee's ability to safely perform the essential duties of the job.

### **B. USE OF MEDICATION IN THE WORKPLACE**

All employees should notify the Occupational Health Nurse when they are taking prescription medication or over the counter medication that may affect their work performance. Failure to report taking any medication shall be cause for disciplinary action if any accident occurs due to the effects of medication. In addition, any resulting workers compensation claims may be jeopardized.

When the Occupational Health Nurse or a supervisor questions an employee's capability to perform his/her job safely due to the effects of medication, medical clearance from a physician must be obtained through the Occupational Health Nurse. Until medical clearance is obtained, the employee will not be permitted to operate City vehicles or potentially dangerous equipment. The employee's job duties may be temporarily altered to accommodate and temporary disabilities due to the effects of the medication.

All employees are responsible for educating themselves about the effects of any medication. The Occupational Health Nurse is available for employees to ask questions about medications. If an accident occurs in the workplace due to the effects of medication, the employee shall be held responsible if he/she did not seek guidance in the proper use of that medication. The use of alcohol and illegal drugs will not be tolerated.

### **C. DRUG AND ALCOHOL TESTING POLICY OF THE CITY OF GOLDSBORO**

See "CITY OF GOLDSBORO DRUG AND ALCOHOL TESTING POLICY"  
APPENDIX I, Page 144

### **D. EMPLOYEE ASSISTANCE PROGRAM (EAP)**

#### **1. PURPOSE**

To recognize that most employees may at some time experience personal problems that affect job performance. As an additional benefit to the employee, the City of Goldsboro provides the Employee Assistance Program to assist employees who have problems that

adversely affect job efficiency. This program is also available to immediate family members of employees.

## 2. OBJECTIVES

- a. To help employees identify and remedy problems at the earliest possible stage.
- b. To encourage employee to seek help.
- c. To help employees find the most appropriate assistance available and offer it to all levels of employment.
- d. To develop and provide supervisory training activities to help implement the program.

## 3. POLICY

- a. Personal problems that affect work performance are a legitimate concern of the City of Goldsboro.
- b. The City maintains a treatment attitude toward personal problems and offers guidance in securing assistance. Early identification and referral for help can improve an individual's productivity and well-being.
- c. No employee will have job security or promotion opportunities affected by participating in the Employee Assistance Program.
- d. Strict confidentiality of records is essential and will be scrupulously maintained.
- e. Self-referral is encouraged. Employees who are experiencing a problem which they feel may impair job performance, well-being, or any other aspect of their lives are encouraged to seek information and assistance voluntarily by contacting the Occupational Health Nurse or the EAP provider.
- f. If warranted by unsatisfactory job performance, referral will be the responsibility of the employee's supervisor. Continued unsatisfactory performance and refusal to follow the recommendations for referral may require action listed in the Failure in Performance of Duties and Failure in Personal Conduct Sections of the Personnel Manual.
- g. When an employee enters the program, it is the employee's responsibility to cooperate in the designated treatment and recovery plan.
- h. It is not required, nor is it desirable for proper implementation of the program, that supervisory personnel become knowledgeable of the employee's problems or become diagnosticians.
- i. Supervisory referral will not require, nor result in any special regulations, privileges, or exemptions from the standard administrative practices concerning job performance requirements. Implementation of supervisory referral is based solely on the criteria of unsatisfactory job performance.
- j. An Occupational Health Nurse will be designated and will be responsible for implementing and administering the program, as well as collecting pertinent data for evaluation of the program.

## 4. PROCEDURE

### A. Self Referral

1. Any employee may use the Employee Assistance Program on a self referral basis by contacting his/her supervisor, the Occupational Health Nurse, or EAP provider.
2. The Occupational Health Nurse will be notified regularly of the number of self-referrals, but the clients' names will not be identified. All information is strictly confidential.

B. Supervisor Referral

1. When a change in an employee's job performance is first noted, the supervisor will begin to document incidents of poor job performance or unsatisfactory behavior patterns such as lateness, absenteeism, decreased proficiency, difficulty getting along with co-workers, and other violations of the City' Personnel Manual.
2. The supervisor will conduct a corrective interview when unsatisfactory job performance warrants action. When the supervisor has adequate documentation, the matter will be reviewed with the employee. At the end of the interview, the supervisor will inform the employee of the provisions of the Employee Assistance Program and the resources available for help with the problem. The Occupational Health Nurse will be informed of this interview.

The interview should include the following:

- a. Review with the employee each instance that is recorded.
  - b. Explain precisely why the level of job performance is considered unsatisfactory.
  - c. Allow the employee to give reasons for his/her actions or failures.
  - d. Discuss with the employee how corrections can be made and reach an agreement as to how they are to be implemented.
  - e. Remind the employee that the services of the Employee Assistance Program are available and he/she may choose to use them.
  - f. Write a report of the interview for any future use.
3. If the employee's performance remains unsatisfactory, the supervisor will conduct a second interview, recommend that the employee take advantage of the Employee Assistance Program, and inform the employee that failure to improve job performance will result in other action.
  4. The employee who agrees to use the Employee Assistance Program will be referred to the Occupational Health Nurse along with the documented materials on job performance. The Occupational Health Nurse will refer the employee directly to the EAP provider for screening, diagnosis, and referral. The EAP provider will inform the Occupational Health Nurse when the employee has kept the initial appointment. No other information except the employee's attendance and current

status shall be reported. All aspects of the Employee Assistance Program are strictly confidential.

If the employee chooses to utilize the services of the Employee Assistance Program, he/she is to be reminded that one's job is not jeopardized by virtue utilizing these services. However, utilizing these services carries no special privileges. After a reasonable period of time, the employee's job performance should return to a satisfactory level.

## 5. RESPONSIBILITIES

### A. Supervisors

1. Should attempt to motivate the employee to seek assistance , avoiding misguided feelings of sympathy or personal hostility.
2. Are not to diagnose or treat employees, but are to monitor job performance.
3. Properly identify and maintain accurate records of unsatisfactory job performance for documentation when corrective interviewing becomes necessary.
4. Refer employees to the Occupational Health Nurse after following program policies and procedures and the employee's performance remains unsatisfactory.

### B. Occupational Health Nurse

1. Accepts responsibility for informing employees of the Employee Assistance Program.
2. Arranges screening and referral with the EAP provider.
3. Serves as liaison to the EAP provider.
4. Becomes familiar with insurance coverage available to employees.
5. Collects and maintains accurate data and records to assure validity and reliability of program efforts.

### C. EAP provider

1. Provides consultation on the development and implementation of policies and procedures for the Employee Assistance Program.
2. Provides training for supervisors and the Occupational Health Nurse.
3. Serves as liaison to supervisors and the Occupational Health Nurse.
4. Accepts referrals of employees for screening, diagnosis, and further referrals.
5. Reports to the Occupational Health Nurse statistical information needed for program evaluation.
6. Handles referrals confidentially and professionally.



Discuss problems with the employee and assists in devising the most appropriate treatment plan available.

D. Employee

1. Maintains a receptive attitude to offers of assistance concerning problems which affect job performance.
2. Make every effort to return job performance to a satisfactory level.

E. WELLNESS PROGRAM

The Wellness Program is offered to all City of Goldsboro employees in order to provide them with education regarding general good health and information concerning their own personal health. All managers, department heads, and supervisors are strongly encouraged to participate in the Wellness Program and to encourage their employees to participate as well. All employees shall be allowed time to attend the Wellness sessions.

F. ACCIDENT INVESTIGATIONS

All employee job related accidents, injuries, and property damage, regardless of how minor, must be reported at once to the employee's immediate supervisor. Failure to report an accident may result in the loss of workers compensation for any current or subsequent problems resulting from the accident. Employees should not render first aid at an accident scene unless properly trained; untrained employees who render first aid do so at their own discretion and liability.

1. Personal Injury – City Employee

- a. If a serious injury or an emergency situation results from an accident, (severe pain, severe fright, or possibility of a life threatening condition), an employee or other observer on the scene should call 9-1-1, or 9-9-1-1 for immediate transport to the hospital by ambulance. Another employee on the scene or emergency personnel should immediately notify the injured employee's supervisor. The employee's supervisor will then notify the Safety and Training Coordinator and the Occupational Health Nurse as soon as possible.
- b. If first aid is needed in a non-emergency situation during normal business hours, and cannot be given safely or completely on site, the employee should be taken by the supervisor or other designated employee to see the Occupational Health Nurse. If the Occupational Health Nurse is unavailable, the employee should be taken to the current City physician for first aid treatment. Calling the Occupational Health Nurse before going to her office may save time getting the employee treated.
- c. If first aid is needed in a non-emergency situation after normal business hours, the employee may be seen at Urgent Care. If Urgent Care is closed, the employee may be seen at the Wayne Memorial Hospital Emergency Room.

- d. If, in a non-emergency situation, a physician's care is needed, **prior authorization** for payment by workers compensation must be obtained. The Occupational Health Nurse, or in her absence, the employee's supervisor, will provide this authorization. Failure to obtain this authorization will result in denial of the claim, disciplinary action, or both. If the employee wishes to see a doctor, he/she will not be denied, but the Occupational Health Nurse or rescue personnel will determine which doctor the employee will see. If the employee chooses to see his/her own physician without prior authorization, that employee does so at his/her own expense.
- e. Any job related illness or injury must be reported by the employee or his/her representative to the immediate supervisor within one working day of the incident or diagnosis of occupational disease.
- f. The employee's immediate supervisor at the time the accident occurred will fill out the Supervisors Investigation Report, on all reported injuries or work related illness'. The Form 19, should be filled out if the employee is sent for care, loses work time beyond the day of the injury, or if his/her job is changed in any way to compensate for the injury or illness. Both forms, plus the Personal Injury Committee Review sheet will be sent to the Safety Coordinator, (original copy), and the Occupational Health Nurse.
- g. The employee, if able physically and mentally, will be responsible for keeping the Occupational Health Nurse, and the Safety and Training Coordinator updated on his/her ongoing condition, doctors appointments, and return to work status.

## 2, Property Damage – City Vehicle

- a. The employee involved in the accident or an observer on the scene should call the Police Department at 9-1-1, and indicate the severity of the accident. The employee involved in the accident should not move the City vehicle and should request that the other driver not move his/her vehicle. All drivers involved in the accident should remain at the scene until the Police arrive and are then released by the Police officer. Employees involved in the accident should not make statements to anyone or give information regarding the accident to anyone excepts officials of the City or a law enforcement agency.
- b. The employee involved in the accident must contact his/her supervisor as soon as possible after the accident.
- c. When an accident occurs, the law enforcement officer investigating the accident shall complete an accident report form, including the name, address, and insurance information of the other driver or drivers, and any witnesses to the accident. The employee, if able, should get the name, address and insurance information of the other driver or drivers, and any witnesses to the accident.
- d. After being released by the police officer, the employee should take the involved City vehicle to the City Garage for an estimate of damages. This procedure is to be followed providing the driver is unhurt, and the City vehicle can be safely driven.
- e. If the City vehicle can not be safely driven from the scene of the

accident, after the police investigation, the police officer should contact the City Garage to make arrangements for moving the vehicle. If the accident occurs after City Garage working hours, the police officer should have the dispatcher contact a towing service to take the vehicle to the City Garage.

- f. All City vehicles involved in an accident should be seen by City Garage personnel as soon as possible. The City Garage will forward the repair estimates to the Business Operations Manager (in Finance Department), for processing.
- g. The supervisor of the employee involved shall investigate the accident and complete the City of Goldsboro Incident Report, and the police officer on scene shall complete an accident report. Both reports shall be forwarded to the Safety Coordinator within 48 hours of the accident.

## V. PROGRESSIVE DISCIPLINARY PROGRAM

The City of Goldsboro's disciplinary program for safety policy violations is as follows:

### A. RESPONSIBILITY

Supervisors at all levels have the responsibility for ensuring that employees comply with safety policies. **First line supervisors, however, have the primary responsibility for documenting the behavior of employees who violate safety policies.** Consistent and conscientious action by first-line supervisors is vital in order to create a safe workplace for all City employees. The Human Resources Management Department and the Employee Safety Committee are also charged with the responsibility of ensuring employee compliance with safety policies.

**When a supervisor at any level, the Director of Human Resources, any Department Head, a Safety Coordinator, the Occupational Health Nurse, or the Employee Safety Committee believes that an employee is disobeying the safety rules or continuing to disregard warnings, then prompt and firm action is justified.** Any of these personnel may issue the offending employee(s) a safety citation. Safety citation forms are available by contacting the Safety Coordinators at 580-4374/4375.

### B. REPRIMAND SCHEDULE

The following reprimands shall be used for safety citations. However, the schedule may be altered based upon the seriousness of the offense, or any mitigating circumstances.

First Offense	Safety citation issued to the employee, and the employee is orally counseled.
Second Offense	Safety citation is issued to the employee which mandates one (1) day suspension <u>without pay</u> , and the employee receives a written reprimand.
Third Offense	Safety citation is issued to the employee which mandates three (3) day suspension <u>without pay</u> and indicates intent to terminate employment.
Fourth Offense	Recommend termination of employment by the department head.

### C. CITATION DISTRIBUTION

The issuer of a safety citation shall distribute one copy of the citation to the offending employee, and forward a copy to the Safety and Training Coordinator. The Safety Coordinator shall then distribute copies as follows:

- Employee's immediate supervisor (unless already notified)
- Employee's department head
- Employee's personnel file
- City Manager

### D. DISCIPLINARY ACTION

Upon notification that an employee has received a safety citation, the employee's department head should meet with the employee and the employee's immediate supervisor in order to review the violation, discuss proper safety procedures, and take appropriate disciplinary action.



## CITY OF GOLDSBORO

SUBJECT: SAFETY POLICY  
NOTICES

EFFECTIVE DATE  
September 1, 2007

NUMBER  
1903

### I. PURPOSE

To ensure that all City of Goldsboro employees are well informed of workplace safety.

### II. APPLICATIONS

All City of Goldsboro departments and employees are affected by this policy.

### III. REFERENCES

North Carolina Occupational Safety and Health poster for Standard 1903 – Rights and Responsibilities Notice  
(29 CFR Part 1910, Sections 1903.1 – 1903.22)

North Carolina Administrative Code (13 NCAC 07F.0101, with Amendments)

### IV. POLICY

The following information shall be posted on Safety Bulletins in each facility where City employee work on a routine basis:

- A. Official poster explaining Occupational Safety and Health Administration (OSHA) rights and obligations
- B. OSHA 300 form with an annual summary of workplace illnesses and injuries. This form must be posted from **February 1 to March 1** of each year
- C. OSHA citations issued to the City
- D. Amended OSHA citations
- E. City's contest of OSHA citations
- F. Employee's contests of abatement dates
- G. Variance applications
- H. Notifications of employee's rights to obtain medical records

### V. RESPONSIBILITIES

- A. Human Resources Department
  - 1. Initially post all required notices and information
  - 2. Supply department heads with replacement materials at the department heads' requests
  - 3. Perform periodic inspections at all facilities to ensure compliance of all federal, state and applicable regulations

4. Serve prompt notice to affected departments of items that require attention and/or correction.

B. Department Heads and City Manager's Office

1. Ensure monthly inspections are conducted for all Safety Bulletin Boards located in facilities under their control to verify that all required notices and information are properly posted. In the City Hall and City Hall Addition, the Assistant City Manager shall be responsible for such inspections.
2. Maintain documentation of monthly bulletin board inspections.
3. Accommodate and make available to persons with disabilities contents of information posted on Safety Bulletin Boards.

VI. ACCESS AND PLACEMENT

Each safety bulletin board must be placed in a conspicuous location in a common area that is accessible to all employees. Provisions will be made to meet the needs of persons with physical or learning disabilities.



## **CITY OF GOLDSBORO**

**SAFETY POLICY:  
EMERGENCY ACTION  
PLAN**

**EFFECTIVE DATE**  
September 1, 2007

**NUMBER**  
1910.38

### **I. PURPOSE**

To provide for the emergency response and evacuation of all buildings and facilities owned and operated by the City of Goldsboro.

### **II. APPLICATION**

These procedures shall apply to all employees in buildings and facilities owned and operated by the City of Goldsboro.

### **III. REFERENCES**

North Carolina Fire Prevention Code, Volume V

North Carolina Occupational Safety and Health Standards:

1910.38(a) – Emergency Action Plans

1910.165 Employee Alarm Systems

City of Goldsboro Human Resources Management Department – for further explanation of employee duties

### **IV. ALARM SYSTEMS**

#### **A. Types of Alarm Systems**

The Human Resources Management Department will identify the proper alarm system to be used in each building owned and operated by the City of Goldsboro. At least one of the following alarm systems will be provided at each municipal building in order to alert employees of any emergency requiring partial or total evacuation:

1. Manual fire alarm or pull box stations.
2. Automatic smoke detection system.
3. Paging system. The paging system may be used for non-emergency operations provided that the emergency messages and uses have priority over all other uses of the system



4. Direct voice communication system. This system may be used in small workplaces with ten (10) or fewer employees where one individual can quickly alert all employees.

B. Reporting Alarm Activations

All employees have the responsibility for ensuring that alarm activations are promptly reported. Unless an employee knows otherwise, he/she should assume that the proper authorities have not been contacted and should respond as outlined below.

1. Emergency Activations

Any emergency activation of an alarm system shall be immediately reported to the Wayne County Telecommunications Center. The Telecommunications Center may be contacted as follows:

- a. On an inside line where telephone users must dial 9 to reach an outside line – **DIAL 9-9-1-1.**
- b. On a regular outside line **DIAL 9-1-1.**

When reporting an emergency alarm activation to the Telecommunications Center, the caller should provide the following information:

- a. Name of caller
- b. Type of emergency (ex: fire, chemical spill, etc.)
- c. Room and building of the emergency
- d. Address of the building

2. Accidental Activations

Any accidental activation of an alarm should be immediately reported to the Telecommunications Center. When reporting an accidental activation, the caller should provide the following information:

- a. Name of caller
- b. Room and building where the alarm was activated
- c. Address of the building
- d. Brief explanation of how caller knows it was an accidental activation

C. Maintenance of Alarm Systems

The Human Resources Management Department shall be responsible for insuring that all employee alarm systems are maintained in operating condition. The Safety and Training Coordinator shall ensure that the reliability of each manual alarm system, pill box station system, and smoke detection system is tested at least once every two months, in accordance

with the Occupational Safety and Health Administration, OSHA, Standard 29 CFR 1910.165(d), and keep documentation of such testing.

## V. EVACUATIONS

### A. Evacuation Wardens

#### 1. Identification and Training

Each City department in each City owned and operated building shall have an Evacuation Warden. The Evacuation Warden shall be the department head, or the assistant department head. In their absence, the department head and the assistant department head shall appoint an employee to be in charge of that department/division at the time of the evacuation. The Safety Coordinator will ensure that all Evacuation Wardens are properly trained in the layout and escape routes of their buildings and their duties during evacuations.

#### 2. Duties

When an alarm is sounded, the Evacuation Wardens are responsible for:

- a. Leading the evacuation of employees in their department.
- b. Ensuring that handicapped employees who need extra assistance are attended to during the evacuation.
- c. Guiding employees away from any hazardous areas.
- d. Checking all rooms used by their departments for employees who are trapped or otherwise unable to escape.
- e. Verifying that all departmental employees have evacuated to the safe area by conducting a head count.

### B. Evacuation Plans

The Safety and Training Coordinator will prepare an evacuation floor plan for each City owned and operated building which identifies the proper escape routes for all areas of the building. The Safety Coordinator will also identify safe areas for employees to assemble after they have successfully evacuated a building as well as safe areas within buildings for emergencies in which the proper response is to stay indoors.

### C. Evacuation Procedures

1. All employees and building occupants shall immediately exit the building by primary means of proper escape routes.
2. Fireproof vault doors and offices with vaults, large amounts of cash, or items of value shall be locked, unless

- a fire exists in that office or unless the actions cannot be completed safely.
3. Pocketbooks and purses should be carried out by employees during an evacuation.
  4. As employees evacuate to their assembly points, they should close all office doors along the way.
  5. Enclosed stairwell doors shall remain closed and must not be propped open and left unattended. If supplies, materials, or other items are carried in or out through an enclosed stairwell door, the door should be attended by an employee and then closed immediately.
  6. Elevators shall not be used for fire evacuations. Should a fire alarm sound while an occupied elevator is ascending or descending, the occupants shall exit the elevator on the first landing it stops at and proceed to the nearest stairwell.
  7. Upon exiting the building, employees should proceed to the identified safe area in order to be accounted for by their Evacuation Warden.

#### D. Emergency lighting

The Safety Coordinator shall evaluate all City owned and operated facilities to ensure that generators or other equipment is in place to provide adequate lighting for safe and quick evacuation in the event of electrical failure. The Safety Coordinator shall ensure that the reliability of such emergency lighting equipment is tested at least every two (2) months and keep documentation of such testing.

#### E. Essential Personnel

The following employees are considered essential personnel and should evacuate only as outlined below:

1. Police Officers
  - a. Duties during an evacuation:
    - (a) Maintain public order
    - (b) Aid employees and citizens in evacuation
  - b. Notice to evacuate:
    - (a) Police officers should evacuate when, at their own discretion, it becomes too dangerous to perform their duties safely.
2. Firefighters
  - a. Duties during an evacuation:
    - (a) Control, contain, and extinguish any fire
    - (b) Rescue trapped employees and citizens
  - b. Notice to evacuate:

- (a) Firefighters should evacuate when, at their own discretion, it becomes too dangerous to perform their duties safely.

#### F. Evacuation Drills

An evacuation drill which requires total building evacuation shall be conducted by the Safety Coordinator on a quarterly basis for each City owned and operated building and facility. The dates of the evacuation drills shall be documented and maintained by the Human Resources Management Department. Drills will be conducted on an unannounced basis. All persons will evacuate their facility with the following exceptions:

- a. Police officers who are conducting a suspect interrogation.
- b. The Revenue Collection Facility will leave an individual behind to safeguard funds and records.

### VI. EMERGENCY RESPONSE

#### A. Fire

1. Sound the alarm.
2. Notify the Wayne County Telecommunications Center by calling **9 – 1 – 1** or **9 – 9 – 1 -1** (If calling from a telephone that requires dialing a nine (9) to get an outside telephone line.
3. Try to extinguish the fire. However, no employee shall attempt to isolate or extinguish a fire at the risk of endangering his/her own safety or the safety of other building occupants. Unless properly trained and qualified, employees should not act beyond their basic fire extinguisher training. Extinguishing the fire must be accomplished while the fire is small. Within a few seconds it will be apparent if the fire can be extinguished. Do not let the fire block your way of exit,
4. Evacuate the building and proceed to a safe area.
5. If an employee encounters a handicapped or injured person who is unable to evacuate the building, the employee should accompany the person to a safe area inside the building, call the Wayne County Telecommunications Center and inform them of the person's location, exit the building, and inform public safety personnel on the scene of the person's location.

#### B. Toxic Chemical Release

1. Sound the alarm.
2. Notify the Wayne County Telecommunications Center (**9 – 9 – 1- 1** or **9 – 1 – 1**).
3. Avoid all contact with the chemical spill and **DO NOT** attempt to clean up the spill in any way.
4. Evacuate the building and proceed to a safe area.

#### C. Bomb Threat

1. Any employee who receives a bomb threat shall immediately notify the Wayne County Telecommunications Center (**9 – 1 – 1** or **9 – 9 – 1 – 1**).
2. The Telecommunications Center shall notify the ranking person on duty in the Police Department.
3. If the threat is received during regular business hours, (8:00 AM to 5:00 PM), the ranking police officer shall immediately notify the City Manager of the bomb threat. At any time other than regular business hours, the ranking police officer shall wait to determine the legitimacy of the threat before notifying the City Manager.
4. The ranking police officer shall immediately call the Fire Department and coordinate an inspection of the facility in order to determine the legitimacy of the threat.
5. The ranking police officer will recommend to the City Manager whether an evacuation of the facility is warranted
6. If the City Manager authorizes an evacuation of the facility, the evacuation should occur as outlined in Section V. C. of this policy.

#### D. Weather Emergencies

1. When the Telecommunications Center receives notice of a weather emergency warning, (i.e. tornado, hurricane, blizzard, etc.), the dispatcher on duty shall inform the Chief of Police or his/her designee.
2. The Chief of Police or his/her designee shall inform the City Manager of the weather emergency warning.
3. Upon notification, the City Manager shall determine the

appropriate response to the emergency.

- a. Emergencies during regular business hours 8:00 AM to 5:00 PM).
  1. The City Manager will inform all department heads that an emergency response situation exists.
  2. Department heads shall communicate the emergency response situation to all their employees.
  3. During the response, all non-emergency personnel should evacuate to their predetermined indoor safe areas. (Non-emergency personnel are defined as all personnel other than police officers, firefighters and rescue technicians.)
  4. During the emergency response, emergency personnel should seek shelter when, at their discretion, it becomes too dangerous to safely perform their duties.
- b. Emergencies at times other than regular business hours, (5:00 PM to 8:00 AM).
  1. The ranking police officer on duty will ensure that other City departments and employees on duty – Police, Fire, Water Reclamation Facility, and Water Treatment Facility, are informed that an emergency response situation exists.
  2. During the emergency response, emergency personnel should seek shelter when, at their own discretion, it becomes too dangerous to safely perform their duties.
  3. The City Manager will inform all non-emergency personnel not to report to work by calling local radio stations, and making the announcement on the adverse weather hot-line **919-580-4293**.

## VII. RESCUE AND FIRST AID

No employee should attempt to rescue any other person unless properly trained and qualified. Employees may administer first aid in an emergency situation on a voluntary basis. First Aid is normally intended to be self-administered.



## **CITY OF GOLDSBORO**

**SAFETY POLICY:  
FIRE PREVENTION POLICY**

**EFFECTIVE DATE**  
March 31, 2006

**NUMBER**  
1910.38(b)

### **I. PURPOSE**

To provide a fire prevention plan for all buildings and/or facilities owned and operated by the City of Goldsboro.

### **II. APPLICATION**

These procedures shall apply to all buildings and facilities owned and operated by the City of Goldsboro.

### **III. REFERENCES**

North Carolina Fire Prevention Code, Volume V

North Carolina Occupational Safety and Health Standard 1910.3999(b) – Fire Prevention Plans

### **IV. WORKPLACE FIRE HAZARDS**

#### **A. Types of Major Workplace Fire Hazards**

1. Tires
2. Paint and flammable liquids
3. Waste paper and combustible boxes, (i.e. cardboard, wood, etc.)
4. Tar kettle
5. Oily rags

#### **B. Storage of Readily Combustible Materials**

1. No one shall store more than 2500 cubic feet gross volume of combustible boxes, barrels, or similar containers, rubber tires or other combustible material in any building or upon premises without a permit from the fire department.
2. Storage in buildings shall be orderly, shall not be within two feet of the ceiling, shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur, shall not be placed in front of electrical panel boxes, and shall not be located as to endanger exit from the building.
3. Storage in the open shall not be more than 20 feet in height, and shall be located with respect to adjacent buildings in order to not be a hazard, and shall be compact and orderly.
4. Where the storage of combustible waste is determined to be a fire hazard, storage of such materials shall be removed at least every second day.

C. Potential Ignition Sources

1. Improper use of welding machine
2. Improper use of cutting torch
3. Smoking in hazardous areas
4. Improper use of tar kettle
5. Open flame or other outside fire
6. Ashes or other materials

D. Control of and General Precautions Against Fire

1. No person shall deliberately, or through carelessness or negligence, set fire or cause the burning of any material, in such a manner as to endanger the safety of any person or property. No person shall light an outside fire without a written permit from the fire department. (Burning is prohibited within City limits.)
2. All outside fires shall be constantly attended by a competent person until such fire is extinguished. Such person shall have fire extinguishing equipment readily available for use which is appropriate for the level of potential fire danger.
3. No one shall place hot ashes or greasy or oily substances liable to spontaneous ignition into any combustible receptacle or place the same within ten (10) feet of any combustible material. Such containers, unless resting on a non-combustible stands and in every case shall be kept at least two (2) feet away from any combustible wall or partition.
4. All outside fires must be at least 50 feet or more from any structure, and adequate provisions must be made to prevent fire from spreading to within 50 feet of any structure, unless the fire is contained in an approved waste burner located more than 15 feet from any structure. No one shall kindle or start any bonfire or other outdoor fire without first getting a permit from the fire department. A permit shall not be issued for burning any refuse in violation of any state or air quality open burning regulation.
5. No one shall take an open flame or electrical light into any building or other place where highly flammable, combustible, or explosive material is kept, unless such flame or light is well secured in a glass globe, wire mesh cage or other approved device.
6. No heating or other equipment capable of igniting flammable materials being stored or handled shall be used in the storage area of any shop.
7. Any person using a torch or other flame producing device for removing paint from any building shall provide one approved extinguisher or water hose connected to a water supply in an area where such burning is done. In all cases a fire watch shall remain on the premises for at least one (1) hour after the torch device has been used.
8. Any person using a torch for sweating pipe joints in any building shall have in the immediate area one approved fire extinguisher or a water hose connected to a water supply. Combustible material in close proximity of the flame shall be protected against ignition by shielding or wetting the material. A fire watch shall remain the



vicinity of the area for at least one half hour after the torch has been used.

9. It is unlawful to transport or permit to be transported any asphalt kettle in which is maintained any open fire, heated coals or ashes over any highway, road or street. Asphalt kettles shall not be used inside buildings, not on the roof of any building, or within ten (10) feet of any building or property line.
10. Asphalt kettles shall be in good working order and complete with an operational lid. There shall be at least one (1) approved fire extinguisher of at least 20-B:C classification within 30 feet of each kettle during the period each kettle is in use, and one (1) additional 20-B:C classification extinguisher on the roof being covered.
11. Smoking shall not be permitted in any area, either outside or inside a building where conditions, or materials stored would make smoking a hazard. No Smoking signs shall be posted in these areas. These signs shall be conspicuously placed.
12. Packers and dumpsters shall not be parked at night unless emptied of their contents, due to the potential danger from hot loads.

#### V. MAINTENANCE OF FIRE PROTECTION SYSTEM

- A. All extinguishing systems, fire hydrants, sprinkler or standpipe systems, and detection systems shall be maintained in proper operating condition at all times. They shall be replaced or repaired when found to be defective by management or other authority`.
- B. Maintenance shall be performed in accordance with applicable National Fire Protection Association standards or, where no such standards apply, in accordance with other recognized standards.
- C. The fire department shall be notified before disconnection and/or interruption of any fire system for fire protection tests, repairs, alterations, or additions, and upon completion of such work.

#### VI. HOUSEKEEPING

Accumulation of flammable material:

- A. Roofs, yards, and other places shall be kept free and clear of accumulation of waste papers, grass, straw or other waste or rubbish of any kind.
- B. Weeds or vines or other growth which may endanger property, or is liable to catch fire shall be cut down and removed.
- C. Combustible material when kept within a building shall be stored in approved containers or in rooms or vaults constructed of non-combustible materials.
- D. Metal, metal lines or other approved containers equipped with tight fitting covers shall be provided for oily rags and similar items.

- E. All persons having under their control any rubbish, litter, or combustible waste material, shall at the close of each work day, have all such material which is not compactly baled, removed from the building or stored in suitable vaults, or in metal or metal lined and covered receptacles or bins.
- F. Floors shall be cleaned as needed and all combustible materials placed in containers as outlined above.

## VII. MAINTENANCE OF HEAT PRODUCING EQUIPMENT

- A. Heating devices shall be listed by Underwriters Laboratories (UL) or Factory Mutual (FM). The heating element or combustion chamber in any such appliance shall be permanently guarded so as to prevent accidental contact by any person or material.
- B. Gas appliances shall be connected to the gas supply by approved connectors and vented to approved flues in conformance with the mechanical gas codes.
- C. Heating appliances shall be installed and maintained with clearance from combustible materials in conformance with the mechanical code and manufacturer's recommendation.
- D. Chimneys or similar devices for conveying smoke or hot gases to the outer air and the furnace, fire box or boilers to which they are connected shall be constructed in accordance with the mechanical code and building code and maintained in such a manner as recommended by the manufacturers so as to not create a fire hazard.
- E. All chimneys and heating systems shall be inspected annually or as recommended by the manufacturers. Inspections shall be conducted by qualified service personnel and needed repairs shall be made during the inspection.
- F. Records shall be maintained on these inspections and repairs.

## VIII. TRAINING OF EMPLOYEES

- A. Supervisors shall inform their employees of fire hazards of materials and/or supplies to which they are exposed.
- B. Upon initial assignment, the supervisor shall review with the employee those parts of the fire prevention plan which the employees must know in order to protect the employee in the event of an emergency. Such training shall be documented by the supervisor.
- C. The written fire prevention plan shall be maintained in the workplace and made available for employee review.



## **CITY OF GOLDSBORO**

<b>SAFETY POLICY:</b>	<b>EFFECTIVE DATE</b>	<b>NUMBER</b>
<b>EMERGENCY RESPONSE PLAN</b>	September 1, 2007	1910.120

### **I. PURPOSE**

To establish the responsibilities and procedures for emergencies which involve hazardous materials that are being transported, transferred, or used within the City.

### **II. APPLICATION**

This policy applies to all City departments and employees who, while performing their duties for the City, may be exposed to the release of hazardous materials.

### **III. REFERENCE**

North Carolina Occupational Safety and Health Act Standard 1910.120 – Hazardous Waste Operations and Emergency Response  
U.S. Department of Transportation Hazardous Materials Emergency Response Guidebook  
North Carolina State Procedure for Reporting Accidents Involving Liquid or Dry Toxic Chemicals

### **IV. DEFINITION**

Hazardous Material: Any biological agent, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions or physical deformations in such persons or their offspring.

### **V. RESPONSIBILITIES**

#### **A. General**

The initial and primary responsibility for the protection of health, safety, and property in the event of a hazardous materials emergency in the Goldsboro corporate limits rests with the City of Goldsboro. In some cases, particularly when radioactive materials or military weapons are involved, a state or federal agency may assume control of the containment and disposal of the hazardous materials involved in the emergency. City agencies will assist as requested or as necessary in such cases.

B. City Manager

The City Manager is responsible for the direction of the City's response to a hazardous materials emergency. In the absence of the City Manager, the Assistant City Manager shall be responsible. In the absence of both the City Manager and the Assistant City Manager, the senior fire officer on the scene or in communication with the scene shall be responsible.

C. Fire Department

The Fire Department is the agency primarily responsible for assessing the degree of hazard in a hazardous materials emergency and for implementing the appropriate emergency action.

D. Police Department

The Police Department is responsible for securing the location of a hazardous materials emergency, for evacuating persons as directed by the senior fire officer or City Manager, and for normal reporting of the motor vehicle accident, if applicable.

E. City Facility Site Supervisor

The department head or supervisor responsible for the operation of each facility shall contact the Wayne County Telecommunications Center and report any hazardous materials incident and request assistance from the fire and police departments.

F. Other City Employees

All City personnel not trained in emergency response procedures shall not attempt any containment or clean up of any hazardous materials incident.

VI. EMERGENCY RESPONSE PERSONNEL

All emergency response personnel shall receive the appropriate level of initial training before responding to a hazardous materials incident. Employees who receive initial training shall also be required to attend annual refresher training.

A. Senior Fire Officer/Incident Commander

The ranking officer on the scene shall serve as the Incident Commander. The Incident Commander shall:

1. Identify, to the extent possible, all hazardous substances or conditions present.
2. Implement the appropriate emergency operations based on the hazardous substances and/or conditions present.
3. Assure that the personal protective equipment worn is appropriate for the hazards to be encountered.

B. Fire Department Safety Officer

The Fire Department Safety Officer shall serve as the Hazardous Materials Emergency Response Safety Officer. The Fire Department

Safety Officer shall:

1. Be knowledgeable in the operations being implemented at the emergency site.
2. Have the specific responsibility to identify and evaluate hazards and to provide directions with respect to the safety of operations for the emergency at hand.
3. Have the authority to alter, suspend, or terminate these activities when they are judged to be immediately dangerous to life or health (IDLH).
4. Inform the Incident Commander of any actions needed to correct IDLH conditions at an emergency scene.
5. Assure the exchange of information among the Fire Department, Police Department, and other City departments.

C. First Responder Awareness Level

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance or release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release.

D. First Responder Operations Level

First responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as a part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures.

E. Hazardous Materials Technician

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance.

F. Hazardous Materials Specialist

Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, the specialists duties require a more directed or specific knowledge of the various substances they may be called upon to contain. The hazardous materials specialist would also act as the site liaison with federal, state, local, and other government authorities in regard to site activities.

VII. NOTIFICATION OF OUTSIDE AGENCIES

Only the senior fire officer, City Manager, or other persons designated by the City Manager will release information to the news media or the public during a hazardous materials incident. In hazardous materials

emergencies in which coordination with other federal, state, or local agencies will be required, the senior fire officer at the scene will ask the Telecommunications Center to notify the Wayne County Emergency Management Office and other agencies as necessary. Appendix A lists the appropriate agencies to be notified for specific emergencies.

The legal responsibility for the required notification of agencies is the responsibility of the carrier in a transportation emergency, Public Service (Gas) Company in a natural gas system emergency, and the installation operator in a fixed location emergency. However, in many cases, the City Manager or Fire Department Safety Officer shall determine if one or more of the required notifications shall be made by the Fire Department Safety Officer, City Manager, or Telecommunications Center so that the required support can be expeditiously obtained.

## VIII. PROCEURES

### A. Reporting Hazardous Materials Incidentts

All reports of hazardous materials spills, accidents, fires, and other emergencies shall be directed to the Telecommunications Center. Telecommunications Center personnel will obtain from the caller as much of the following information as possible:

1. The name of the caller, location, and phone number.
2. The person(s) to contact at the emergency site.
3. The exact location of the emergency.
4. The business name and street number if the emergency is at a fixed business location in the City.
5. The number and nature of personal injuries.
6. The quantity of hazardous materials involved and the quantity of hazardous materials spilled.
7. The name of the chemical(s) involved or the U.S. Department of Transportation identification number.
8. The U.S. Department of Agriculture or Environmental Protection Agency registration number.
9. The manufacturer of the chemical, address of the manufacturer, or other such information available.
10. Any other information which can be obtained regarding the properties of the surrounding materials or the properties of the chemical as it enters the atmosphere.

### B. Initial Dispatch

1. When a report of a hazardous materials emergency is received by the Telecommunications Center, the telecommunicator shall immediately dispatch the appropriate police officer(s) and the fire apparatus as indicated in the current Telecommunications Center directives from the Fire Chief. If it is known that personal injuries are present or possible, appropriate Emergency Medical Services and Fire Department rescue units shall also be dispatched.
2. After the first responding units have been dispatched and it is

reasonably confirmed that the incident is a hazardous materials emergency, the Telecommunications Center will notify the City Manager, Fire Chief, Assistant Fire Chief on duty, Police Chief, Police Department Duty Captain, and Wayne County Emergency Management Coordinator. If the emergency involves a City facility, the Telecommunications Center will also notify the department head responsible for that facility.

3. If the incident involves the release or potential release of a substance to the environment, the Telecommunications Center will contact the State Water and Air Resources Officer and the Sanitary Engineering Section of the Division of Health Services, North Carolina Department of Human Resources to request that they send an investigator to the scene.
4. If there is a danger of the substance entering a body of water or sanitary sewer, the senior fire officer, City Manager, or Fire Department Safety Officer will instruct the Telecommunications Center to notify the Public Utilities Department which will respond and take action as necessary to prevent the contamination of the utility system.
5. As soon as possible, the Telecommunications Center will notify the emergency contact person in the ID file if the emergency is at a fixed location, the shipper if it is a vehicular emergency, or the gas company if it is an emergency involving the natural gas system.

C. Response activities

1. If the emergency is at a hazardous materials site in the City, is a natural gas system emergency, or is a transportation incident at which the hazardous material is known, the senior fire officer responding shall instruct the Telecommunications Center to inform other responding units of the degree of hazard of the material and to inform the responding police units of the required evacuation radius based upon the hazardous materials in the U.S. Department of Transportation Hazardous Materials Emergency Response Guidebook. The senior fire officer may also instruct the Telecommunications Center to dispatch additional police, fire, or rescue units or to contact other agencies.
2. If the substance is known, but its properties unknown, the senior fire officer shall instruct the Telecommunications Center to contact the Chemical Transportation Emergency Center (CHEMTREC) in Washington, D.C. The Telecommunications Center shall, if possible, maintain an open telephone line with CHEMTREC. CHEMTREC shall be given the chemical name and/or ID number and an explanation of the emergency situation. CHEMTREC will provide initial response guidelines, will notify the shipper or transporter if applicable, and will obtain other information as needed.
3. Upon arrival at the site, emergency medical services and fire rescue personnel shall extricate and remove all trapped and injured persons from the site as promptly as possible. If the

hazardous material is known to be a radioactive substance or other substance which poses a serious threat to human health, injured and exposed persons shall be isolated from other persons and checked by medical personnel prior to their release. Many hazardous materials have a serious delayed effect on human health and no person who may have been exposed shall be allowed to leave without appropriate medical attention.

4. Upon arrival at the site, using the distances specified in the Emergency Response Guidebook, police units shall move all persons from the immediate vicinity in an upwind direction, establishing roadblocks and detours as necessary. In the event police units arrive on the scene prior to fire units and are able to readily identify the substance by ID number or label or recognize outstanding characteristics of the substance, the police officers shall notify the Telecommunications Center of that information and the Telecommunications Center shall relay that information to the responding senior fire officer. Police units on the site will maintain a route for other responding emergency equipment to reach the scene.
5. In the case of a hazardous materials emergency which is known or suspected to involve radioactive material, as soon as possible, emergency personnel will establish and maintain a 2,000 foot distance from the location of the radioactive material. Under no circumstances will any person, including emergency personnel, be permitted to re-enter the 2,000 foot radius area until a Radiation Protection Team permits such re-entry.
6. Operations in hazardous areas shall be performed using the "buddy system" in groups of two (2) or more. Backup personnel shall stand by with the proper equipment ready to provide assistance or rescue as needed. As a minimum, one (1) Fire Department rescue unit shall also stand by with medical equipment and transportation capability.
7. Skilled support personnel, who may or not be City employees, who are skilled in the operation of certain equipment, such as crane or hoisting equipment, and who are needed to temporarily to perform emergency support work that cannot reasonably be performed in a timely fashion by the City's emergency response personnel, and who will be or may be exposed to the hazards at an emergency response scene are not required to meet the training required for the City's emergency response personnel. However, these personnel shall be given an initial briefing at the site prior to their participation in any emergency response. The briefing shall include instruction in the wearing of appropriate personal protective equipment, what chemical hazards are involved, and what duties are to be performed. All other appropriate safety and health precautions provided to the City's emergency response personnel shall be used to assure the safety and health of these personnel. The briefing shall be conducted by the on-scene operation officer, as selected by the incident Commander.



D. Evacuation

1. The senior fire officer may direct the police units on the scene to evacuate persons from the area to a greater radius than the initial evacuation of the immediate vicinity. The senior fire officer or police officer on the scene may instruct the Telecommunications Center to dispatch additional police units to assist in evacuation, construction of roadblocks, and in aiding other responding units in reaching the site.
2. A major evacuation shall be coordinated at the direction of the senior police officer as instructed by the senior fire officer. The senior police officer, the City Manager, or the Fire Department Safety Officer, if present, shall be responsible for other measures required in an evacuation such as buses, loud speaker broadcasts, radio broadcasts, etc.
3. The Wayne County Emergency Management Coordinator and the Red Cross will assist in a major evacuation and will provide shelter, if needed.
4. Unless otherwise directed by the senior fire officer or the City Manager, all evacuations shall be absolute with no persons exempted from the evacuation, except emergency personnel.

E. Containment

1. If the incident involves the release or potential release of a substance to the environment, particularly a gas or a liquid, containment measures shall be undertaken as quickly as possible.
2. If the release to the atmosphere or the spillage is at a hazardous materials location in the City which has been pre-planned by the Fire Department, the containment section of the pre-plan for that facility will be utilized to implement containment measures.
3. If the release is from the natural gas system, the Public Service (Gas) Company will be notified to shut off the supply as quickly as possible.
4. The senior fire officer in command, the City Manager, or the Fire Department Safety Officer will instruct the Telecommunications Center to call the Public Works Department for absorptive or damming material and heavy equipment as needed. The Public Utilities Department may also be called, if needed.
5. If there is a danger of the substance entering the City storm sewer system, the senior fire officer or the City Manager will instruct the Telecommunications Center to notify the Public Works Department which will respond and take action as necessary to prevent the contamination of the storm sewer system and to prevent the substance from leaving the storm sewer system and entering a watershed.
6. If the substance enters a lake or other waterway, the senior public utilities or fire official at the scene will ask the Telecommunications Center to notify the Public Works Department and the North Carolina Division of Environmental Management. The Public Utilities Director or designee shall take action as needed to avoid a threat to public health from contamination of drinking water supplies, including notification of

downstream utilities and/or the Wayne County Health Department as appropriate.

7. The City Manager or the senior fire officer may instruct the Telecommunications Center to notify other agencies to assist in containing the release or spill.
8. Before any personnel enter into the hot zone, the Incident Commander shall implement appropriate decontamination procedures. After emergency operations are terminated, the senior fire officer shall ensure that decontamination procedures are performed on all personnel who were in the hot zone.

F. Further Measures

1. The most immediate priorities in a hazardous materials incident are evacuation and containment as set forth above. Other measures involving hazardous materials require a cautious, thought-out response. Hazardous materials and their properties vary greatly. Even if a fire is visibly involved, the application of water may be an inappropriate response with disastrous consequences. The senior fire officer will be responsible for planning and carrying out the steps for dealing with the emergency.
2. Other key resources in determining the appropriate response will be the Department of Transportation Hazardous Materials Emergency Response Guidebook and CHEMTREC. Various other resources as listed in Appendix A will be called as needed.
3. The person, agency, or firm responsible for the transportation, distribution, or use of the hazardous material prior to the incident is ultimately responsible for the incident, consequences, and required mitigation measures. Following the emergency response to the incident and the mitigation of the immediate hazard to health, safety, and property by the City, the carrier or operator is responsible for clean-up and other required mitigation measures under the supervision of emergency personnel and other agencies as applicable. If the responsible party fails to promptly fulfill this responsibility, other clean-up arrangements may be made by the City Manager or other governmental agencies as applicable, however, no such action will relieve the carrier or operator of its legal obligation.

IX. PERSONAL PROTECTIVE EQUIPMENT

- A. Personal protective equipment shall be selected and used which will protect personnel from the hazards and/or potential hazards they are likely to encounter as identified during the size-up of the scene.
- B. Personal protective equipment selection shall be based on the Incident Commander's evaluation of the performance characteristics of the equipment relative to the requirement and limitations of the site, the task specific conditions and duration and the hazards and potential hazards identified at the site.

- C. Positive pressure self-contained breathing apparatus, or positive pressure air-line respirators equipped with an escape air supply shall be used when chemical exposure will create a possibility of immediate death, immediate serious illness or injury, or impair the ability to escape.
- D. Totally encapsulating chemical protective suits shall be used in conditions where skin absorption of a hazardous substance may result in a substantial possibility of immediate death, immediate serious illness or injury, or impair the ability to escape.
- E. The level of protection provided by personal protective equipment shall be increased when additional information or site conditions indicate that increased protection is necessary to reduce exposure. The level of protection provided may be decreased when additional information or site conditions show that decreased protection will not result in hazardous exposure to employees.
- F. As an absolute minimum, personal protective equipment worn shall not be less than equipment worn by personnel while performing fire fighting operations.
- G. Manufacturer recommendations for personal protective equipment shall be followed with reference to the items listed:
  - 1. Use of the item.
  - 2. Maintenance and storage procedures.
  - 3. Decontamination and disposal.
  - 4. Training in the use of the equipment.
  - 5. Donning and doffing procedures.
  - 6. Inspection procedure.

## X. MEDICAL SURVEILANCE

- A. Frequency of Medical Examinations and Consultations  
Medical examinations and consultations shall be made available by the employer to each covered employee as follows:
  - 1. Prior to assignment (hiring or promotion).
  - 2. At least once every twelve (12) months for each covered employee unless the attending physician believes a longer interval is appropriate.
  - 3. At termination of employment.
  - 4. As soon as possible upon notification by an employee that the employee has developed signs or symptoms indicating possible overexposure to hazardous substance or health hazards.
  - 5. At more frequent times, if the physician determines that an increased frequency of examination is medically necessary.
- B. Contents of Medical Examinations and Consultations  
Required medical examinations shall include a medical and work history with special emphasis on symptoms related to the handling of

hazardous substances and health hazards, and to fitness for duty including the ability to wear any required personal protective equipment under conditions that might be expected at any work site.

C. Physical Examinations and Costs

All medical examinations and procedures shall be performed by or under the supervision of a licensed physician of the City's choice, preferably one knowledgeable in occupational medicine and shall be provided without cost to the employee, without loss of pay, and at a reasonable time and place. Employees who must have a physical that is required by this policy during their scheduled time off will be compensated for their additional time.

D. Information Provided to the Physician

1. One copy of the Final Rule 1910.120 – Occupational Safety and Health Hazardous Waste Operations and Emergency Response.
2. A description of the employee's duties as they relate to the employee's exposure.
3. The employee's exposure levels or anticipated exposure level.
4. A description of any personal protective equipment used or to be used.
5. Information from previous medical examinations of the employee which is not readily available to the examining physician.

E. Physician Written Opinion

1. The City shall obtain and furnish the employee with a copy of a written opinion from the attending physician which contains the following:
  - a. The physician's opinion as to whether the employee has any detected medical conditions which would place the employee at increased risk of material impairment of the employee's health from work in emergency response operations.
  - b. The physician's recommended limitations upon the employee's assigned work.
  - c. The results of the medical examination and tests if requested by the employee.
  - d. A statement that the employee has been informed by the physician of the results of the medical examination and any medical conditions which might require further examination or treatment.
2. The written opinion obtained by the employer shall not reveal specific findings or diagnoses unrelated to occupational exposures.

F. Record Keeping

An accurate record of the medical surveillance shall be retained and shall at least contain the following information:

1. The name and social security number of the employee.
2. Physician's written opinion, recommended limitation, and results of examination and tests.

3. Any employee medical complaints related to exposure to hazardous substances.
4. A copy of the information provided to the examining physician by the employer.

## **APPENDIX A**

### **NOTIFICATION OF OTHER AGENCIES**

The following types of incidents will require the notification of the following agencies:

#### **NATURE OF INCIDENT OR MATERIALS INVOLVED**

#### **AGENCIES TO BE NOTIFIED**

Radioactive Materials

N.C. Department of Human Resources – Radiation Protection Team / Working Hours. 919-733-4283, Non- Working Hours. N.C. State Warning Point: 919-733-3861

U.S. Department of Energy  
505-264-6952

Pesticides

N.C. Department of Agriculture Pesticide Board – Working Hours – 919-733-3556, Non-working hours – (State Bureau of Investigation): 919-779-1400.

Military Explosives

Eighteen Ordinance Detachment, Fort Bragg, N.C. – 919-436-5651

Natural Gas System

N.C. Natural Gas Company  
919-734-5123

Petroleum Products,

N.C. Department of Human Resources, Sanitary Engineering Section – Working Hours – 919-733-2321, Non-working hours – (N.C. State Warning Point) – 919-733-3861.

Unknown Chemicals or  
Chemicals with unknown Properties

CHEMTREC – 800 – 424 – 9300

## **NOTIFICATION OF OTHER AGENCIES - Continued**

Potential or Actual Contamination  
Of Environment, Watersheds or  
Waterways

N.C. Department of Natural  
Resources & Community  
Development, Environmental  
Management Division – Working  
Hours – 919-733-2314, Non-working  
hours - (N.C. State Warning Point):  
919-733-3861.

U.S. Department of Transportation,  
National Emergency Response  
Center: 800-424-8802.

Potential or Actual Contamination  
Of Public Water Supply

N.C. Department of Human  
Resources, Division of Health  
Services, Regional Field Office,  
Working Hours – 919-486-1191,  
Non-Working Hours – (N.C. State  
Warning Point): 919-733-3861.

Human Exposure to

N.C. Department of Human  
Resources, Radiation Protection  
Team, Working Hours – 919-733-  
4283, Non-Working Hours (N.C.  
Warning Point): 919-733-3861.

Human Exposure to Toxic  
Material

N.C. Poison Control Center  
**(Information Assistance Only):**  
919-684-8111.

Any Transportation Accident in  
Which a Person is Killed, a person  
Requires Hospitalization, Damage  
Exceeds \$50,000, or Environmental  
Contamination occurs.

U.S. Department of Transportation  
National Emergency Response  
Center: 800-424-8802.

Contamination of any Waterway or  
Body of Water

U.S. Coast Guard – Working Hours –  
919-343-4881, Non-Working Hours –  
919-343-4895.



## CITY OF GOLDSBORO

SAFETY POLICY  
PERSONAL PROTECTIVE  
EQUIPMENT

EFFECTIVE DATE  
March 31, 2006

NUMBER  
1910.132-140

### I. PURPOSE

To establish policies and procedures for the use of personal protective equipment (PPE).

### II. APPLICATION

This policy applies to all Departments and Divisions of the City of Goldsboro.

### III. REFERENCE

North Carolina Occupational Safety and Health Act Standard 1910.132 through 1910.140

North Carolina Department of Labor Personal Protective Equipment Guide

### IV. POLICY

A. All City employees are responsible for wearing appropriate personal protective equipment in operations where the need for such equipment has been identified.

B. **ALL supervisors will strictly enforce the proper use of personal protective equipment.**

### V. RESPONSIBILITIES

#### A. Department Heads

1. Identify employees who need to use personal protective equipment.
2. Provide the personal protective equipment needed by their employees, with the consultation of the Safety Coordinator.

#### B. Supervisors



1. Assure that employees have the necessary personal protective equipment on the worksite.
2. **Require** employees to wear the necessary personal protective equipment.
3. Assure that all personal protective equipment assigned to employees is properly maintained.
4. Wear personal protective equipment when in a situation which requires its use. **Set a good example.**
5. Secure the replacement or repair of unusable personal protective equipment.

C. Employee

1. Arrive on the worksite with the necessary personal protective equipment.
2. Use the personal protective equipment necessary for the situation.
3. Take proper care of all personal protective equipment. Keep equipment clean and in a usable condition.
4. Report any damaged equipment to the supervisor.

D. Safety Coordinator

1. Advise department heads on which employees need to use personal protective equipment and in what situations.
2. Select the appropriate personal protective equipment needed for a particular duty or function.
3. Respond to legitimate individual employee concerns about the fitting, comfort, or medical limitations of personal protective equipment.

## VI. TYPES OF EQUIPMENT

### A. Head Protection

1. A hard hat shall be worn by ALL employees whenever operations present the hazard of impact from falling objects, flying objects, or electrical shock.
2. Employees who required to wear a hard hat shall include, but are not limited to, the following:
  - a. Employees on all job sites during maintenance or construction work of any kind (includes Engineers, Inspectors, etc.).
  - b. Employees who operate a backhoe-front loader, lifting or hoisting equipment, or heavy equipment.
  - c. Employees exposed to the hazards of electrical shock, (wear Class B hard hats).
  - d. Employees working aloft in a bucket truck, (electrical hazard).
  - e. Employees working in confined spaces.
  - f. Employees exposed to vehicular traffic when working on or near streets and highways, (includes survey crews, planning department personnel, recycling crews, etc.)

- Police officers are excluded from this provision.
- g. All landscaping and forestry type operations.
  - 3. No employee shall be permitted to wear a hard hat with a damaged or missing suspension.
  - 4. Hard hats shall be properly adjusted and shall fit snugly on the head.
  - 5. Hard hats shall not be defaced or altered in any manner without approval. This includes putting holes, paint or any unauthorized stickers on the hard hat.

#### B. Eye and Face Protection

- 1. Employees required to wear eye and face protection shall include, but are not limited to, employees who perform the following functions:
  - a. Safety Spectacles required when:
    - \* Handling glass containers (recycling)
    - \* Striking metal to metal
    - \* Hammering nails, chipping or chiseling
    - \* Sawing
    - \* Grinding
    - \* Sanding
    - \* Drilling
    - \* Metal cutting
    - \* Weed whacking
    - \* Using a blower
    - \* Lawn edging
    - \* Tree trimming
    - \* Using compressed air
    - \* Working on vehicles
    - \* Cutting or fastening plastic or steel strapping
    - \* Removing ceiling tiles
  - b. Safety Goggles required when exposed to:
    - \* Minimal amounts of chemicals which do not pose a serious skin hazard (i.e. parts cleaning solvent, ammonia, clorox, glass cleaner, etc.)
    - \* Working on hydraulic lines
  - c. Face Shield required when exposed to:
    - \* Flying objects – when the probability of facial injury is great, (i.e. operating a jackhammer, metal cutting, sandblasting, etc.)
    - \* Handling of batteries
    - \* Hazardous chemicals which could result in serious injury To the face and eyes, (i.e. sewer chemicals, acids, anti-freeze, etc.)
  - d. **IMPORTANT NOTE:** Specific eye protection shall be worn as specified on a chemical's Material Safety Data Sheet, (**MSDS**) when using that chemical.
  - e. Welding Shield/Goggles required when:
    - \* Welding – filter lenses or plates of at least the proper

shade number shall be provided to the employee.

2. Employees will be provided with eye and face protection that can accommodate glasses or other corrective lenses.
3. Eye and face protection shall be worn properly and fit snugly to the head.

C. Respiratory Protection – See City Safety Policy 1910.134.

D. Hearing Protection

1. Ear muffs or ear plugs shall be worn by all employees when operations present the hazard of hearing loss or damage.
2. Types of hearing protection
  - a. Ear Muffs: Headset-type of ear protection which completely covers each ear. Required when employees are exposed to high impact noise levels or noise levels above 85 db for an eight (8) hour weighted average.
  - b. Ear Plugs: Designed to be worn with glasses and hard hats or bump caps. Required when employees are exposed to less severe, but possibly damaging, noise levels.
3. Additional information regarding hearing protection is outlined in the Hearing Conservation Program – City Safety Policy 1910.95.

E. Hand Protection – Gloves

1. Rubber, Vinyl, Neoprene, and other specialty synthetics: Required when using caustic and corrosive chemicals, (i.e. acids, cleaners, and petroleum products) to keep hands dry. Also used when handling non-hazardous liquids.
2. Leather: Required when protecting hands from sparks, moderate heat, sharp and rough objects. General heavy duty material handling.
3. Chrome-Tanned Leather: Required when using welding equipment.
4. Aluminized: Required when protecting hands from intense heat or molten materials.
5. Cloth: Required when protecting hands from dirt, slivers, chafing or abrasions. Not to be worn for heavy duty material handling.
6. Rubber (Electrical): Required to prevent employee from electrocution from accidental contact with energized equipment. Gloves shall not be used as primary protection rather than grounding and deactivation of equipment. Must be visually inspected prior to each use to verify integrity and current dielectric continuity test. Must be dielectrically tested every none months. Each glove must be marked with last test date and expiration date.

F. Body Protection

1. Apron (Rubber or Neoprene): Required to protect employees from contact with acids, caustics, alkalis, lacquers, etc. Must be worn when handling batteries and in laboratories.
2. Life Jacket: Required when exposed to falls into water over five

(5) feet deep. Employees should wear a life jacket when working in the following situations:

- a. Using a boat on a lagoon, lake, or other body of water.
  - b. Working in or on Waste Treatment Plant carousels.
  - c. Working on or in Water Treatment or Waste Treatment Plant reservoirs.
  - d. Working alongside a reservoir ledge with no railings.
  - e. Performing maintenance work inside a pool.
3. Reflective Vests: Required at any time when employees are exposed to vehicular traffic such as: working in streets, working along curbs and ditches beside moving traffic, and working in medians between opposing lanes of traffic.
  4. Protective Clothing: Required by Emergency Response Personnel when responding to a hazardous material incident. As outlined in OSHA Standard 1910.120, appropriate level of response is required.
  5. Turnout Gear: Full protective clothing shall be worn at all times by firefighters when responding to fire calls, (other than gas leaks or grass fires). Further information on turnout gear and uniform requirements is outlined in Goldsboro Fire Department General Order Article 13, Section 2.
  6. Protective Body Armor: All uniformed police personnel who have been issued protective body armor shall wear the body armor when on duty and while working off-duty assignments as a representative of the Goldsboro police Department. Exceptions to this requirement and further information is outlined in Goldsboro Police Department General Order #24 – Protective Body Armor.

#### G. Foot Protection

1. Safety Shoes: Required to protect an employee's toes from injury.
  - a. Employees required to wear safety shoes shall include, but are not limited to, employees who perform the following:
    - \* Routinely (daily) handle objects that weigh 15 or more pounds or is exposed to foot puncture hazards.
    - \* Exposed to rolling objects such as heavy pipe, truck wheels, tractor wheels, or rolling machinery behind vehicles.
    - \* Exposed to accidental contact with lawn mover blades, air hammer bits, or other heavy tools.
    - \* Exposed to the hazards of construction sites.
  - b. Safety shoes must meet the most recent requirements of Classification 75 of the American National Standard for Men's Safety-Toe Footwear, established by the American National Standards Institute (ANSI), and contained in ANSI Standard Number Z41.1-1967/75 as revised. Special types of footwear shall meet the requirements of ANSI Standard Z41.1-1967.
2. Rubber Boots: Required to keep an employee's feet dry when required to work in wet locations such as flooded ditches.

#### H. Fall Protection

1. Lanyard and Body Belt/Harness: Required to be worn by

employees when working aloft in a bucket and when working on a moving platform.

I. Electrical Hazard Equipment

1. Appropriate electrical hazard equipment shall be worn as outlined in City Safety Policy 1910.301-399.
2. All electrical hazard equipment must meet the standards as follows:
  - a. Rubber insulated gloves                      ANSI J6.6-1967
  - b. Rubber matting                                      ANSI J6.7-1935 (R1962)
  - c. Rubber insulating blankets                      ANSI J6.4-1970
  - d. Rubber insulating hooks                          ANSI J6.2-195 (R1962)
  - e. Rubber insulating line hose                      ANSI J6.1-1950 (R1962)
  - f. Rubber insulating sleeves                          ANSI J6.5-1962

VII. PURCHASE AND REPAIR

- A. The City will provide all employees with all personal protective equipment needed while performing their job duties, as identified by the Safety Coordinator.
- B. The Safety Coordinator will decide which type of personal protective equipment is appropriate for a job duty.
- C. Employees must wear the City issued personal protective equipment and will not be permitted to use personally owned personal protective equipment.
- D. City provided uniforms/clothing, and other items of personal protective equipment, will not be worn or used when working at other than official City business.
- E. Even if the pair of City issued safety-toe shoes wear out, under no circumstances may an employee be excused from wearing such equipment when it is needed and required on the job.
- F. If an employee is terminated within six (6) months of hire, that person must reimburse the City for the full cost of his/her pair of safety-toe shoes.



## **CITY OF GOLDSBORO**

### **SAFETY POLICY:**

### **EFFECTIVE DATE:**

### **NUMBER:**

RESPIRATORY PROTECTION

MARCH 1, 1999

1910.134

### **POLICY**

It is the policy of the City of Goldsboro to protect its employees from hazardous atmospheres through a comprehensive program of recognition; evaluation; engineering, administrative and work practice controls; and personal protective equipment, including respirators. To the greatest extent feasible, hazard elimination and engineering and work practice controls shall be employed to control employee exposure to within allowable exposure limits. However, where these measures are not feasible or fully effective or are under development, the City of Goldsboro shall provide appropriate respirators to affected employees under this program. The City of Goldsboro is committed to full compliance with applicable federal and state regulations pertaining to employee respiratory protection.

### **PURPOSE**

The purpose of this program is to protect the health of City of Goldsboro employees who may be exposed to hazardous atmospheres in the conduct of their work and to provide appropriate protection from these hazards, without creating new hazards. This program sets forth the City of Goldsboro practices for respirator use, provides information and guidance on the proper selection, use, and care of respirators, and contains requirements for establishing and maintaining a respirator program.

### **SCOPE**

This program applies to all City of Goldsboro employees who need to wear a respirator to perform assigned duties. Examples of chemicals or operations that pose potential respiratory hazards and involve respirator use are: Fire fighting operations; toxic chemical spills; bulk chemical storage area leaks; chlorine cylinder leaks; flammable liquid spills, etc.

### **ROLES AND RESPONSIBILITIES**

#### **City Manager**

- Supports the Respiratory Protection Program and assigns a Respirator Administrator with responsibility and resources to administer the program.

#### **Respirator Administrator (Safety Coordinator)**

- Has overall responsibility for the City of Goldsboro Respiratory Protection Program, including monitoring respiratory hazards. (Maintaining records and conducting program evaluations will remain the responsibility of the Police and Fire Department training officers.)
- Has knowledge about respiratory protection and maintains an awareness of current regulatory requirements and good practices

- Approves Respiratory Protection Programs for each operation that involves use of respirators
- Approves training programs for employees
- Approves fit test procedures for employees
- Approves respirator makes and models for City of Goldsboro use.

#### **City Health Nurse/Safety Office**

- Performs employee exposure monitoring upon initial work in a potentially hazardous atmosphere and whenever work conditions change that may affect employee exposure
- Performs employee exposure monitoring in accordance with Federal and State OSHA regulations
- Uses generally accepted sampling techniques and analytical methods, including generally accepted quality assurance and control measures
- Reports all findings to the Department Head and Respirator Administrator within seven days of receipt of analytical results from the laboratory, at a minimum
- Upon request, performs surveys and makes recommendations for hazard control.

#### **Respirator Technicians - (Goldsboro Fire Department Training Officer) (When Positive Pressure Apparatus Being Used)**

- Complete initial respirator training and annual refresher training. In addition, complete any recommended respirator manufacturer training prior to servicing respirators and their components
- Perform and document semi-annual inspections of each air purifying respirator and monthly inspections of each supplied air respirator issued by the employer or maintained in its inventory
- Ensure that compressed breathing air cylinders are hydrostatically tested on schedule
- Remove from service and tagout any defective respirators or parts
- Perform maintenance and repairs of respiratory protection equipment in accordance with the manufacturer's instructions
- Maintain an inventory of respirators and associated parts and equipment in a clean, secure area
- Issue respirators when so directed in writing, inspecting to confirm that the respirator or equipment is of the type specified in the respirator plan or program

- Issue spectacle kits to employees who require corrective lenses with their respirators (Will coordinate through City Health Nurse, Safety Office, and Finance Department)
- Perform tests for compressed air quality and inspect breathing air compressors periodically.

### **Supervisors**

- Initiate and approve a written Respiratory Protection Program for each operation that involves respirator use
- Complete the initial and annual respirator refresher training of the type attended by employees under their supervision
- Initiate safety briefings on respiratory protection issues at the start of each new project or task that involves respiratory hazards for affected employees under their supervision
- Ensure that any use of respirators by employees under their supervision is in accordance with this program and a written Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan that has been approved by the Supervisor and the Respirator Administrator, or designee
- Record any complaints related to respirator usage, act promptly to investigate the complaints, correct any hazards, and get medical assistance, when indicated. Report first aid and medical treatment in accordance with City of Goldsboro procedures. Report every respirator related incident to the Respirator Administrator before the end of the work shift
- Ensure that their employees have the requisite training, fit testing, and medical clearances before authorizing them to wear any respirators
- Prohibit any employee with lapsed or incomplete respirator clearances to work in hazardous atmospheres. Enforce any restrictions imposed by the occupational physician on individual employees, including the need for corrective lenses
- Physically check each respirator prior to its assignment to their employees to be sure that it is of the type specified in the written plan
- Inform each affected employee of the results of exposure monitoring within one day of receiving such results and assure inclusion of all exposure reports in the City of Goldsboro recordkeeping system
- Monitor employee compliance with the respirator program requirements.

### **Employees**

- Use respiratory protection in accordance with the instructions and training provided
- Immediately report any defects in the respiratory protection equipment and whenever there is a respirator malfunction, immediately evacuate to a safe area and report the malfunction



- Promptly report to the supervisor any symptoms of illness that may be related to respirator usage or exposure to hazardous atmospheres
- Report any health concerns related to respirator use or changes in health status to the City Health Nurse/occupational physician.
- Wash their assigned reusable respirators at the end of each work shift when used and disinfect assigned respirators at least weekly
- Store respirators in accordance with instructions received
- Observe any restrictions placed on work activities by the occupational physician
- Be clean shaven in all facial areas that seal to the respirator facepiece
- Allow no headpieces, band-aids or other items beneath a respirator seal or headstrap assembly
- Inspect the respirator immediately before each use, in accordance with training provided
- Perform a user seal, negative and positive respirator fit check each time a respirator is donned in accordance with training provided.

### **PERMISSIBLE PRACTICE**

Any respirator worn by a City of Goldsboro employee on the job shall be issued by the City of Goldsboro under this program.

Respirators shall be issued by the City of Goldsboro and worn by exposed employees whenever airborne contamination levels are not otherwise reduced to within the allowable limits.

A written Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan shall be prepared and approved by the Supervisor and the Respirator Administrator prior to any employee respirator use, including voluntary usage or emergency use. This plan shall identify the location and tasks, identify and quantitate the air contaminants or oxygen deficiency, specify the appropriate respirator, and specify any limitations, such as air monitoring, respirator cartridge changeout frequency, etc. Each operation involving respirator use must have a signed and approved written plan.

Upon an employee's request, an appropriate respirator shall be issued for voluntary use when exposure to contaminant levels is at or above 50 percent of allowable limits, but within allowable limits, or when exposed to nuisance dusts, molds, pollen, etc. Reasonable efforts should be made to reduce such exposures.

Regardless of exposure level, employees who are exposed to any recognized carcinogen, mutagen or teratogen in the performance of their work assignments may request and receive an appropriate respirator for voluntary use and in addition, affected employees already assigned a respirator may

request a respirator that provides a higher protection factor than the one provided by the City of Goldsboro for that work.

The City of Goldsboro Emergency Response Plans required for chemical spills or releases, fire response, pathogen exposures, etc. shall include a Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan whenever there is a reasonable potential for a respiratory hazard. If an emergency plan calls for complete employee evacuation and no City of Goldsboro employee is assigned response activities, a plan is not required as a component.

At no time, however briefly, shall a City of Goldsboro employee be exposed to contaminant levels that are more than three times the allowable 8-hour time-weighted average limits without respiratory protection.

No employee may work alone while wearing a respirator. Each respirator wearer shall have at least one employee assigned responsibility to perform periodic status checks throughout the duration of respirator use. When SCBAs are worn, at least one standby person, located outside of the hazardous atmosphere and equipped with an SCBA, shall be in constant attendance, ready to provide immediate assistance and to call for emergency help, if needed.

## **RESPIRATORY PROTECTION PROGRAM AND WORKSITE-SPECIFIC RESPIRATORY PROTECTION PLAN**

Each operation that involves respirator use shall have a written Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan that is approved and signed by the Supervisor and Respirator Administrator.

This plan, which may be a part of a job hazard analysis, site safety plan, confined space entry permit or other document, shall contain an identification of the atmospheric hazard(s) and the respective measured or expected concentration(s) at each location or operation, the respective allowable concentration limits, the type of respirator(s) approved, monitoring requirements, emergency response procedures, and limitations, such as the frequency of respirator cartridge change-out.

A copy of each worksite's plan will be kept at the applicable worksite, and an additional copy will be kept on file at the Safety Office.

This document shall be updated annually and more frequently if conditions change. This document shall be available at the job location and shall be maintained for 30 years as an exposure record.

## **RECOGNITION AND EVALUATION OF AIRBORNE CONTAMINANTS**

A hazard assessment shall be initially performed in each workplace by the Supervisor or Industrial Hygiene department. Where the presence or potential presence of airborne contaminants is recognized or suspected, the Safety Office/City Health Nurse or other appointed evaluator shall perform evaluations to determine if allowable limits are exceeded or potentially exceeded. The results of the hazard assessment shall be communicated to the General Manager and affected supervisors and employees. A written record of this assessment, including identification of the work area, the name of the assessor and the date of the assessment, shall be maintained for a period of 30 years if

atmospheric hazards were identified. This assessment is found: at the Safety Office, the City Health Nurse, and the appropriate worksite. For workplaces in which the hazard assessment produces no findings of potential exposures, Supervisors shall monitor the workplace and request a hazard assessment whenever materials or processes change.

Whenever the hazard assessment identifies potential exposures to hazardous atmospheres, an annual reassessment shall be performed, unless a more frequent assessment is required by OSHA. In addition, the Supervisor is responsible for requesting a reassessment by the Industrial Hygiene department whenever materials or processes change

### **EVALUATION OF AIRBORNE CONTAMINANT CONTROLS**

When hazardous atmospheres are recognized, elimination of the hazardous material or feasible engineering and work practice controls shall be instituted to reduce contaminant levels to within allowable limits. If such measures are not completely successful or if the condition is temporary, personal protective equipment, including respiratory protection, shall be selected and worn.

The Safety Office/City Health Nurse shall reassess the workplace when controls are instituted to measure their effectiveness in reducing employee exposure to hazardous atmospheres.

### **SELECTION AND ISSUANCE OF RESPIRATORS**

Selection of the appropriate respirator shall be documented in the written Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan. If the unit selected will be used for emergency evacuation only, this fact will be documented on the individual site plan.

If the atmosphere is uncharacterized, it must be assumed to be IDLH and a positive pressure SCBA or combination supplied-air respirator with SCBA must be worn. Respirator selection shall comply with OSHA requirements for specific substances, such as asbestos, lead, etc. At a minimum, the assigned protection factor of the selectee's respirator shall equal or exceed the hazard ratio.

All respirators used by City of Goldsboro employees shall be approved by NIOSH. No components shall be substituted, unless they are listed in the approval by NIOSH. Any change or modification to a respirator may void the respirator approval and may adversely affect its performance.

Any restrictions or limitations recommended for a particular respirator by the respirator manufacturer shall be observed.

The Fire Department Respiratory Technician shall inspect each respirator or component prior to issuance and shall assure that the respirator assembly is complete, sanitary and in good working order upon issuance. Atmosphere-supplying respirators shall be returned the Fire Department Respiratory Technician at least monthly for periodic inspection and air purifying respirators shall be returned for periodic inspection at least semi-annually. A log shall be maintained of these periodic inspections.

The Supervisor is responsible to ensure that each respirator user under the Supervisor's supervision is currently approved for respirator use, including medical, fit testing and training certifications.

Employees with expired certifications shall not be permitted to work in hazardous atmospheres or to voluntarily wear a respirator until their lapsed requirements are updated.

Each respirator must be inspected by its wearer immediately prior to each use, according to instructions provided in the respirator training. Any defects shall be reported to the Supervisor before entry into a hazardous atmosphere. A user seal check shall be performed by the wearer immediately prior to entering the hazardous atmosphere.

The City of Goldsboro will provide an appropriate spectacle kit to each respirator wearer who requires corrective lenses and will pay for prescription safety lenses for the kit initially and as needed. Contact lenses shall be permitted if the employee's ophthalmologist or optometrist authorizes their use by the employee in hazardous atmospheres with negative pressure and positive pressure respirators in a written communication to the City of Goldsboro Safety Office and the City Health Nurse.

Employees who are issued a respirator are responsible for its maintenance, daily inspection and storage while the unit is in their control.

### **FIT TESTING**

Each respirator wearer shall be fit tested at least annually, using protocols approved by the Respirator Administrator. More frequent testing shall be performed if required by OSHA regulations for specific substances or if the wearer's facial contours change, such as by weight gain or loss, facial surgery, etc. (Note: Fit testing is **NOT** required when the only use of an apparatus will be for emergency evacuation of a facility)

On the occasion of each fit test, the City of Goldsboro will provide an appropriate face piece approved by the Respirator Administrator.

Fit test certifications shall be prepared and signed by the person performing the fit test and must name the tested employee; the make, model and size of respirator fit tested; and the result of the fit test. A copy shall be provided to the Department Head.

City of Goldsboro required fit tests, including reasonable employee time and travel costs, shall be paid for by the City of Goldsboro.

### **MEDICAL APPROVAL FOR RESPIRATOR USE**

Each respirator wearer shall be approved for respirator use by the City of Goldsboro physician or other licensed health care professional (PLHCP) at least annually. The occupational physician shall be provided a copy of the employee's duties, respirator types to be worn, and air contaminants, as well as any applicable OSHA standards governing the medical evaluation, such as the Respiratory Protection standard and applicable substance-specific standards.

The PLHCP's approval shall be a written certification that lists the respirator types approved for use by the individual (i.e., negative pressure air purifying, powered air purifying, pressure demand SCBA) and any restrictions on the employee's use of respiratory protection, including the need for corrective lenses. The PLHCP's certification shall not disclose any confidential medical information, but shall clearly list or describe any restrictions to be observed. A copy shall be provided to the Supervisor.

Medical evaluations shall be performed by a licensed physician selected by the City of Goldsboro and the cost of the respirator medical evaluation shall be paid by the City of Goldsboro, including reasonable time and travel expenses of the employee. Payment for special medical diagnostic procedures needed to assess the ability of an employee to safely wear a respirator shall be approved in advance by the City of Goldsboro. No medical treatment costs shall be paid under this program.

Medical records created under this program shall be handled in accordance with OSHA requirements for confidentiality, employee access and retention.

## **TRAINING**

Each respirator wearer, supervisor of a respirator wearer, respirator technician and Administrator must be trained. This training shall be updated at least annually.

Upon successful completion of respirator training, the instructor shall sign a certification that names the employee trained, the type(s) of respirator and the training date. A copy shall be provided to the supervisor. A record shall be maintained of the training topics covered.

City of Goldsboro-approved respirator training shall be paid for by the City of Goldsboro, including the employee's reasonable time and travel to participate in such training.

## **DEFINITIONS**

**Air purifying respirator (APR)** — a type of respirator that removes specific contaminants from air by use of filters, cartridges or canisters by passing ambient air through the air-purifying element. APRs do not supply oxygen.

**Allowable limit** — the maximum concentration of a substance in air that is permitted by regulation or voluntary standards to protect employee health.

These concentrations may be expressed in terms of an 8-hour time-weighted average, a 15-minute short term average or as an instantaneous upper ceiling limit. An example is the OSHA permissible exposure limits (PEL).

**Assigned protection factor** — the level of respiratory protection expected to be provided by a given class of respirators to a properly fitted and trained user. This factor is assigned by OSHA in substance specific standards and by ANSI in the voluntary national standard, Z88.2.

**Atmosphere-supplying respirator** — a type of respirator that supplies the 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** — 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** — an atmosphere-supplying respirator that admits breathing air to the face piece only when a negative pressure is created inside the face piece by inhalation.

**Dust mask** — see Filtering face piece.

**Emergency situation** — 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** — 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)** — 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** — a respirator intended to be used only for emergency exit.

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

**Filtering face piece (Dust mask)** — a negative pressure particulate respirator with a filter as an integral part of the face piece or with the entire face piece composed of the filtering medium.

**Fit factor** — 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** — use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

**Hazardous atmospheres** — an atmosphere that contains a contaminant(s) in excess of the allowable limit or contains less than 19.5 percent oxygen.

**Hazard ratio** — a number calculated by dividing the actual air contaminant concentration by the allowable limit.

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

**Loose-fitting face piece** — a respiratory inlet covering that is designed to form a partial seal with the face.

**National Institute for Occupational Safety and Health (NIOSH)** — a Federal institute responsible for conducting research and making recommendations for the prevention of work-related illnesses and injuries. It tests and issues approvals for respirators.

**Negative pressure respirator** (tight fitting) — 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.

**Occupational Safety and Health Administration (OSHA)** — the Federal or state agency with authority to issue and enforce workplace health and safety regulations.

**Oxygen deficient atmosphere** — an atmosphere with an oxygen content below 19.5 percent by volume.

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

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

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

**Pressure demand respirator** — a positive pressure atmosphere-supplying respirator that admits breathing air to the face piece when the positive pressure is reduced inside the face piece by inhalation.

**Protection factor** — a ratio calculated by dividing the air contaminant concentration outside a respirator by the concentration inside the respirator. This is measured in a quantitative fit test.

**Qualitative fit test (QLFT)** — 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)** — an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

**Respiratory inlet covering** — 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 face piece, helmet, hood, suit or a mouthpiece respirator with nose clamp.

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

**Service life** — 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** — an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

**Tight-fitting face piece** — a respiratory inlet covering that forms a seal with the face.

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



## **REFERENCES**

- Federal OSHA standards:
- 29 CFR 1910.134, Respiratory Protection for General Industry
- 29 CFR 1910 Subpart Z, Health Standards
- 29 CFR 1926 Construction
- 29 CFR 1915 Shipyards
- 29 CFR 1916 Marine terminals
- 29 CFR 1917 Longshoring
- 29 CFR 1928 Agriculture

## **STATE OSHA STANDARDS:**

- Alaska
- Arizona
- Hawaii
- Indiana
- Iowa
- Kentucky
- Maryland
- Minnesota
- North Carolina
- South Carolina
- Tennessee
- Utah
- Virgin Islands
- Virginia
- Wyoming

- Department of Labor; Mine Safety and Health Administration  
42 CFR 84, Respiratory Protective Devices
- American Conference of Governmental Industrial Hygienists,  
Threshold Limit Values current edition.
- American National Standards Institute, Standard for  
Respiratory Protection, ANSI Z88.2-1992.

# Worksite-Specific Respiratory Plan

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## Task description:

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## Atmospheric hazards:

- Oxygen levels: \_\_\_\_\_ Is this oxygen level deficient?
- Monitoring (List the monitoring frequency and method for each atmospheric hazard):

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## Controls to be implemented to reduce employee exposure to atmospheric hazards:

- Respirators to be worn (List type, cartridge type if APR, concentration and limits for use):

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## Selection of Respirator type

The respirator selected for use will be based on the type of hazard(s) likely to be encountered: Chemicals, (will be selected for the most hazardous chemicals); oxygen deficient atmosphere; IDHL situations, etc.

## Medical Evaluations

Medical evaluations will consist of affected persons completing a "Respirator Evaluation Questionnaire", (Copy attached), with the City Health Nurse, and any follow-ups as required, with a licensed physician.

## Fit Testing

Fit testing will be in accordance with OSHA 1910.134 (f), and will be retested as changes dictate; (change of facial features, addition/subtraction of facial hair, weight changes, use of corrective eye wear, or if the employee notices mask becoming in-effective).

## Determination of Use

Each department using respiratory devices, (including, but not limited to: Police, Fire, Recreation and Parks Departments), will determine and establish procedures as to when, or under what conditions, respiratory protective devices shall be used; (i.e.: mixing chemicals, fire situations, or riot control situations.)

## Maintenance/Storage

Each Department using respiratory masks will develop a plan to include effective cleaning, storage, inspection, and maintenance procedures and guidelines to be followed to determine when a device is no longer safe and serviceable.

## Air Quality/Quantity

For Departments using pressure delivered air, (Fire and Rescue), the charging system must be certified to deliver Class "D" quality air. Certification must be accomplished annually, and documentation of this certification must be readily available. Each air bottle must be filled to no less than 90% of the manufacturer's rated capacity.

## Training

Each employee must be thoroughly trained on the proper use of this equipment, to include any hazards likely to be encountered when using the respirator, putting on and removing the device, length of useable air available, factors that would decrease the amount of air available, recognition of end-of-service-life indicators and time remaining, and proper cleaning/handling of equipment.

## Program Evaluation

All concerned Department heads, the Director of Personnel, the City Health Nurse, and the Safety/Training Coordinator(s) will meet annually to evaluate the effectiveness of the program; to discuss and implement needed changes. Concerned Department heads will solicit employee-user feedback as a vital instrument of determining program effectiveness.

## Authorized employees (list with employee number):

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## Emergency response:

- Signs and symptoms of overexposure:

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- Evacuation procedures:

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- First aid and emergency medical procedures

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- Reporting procedures

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Supervisor

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

Respirator Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Respirator Medical Evaluation Questionnaire

**To the employer:** Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

**To the employee:** Can you read? (check one): ..... ☐ Yes ☐ No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

The following information must be provided by every employee who has been selected to use any type of respirator (please print).

**Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Age (to nearest year):** \_\_\_\_\_

**Sex (check one)** ☐ Male ☐ Female **Date:** \_\_\_\_\_

**Height:** \_\_\_\_\_ feet \_\_\_\_\_ inches **Weight:** \_\_\_\_\_ lbs.

**Phone number where you can be reached by the health care person who reviews this** (include area code): \_\_\_\_\_

**Check the type of respirator you will use** (you can check more than one category):

- a. ☐ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
- b. ☐ Other type (for example, half- or full-face piece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

**The best time to call you at this number:** \_\_\_\_\_

**Have you worn a respirator:**..... ☐ Yes ☐ No  
If "yes," what type(s): \_\_\_\_\_

**Has your employer told you how to contact the health care person who will review this** (check one): ☐ Yes ☐ No

## **Part A — Section 2 (Mandatory)**

Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please check "yes" or "no").

**1. Do you currently smoke tobacco, or have you smoked tobacco in the last month?** ..... ☐ Yes ☐ No

### **2. Have you ever had any of the following conditions?**

- a. Seizures (fits): ..... ☐ Yes ☐ No
- b. Diabetes (sugar disease): ..... ☐ Yes ☐ No
- c. Allergic reactions that interfere with breathing: ..... ☐ Yes ☐ No
- d. Claustrophobia (fear of closed-in places): ..... ☐ Yes ☐ No
- e. Trouble smelling odors: ..... ☐ Yes ☐ No

### **3. Have you ever had any of the following pulmonary or lung problems?**

- a. Asbestosis: ..... ☐ Yes ☐ No
- b. Asthma: ..... ☐ Yes ☐ No
- c. Chronic bronchitis: ..... ☐ Yes ☐ No
- d. Emphysema: ..... ☐ Yes ☐ No
- e. Pneumonia: ..... ☐ Yes ☐ No
- f. Tuberculosis: ..... ☐ Yes ☐ No
- g. Silicosis: ..... ☐ Yes ☐ No
- h. Pneumothorax (collapsed lung): ..... ☐ Yes ☐ No
- i. Lung cancer: ..... ☐ Yes ☐ No

- j. Broken ribs: .....o Yes o No
- k. Any chest injuries or surgeries: .....o Yes o No
- l. Any other lung problem that you've been told about: .....o Yes o No

**4. Do you currently have any of the following symptoms of pulmonary or lung illness?**

- a. Shortness of breath: .....o Yes o No
- b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: o Yes o No
- c. Shortness of breath when walking with other people at an ordinary pace on level ground: ..o Yes o No
- d. Have to stop for breath when walking at your own pace on level ground:.....o Yes o No
- e. Shortness of breath when washing or dressing yourself: .....o Yes o No
- f. Shortness of breath that interferes with your job: .....o Yes o No
- g. Coughing that produces phlegm (thick sputum): .....o Yes o No
- h. Coughing that wakes you early in the morning: .....o Yes o No
- i. Coughing that occurs mostly when you are lying down: .....o Yes o No
- j. Coughing up blood in the last month: .....o Yes o No
- k. Wheezing: .....o Yes o No
- l. Wheezing that interferes with your job: .....o Yes o No
- m. Chest pain when you breathe deeply: .....o Yes o No
- n. Any other symptoms that you think may be related to lung problems: .....o Yes o No

**5. Have you ever had any of the following cardiovascular or heart problems?**

- a. Heart attack: .....o Yes o No
- b. Stroke: .....o Yes o No
- c. Angina:.....o Yes o No
- d. Heart failure: .....o Yes o No
- e. Swelling in your legs or feet (not caused by walking): .....o Yes o No
- f. Heart arrhythmia (heart beating irregularly):.....o Yes o No
- g. High blood pressure: .....o Yes o No
- h. Any other heart problem that you've been told about: .....o Yes o No

**6. Have you ever had any of the following cardiovascular or heart symptoms?**

- a. Frequent pain or tightness in your chest: .....o Yes o No
- b. Pain or tightness in your chest during physical activity: .....o Yes o No
- c. Pain or tightness in your chest that interferes with your job: .....o Yes o No
- d. In the past two years, have you noticed your heart skipping or missing a beat: .....o Yes o No
- e. Heartburn or indigestion that is not related to eating:.....o Yes o No
- f. Any other symptoms that you think may be related to heart or circulation problems: .....o Yes o No

**7. Do you currently take medication for any of the following problems?**

- a. Breathing or lung problems: .....o Yes o No
- b. Heart trouble:.....o Yes o No
- c. Blood pressure: .....o Yes o No
- d. Seizures (fits): .....o Yes o No

**8. If you've used a respirator, have you ever had any of the following problems?**

(If you've never used a respirator go to question 9)

- a. Eye irritation: .....o Yes o No
- b. Skin allergies or rashes: .....o Yes o No
- c. Anxiety: .....o Yes o No
- d. General weakness or fatigue:.....o Yes o No
- e. Other problem that interferes with your respirator use: .....o Yes o No

**9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire:** .....o Yes    o No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-face piece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

**10. Have you ever lost vision in either eye (temporarily or permanently):** .....o Yes    o No

**11. Do you currently have any of the following vision problems?**

- a. Wear contact lenses: .....o Yes    o No
- b. Wear glasses:.....o Yes    o No
- c. Color blind:.....o Yes    o No
- d. Other eye or vision problem: .....o Yes    o No

**12. Have you ever had an injury to your ears, including a broken ear drum:** .....o Yes    o No

**13. Do you currently have any of the following hearing problems?**

- a. Difficulty hearing: .....o Yes    o No
- b. Wear a hearing aid:.....o Yes    o No
- c. Any other hearing or ear problem: .....o Yes    o No

**14. Have you ever had a back injury:** .....o Yes    o No

**15. Do you currently have any of the following musculoskeletal problems?**

- a. Weakness in any of your arms, hands, legs, or feet: .....o Yes    o No
- b. Back pain: .....o Yes    o No
- c. Difficulty fully moving your arms and legs: .....o Yes    o No
- d. Pain or stiffness when you lean forward or backward at the waist: .....o Yes    o No
- e. Difficulty fully moving your head up or down: .....o Yes    o No
- f. Difficulty fully moving your head side to side: .....o Yes    o No
- g. Difficulty bending at your knees:.....o Yes    o No
- h. Difficulty squatting to the ground: .....o Yes    o No
- i. Climbing a flight of stairs or a ladder carrying more than 25 lbs.:.....o Yes    o No
- j. Any other muscle or skeletal problem that interferes with using a respirator:.....o Yes    o No

## **Part B**

Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

**1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen:** .....o Yes    o No  
**or other symptoms when you're working under these conditions:** .....o Yes    o No

**2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g. gases, fumes, or dust), or have you come into skin contact with hazardous chemicals:** .....o Yes    o No

**3. Have you ever worked with any of the materials, or under any of the conditions, listed below:**

- a. Asbestos: .....o Yes    o No
- b. Silica (e.g. in sandblasting): .....o Yes    o No
- c. Tungsten/cobalt (e.g. grinding or welding this material): .....o Yes    o No
- d. Beryllium: .....o Yes    o No
- e. Aluminum: .....o Yes    o No
- f. Coal (for example, mining): .....o Yes    o No
- g. Iron: .....o Yes    o No
- h. Tin: .....o Yes    o No
- i. Dusty environments: .....o Yes    o No
- j. Other hazardous exposures: .....o Yes    o No

If "yes," describe these exposures:

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**4. List any second jobs or side businesses you have:**

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**5. List your previous occupations:**

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**6. List your current and previous hobbies:**

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**7. Have you been in the military services?** .....o Yes    o No

If "yes," were you exposed to biological or chemical agents (either in training or combat): .....o Yes    o No

**8. Have you ever worked on a HAZMAT team?** .....o Yes    o No

**9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason**

(including over-the-counter medications): .....o Yes    o No

If "yes," name the medications if you know them:

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**10. Will you be using any of the following items with your respirator(s)?**

- a. HEPA Filters: .....o Yes    o No
- b. Canisters (for example, gas masks): .....o Yes    o No
- c. Cartridges: .....o Yes    o No



**11. How often are you expected to use the respirator(s)?:**

- a. Escape only (no rescue): .....o Yes    o No
- b. Emergency rescue only: .....o Yes    o No
- c. Less than 5 hours per week: .....o Yes    o No
- d. Less than 2 hours per day: .....o Yes    o No
- e. 2 to 4 hours per day: .....o Yes    o No
- f. Over 4 hours per day: .....o Yes    o No

**12. During the period you are using the respirator(s), is your work effort:**

- a. Light (less than 200 kcal per hour): .....o Yes    o No  
If "yes," how long does this period last during the average shift: \_\_\_\_\_ hrs. \_\_\_\_ mins.  
Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work; or standing while operating a drill press (1-3 lbs.) or controlling machines.
- b. Moderate (200 to 350 kcal per hour): .....o Yes    o No  
If "yes," how long does this period last during the average shift: \_\_\_\_\_ hrs. \_\_\_\_ mins.  
Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.
- c. Heavy (above 350 kcal per hour): .....o Yes    o No  
If "yes," how long does this period last during the average shift: \_\_\_\_\_ hrs. \_\_\_\_ mins.  
Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

**13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: ..... o Yes    o No**

If "yes," describe this protective clothing and/or equipment

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**14. Will you be working under hot conditions (temperature exceeding 77°F): .....o Yes    o No**

**15. Will you be working under humid conditions: .....o Yes    o No**

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**17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):**

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**18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):**

Name of the first toxic substance:

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Estimated maximum exposure level per shift:

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Duration of exposure per shift:

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Name of the second toxic substance:

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Estimated maximum exposure level per shift:

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Duration of exposure per shift:

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Name of the third toxic substance:

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Estimated maximum exposure level per shift:

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Duration of exposure per shift:

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The name of other toxic substances that you'll be exposed to while using your respirator:

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**19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security):**

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# PLHCP Follow-Up Medical Examination

**Employee Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Date of this follow-up:** \_\_\_\_\_

Reasons for follow-up \_\_\_\_\_

**Actions:**

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

Copy of recommendation given to employee?  
o Yes o No

**Recommendations about employee use of the respirator:**

### Limitations \_\_\_\_\_

Need for follow-up medical evaluations-

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

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



## **CITY OF GOLDSBORO**

**SAFETY POLICY:**  
**LOCK-OUT / TAG-OUT**  
**PROCEDURE**

**EFFECTIVE DATE**  
September 1, 2007

**NUMBER**  
1910.147

**I. PURPOSE**

To ensure employee protection from the release of hazardous energy while a machine or equipment is being serviced or repaired. The machine or equipment should be isolated so that any potentially hazardous energy is locked and/or tagged out before an employee performs servicing or maintenance activities where the unexpected energization, start-up, or release of the stored energy could cause injury.

**II. APPLICATION**

This policy applies to all departments and to all employees who, while performing their duties for the City, may be required to perform servicing or maintenance activities on any machinery or equipment or who may be required to work in an area where such servicing or maintenance activities are being performed.

**III. REFERENCE**

North Carolina Occupational Safety and Health Act Standard 1910.147 – Control of Hazardous Energy.

**IV. DEFINITIONS**

- A. Energized: A machine or equipment which is connected to an energy source or contained residual or stored energy. Energy sources can be electrical, mechanical, hydraulic, pneumatic, chemical, or thermal.
- B. 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, a slide gate, a slip blind, a line valve, and blocks. The term does not include push buttons, selector switches, and other control circuit type devices.
- C. Lockout/Tag-out: The placement of a key operated lock and/or tag on the energy isolating device, which indicates that the energy isolating device or equipment being controlled shall not be operated

until removal of the lock and/or tag. Whenever a lock is used, a tag must also be used.

- D. **Qualified Employee:** An employee designated by a department head who can demonstrate by experience or training, the ability to recognize potentially hazardous energy and its potential impact on workplace conditions. The qualified employee must have the knowledge and authority to implement adequate methods and means for the control and isolation of potentially hazardous energy.
- E. **Authorized Employee:** An employee designated by a department head who implements a lockout and/or tag-out procedure on a machine or equipment in order to perform servicing or maintenance on that machine or that equipment. An authorized employee and a qualified employee may be the same person when the qualified employee's duties also includes performing maintenance or service on a machine which must be locked out or tagged out.
- F. **Affected Employee:** An employee, other than a qualified or authorized employee, whose job function includes the operation or use of a machine or equipment on which servicing or maintenance is being performed under lockout and/or tag-out, and whose job requires him/her to work in an area in which servicing or maintenance is performed.

## V. IMPLEMENTATION OF LOCKOUT AND/OR TAG-OUT

- A. Implementation of a lockout and or a tag-out system shall be performed only by qualified or authorized employees.
- B. This procedure applies to the control of energy during servicing or maintenance of machines and equipment when an employee is required to:
  - 1. Remove or bypass a guard or other safety device.
  - 2. Place any part of his/her body into an area on machinery or equipment where work is actually performed upon the material being processed (point of operation), or where associated danger zone exists during a machine operating cycle.

NOTE: This procedure does not apply to work on cord-and-plug-connected electric equipment when unexpected energization or start-up can be controlled by unplugging the equipment from the energy source and when the plug is under the exclusive control of the employee performing the servicing and maintenance. This exclusion encompasses the many varieties of portable hand tools that are found in the workplace, as well as cord and plug equipment which is intended for use at a field station.
- C. Before a qualified or authorized employee turns off a machine or equipment, the qualified or authorized employee shall have a knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the

energy.

- D. The machine shall be turned off or shut down in an orderly manner to avoid any additional or increased hazards to employees as a result of equipment de-energization.
- E. All energy isolating devices needed to control the energy to the machine shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.
- F. Lockout and/or tag-out devices shall be affixed to each energy isolating device by qualified or authorized employees.
  - 1. Lockout devices shall be used whenever possible.
  - 2. Lockout devices, when used, shall be affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position. Tag-out devices shall be affixed in such a manner as to clearly indicate that moving the energy isolating device from the "safe" or "off" position is prohibited.
  - 3. Where tag-out devices are used with energy isolating devices that are capable of being locked, the tag attachment shall be fastened at the same point at which it is locked.
  - 4. When a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device.
- G. Following the application of a lockout and/or tagout device to an energy isolating device, all potentially hazardous stored energy shall be relieved, disconnected, restrained, and otherwise rendered safe. If there is a possibility or re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued by a qualified or authorized employee until the servicing or maintenance is completed, or until the possibility of such accumulation is no longer exists.
- H. Prior to starting work on a machine or equipment that has been locked and/or tagged out, the qualified or authorized employee shall verify that the isolation and de-energization of the machine or equipment has been accomplished by operating the push button or other normal operating controls.

## VI. RELEASE FROM LOCKOUTAND/OR TAGOUT

- A. Before lockout and/or tagout devices are removed and energy is restored to the machine or equipment, the qualified or authorized employee shall ensure that:
  - 1. The work area shall be inspected to ensure that all nonessential items have been removed and to ensure that machine or equipment components are operationally intact.
  - 2. The work area shall be checked to ensure that all employees have been safely positioned. Before lockout and/or tagout devices are removed and before machines and equipment are

energized, affected employees shall be told by a qualified or authorized employee that the lockout and/or tagout devices are being removed.

- B. Each lockout and/or tagout device shall be removed from each energy isolating device by the qualified or authorized employee who applied the device. When the qualified or authorized employee who applied the lockout and/or tagout device is not available to remove it, the following procedures shall be followed before removal of the lockout and/or tagout device:
  - 1. The department head shall verify that the qualified or authorized employee is not at the facility.
  - 2. All reasonable efforts should be made to contact the qualified or authorized employee by his/her immediate supervisor to inform him/her that the lockout and/or tagout device is being removed.
  - 3. Removal of the lockout and/or tagout device shall be by a qualified or authorized employee and shall be under the direction of the department head or designee knowledgeable of the contents of this procedure and of all of its requirements.
  - 4. The department head or designee shall ensure that the qualified or authorized employee who originally locked and/or tagged out the machine or equipment has knowledge that his/her lockout and/or tagout device has been removed prior to resuming work on that machine or equipment.

## VII. GROUP LOCKOUT AND/OR TAGOUT

- A. When servicing or maintenance is performed by crew, department, or other group, a procedure shall be used which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout and/or tagout device.
- B. Group lockout and/or tagout devices shall be used in accordance with the requirements of Sections V and VI of this policy including, but not limited to, the following specific requirements:
  - 1. The department head in charge of the operation shall assign primary responsibility to a qualified or authorized employee for an established number of employees working under the protection of a group lockout and/or tagout device.
  - 2. The qualified or authorized employee shall determine the exposure status of individual group members with regard to the lockout and/or tagout of the machine or equipment.
  - 3. When more than one crew, department, or group is involved, the department head in charge of the operation shall assign a qualified or authorized employee to coordinate affected work forces and ensure continuity of protection.
  - 4. Each qualified or authorized employee shall affix a personal lockout and/or tagout device to the group lockout device, group lockbox, or comparable mechanism when the employee begins work. Each employee shall remove his/her lockout and/or tagout device when the employee stops working on the machine



or equipment being serviced or maintained.

## VII. SHIFT CHANGING PROCEDURE

- A. Shift changes will be coordinated by the qualified or authorized employee of the on-coming shift who is in charge of the group or the individual lockout and/or tagout. This employee shall be responsible for:
  - 1. Procedure for changing locks or tags.
  - 2. Retesting to ensure de-energized state of the machine or equipment being serviced.
  - 3. Notification to affected employees on the on-coming shift that the machinery or equipment is out of service.
  - 4. Notification to affected employees of start-up and testing to be performed.

## IX. OUTSIDE SERVICE OR CONTRACTOR PERSONNEL

- A. Outside personnel or contractors involved in operations relating to machinery or equipment lockout and/or tagout that affects City employees must submit their lockout/tagout procedures to the affected department head before service or maintenance on machines or equipment is performed. The lockout/tagout procedures of outside personnel shall meet the requirements of NCOSHA 1910.147.
- B. Affected City personnel must be notified and trained as outlined by the outside person or contractor's written program.
- C. The affected department head shall insure that outside personnel and affected employees are informed of proper lockout/tagout procedures.

## X. LOCKOUT/TAGOUT TRAINING REQUIREMENTS

- A. Training shall be provided to ensure that the purpose and function of the lockout/tagout program are understood by all employees and that the knowledge and skills required for the safe application, usage, and removal of lockout/tagout are learned by the appropriate employees. The training shall include the following:
  - 1. Qualified and authorized employees shall receive training in the recognition of applicable 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.
  - 2. All City employees shall be instructed in the purpose and use of the lockout/tagout procedure. Employees shall be instructed that there shall be no attempts to restart or re-energize machines or equipment which are locked and/or tagged out.

- B. Employees shall also be trained in the following limitations of tags:
  - 1. Tags are essentially warning devices affixed to energy isolating devices and do not provide the physical restraint provided by a lock.
  - 2. When a tag is attached to an energy isolating device, it is not to be removed without authorization of the qualified or authorized employee responsible for it, and is never to be bypassed or ignored.
  - 3. Tags must be legible and understandable by all qualified, authorized, affected and all other employees whose work operations are or may be in the area.
- C. Retraining shall be provided for all employees when there is a change in lockout/tagout procedures and to applicable employees when there is a change in their job assignments or a change in machines, equipment, or processes that present a new hazard.
- D. Refresher training for all employees shall be conducted every three years.
- E. Additional retraining shall also be conducted whenever a periodic inspection reveals, or when a department head has reason to believe, there are deviations from or inadequacies in an employee's knowledge or use of the lockout/tagout procedures. The retraining shall re-establish employee proficiency and introduce new or revised control methods and procedures, as necessary.
- F. The Human Resources Management Department shall keep records on employee training that has been conducted. The training records shall contain each employee's name and the dates of training. Training will be coordinated and/or conducted by the Human Resources Management Department.

## XI. PROTECTIVE MATERIALS AND HARDWARE

- A. Locks, tags, wedges, key blocks, adapter pins. Self-locking fasteners or any other needed hardware shall be provided by the applicable department.
- B. Lockout and tagout devices shall be singularly identified, shall be the only devices used for controlling energy, and shall meet the following requirements:
  - 1. The durability of withholding the environment to which they are exposed for the maximum period of time that exposure is expected.
  - 2. Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will

not cause the tag to deteriorate, or the message on the tag to become illegible.

3. Tags shall not deteriorate when used in corrosive environments such as areas where alkali chemicals are handled or stored,
- C. Lockout and tagout devices shall be standardized within City departments in color, shape, size, print, and format.
- D. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual circumstances, such as with the use of bolt cutters or other metal cutting tools.
- E. Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. The attachment means shall be of a non-reusable type, attachment by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds. The general design and basic characteristic shall be at least equivalent to a one-piece, all environment tolerant nylon cable tie.
- F. Lockout and tagout devices shall have the name of the employee clearly printed on the devices.
- G. Tagout devices shall contain a clear warning about creating hazardous conditions if the machine or equipment is energized by using a legend such as Do Not Start, Do Not Open, Do Not Close, Do Not Energize, or No Not Operate.
- H. A multiple lock adapter shall be used when two or more qualified or authorized employees are required to de-energize the same machine or equipment. When chains or other devices are used to prevent valves from being opened or closed, the principle of multiple lock adapters still applies.

## XII. DEPARTMENT RESPONSIBILITIES

- A. Department heads shall identify employees to develop lockout/tagout procedures for the affected machines and equipment within their facilities. The designated employees shall have earned the status of qualified or authorized employee as defined by Section IV of this policy.
- B. The employees designated in the paragraph above shall identify and list all equipment and machinery affected by this policy using the Inventory Listing Form, Appendix I). A copy of each department inventory, by facility, shall be sent to the Human Resources Management Department when the lockout/tagout is added or deleted from a facility's inventory.

- C. A Hazardous Energy Control Procedure Form, (Appendix II), shall be completed for each individual machine and/or piece of equipment affected by this procedure. A copy of each form shall be sent to the Human Resources Management Department. Appendix III can be used as a guide for the completion of the Hazardous Energy Control Procedure Form.
- D. When lock out devices are used, key operated locks in compliance with Section XI shall be provided for each qualified and/or authorized employee, and the following shall apply:
  - 1. The name of the employee shall be written on the padlock by using a self-sticking vinyl label attached to the lock.
  - 2. Only one key shall be issued to an employee. An additional key shall be maintained by a designated supervisor and kept in a locked box.
  - 3. All locks shall be keyed so that no two employees can be issued locks operated by the same key.
  - 4. Master keys shall be maintained by and used only in the presence of a designated supervisor. When an employee is not available, or absent from work when his/her padlock is in need of removal from an energy isolating device, the designated supervisor shall remove the lock only after following the procedures outlined in Section VI. When the employee returns to work, he/she shall be informed by the designated supervisor that his/her lock has been removed from the energy isolating device.
  - 5. If a key for a lock is lost, the lock must be destroyed. No duplicate keys may be made.
- F. A lockout/tagout file shall be kept at each facility that has a machine or equipment that must be locked and/or tagged out. Qualified, authorized, and affected employees shall be informed of the location of the file, and upon request of these employees, it shall be available for review. The file shall contain the following:
  - 1. A copy of the City's "Lockout/Tagout" Safety Policy, (this policy).
  - 2. The copy of the facility's inventory list of machines and equipment that shall be locked or tagged out, (Appendix I).
  - 3. Hazardous Energy Control Procedure Forms, (Appendix II), for each machine and equipment that is required to be locked or tagged out.
  - 4. The names and job titles of employees designated as qualified and authorized employees.
- G. The training and retraining of employees at each facility affected by lockout/tagout shall be in accordance to Section X of this policy.

### XIII. INSPECTIONS

- A. At least once annually, the Human Resources Management Department shall conduct an inspection of the lockout/tagout

procedures at all applicable City facilities. If a lockout/tagout procedure is not underway at the time of the inspection, the inspector may ask for a demonstration of a lockout/tagout procedure.

- B. Where lockout is used for energy control, the inspection shall include a review between the inspector and each qualified and/or authorized employee. The review shall consist of each employee's responsibilities under the lockout/tagout procedure being inspected.
- C. Where tagout is used for energy control, the inspection shall include a review between the inspector and each qualified, authorized, and affected employee. The review shall consist of each employee's responsibilities under the energy control procedure being inspected, and the items covered by Section X of this policy.
- D. Certification of the inspections shall include the following:
  - 1. The identity of the machine or equipment on which the energy control procedure was being utilized.
  - 2. The date of the inspection.
  - 3. The names of the employees involved.

## INVENTORY LISTING

### HAZARDOUS ENERGY CONTROL INVENTORY

DEPARTMENT: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

### EQUIPMENT/ENERGY SOURCE\* REQUIRING CONTROL

(Include Name, Model, Serial No. and location of equipment/energy source.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

\* Attach the Hazardous Energy Control Form for each item.

# HAZARDOUS ENERGY CONTROL PROCEDURE FORM

Date: \_\_\_\_\_ Reference Number: \_\_\_\_\_

## A. Machine Identification

General Description: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_ \*Serial Number: \_\_\_\_\_

\*List Serial Numbers of Equipment where these same procedures would apply, (i.e., equipment of the same type with similar energy sources)

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

Location of Equipment Evaluated:

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

## B. Operator Controls

The type of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for equipment,

List types of operator controls:

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

APPENDIX II

Reference Number: \_\_\_\_\_

### C. Shutdown Procedures

List in order, the steps necessary to shut down and de-energize the equipment. You must be specific. For stored energy, be specific about how the energy will be dissipated or restrained.

Procedure	Lock Type And Location	De-Energized state to be verified? Yes or No? How?
1. _____ _____	_____ _____	_____ _____
2. _____ _____	_____ _____	_____ _____
3. _____ _____	_____ _____	_____ _____
4. _____ _____	_____ _____	_____ _____
5. _____ _____	_____ _____	_____ _____
6. _____ _____	_____ _____	_____ _____
7. _____ _____	_____ _____	_____ _____
8. _____ _____	_____ _____	_____ _____
9. _____ _____	_____ _____	_____ _____
10. _____ _____	_____ _____	_____ _____

**NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN APPLICATION.**



Reference Number: \_\_\_\_\_

**D. Procedures for Operations and Service/Maintenance**

List these operations when the procedures in Section C does not apply.  
Alternative Measures which provide effective protection that must be developed  
for these operations. Job Safety Analysis is one method of determining  
appropriate measures.

Operation Name	Alternative Procedure/ Protection Developed: YES or NO
1. _____ _____	_____ _____
2. _____ _____	_____ _____
3. _____ _____	_____ _____
4. _____ _____	_____ _____
5. _____ _____	_____ _____
6. _____ _____	_____ _____
7. _____ _____	_____ _____
8. _____ _____	_____ _____
9. _____ _____	_____ _____
10. _____ _____	_____ _____

APPENDIX II

Reference Number: \_\_\_\_\_

**E. Documentation**

1. The persons developing and approving this procedure should be listed below.

Procedure Developed By (Authorized Employee's Name(s))

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

**Approvals**

**Date**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2. Each employee who must use this procedure should receive a copy of the procedure and training as outlined in the written program.

APPENDIX III

# ALTERNATE METHODS OF ISOLATING OR BLOCKING ENERGY AND SECURING THE POINT(S) OF CONTROL

ENERGY TYPE	METHOD OF ISOLATING	METHOD OF SECURING	REMARKS
Mechanical Motion Rotation Translation Linear Oscillation	1. Remove segments of operating mechanical linkages such as dismantling push rods, removing belts, and removing flywheels.	(1) Tag the linkages and place them in a locked cabinet away from the machine.	
		or	
		(2) Attach warning tags where the linkages were removed and restrict access to trained personnel.	
		or	
		(3) Post a person to protect against unauthorized reinstallation of the linkages.	
	2. Use blocking devices such as wood or metal blocks.	(1) Chain and lock in point of control or use metal pins driven or welded in place.	
		or	
		(2) Attach warning tags on the blocking devices and restrict access into the area to trained personnel.	
		or	
		(3) Post a person to protect against unauthorized removal of the blocking devices.	
	3. Remove power or energy from the driving mechanism, for example:  a. Disconnect main electrical source.  b. Close hydraulic or pneumatic valves, bleed.	(1) (a) Padlock in the "off" position.	Check for alternate sources of power.
		(b) Disconnect pneumatic and hydraulic lines and tag.	Check for residual pneumatic and hydraulic energy.
		or	
		(2) Attach warning tags to control points and restrict restrict access to trained personnel.	

		or	
		(3) Post a person to protect against unauthorized reconnection of the energy sources.	
Electrical	1. Place the main electrical disconnect switch in the "off" position.	(1) Secure by a padlock, a clip and padlock, or a bar and padlock.	Check for alternate sources of power.
		or	
		(2) Attach a warning tag and restrict access into the area to trained personnel.	
		or	
		(3) Post a person to protect against unauthorized activation of the switch.	

## **Explanation of Hazardous Energy Control Procedure Form**

### **Identification of Equipment**

Equipment that is going to be evaluated should be specifically identified. This will eliminate confusion between similar equipment or machinery with different types of energy sources. In those cases where there are a number of machines that are identical, one form may be used to cover the lockout and/or tagout procedures for that equipment.

### **Operator Controls**

It is an important phase in evaluating appropriate hazardous energy control procedures to determine types of controls that are available for authorized and affected employees to use. This section should be completed and considered when determining the proper shutdown and start-up procedures. Any deficiencies identified should be corrected.

### **Identification of Energy Sources**

It is critical to the safety of employees that all energy sources be identified as well as their capacity to be restrained, locked out, or energy dissipated. Only authorized employees for the equipment being studied should complete this procedure, since they will have knowledge of the machinery or equipment necessary to develop this information.

### **Shutdown Procedures**

The procedure for shutdown should be specified in a step-by-step fashion. It should state whether a lock can be applied and what type should be utilized. In addition, the necessary testing steps should be determined to ensure that the equipment has been de-energized to a zero mechanical state.

## **Start-Up Procedures**

This section should identify the necessary steps to restart the equipment. When testing is required, ensure that equipment is clear of tools, personnel, and materials. The authorized employee should determine steps.



## CITY OF GOLDSBORO

<b>SAFETY POLICY:</b>	<b>EFFECTIVE DATE</b>	<b>NUMBER</b>
HEARING CONSERVATION PROGRAM FOR EMPLOYEES IN HIGH NOISE ENVIRONMENTS	September 1, 2007	1910.95

### I. PURPOSE

To protect employees' hearing and to provide safeguards and procedures for employees who work in high noise environments. A high noise environment exists where employees are exposed to an eight (8) hour weighted average sound level of 85 decibels (db's) or more.

### II. APPLICATION

All City of Goldsboro departments and employees are affected by this policy. All employees who are exposed to sound levels of any decibel which require the use of hearing protection equipment should also refer to Safety Policy 1910.132-140 – Personal Protective Equipment, (PPE).

### III. REFERENCE

Occupational Safety and Health Administration, (OSHA),  
Standards for General Industry 29 CFR 1910.95 – Occupational Noise Exposure.

### IV. DEFINITIONS

- A. Audiogram – A record of an individual's ability to hear at various frequencies.
- B. Decibel Reading – A unit of measure used to describe the intensity or loudness of a sound.
- C. High Noise Environment – An environment which contains an eight (8) hour time weighted average sound level reading of 85 decibels or more.
- D. Threshold – The lowest or most faint sound an individual can hear.
- E. Standard Threshold Shift – A change in an individual's hearing threshold relative to a baseline audiogram of an average of ten (10) decibels or more at 2,000, 3,000, and 4,000 hertz in one or both ears.

### V. POLICY

It shall be the policy of the City of Goldsboro to conduct a hearing conservation program in accordance with the Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.95 – Occupational

Noise Exposure. The program shall include sound level surveys, annual audiograms, annual employee training and education, recordkeeping, hearing protection and noise reduction measures. The Safety Coordinator along with the Occupational Health Nurse, shall periodically monitor and conduct noise level tests to determine if any City employees may be subject to high noise levels, thereby requiring that further hearing protection testing and taking appropriate steps to protect the City of Goldsboro employees exposed to such noise levels.

## VI. RESPONSIBILITIES

### A. Employees in High Noise Environments

1. Participate annually in a hearing conservation program conducted by the City.
2. Wear hearing protection equipment at all times while working in high noise environments.

### B. Supervisors

1. Ensure that employees who work in high noise environments, as identified by the Safety and Training Coordinator, wear hearing protection equipment while working in high noise environments.
2. Document instances when employees who work in high noise environments do not follow correct safety procedures.

### C. Department Heads

1. Ensure that appropriate hearing protection equipment, as identified by the Safety and Training Coordinator, is provided for departmental employees.
2. Ensure that measures have been taken to eliminate as much excessive noise as possible in the work environment through the use of noise reduction measures. Such measures, however, must be approved by the Safety and Training Coordinator.
3. Notify the Safety and Training Coordinator about the purchase of any new noise producing equipment, so that the environmental impact of the equipment may be evaluated.
4. Notify the Occupational Health Nurse when an employee has been hired or promoted into a position which has been identified as having a high noise environment risk, so that a baseline audiogram may be obtained for the employee.
5. Notify the Occupational Health Nurse when an employee has been or will be working in a high noise environment for one month or more during a calendar year.
6. Review documentation of noncompliance by employees and initiate disciplinary action.

### D. Occupational Health Nurse

1. Conduct annual training programs in those departments where hearing protection is required due to a high noise environment.
2. Coordinate a testing schedule for annual audiograms for affected employees.
3. When a standard threshold shift is identified, notify employees in writing of the audiogram results within 21 days of the



determination.

4. Maintain all audiometric records for the duration of the affected employees' employment and 30 years thereafter.

E. Safety Coordinator

1. Conduct annual environmental noise surveys in accordance with OSHA Standard 29 CFR 1910.95 and identify high noise environments for all City departments.
2. Identify specific employees who must participate in the hearing conservation program and inform all department heads of such employees in their departments.
3. Make recommendations to eliminate excessive noise through noise reduction measures.

VII. PROCEDURES

- A. All employees who will work in a high noise environment shall receive an audiogram within six (6) months upon hire and each year thereafter until resignation/termination of employment with the City of Goldsboro.
- B. Annual training programs will be conducted by the Occupational Health Nurse in those departments where hearing protection is required due to a high noise environment. The training will include the following elements: the fitting, use, and care of hearing protection equipment; the purpose of audiograms; and an explanation of the test procedures.
- C. An annual survey of environmental noise will be conducted in accordance with OSHA standards by the Safety Coordinator in order to identify high noise environments.
- D. The City shall provide the appropriate hearing protection equipment. Employees who have specific problems with the assigned equipment will be refitted with appropriate equipment by the Safety Coordinator.
- E. Supervisors shall ensure that hearing protection is worn by employees in high noise environments.
- F. Various measures shall be taken to eliminate as much excessive noise as possible in the work environment through engineering modifications. These measures shall first be approved by the Safety Coordinator.
- G. All full-time permanent employees working in high noise environments for a period of one (1) month or more each calendar year, where they are exposed to an eight (8) hour time weighted average sound level of 85 decibels or more, will receive annual audiograms at the City's expense.
- H. Employees who experience a standard threshold shift will be notified

of the audiogram results in writing by the Occupational Health Nurse within 21 days from the time the determination is made.

- I. All audiometric test records will be retained by the Occupational Health Nurse for the duration of the affected employees' employment.

- J. Standard Threshold Shifts

When the Occupational Health Nurse determines that an employee has a standard threshold shift, the following procedures will be followed:

1. The Occupational Health Nurse will ensure that a determination is made as to whether the shift is the result of activities on-the-job or off-the-job.
2. The Occupational Health Nurse will check to ensure that the employee is correctly using the assigned hearing protection equipment and that the equipment is appropriate for the work environment.
3. The employee may be subject to a job reassignment.



## **CITY OF GOLDSBORO**

### **SAFETY POLICY: FIRE EXTINGUISHERS**

**EFFECTIVE DATE:**  
September 1, 2007

#### **I. PURPOSE**

To provide instructions and to assign responsibility for complying with the North Carolina Occupational Safety and Health Standards concerning the rules governing inspection, maintenance, and recharging of portable fire extinguishers.

#### **II. APPLICATIONS**

This procedure shall apply to all departments, divisions, buildings and the vehicles under their supervision requiring portable fire extinguishers to protect employees and City property. The Safety Coordinator shall perform random reviews of fire extinguishers to guarantee that all parties are carrying out their responsibilities of inspection, maintenance, and recharging.

#### **III. REFERENCES**

1. National Fire Protection Association (NFPA), Number 10, Chapter 6, Inspection, Maintenance, and Recharging
2. North Carolina Occupational Safety and Health Standard 1910.157 – Portable Fire Extinguishers
3. North Carolina Occupational Safety and Health Standard 1926.601 (14) – Motor Vehicles

#### **IV. DEFINITIONS**

1. Inspections: Inspection is a monthly “quick check” to insure that all extinguishers are available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. This is done by verifying that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious physical damage or condition to prevent operation.
2. Maintenance: Maintenance is a thorough examination of the extinguisher. It is intended to give maximum assurance that an

extinguisher will operate effectively and safely. It also includes a thorough examination of all parts and may result in extinguisher repair or replacement.

## V. INSPECTION RESPONSIBILITY

1. Inspection: City departments requiring portable fire extinguishers will be responsible for all required inspections. Extinguishers shall be inspected when initially placed in service, and thereafter at monthly intervals.
2. Each department head shall assign primary and alternate employees to function as fire extinguisher monitors for making monthly inspections. The Fire Prevention Officer shall maintain logs to document corrective action taken on such fire extinguishers.
3. Procedures: Periodic inspections of extinguishers shall include a check of the following items:
  - a. Located in designated place
  - b. No obstruction to access or visibility
  - c. Operating instructions on name plate legible and facing outward
  - d. Seals and tamper indicator not broken or missing
  - e. Determine fullness by weighing or "hefting"
  - f. Examine for obvious physical damage, corrosion, leakage, or clogged nozzle
  - g. Pressure gauge reading or indicator in the operable range or position
4. Each month, the fire extinguisher monitor or alternate shall perform all required inspections, the date and initials of the monitor or alternate shall be recorded on the inspection tag.
5. Minimal knowledge is necessary to perform a monthly "quick check" or inspection in order to follow the inspection procedure as outlined in Section V, Item 3 of this regulation. Therefore, the fire extinguisher monitor and alternate shall receive training conducted by the Safety and Training Coordinator before assuming these responsibilities.
6. When an inspection of any extinguisher reveals a deficiency in any of the conditions listed above, the monitor or alternate shall take immediate corrective action by notifying the Safety and Training Coordinator with the control number of the extinguisher and the nature of the problem.
7. Upon notification of a defective extinguisher, the Safety and Training Coordinator shall immediately remove the extinguisher from service, provide a replacement, and initiate repairs.

## VI. VEHICLES

1. All City vehicles shall contain appropriate fire extinguishers at all times in accordance with Occupational Safety and Health Administration (OSHA) Standard 1926.601 (14). The Safety Coordinator shall formulate a list identifying the type, number and location of all fire extinguishers necessary for each category of vehicle.
2. Procedures for inspection of all portable fire extinguishers in City vehicles shall be the same as those enumerated in Section 5, Item 3, of this regulation.
3. Each City employee operating and motor vehicle shall inspect fire extinguishers in accordance with their respective "Daily Pre-Trip Inspection" form. Defective fire extinguishers, except those assigned to the Fire and Police Departments, shall be returned to the City garage and exchanged for a serviceable extinguisher. Extinguishers assigned to the Fire and Police Departments shall be returned to the appropriate department custodian for replacement.
4. When the garage removes a fire extinguisher from service, it will immediately notify the Safety Coordinator of the extinguisher's removal and its replacement identification number. The Safety and Training Coordinator shall initiate all necessary repairs, maintenance and keep all maintenance records.

## VII. MAINTENANCE

1. All City fire extinguishers shall be subjected to annual maintenance. Maintenance procedures shall be the responsibility of the Goldsboro Fire Department. All maintenance procedures will be performed in accordance with NFPA #10, Chapter 6.
2. Procedures: Maintenance procedures shall include a thorough examination of the three basic elements of the fire extinguisher:
  - a. Mechanical Parts
  - b. Extinguishing agent
  - c. Expelling means
3. Hydrostatic Testing: All dry chemical fire extinguishers will have a hydrostatic test performed every 12 years. Every CO2 extinguisher will have a hydrostatic test performed every 5 years.
4. Recordkeeping: The Safety Coordinator shall be responsible for identifying and numbering each City fire extinguisher. In addition, each extinguisher shall have a tag securely attached that indicates the date of all inspections, maintenance, and recharging action. The tag shall identify the person performing the service. Maintenance records shall be retained for one year after the life of

the fire extinguisher.

5. Training and Education: When portable fire extinguishers have been provided for employees' use in the workplace, the Safety Coordinator shall also provide an educational program to familiarize all employees with the general principles of fire extinguisher use and the hazards involved with the incipient stage of fire fighting.
6. The Human Resources Management Office shall schedule training of new employees upon initial assignment and all employees will undergo annual refresher courses provided by the Safety Coordinator.



## CITY OF GOLDSBORO

### **SAFETY POLICY EXPOSURE CONTROL POLICY**

**EFFECTIVE DATE**  
September 1, 2007

**NUMBER:**  
1910.1030

#### **I. PURPOSE**

The purpose of this policy is to provide protection for all employees against occupational transmission of Bloodborne pathogens, Tuberculosis and Smallpox.

#### **II. BLOODBORNE PATHOGENS**

##### Discussion of Bloodborne Pathogens

Bloodborne pathogens are microorganisms in human blood that can cause human disease. Among these pathogens are the Human Immuno-deficiency Virus (HIV), which causes AIDS, Hepatitis B Virus, (HBV), and Hepatitis C Virus, (HCV). Both the severity and the increasing incidence of these diseases are causing worldwide concern to the point that we *must* do all in our power to bring them under control and, ultimately eliminate them.

The control of AIDS and Hepatitis has proven difficult. They are transmitted the same way, and have greatly varied and long incubation periods, (time between infection and the onset of the disease). In addition, the individual infected with either disease can look perfectly healthy. These factors often make prevention of exposure to infection a mere guessing game if precautions are not taken in advance.

While alike in many ways, these infections do have important differences. Occupational transmission of AIDS is relatively rare, but it is to date one hundred percent fatal. Hepatitis B, on the other hand, is so common that it is the major infectious occupational health hazard in the health care setting. Its severity can range from so mild that the individual is not aware that he or she is ill, to very debilitating, (requiring months to recover), to death. When Hepatitis B leaves its victim in a "carrier state", (contagious but not sick), the individual's social and work life will be adversely affected for the rest of his or her life. The Hepatitis B Virus is ten (10) times more contagious than AIDS. While we do have an effective vaccine against Hepatitis B, we have as yet been unable to develop any kind of vaccine against AIDS or Hepatitis C.

The City of Goldsboro is committed to protecting all of its employees from occupational hazards. In additions, all citizens of Goldsboro deserve as much protection as possible from these Bloodborne pathogens. Therefore, this Exposure Control Policy shall be

implemented.

### III. IDENTIFICATION OF PERSONNEL AT POTENTIAL RISK FOR OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

Personnel at potential risk are those workers who in the performance of their duties may reasonably anticipate skin, eye, mucous membrane or parenteral, (through non-skin) contact with blood or other potentially infectious materials.

#### A. Job Classifications in which all employees have exposure:

1. Fire Fighter
2. Fire Lieutenant
3. Fire Chief
4. Assistant Fire Chiefs for Training and Fire Suppression
5. Police Officer
6. Police Corporal
7. Police Sergeant
8. Police Captain
9. Investigative Supervisor
10. Police Investigator
11. Police Juvenile Officer
12. Police Identification Officer
13. First Aid Provider
14. Custodian
15. Occupational Health Nurse
16. Water Reclamation Facility Operators (I – IV)
17. Water Reclamation Plant Chemist
18. Water Reclamation Plant Laboratory Technician
19. Water Reclamation Plant Operator/Mechanic
20. Utility Maintenance Workers
21. Storm Sewer Maintenance Workers
22. Building Inspectors
23. First Responders

#### B. Job Classifications for which some employees have exposure:

1. Laborer II
2. Motor Equipment Operator II
3. Laboratory Technician
4. Chemist

#### C. Tasks and Procedures in which Occupational exposure may occur:

1. First aid of injured or ill persons (Firefighter, First Responders, Fire Lieutenant, Police Officer, Police Sergeant, Police Corporal, and those trained to provide first aid for City workers.)
2. Make arrests (Police Captain, Sergeant, Corporal, Officer, and Investigator.)



3. Conduct preliminary investigations at scene of crime (Police Captain, Sergeant, Corporal, and Officer.)
4. Detects and prevents crime, accidents, general infractions of the law, and unusual situations which might result in the need for police intervention (Police Captain, Sergeant, Corporal and Officer.)
5. Examines premises involved in investigations (Police Investigator.)
6. Crime evidence collection including body hair, saliva, and blood (Identification Officer, Investigators.)
7. Search for and rescue occupants from burning structures (Firefighters, Assistant Chief for Suppression.)
8. Performs as a line officer when required (Assistant Fire Chief for Training.)
9. Cleans lavatory fixtures, empties trash containers (Custodians.)
10. Provides employee health services (Nurse.)
11. Work as a regular or a substitute member of a sanitation refuse and trash collection crew (Equipment Operator I-IV.)
12. Operation/Maintenance of Water Reclamation Facility (Equipment Operator, Chemist, Laboratory Technician, Pre-treatment Coordinator, Water Reclamation Facility Supervisor, Utility Plant Mechanic.)

#### IV. PROTECTION FROM DISEASE TRANSMISSION

##### A. Universal Precautions

1. Universal Precautions is 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. Body fluids from all persons are potentially infectious because medical history and examination cannot reliably identify persons infected with bloodborne pathogens. The Center for Disease Control, (CDC) has therefore developed this system of infection control and it has been adopted by OSHA. Its intent is to protect health care workers from parenteral, mucous membrane, and skin exposures to pathogens in body fluids. Included are the use of personal protective equipment and safe work practices. Universal precautions will be utilized by all employees listed in Section III A, as being at potential risk for occupational exposure to bloodborne pathogens.
2. Potentially Infectious Body Fluids  
Considered potentially infectious by the Center for Disease Control are blood, semen, vaginal secretions, cerebrospinal fluid, synovial (joint) fluid, amniotic fluid, (fluid of pregnancy), saliva in dental procedures, and any body fluid that is visibly contaminated with blood.

## B. Personal Protective Equipment

Personal protective equipment will be made available to all personnel at potential risk of exposure to bloodborne pathogens.

1. Intact protective gloves will be worn for touching blood and/or body fluids, mucous membranes, or surfaces soiled with blood or body fluids.
2. Masks and protective eye wear or face shields will be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, eyes, and nose.
3. Gowns or aprons will be worn during procedures that are likely to generate splashes of blood or other body fluids.
4. Resuscitation mouthpiece will be used in giving Cardiopulmonary Resuscitation (CPR).

## C. Safe Work Practices

1. Hands and other skin surfaces will be washed thoroughly and immediately or as soon as possible if contaminated with blood or other bodily fluid.
2. Hands will be washed immediately after gloves are removed.
3. Gloves will be changed after contact with each patient.
4. Persons with draining lesions or draining rashes should refrain from direct patient care and from handling any equipment until the condition resolves.

## D. Sharps

Sharps are defined as any object(s) that can penetrate the skin, including, but not limited to needles, scalpels, and broken capillary tubes. Needleless or needle-protective systems will be used by the City Health Nurse whenever possible. Sharps are to be placed in a conveniently located, puncture-resistant, "Biohazard" labeled (with OSHA approved label) container immediately after use. In order to avoid inadvertent needlesticks, needles should not be recapped, bent, removed from syringes, or otherwise manipulated by hand.

Firefighters assisting Emergency Medical technicians and involved in direct patient care will be requested at their annual training sessions to provide any input they may have regarding the identification, evaluation, and selection of effective engineering and work practice controls, especially concerning the use of sharps. They will be told at these sessions that their input regarding the same, will be welcome at any time.

A sharps injury log will be kept attached to the OSHA Form 300.

E. Police Evidence

Evidence collected by the Police Department that is contaminated by blood or bodily fluids will always be handled with protective gloves. It will be dried if necessary in a locked, controlled-access, biohazard-labeled area. Placing blood or bodily fluid contaminated evidence in a plastic bag will cause the blood to putrefy, rendering it unusable as evidence, (NC SBI Laboratory). Therefore, when transported or stored, contaminated evidence will be stored in a biohazard-labeled paper bag. This evidence will be stored in an area labeled "Biohazard." Evidence that can be defined as "sharps", (Section D), and is contaminated, will be placed in a puncture resistant container and labeled "Biohazard."

F. Sanitation and Decontamination

- a. Intact protective gloves must be worn during clean up of body fluid spills. Spills of blood or other body fluids must be cleaned up immediately by removing visible material and then decontaminating the area with an approved disinfectant.
- b. Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up by using mechanical means such as a brush, vacuum, tongs, cotton swabs, etc. It shall then be disposed of in accordance with "c" and "d: below.
- c. Specimens of blood or other potentially infectious materials shall be placed in a closable, leak proof container and labeled "Biohazard" before being transported.
- d. All gauzes, towels, linens, etc. that become contaminated with liquid or semi-liquid blood or other potentially infectious material shall be placed in a special container, which is labeled "Biohazard."

G. Hepatitis B Vaccine

- a. All employees at potential risk as listed in Section III a will be offered free of charge, the Hepatitis B Vaccine Series within ten (10) days of beginning his or her assignment.
- b. All part-time or temporary employees at potential risk will be offered the series. If employment terminates before the series is complete, a copy of the record will be given to the employee so that he/she may complete the series on his/her own.
- c. If the potential at risk employee declines the vaccine, he or she must sign and date the declination form, (Exhibit 1), so stating his/her declination.
- d. If the potential at risk employee who has declined decides at a later date that he/she wishes to be given the vaccine series, he or she will be given the vaccines series free of charge if he or she is still employed in a potentially at risk job as listed in Section III. The employee must make the request for the vaccine series to the Occupational Health Nurse.

- e. See “Protocol for Hepatitis B Vaccinations for Personnel in Potentially At Risk Positions.” (Exhibit 2).

## V. MANAGEMENT OF EMPLOYEE EXPOSURE CONTROL TO BLOODBORNE PATHOGENS

### A. Definition of Exposure to Bloodborne Pathogens

- a. Percutaneous (needlesticks, cuts, or human bites) contact with blood or other body fluids.
- b. Mucous membrane contact, (splash to eyes, nose or mouth) with blood or other body fluids.
- c. Cutaneous contact (splash or skin) with blood or other body fluids when skin of worker is chapped, abraded, or otherwise non-intact.

### B. Evaluation and Treatment of Employees Exposed on the job to Bloodborne Pathogens

- a. The employee must report any actual exposure to the Occupational Health Nurse.
- b. Exposure shall be treated as any other on the job injury, except that it will be mandatory for the worker to see the Occupational Health Nurse as soon as possible after the exposure.
- c. Work related exposures that require medical treatment must be recorded on the OSHA 300 Form.
- d. Employees who have received the Hepatitis B vaccine and are subsequently exposed to bloodborne pathogens, must still be evaluated after an exposure incident.
- e. If the source individual, (the person from whom the potentially infectious materials came), can be identified and written permission obtained, that person will be tested for HIV, HBV, and HBC. The results of these tests will be revealed to the exposed employee, but otherwise kept fully confidential within the specifics of North Carolina law.
- f. See “Protocol for Evaluation and Treatment of Exposure to Bloodborne Pathogens.” (Exhibit 4.)
- g. If an employee wishes to refuse follow up evaluation, he or she must sign the “Bloodborne Pathogens Follow Up Declination” form. (Exhibit 4).

## VI. TRAINING AND EDUCATION

- A. All employees at potential risk as named in Section III, will be required to attend an annual training session on bloodborne pathogens. New employees potentially at risk will attend within ten (10) working days of assignment.
- B. Part-time or temporary employees at potential risk, will receive training even if they are not employed long enough to receive the standard six (6) month vaccine series.

- C. Additional training will be provided when changes in tasks or procedures, or new tasks or procedures are added that affect the employee's occupational exposure. The additional training may be limited to addressing the new exposure created.
- D. Training will include discussions of:
  - 1. The City of Goldsboro Bloodborne Pathogens Exposure Control Policy.
  - 2. The location and contents of the regulatory text of the Bloodborne Pathogens Standard.
  - 3. Epidemiology and symptoms of bloodborne diseases.
  - 4. Modes of transmissions of bloodborne pathogens.
  - 5. How to recognize job tasks which may involve exposure.
  - 6. Use and limitations of engineering controls, work practices, and personal protective equipment used to help protect employees from exposure.
  - 7. How to locate, select, use, remove, handle, decontaminate and dispose of personal protective equipment.
  - 8. Hepatitis B Vaccine Series. (See Exhibit 2.)
  - 9. Appropriate actions to take and persons to contact in an emergency involving actual exposure.
  - 10. Procedures to follow after an exposure incident.
  - 11. Reporting of exposure incident and medical follow-up.
  - 12. Signs and labels identifying biohazards.
  - 13. Questions and answers.
- E. Training will be conducted by the Occupational Health Nurse or by another qualified person or agency as designated by the nurse.

## VII. RECORD KEEPING

### A. Record Keeping For Training

- 1. Records must be kept for three (3) years.
- 2. Records will include dates, contents of training, trainer's name and qualifications, and names of job titles of all persons attending sessions.

### B. Medical Records of Occupational Exposure

- 1. Individual records for each employee with occupational exposure must be kept for duration of employment plus thirty years.
- 2. Records must include:
  - a. Name and social security number.
  - b. Circumstances of exposure incident.
  - c. Duties as related to exposure incident.
  - d. Hepatitis B vaccination status, including dates.
  - e. Identification and test results of source individual.

3. Medical records will be made available to the exposed employee, to anyone with the written consent of the exposed employee, to OSHA, and the National Institute of Occupational Safety and Health.
4. Medical records will be handled according to CFR1910.1030, Section IX.

## VIII. TUBERCULOSIS

### A. Discussion of Tuberculosis

Tuberculosis, (TB), is an infection transmitted by an airborne bacterium. It is not highly contagious, and transmission usually requires prolonged and intense exposure within confined living spaces.

### B. IDENTIFICATION OF PERSONNEL AT POTENTIAL RISK FOR OCCUPATIONAL EXPOSURE TO TB

Fire and Police workers for the City of Goldsboro have potential exposure to tuberculosis when involved in transporting the public in enclosed vehicles.

### C. PROTECTION FROM DISEASE TRANSMISSION

#### a. PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment will be made available to all personnel at potential risk for exposure to Tuberculosis.

1. HEPA filter masks will be available to all Fire and Police employees involved in transporting the public in enclosed vehicles. The employee should wear a mask if transporting someone suspected of being sick with TB.
2. The transported person(s) should also wear a mask supplied by the City employee.
3. When possible, plexiglas partitions between the front and back seats of patrol cars should be used whenever transporting anyone that is coughing or that the employee is suspicious might have TB.

#### b. SAFE WORK PRACTICES

1. When transporting a subject suspected of having TB, the employee should use the HVAC system on high fan in order to dilute any bacteria in the air.
2. After transporting a subject suspected of having TB, the

employee should thoroughly wash his or her hands.

c. TB Testing

1. All Fire and Police employees will be offered an annual TB test.
2. Any employee with a history of a positive TB test will be exempt from the annual test.
3. If the employee does not wish to take the test, he or she will be required to sign a declination statement.

D. MANAGEMENT OF EXPOSURE TO TB

a. Definition of exposure to TB

When a person with active TB coughs, sings or speaks in an enclosed space, air may be contaminated with TB germs. If another person breathes that air, that person has been exposed to TB.

b. Care of an employee exposed to TB on the job

1. The exposed employee must report and suspected exposure to TB to the Occupational Health Nurse, (OHN).
2. The OHN will perform a TB test, (PPD), on the employee as soon as possible after the suspected exposure.
3. The TB test will be repeated two more times at three (3) week intervals in order to pick up conversion to positive test as soon as it occurs.
4. Any employee with a positive TB test will be sent to the Wayne County Health Department for evaluation.
5. Any employee with a history of a positive TB test and subsequently has a suspected on the job exposure to TB will be sent the Health Department for evaluation.
6. If a Fire or Police employee develops TB shown to be the result of an on the job exposure, that illness will be covered under the North Carolina Workers' Compensation laws.

E. TRAINING AND EDUCATION ON TB

Training regarding TB and protection from it will be included in the initial and annual Bloodborne Pathogens for Firefighters

and Police Officers.

- a. Training will include signs, symptoms and transmission of TB, methods of protection, and exposure follow-up procedures.
- b. Training will be conducted by the OHN or by another qualified person or agency as designated by the nurse.

#### F. RECORD KEEPING

##### a. Record Keeping for Training

Training records for TB will be kept with the Bloodborne Pathogens training records, as TB training is included with Bloodborne Pathogens training for Public Safety employees.

##### b. Medical Records of Occupational Exposure

1. Individual records for each employee with occupational exposure must be kept for the duration of employment plus thirty (30) years.
2. Records must include:
  - (a) Name and social security number.
  - (b) Circumstances of exposure incident.
  - (c) Duties as related to the exposure incident.
3. Medical records will be made available to the exposed employee, anyone with the written consent of the employee, Occupational Safety and Health Administration (OSHA), and the National Institute of Occupational Safety and Health.

#### IX. SMALLPOX

##### A. DISCUSSION OF SMALLPOX

Although smallpox has been eradicated world-wide, a threat of outbreak is feared due to possible bio-terrorism. In the event of such an attack, Public Safety Officers may be exposed to the disease in the course of their work. They will therefore be offered the smallpox vaccination in accordance with Phase 2 of the Homeland Security Act. The purpose of Phase 2 is not to give the vaccine as an emergency response, but to give the vaccine to individuals who will respond to the emergent situation in the event of an attack. In this policy, the City of Goldsboro will address sick leave and salary continuation of benefits in the event of adverse reactions to the smallpox vaccination given due to



employment with the City of Goldsboro,

**B. IDENTIFICATION OF PERSONNEL INVOLVED**

Fire and Police personnel are required under the Homeland Security Act to be offered the smallpox vaccination when Phase 2 of the Homeland Security Act is implemented by the President of the United States.

**C. EDUCATIONAL PROGRAM**

1. An educational program presented by the Wayne Memorial Hospital (WMH), or other qualified agency or person approved by the WMH, must be attended by each employee eligible to receive the vaccine under Phase 2 of the Homeland Security Act. Educational program(s) will include:
  - a. Smallpox Disease symptoms, treatment, morbidity and mortality.
  - b. Contraindications and cautions regarding taking the vaccine.
  - c. Risks of taking the vaccine verses risks of not taking the vaccine.
2. Prior to administering vaccinations, a Pre-Event Screening will be conducted as recommended by the Centers for Disease Control, (CDC), in order to reduce risk of adverse reactions to the vaccine.
  - a. Each employee, prior to receiving the vaccine, will be required to complete the Pre-Event screening form in it's latest version as published by the CDC.
  - b. The screening will be conducted by the Wayne Memorial Hospital.
  - c. Employees eligible to receive the vaccine under Phase 2 of the Homeland Security Act who wish to receive the after attending the educational program, completing the screening, and being cleared by the WMH, will be offered the vaccine.
  - d. Employees eligible for the vaccine who do not wish to receive it, will be required to sign a declination form.

**D. ADMINISTRATION OF THE SMALLPOX VACCINE**

1. Wayne Memorial Hospital professionals with special

training in the Smallpox vaccine administration, will administer the Smallpox vaccine

2. The CDC has stated that one (1) out of three (3) may suffer adverse reactions severe enough to be out of work up to four (4) days. Therefore the smallpox vaccine will be administered on a staggered schedule to allow the Fire and Police Departments to continue to function in the face of these absences. This schedule will be arranged in cooperation with the Wayne Memorial Hospital.
  - a. The vaccine will be administered to each shift or group of employees with no less than four (4) days between administration sessions.
  - b. Employees whose positions have the greatest risk of exposure will be given first priority to receive the vaccine. This will include Patrol Officers, and Firefighters.
  - c. Previously vaccinated individuals will be given second priority, as the vaccine will produce less severe reaction and will be more effective.
  - d. Employees with risk factors determined by the Pre-Event Screening, who are cleared by the WMH to receive the vaccine, will be given third priority.

#### E. SCHEDULING OF VACCINE ADMINISTRATION

Scheduling will be done as follows within the parameters of the WMH schedule. If vaccines are given only Monday through Friday, the below schedules will be adhered to as closely as possible.

1. Police Department
  - a. Priority will be given as described in Section D, 2 above.
  - b. Patrol will send half of each shift on the third day of day rotation. The remaining half will go on the third day of evening rotation.
  - c. Investigations will send half of the officers first, and send the other half four (4) days later.
  - d. Support services will send half the officers first, and will send the other half four (4) days later.
2. Fire Department

- a. Priority will be given as described in Section D, 2 above.
- b. Each Fire shift will be sent for vaccines on the third day of the first cycle after Phase 2 is implemented.

F. COVERAGE FOR ADVERSE MEDICAL REACTIONS TO THE VACCINE

1. In accordance with NC General Statutes G.S. 135-49.6(8), and G.S. 97-53, the City of Goldsboro will provide that "When, due to the employee receiving in employment, vaccination against Smallpox incident to the Administration of Smallpox Countermeasures by Health Professionals", the following will be covered under the NC Workers Compensation Act:
  - a. Infection with smallpox.
  - b. Infection with vaccine.
  - c. Any adverse medical reaction to the smallpox vaccine.
  - d. Any adverse medical reaction due to exposure to another City of Goldsboro employee vaccinated in the administration of the Homeland Security Act.
2. Any adverse reaction in employees exposed by living in the home of a vaccinated person is not covered under the NC Workers' Compensation Act.
3. Salary and sick leave for employees suffering from the reactions described in Section D above, will be provided as for any other Workers' Compensation claim.
4. In the event that federal regulatory or statutory provisions providing compensation and benefits to employees suffering from the reactions described above are adopted, the person claiming these benefits shall first seek compensation and benefits under the federal provisions. Federal Provisions will constitute the primary coverage.



**City of Goldsboro**  
**P.O. Drawer A**  
**Goldsboro, North Carolina**  
**27533-9701**

**EXHIBIT 1**

**(919) 735-6121**

**HEPATITIS B VACCINATION SERIES DECLINATION FORM**

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 this time at no charge to myself. However, I decline hepatitis B vaccine 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 this vaccination series at no charge to me.

-----  
Name (Print)

-----  
Date

-----  
Signature

-----  
Witness

-----  
Date

CGOHS 5 – August 8, 2006

**EXHIBIT 2**

PROTOCOL FOR HEPATITIS B VACCINATION PROGRAM  
FOR PERSONNEL IN POTENTIALLY "AT RISK" POSITIONS

1. An educational class on Hepatitis B and on the vaccine should be attended by the employee before he or she can receive the vaccine series.
2. All injections will be given through the Employee Health Office. The request form, CGOHS-4 will be signed at the time of the first injection and reconfirmed at the time of the first injection and reconfirmed at the time of the second and third injection. There will be no charge to the employee.
3. The Hepatitis B vaccine requires a series of three injections at intervals of:
  - a. Initial injection
  - b. Second injection – thirty (30) days following the initial injection
  - c. Third injection – six (6) months following the initial injection
4. For maximum benefit from the vaccine, the second injection should be given within a seven (7) day period before or after the due date, (thirty [30] days following the initial injection). In the event the employee does not take the initiative to have the second injection from thirty (30) to sixty (60) days following the first injection, the series must be restarted and the employee will be required to pay the cost of the injection required to restart the series.
5. The Employee Health Nurse will give a notice to each employee when the second and third injections are due. It will be the responsibility of the employee to make arrangements to receive the second and third injections in a timely manner as listed above.
6. If an employee at potential risk on the job elects to not take the vaccine initially and signs the declination form, (CGOHS -5) rejecting the vaccine, he or she may receive the vaccine at a later date simply by requesting the vaccine and signing the request form, (CGOHS – 4 Exhibit 4) and starting the series of injections.
7. New employees in, or who transfer into a potentially "at risk" occupation will be required to attend the educational program if they have not already done so. At that time he or she will either start the vaccine series, or sign the declination form (CGOHS -5).
8. All three (3) injections will be administered as long as the employee remains employed with the City of Goldsboro in a potentially at risk position.
9. Employees leaving employment with the City of Goldsboro will receive, upon request, a copy of his or her vaccination record.

EXHIBIT 3

## PROTOCOL FOR EVALUATION AND TREATMENT OF EXPOSURE TO BLOOD-BORNE PATHOGENS

1. Decontaminate area of exposure  
Skin: Wash thoroughly with soap and water.  
Eyes, nose, mouth: Rinse thoroughly with water or normal saline.
2. Refer employee to physician for medical evaluation, further counseling, testing, and treatment as recommended by the physician. Any bloodborne pathogen exposure requiring medical treatment must be recorded on the Occupational Safety and Health Administration (OSHA) 300 log.
3. If the exposed employee refuses medical evaluation and testing, he or she must sign and date the bottom of the same form,(CGOHS -6, Exhibit 5) stating he or she has received counseling, had a chance to ask questions, has received satisfactory, understandable answers, and that he or she understands the risks, but still wishes to forego free medical evaluation, testing, and treatment.
4. If the person who was the source of the exposure can be identified and legal written permission obtained, this source person will be tested for HIV and Hepatitis B. Both pre and post test counseling will be provided by the testing physician. The test results, with the source individual's written permission, will be available to the physician evaluating the exposed employee.
5. Follow-up:  
  
Follow the evaluating physician's orders for follow-up. These orders include:
  - a. Administering the Hepatitis B vaccine series.
  - b. Have the exposed employee tested again for HIV and HBV at six (6) weeks, three (3) months, six (6) months, and one (1) year.
6. The exposed employee will be notified in writing when his or her follow-up tests are due. His or her failure to report for testing will be at his or her own risk.



City of Goldsboro  
P.O. Drawer A  
Goldsboro, North Carolina  
27533-9701

EXHIBIT 4  
(919) 735-6121

#### REQUEST FOR HEPATITIS B VACCINE

I hereby request the Hepatitis B vaccine. I agree to receive three (3) injections within six (6) months. I have read the handout information and was given the opportunity to ask questions. I understand the benefits and risks of receiving the Hepatitis B vaccine. I understand that if I miss the second injection, I will be required to pay for the initial dose to restart the series.

In consideration of receiving the Hepatitis B vaccine, I hereby release the City of Goldsboro, Wayne Memorial Hospital, their affiliates, directors, and employees from any and all liability arising from in in any way connected with the Hepatitis B Vaccination Program.

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
(DATE)

#### CERTIFICATION OF VACCINATION

I certify that the named individual was vaccinated against Hepatitis B on the following dates:

- |    |               |                  |              |                    |
|----|---------------|------------------|--------------|--------------------|
| 1. | _____<br>Date | _____<br>Vaccine | _____<br>Lot | _____<br>Signature |
| 2. | _____<br>Date | _____<br>Vaccine | _____<br>Lot | _____<br>Signature |
| 3. | _____<br>Date | _____<br>Vaccine | _____<br>Lot | _____<br>Signature |

\_\_\_\_\_  
Employee Health Nurse



City of Goldsboro  
P.O. Drawer A  
Goldsboro, North Carolina  
27533-9701

EXHIBIT 5  
(919) 735-6121

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS COUNSELING

I have read and understand the information given to me on AIDS and Hepatitis. I have been informed of my risk for contracting AIDS and Hepatitis and I have been given an acceptable opportunity to see a physician regarding my exposure, HIV and Hepatitis testing, and follow-up. I have had the opportunity to ask questions, and I have received understandable answers.

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Date

I understand the risks involved and that these tests would be performed free of any charges to me, but I DO NOT wish to have the AIDS virus (HIV) test or the Hepatitis B profile performed. I therefore release the City of Goldsboro, and Wayne Memorial Hospital of any and all liability should I contract any disease resulting from this exposure.

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Date



## BLOODBORNE PATHOGENS

On December 6, 1991 the Federal Occupational Safety and Health Administration, (OSHA), mandated a new occupational health standard for general industry. This standard is intended to eliminate or reduce the health risks associated with occupational exposure to Hepatitis B Virus, (HBV), Human Immunodeficiency Virus, (HIV), and other bloodborne pathogens that can be transmitted through exposure to blood and other potentially infectious material.

The Federal final Rule is 29 CFR 1910, Subpart Z, and was effective March 6, 1992.

Briefly, this Rule states:

1. **Bloodborne Pathogens** means pathogenic micro-organisms that are 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) and (AIDS).
2. **Occupational Exposure** means reasonably anticipated skin, eye, mucous membrane, or parenteral (piercing mucous or skin barrier, such as cuts, and abrasions) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
3. As an approach to infection control, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.
4. Each employer having an employee(s) with occupational exposure shall have a written Exposure Control Plan designed to eliminate or minimize employee exposure.
5. Employers shall provide hand-washing facilities which are readily accessible to employees. When provisions of hand-washing are not available, the employer shall provide an appropriate antiseptic hand cleaner in conjunction with clean cloth/paper towels.
6. The employer shall provide, at no cost to the employee, appropriate personal protective equipment such as gloves, gowns, lab coats, face shields or masks, eye protection, etc.

The housekeeping part of this Rule states:

The employer shall implement an appropriate written schedule for cleaning and method of decontamination. **An appropriate disinfectant** shall be used.

Labels and signs are a part of the Communication to Employees.

- A. Biohazard warning labels shall be affixed to containers of regulated waste or other potentially infectious material.

- B. Red bags or red containers may be substituted for labels.
- C. Employers shall insure that all employees with occupational exposure participate in a training program.



## CITY OF GOLDSBORO

**SAFETY POLICY:**  
HAZARD COMMUNICATION

**EFFECTIVE DATE**  
September 1, 2007

**NUMBER**  
1910.1200

### I. PURPOSE

To ensure that employees are made aware of the potential chemical hazards found in their work environment and to provide training in the use and handling of hazardous chemicals. This policy concerns all hazardous chemicals which are used or stored for cleaning, treatment, or any other purpose.

### II. APPLICATION

This policy applies to all departments and employees who, while performing their duties for the City, may be required to come into contact with hazardous chemicals.

### III. REFERENCE

North Carolina Occupational Safety and Health Act Standard 1910.1200 - Hazard Communication  
Pocket Guide to Chemical Hazards – National Institute for Occupational Safety and Health

### IV. RESPONSIBILITIES

#### A. Department Heads

1. Identify potentially hazardous chemicals.
2. Maintain a list of the chemicals used in their department and their disposition.
3. Obtain the **Material Safety Data Sheets (MSDS)** from vendors or suppliers.
4. Label all chemical containers for easy identification of the contents.
5. Maintain as many notebooks as necessary which contain a copy of this Hazard Communications policy, the list of chemicals used in the department, and the associated MSDS. These notebooks should be placed so that they are easily accessible to all employees.
6. Ensure that all employees receive the necessary hazard communications training, both the general training and the site specific training on the chemicals in their workplace.
7. Maintain documentation of all hazard communications program training.

B. Supervisors

1. Ensure that chemicals are being used in accordance with MSDS directions.
2. Enforce the use of the necessary proper personal protective Equipment(PPE).
3. Provide training to employees on proper use of the specific chemicals in their workplace.

C. Safety Coordinator

1. Provide general hazard communication training to all department heads, supervisors and employees.
2. Provide training to department heads and supervisors to allow them to instruct their employees on the hazards presented by the specific chemicals in their workplace.
3. Ensure that department heads and supervisors are providing training on the specific chemicals in their workplace to new employees within 30 days of hire, and to all employees when a new chemical hazard is introduced.

V. CHEMICAL LIST

Each department head shall maintain a list of the potentially hazardous chemicals known to be present in their workplace. The chemical list shall be updated as necessary. If a chemical is deleted from or added to the chemical list, the list must be updated to reflect those changes in no more than 30 days.

VI. MATERIAL SAFETY DATA SHEETS (MSDS)

MSDS's are written or printed material concerning a potential hazardous chemical, prepared and provided by the chemical manufacturers and distributors. All chemical manufacturers and importers must obtain or develop a MSDS for each chemical which is a physical hazard, (i.e. flammable, oxidizer, etc.), or a health hazard, (causes acute or chronic health effects). Copies of the material safety data sheets for potentially hazardous chemicals in a work area shall be accessible to the employees. As a source of detailed information on hazards, the MSDS's shall be located close to workers and be readily available to them during each work shift. For employees whose work is carried out in more than one geographical area, MSDS's may be kept at the central facility, provided that employees can obtain the required information in an emergency.

VII. LABELING and WARNING OF CONTAINERS

All containers of hazardous chemicals in each workplace shall be conspicuously labeled with the identity of the chemical name, (the same as on the applicable MSDS), and the appropriate hazard warnings. If the chemical is a known or suspected cancer causing agent, (carcinogen), or if it is known to affect a specific organ of the body, this information must also be placed on the container label. The department head will insure that such labels are not defaced and that they remain legible at all times. Department heads of each work area using hazardous chemicals will ensure that an adequate supply of labels are kept on hand and made available to the responsible supervisors. A sign or placard may be used

instead of labels on individual containers if there is a number of sanitary containers within a work area with identical contents and hazards.

#### VIII. EMPLOYEE INFORMATION & TRAINING

- A. All employees exposed to potentially hazardous chemicals shall receive initial training and annual refresher training in all aspects of the City's hazard communication program. All affected employees shall also receive training when a new chemical hazard is presented in the workplace. New employees must be trained within 30 days of hire and may not work with any hazardous chemicals until they receive such training.
- B. The general hazard communication program, offered by the Safety Coordinator, must include the following elements:
  - 1. Existence of a hazard communication program.
  - 2. The City is required to have a hazard communication program.
  - 3. Explanation of the hazard communication program, (written policy, chemical lists, MSDS, etc.).
- C. The Safety Coordinator will also provide training to department heads and supervisors in order to instruct them on how to provide the site-specific hazard communication training to their employees.
- D. The site-specific hazard communications training program, offered by the department head or supervisor, must include the following elements:
  - 1. Operations in the workplace where hazardous chemicals are present.
  - 2. Location of the hazard communication policy chemical list, and MSDS's.
  - 3. Methods and observations to detect the presence of hazardous chemicals.
  - 4. Hazards of the specific chemicals in their area.
  - 5. Measures employees can take to protect themselves from chemical hazards.

#### IX. TRADE SECRETS

Special government regulations, (29 CFR 1910.1200), are provided to assure the required safety and health information may be obtained concerning specific trade secret chemicals. The specified chemical identity must be made available to health professionals in accordance with applicable provisions of the Occupational Safety and Health Administration, OSHA, Standard 1910.1200.

#### X. NON-ROUTINE TASKS

The supervisor of an employee performing a non-routine task is

responsible for adequately training the employee concerning the potential chemical hazards associated with the non-routine task. Employees also share in this responsibility by ensuring their immediate supervisor knows that they are about to perform a non-routine task.

## XI. CONTRACTORS

### A. Hazards created by the City.

All contractors working on City projects or property are to be informed by the responsible department head concerning any applicable workplace hazardous chemicals to which the contractor's employees may be exposed. Steps should be taken to limit the amount of exposure to safety and chemical hazards whenever possible. Copies of the MSDS's concerning the chemical that the contractor's employees may be exposed to shall be provided to the contractor upon request.

### B. Hazards created by the contractor.

Any chemical being used by a contractor which could result in City employees or citizens being exposed to chemical hazards must be reported to the appropriate department head prior to beginning the project. A list of chemicals and a copy of the MSDS must be supplied to City officials prior to starting the work. Department heads must advise each contractor that they must comply with OSHA standards while working on City property.



## **CITY OF GOLDSBORO**

<b>SAFETY POLICY:</b>	<b>EFFECTIVE DATE</b>	<b>NUMBER</b>
<b>EXCAVATION, TRENCHING &amp; SHORING</b>	September 1, 2007	1926.650 - 652

### **I. PURPOSE**

To protect employees who are working in excavation areas where there is a danger of cave-ins.

### **II. APPLICATION**

This policy applies to all departments and employees who, while performing their duties for the City, may be required to participate in excavation and trenching activities.

### **III. REFERENCE**

North Carolina Occupational Safety and Health Act Standard 1926.650 – 652 – Excavation, Trenching and Shoring.

### **IV. DEFINITIONS**

- A. Benching System: A method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near vertical surfaces between levels.
- B. Competent Person: A person who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
- C. Excavation: A man-made cut, cavity, trench, or depression in the earth's surface, including its sides, walls, faces, formed by earth removal and producing unsupported earth conditions.
- D. Protective System: A method of protecting employees from cave-ins, from material that could fall or roll from an excavation face or into an excavation, or from the collapse of adjacent structures. Protective systems include support systems, sloping and benching systems, shield systems, and other systems that provide the necessary protections.
- E. Shield System: A structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees within the structure. Shields can be permanent structures or can be designed to be portable and moved along as work progresses.
- F. Shoring: A structure such as a metal hydraulic, mechanical, or

- timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.
- G. Sloping System: A method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation so as to prevent cave-ins.
  - H. Support System: A structure such as underpinning, bracing, or shoring, which provides support to an adjacent structure, underground installation, or the sides of an excavation.
  - I. Trench: A type of narrow excavation made below the surface of the ground. In general, the depth is greater than the width, provided that the width is less than 15 feet. If forms or other structures are installed or constructed in an excavation so far as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet or less, the excavation is also considered to be a trench.

## V. GENERAL REQUIREMENTS

- A. Employees shall use an adequate system to protect themselves against cave-ins in excavations, except when the excavation is in stable rock, or is less than five (5) feet deep and examination by a competent person provides no evidence that a cave-in should be expected.
- B. Any items at the surface of an excavation which may impede safe movement or create a hazard shall be removed or neutralized.
- C. The location of underground installations, (sanitary sewer, water, telephone, electrical, fuel and other lines, storage tanks, etc.) shall be located prior to digging. Actual locations should be pinpointed as estimated locations are approached.
- D. Ramps, runways, ladders or stairs as means of access/egress must be within 25 feet of an employee work area if a trench is four (4) feet or more in depth.
- E. A warning system for mobile equipment must be implemented; this system may include barricades, hand or mechanical signals, or stop logs. If employees are exposed to vehicular traffic, they shall wear warning vests or similar high-visibility material.
- F. No employee shall be permitted underneath loads handled by lifting or digging equipment, and shall stand away from any vehicle being loaded or unloaded to avoid being struck by and materials.
- G. Excavations with potentially hazardous atmospheres must be tested and monitored. Ventilation controls and emergency rescue equipment should be available and should be used when hazardous conditions exist or may be expected to develop.
- H. Employees shall not work in excavations in which there is accumulated water or where water is accumulating, unless adequate precautions have been taken to protect employees from the hazards posed.
- I. Support systems such as shoring, bracing, or underpinning shall be used to ensure the stability of adjacent structures such as buildings, walls, or sidewalks.
- J. The excavation shall be scaled to remove loose rock or soil, and



protective barricades and other equivalent protection shall be installed.

- K. Material or equipment which might fall or roll into an excavation must be kept at least two (2) feet from the edge of the excavation and/or have retaining devices.
- L. A competent person shall make daily inspections of excavations, adjacent areas, and protective systems and maintain a log of such inspections. Exposed employees shall be removed if there is evidence of possible cave-ins, failure of protective systems, hazardous atmospheres, or other hazardous conditions until necessary precautions have been taken.
- M. Adequate barrier physical protection such as guardrails, shall be provided at all remotely located excavations. All wells, pits, shafts, etc. shall be barricaded or covered.
- N. Employees in excavations shall be protected from cave-ins by an adequate protection system except when:
  - 1. The excavation is entirely in stable rock.
  - 2. The excavation is less than five (5) feet deep, and examination by a competent person provides no indication of a potential cave-in.

#### VI. REQUIREMENTS FOR PROTECTIVE SYSTEMS

- A. Sloping and Benching Systems – the slopes and configurations must be selected in accordance with one (1) of the following:
  - 1. A slope of 34 degrees or less shall be used in lieu of soil classification. A slope of this gradation or less is considered safe for any type of soil.
  - 2. Maximum allowable slopes and allowable configurations for sloping and benching systems shall be determined through the use of North Carolina Occupational Safety and Health Act Subpart P, Appendix A – Soil Classification and Appendix B – Sloping and Benching.
  - 3. Designs of sloping or benching shall be selected from and shall be in accordance with data provided in written form. The text should identify the criteria that affect the selection, the limits of use of the data, and sufficient explanatory data as necessary to assist in making a correct choice of a protective system. At least one (1) copy of the tabulated data identifying the Registered Professional Engineer, (RPE), who approved the information shall be maintained at the job site during the time the work is being carried out.
  - 4. Excavations must be designed by a RPE, put in written form, and kept at the worksite. The text should include the magnitude and configuration of the slopes determined to be safe for the project and the name of the RPE who approved the plan.
- B. Support, Shield, and Other Protective Systems – the designs shall be selected and constructed in accordance with one (1) of the following:
  - 1. Designs for timber shoring in trenches should be set in accordance with the conditions and requirements determined by using North Carolina Occupational Safety and Health Act Subpart P, Appendix

A – Soil Classification and Appendix C – Timber Shoring for Trenches. For designs with aluminum hydraulic shoring, Appendix A – Soil Conservation and Appendix D – Aluminum Hydraulic Shoring for Trenches can be used if the manufacturer's tabulated data is not available.

2. Designs using the manufacturer's tabulated data may be used; deviations are allowed only with specific, written approval of the manufacturer.
3. Designs using other tabulated data may be used provided that the data is in writing and includes explanatory information to aid the user in making a selection, the criteria determining the selection, and the limits on the use of the data. At least one copy of the information, including the identity of the RPE, must be kept at the worksite during construction of the protective system.
4. Designs not using any of the three (3) previously cited options must be approved by a RPE, be in writing, include the identity of the RPE, and include details such as sizes, types, and configurations of the materials to be used. At least one copy of the plan must be at the job site during construction.



## **CITY OF GOLDSBORO**

### **SAFETY POLICY: CONFINED SPACES**

**EFFECTIVE DATE**  
September 1, 2007

**NUMBER**  
1910.146

#### **I. PURPOSE**

To outline procedures used by City employees in order to protect employees who are required to enter or work in confined spaces.

#### **II. APPLICATION**

This policy applies to all departments with employees who are required to enter or work in confined spaces.

#### **III. REFERENCE**

29 CFR Part 1910.146 – Permit Required Confined Spaces

#### **IV. DEFINITIONS**

- A. Acceptable Entry Conditions: The conditions that must exist in a confined space to allow entry and to ensure that employees who are involved with a confined space entry can safely enter and work within the space.
- B. Attendant: An individual stationed outside a confined space who monitors the authorized entrants and who performs all attendant's duties in the City's confined space program.
- C. Authorized Entrant: An employee who is authorized by the City to enter a confined space.
- D. Confined Space: A space that:
  - 1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
  - 2. Has limited or restricted means for entry or exit, (for example: tanks, vessels, silos, storage bins, hoppers, septic tanks, vaults, and pit are spaces that may have limited means of entry); and
  - 3. Is not designed for continuous employee occupancy.
- E. Entry: The action by which a person passes through an opening into a confined space. Entry includes 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 to the space.
- F. Entry Permit: The written or printed document that is provided by the City to allow and control entry into a confined space and that contains the information specified in this policy.
- G. Entry Supervisor: The person responsible for determining if acceptable entry conditions are present at a permit required confined space where entry is planned, for authorizing entry and overseeing

- entry operations, and for terminating entry as required by this policy.
- H. Hazardous Atmosphere: An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness from one or more of the following causes:
    - 1. Flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LFL).
    - 2. Airborne combustible dust at a concentration that meets or exceeds its LFL.
    - 3. Atmospheric oxygen concentration below 19.5% (Oxygen deficient atmosphere), or above 23.5% (Oxygen enriched atmosphere).
    - 4. Atmospheric concentration of any substance recognized by the Occupational Safety and Health Administration, (OSHA), which could result in employee exposure in excess of its dose or permissible exposure limit.
    - 5. Any other atmospheric condition that is immediately dangerous to life or health.
  - I. 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.
  - J. Permit-Required Confined Space (Permit 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. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross section.
    - 4. Contains any other recognized serious safety or health hazard.
  - K. Rescue Service: The personnel designated to rescue employees from confined spaces.
  - L. Retrieval System: The equipment (including retrieval line, full body harness, and a lifting device or anchor) used for non-entry rescue of persons from confined spaces.
  - M. Testing: The process by which the hazards that may confront entrants of a confined space are identified and evaluated. Testing includes specifying the tests that are to be formed in the confined space.

## V. RESPONSIBILITIES

- A. Department Heads
  - 1. Appoint an entry supervisor within each work unit.
  - 2. Maintain records and forms of entry and atmospheric testing.
- B. Entry Supervisor
  - 1. Determine if acceptable entry conditions are present in permit required confined spaces.
  - 2. Authorize and oversee entry, and terminate entry in permit required confined spaces.
- C. Attendant
  - 1. Remain outside the confined space during entry operations until

- relieved by another attendant.
- 2. Monitor activities inside the confined space at all times to determine whether the entrants are safe.
- 3. Attempt initial non-entry rescue of entrants in hazardous situations.
- 4. Summon emergency services when entrants need assistance to escape from hazards when non-entry rescue is not effective.
- D. Authorized Entrant
  - 1. Perform duties outlined in this policy prior to entering into a confined space.
  - 2. Alert the attendant when a hazardous situation occurs.
  - 3. Exit the confined space when a hazardous situation occurs, or when ordered to do so by the attendant or entry supervisor.
- E. Safety Coordinator
  - 1. Identify all confined spaces in the City work areas.
  - 2. Classify all confined spaces as permit required or non-permit required.
  - 3. Provide training to employees concerning confined space entry.

## VI. IDENTIFICATION OF CONFINED SPACES AS PERMIT OR NON-PERMIT

- A. Initial Evaluation – The following specific requirements must be met before a confined space qualifies as a non-permit required confined space:
  - 1. The only hazard posed by the confined space is an actual or potentially hazardous atmosphere.
  - 2. Continuous forced air ventilation alone is sufficient to maintain the space safe for entry.
  - 3. Monitoring and inspection data must be available to support classification of a confined space as a non-permit confined space. The monitoring and inspection data require the written approval of the Safety Coordinator.
  - 4. If an initial entry into the space is necessary to obtain monitoring and inspection data, the entry must be performed in the same manner as a permit required confined space entry.
- B. Reclassification from Permit Required to Non-Permit Required Confined Space
  - 1. The Safety Coordinator may reclassify a permit required confined space as a non-permit required confined space if the permit required space poses no actual or potential atmospheric hazards, and if all hazards within the space are eliminated without entry into the space. The reclassification shall be only for as long as the non-atmospheric hazards remain eliminated.
  - 2. If it is necessary to enter the permit required confined space to eliminate hazards, such entry shall be performed according to the procedures for permit required confined space entry. If testing and inspection during that entry demonstrate that the hazards have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated.
  - 3. If any hazards arise within a permit space that has been declassified to a non-permit space, each employee shall exit

the space.

- C. Reevaluation – The Safety Coordinator will periodically re-evaluate a non-permit confined spaces and reclassify those spaces as permit required confined spaces when there are changes in the use or configuration of those spaces that might increase the hazards to entrants.

## VII. NON-PERMIT CONFINED SPACE ENTRY

### A. Entry Procedures

1. Any condition making it unsafe to remove an entrance cover shall be eliminated before the cover is removed. (For example: blanking, binding, lockout, tagout, double lock and bleed, etc.)
2. The opening to the confined space must be guarded to prevent an accidental fall through the opening and to prevent objects from falling on entrants.
3. Prior to entry, the authorized entrant shall take a sniff test of the atmosphere within the confined space to ensure that a hazardous atmosphere is not present. If the confined space fails the sniff test, the authorized entrant must contact the entry supervisor.
4. If the confined space is five (5) feet deep or more, then the authorized entrant must use a full body harness, A-frame, and lanyard. An attendant must also be present at all times when an authorized entrant is working within the confined space.
5. Prior to entry, the authorized entrant must look within the confined space for other dangerous hazards, (i.e. snakes, black widow spiders, etc.)
6. Prior to entry, the authorized entrant must complete a “Non-Permit Confined Space Entry Certification.” After entry, this certification must be turned in to the entry supervisor and placed on file in the work center.

## VIII. PERMIT REQUIRED CONFINED SPACE ENTRY

- A. All employees will be informed of the location of permit required confined spaces by the posting of danger signs which read “DANGER – PERMIT REQUIRED CONFINED SPACE – DO NOT ENTER” or other similar language
- B. When possible, the City of Goldsboro will use a qualified contractor to perform work which requires an employee to enter a permit required confined space.
- C. Entry Procedures
  1. The authorized entrant shall contact the entry supervisor.
  2. Any condition making it unsafe to remove an entrance cover shall be eliminated before the cover is removed. (For example: blanking, blinding, lockout, tagout, double lock and bleed etc.)
  3. The opening to the confined space must be guarded to prevent an accidental fall through the opening, and to prevent objects from falling on entrants.
  4. The entry supervisor shall test the atmosphere within the confined space with a calibrated direct-reading instrument, for the following conditions in the order given:
    - a. Oxygen content

- b. Flammable gases and vapors, and
  - c. Potential toxic air contaminants.
- 5. If the confined space fails the atmospheric testing, then the entry supervisor may attempt to remove the hazard with continuous forced air ventilation. Continuous forced air ventilation shall be used as follows:
  - a. An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
  - b. The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space.
  - c. The air supply from the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
- 6. If the confined space continues to fail the atmospheric testing, then the entry supervisor shall contact the department head about implementing other measures to protect employees from the hazardous atmosphere or about hiring a private contractor to do the work.
- 7. If the confined space is five (5) feet deep or more, then the authorized entrant must use a full body harness, A-frame, and lanyard.
- 8. An attendant must be present at all times when an authorized entrant is working within the permit required confined space.
- 9. Prior to entry, the authorized entrant must look within the confined space for other dangerous hazards, (i.e. snakes, black widow spiders, etc.)
- 10. The entry supervisor shall verify that the space is safe for entry by completing a copy of "Confined Space Entry Permit." This form must be completed before entry, and must be made available to each employee entering the space. The form should be posted outside the confined space, near the danger sign. After work is completed, the form must be kept on file within the work center.
- 11. There may be no hazardous atmosphere within the space whenever an employee is inside the space.
- 12. The entry supervisor shall periodically test the atmosphere as necessary to ensure that continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
- 13. If a hazardous atmosphere is detected during entry:
  - a. Each employee shall leave the space immediately.
  - b. The space shall be evaluated to determine how the hazardous atmosphere developed.
  - c. Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

#### IX. OUTSIDE CONTRACTORS

All departments will use the following procedures when using outside contractors to perform work in confined spaces, (both permit and non-permit spaces.)

A. City responsibilities – The entry supervisor or a designee will:

1. Inform the contractor that the workplace contains confined spaces, and that all entry operations must comply with the Occupational Safety and Health Administration (OSHA) standards.
  2. Inform the contractor of the hazards identified in the space and the City's experience in the space.
  3. Inform the contractor of any precautions or procedures that the City has implemented for the protection of employees in or near the confined space where the contractor will be working.
  4. Coordinate entry operations with the contractor when both City employees and contractor employees will be working in or near a confined space.
  5. Debrief the contractor at the conclusion of the entry operations regarding the confined space program followed and regarding any hazards confronted or created in the confined space.
- B. Contractor Responsibilities – in addition to complying with the requirements of the OSHA standard, contractors must:
1. Obtain any available information regarding permit space hazards and entry operations from the City.
  2. Coordinate entry operations with the City when both contractor employees and City employees will be working in or near a confined space.
  3. Inform the City of the confined space program that the contractor will follow and of any hazards confronted or created in confined spaces, either through a debriefing or during the entry operations.

#### X. TRAINING

- A. Adequate training will be provided to all employees affected by this policy.
1. Before the employee is first assigned duties requiring work in confined spaces.
  2. Before there is a change in assigned duties.
  3. Whenever there is a change in confined space operations that presents a hazard about which an employee has not previously been trained.
  4. Whenever there is evidence that there are inadequacies in an employee's knowledge or willingness to follow proper procedures.
- B. Training will be documented in writing. The written records will be retained by the Safety and Training Coordinator and will contain the employee's name, the signatures or initials of the trainer(s), and the date(s) of training.

#### XI. RESCUE AND EMERGENCY SERVICES

##### General Requirements

- A. Employees on the scene of a permit required or non-permit required confined space may only attempt **non emergency** rescue of the authorized entrants.
- B. Only Firefighters and Emergency Medical Services personnel may enter into permit required and non-permit required confined spaces in order to perform emergency services. Employees without the required training and equipment will not be allowed to assist in confined



- spaces rescue operations.
- C. These emergency services personnel shall be provided with the necessary personal protective equipment and rescue equipment needed for making rescues from confined spaces.
  - D. These emergency services personnel shall have received, at a minimum, the following training:
    - 1. Confined spaces training as outlined in Section X of this policy.
    - 2. Training in the assigned rescue duties.
    - 3. Basic first aid and cardiopulmonary resuscitation (CPR) training.
  - E. All emergency services personnel shall practice a permit required confined space rescue at least once every 12 months by means of a simulated rescue operation.
  - F. If emergency services personnel from other jurisdictions are used to assist in confined space rescue, the senior fire officer on the scene shall:
    - 1. Inform the emergency services personnel of the hazards they may confront when called on to perform rescues at City facilities.
    - 2. Upon request, provide the emergency services personnel with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

## NON-PERMIT CONFINED SPACE ENTRY CERTIFICATION

Date/Time: \_\_\_\_\_

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

Division/Section: \_\_\_\_\_

Location of Confined Space: \_\_\_\_\_

### Initial Atmospheric Readings

Oxygen Content: \_\_\_\_\_

Flammable Gases and Vapors: \_\_\_\_\_

Is forced air ventilation necessary: Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, purge for ten (10) minutes and retest.)

### Atmospheric Readings After Ventilation

Oxygen Content: \_\_\_\_\_

Flammable Gases and Vapors: \_\_\_\_\_

Toxic Air Contaminants: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Attendant

\_\_\_\_\_  
Entrant

## CONFINED AREA ENTRY PERMIT

JOB DESCRIPTION: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME ISSUED: \_\_\_\_\_ TIME EXPIRED \_\_\_\_\_

EMPLOYEES ASSIGNED: \_\_\_\_\_

### HAVE THE FOLLOING PRECAUTIONS BEEN TAKEN:

	<u>YES</u>	<u>NO</u>
Were hazards, testing, and emergency procedures explained?	---	---
Was purging or ventilation required	---	---
Were lifelines and safety harnesses worn by those entering?	---	---

### SAMPLING EQUIPMENT USED:

<u>TYPE</u>	<u>SERIAL NUMBER</u>	<u>DATE CALIBRATED</u>	<u>BY WHOM</u>
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

### TESTS CONDUCTED:

	<u>TIME</u>	<u>RESULTS</u>	<u>TIME</u>	<u>RESULTS</u>
Oxygen Deficiency	-----	-----	-----	-----
Combustibility	-----	-----	-----	-----
Toxicity	-----	-----	-----	-----

List safety equipment used: \_\_\_\_\_

\_\_\_\_\_  
Crew Leader

\_\_\_\_\_  
Supervisor



## Appendix I

# CITY OF GOLDSBORO DRUG AND ALCOHOL TESTING POLICY

**EFFECTIVE DATE: June 18, 2007**

**REVISED DATE: June 18, 2007**

**LAST REVISION: March 5, 2007**

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### I. **Purpose**

- A. It is the policy of the City of Goldsboro to maintain a drug and alcohol free work environment. To achieve this purpose, drug and alcohol tests will be administered in accordance with the City's Drug and Alcohol Testing Policy. Employees with substance-abuse problems are encouraged to voluntarily seek help from the Employee Assistance Program.
- B. All testing will be conducted in a manner that will protect the rights of employees and applicants subject to testing. Therefore, the City of Goldsboro will take all necessary steps to safeguard the dignity and self-esteem of those being tested, and will follow all procedures pertaining to the implementation of this Policy. The City of Goldsboro will adhere strictly to all standards of confidentiality and assure all employees that testing records and results will be released only to those authorized to receive such information.

### II. **Drug and Alcohol Abuse and Testing Policy for all Employees**

- A. The unlawful manufacture, distribution, dispensation, possession, purchase, or use of drugs by employees is prohibited and constitutes grounds for immediate termination.
- B. The manufacture, distribution, dispensation, possession, storage, purchase, or use of alcohol by employees while at the workplace is prohibited and constitutes grounds for immediate termination.
- C. Positive Drug Tests
  - (1) Any employee holding a safety-sensitive position as defined by this policy that has a positive drug test shall be terminated. Safety-sensitive positions are defined in Appendix A, entitled *Safety Sensitive Positions Subject to Random Drug Testing*.

- (2) Any employee holding a non-safety-sensitive position as defined by this policy that has a positive drug test may be terminated. Upon determination by that employee's Department Head, the Human Resources Manager, and/or the City Manager, the employee may be allowed to remain employed with the City of Goldsboro pursuant to the conditions set forth below.
- (3) An employee who is allowed to remain employed with the City of Goldsboro after a positive drug test shall be employed on a probationary basis. The time period for this probationary period of employment will be for a minimum of twelve (12) months to a maximum of sixty (60) months. After that time period, the employee shall be subject to the original conditions of this policy regarding drug and alcohol testing. A second positive drug test for this employee, either during or after this probationary period, shall result in immediate termination.
- (4) During this probationary employment period, the employee shall be given unannounced drug and alcohol tests. These tests may be on a daily, weekly, monthly, or longer basis at the discretion of the Department Head, the Human Resources Manager, and/or the City Manager. A positive drug test shall result in immediate termination.
- (5) Employees who have a positive drug test and are allowed to remain employed with the City of Goldsboro shall be evaluated by a substance abuse professional. As a condition of their continued employment during and after their probationary period, the employee shall comply with any and all substance abuse treatment recommended by this substance abuse professional.

D. Applicant Drug Testing

- (1) Applicants for employment shall be required to take a drug test during the application process. Current employees who are selected for a new position shall also be drug tested. This test shall be administered no more than thirty (30) days prior to the date of employment.
- (2) Applicants shall be disqualified from further consideration for employment under the following circumstances:
  - (a) Refusal to submit to a required drug test;
  - (b) A confirmed positive drug test indicating prohibited drug use;
  - (c) Failure to submit to a drug test within 24 hours after notification by Human Resources Management that a test is needed.

E. Promotion Drug Testing

Any employee being promoted to a higher position shall be required to take a drug test as a condition of the transfer or promotion process. This shall take place within fifteen (15) days prior to the effective date of the promotion.

F. Post-Vehicular Accident

- (1) The following employees will be drug and alcohol tested when involved in a vehicular accident:

- (a) Whether or not he/she is cited, the driver of any City of Goldsboro vehicle or private vehicle driven while conducting business for the City must be drug and alcohol tested. The Federal Highway Administration mandates that tests must be conducted in the event of a fatality or if the driver receives a citation under state or local law for a moving traffic violation arising from the accident. The Federal Transit Administration mandates testing in the event of a fatality or in the event that a driver receives a citation and an individual suffers a bodily injury or immediately receives medical treatment away from the accident scene or if one of the vehicles in the accident is disabled to the extent that it must be towed.

- (b) Any other employee either inside or outside the vehicle whose performance could have contributed to the accident. A determination whether to test covered employees who were not driving but who may have contributed to the accident will be made by that employee's supervisor based on the best information available at the time of the decision.

- (2) Post-accident drug and alcohol tests shall be administered within eight hours following the accident. No employee to be tested following an accident shall consume any alcohol for eight hours following the accident or until a post- accident alcohol test is performed, whichever comes first.
- (3) The supervisor of any driver of any City vehicle involved in an accident will determine whether or not the driver should be allowed to continue with his/her duties for the remainder of that workday. The employee should not be sent home, but should be assigned other duties as determined by his or her Department Head. If reasonable suspicion of substance abuse exists, the employee will be sent home.
- (4) If a driver of a City vehicle tests positive for drugs or alcohol when tested pursuant to this post-accident testing section of the Drug Policy, that

driver will be immediately terminated. This post-accident termination applies to both safety-sensitive employees and non-safety sensitive employees who are driving City vehicles and are then involved in an accident.

G. Bodily Injury Accident

Any employee, who has a Workers' Compensation (WC) bodily injury that requires medical attention shall submit to a drug and alcohol test as a condition of continued employment.

Post injury drug and alcohol testing will be done within 8 hours. If testing is delayed for more than 8 hours, the City Nurse will determine whether or not testing will be done.

H. Reasonable Suspicion

Employees will be required to submit to a drug and/or alcohol test as a condition of continued employment in any case where there exists an individualized reasonable suspicion that the employee has used or is under the influence of illegal drugs or alcohol.

I. Protocol for Testing for Reasonable Suspicion

- (1) The supervisor shall write and deliver a memorandum to the Department Head including the information that he/she believes demonstrates the reasonable suspicion. Included with this memorandum will be a completed "*Alcohol & Controlled Substance Reasonable Suspicion Checklist for Testing*" form.
- (2) The Department Head shall immediately contact the Human Resources Management Director (or his/her designee in his/her absence) and provide him/her with this information.
- (3) In the event the City Manager receives sensitive or confidential information indicating reasonable suspicion, he/she shall consult with the HRM Director or his/her designee regarding this information.
- (4) If the HRM Director or his/her designee then determines there is a reasonable suspicion, he/she directs the employee to submit to a drug or alcohol test.
- (5) After Hours: if a supervisor on a weekend or night shift has reasonable suspicion that an employee may be under the influence of alcohol or drugs, the employee will be removed from any duties. The Department Head or his/her designee will be informed and the normal procedure

followed to determine if there is reasonable suspicion that will allow a drug test. If the Department Head or his/her designee feels that there is reasonable suspicion, the employee will be subject to a drug test.

- (6) No employee who voluntarily seeks help from the Employee Assistance Program (EAP) will be given a drug or alcohol test based solely on the fact that help has been sought from EAP. If that employee meets other criteria to be tested for reasonable suspicion, he/she may be tested.
- (7) Any employee having a reasonable basis to believe that another employee is illegally using, or is in possession of, any controlled substance shall immediately report the facts and circumstances to his/her supervisor.

J. Random Testing for Safety Sensitive Positions and Federally Mandated Positions

Employees assigned to positions that are determined to be safety sensitive will be randomly tested for alcohol and drugs. Safety-sensitive positions are defined in Appendix A, entitled *Safety Sensitive Positions Subject to Random Drug Testing*. Selected employees will be transported to the designated testing location the day that they are chosen to be randomly tested. Random testing shall be conducted at the rate mandated by DOT or city policy. Such rate will provide an equal probability of any employee from the Safety Sensitive Positions list to be selected.

K. Disclosure of Alcohol or Drug Related Charges and Convictions

If an employee is charged with or convicted of a violation of a criminal drug statute or of any kind of criminal offense involving alcohol, including but not limited to "Driving While Impaired", the employee must notify his or her Department Head of the charge or conviction within twenty-four (24) hours of receiving the charge or conviction. Failure to comply with this requirement will result in termination.

L. Positive Tests for Alcohol

- (1) An employee who is tested (exclusive of the return to duty test) and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform or continue to perform his or her job functions until the start of the employee's next regularly scheduled duty period, but not less than 24 hours following administration of the test. The employee shall be removed from duty without pay for this 24 hour period and shall receive a notation in his or her personnel file about the requirement of reporting to work without the presence of alcohol in his or her system.



- (2) An employee who tests positive for alcohol must submit to a return to duty breath alcohol test before resuming the performance of safety sensitive functions following a disciplinary suspension. The return to duty alcohol test must indicate an alcohol concentration of less than 0.02. A return to duty breath alcohol test result of 0.02 – 0.039 will result in a five day suspension without pay. A return to duty breath alcohol test result of 0.04 or greater will be considered as the second positive alcohol test within a five-year period and will result in termination.
- (3) If an employee alleges that, because of medical reasons, he or she is unable to provide a sufficient amount of breath to permit a valid breath test, the breath alcohol technician shall instruct the employee a second time to attempt to provide an adequate amount of breath. If the employee continues to allege an inability to provide a sufficient amount of breath for the test, the department shall be notified that the employee has refused to be tested. The employee will be directed to obtain, as soon as practicable after the attempted provision of breath, an evaluation from a licensed physician acceptable to the City of Goldsboro addressing the employee's medical ability to provide the adequate amount of breath. If there is not a medical reason acceptable to the City for the employee's inability to provide the breath, the employee will be considered to have refused to submit to the alcohol test and will be disciplined according to the guidelines established by this Policy.

M. Refusal to Submit to Testing

An employee who refuses to submit to, fails to follow through with, or tampers with a drug or alcohol test when testing is required by this Policy will be terminated. However, before proceeding with disciplinary action, the employee's Department Head will have the facts of the case reviewed by the Human Resources Department.

N. Re-Employment After Failed Test and Termination

An employee who does not pass the drug or alcohol test and is terminated has no right to be re-employed and will not be considered for re-employment for a two-year period following the date of the test and then will be considered only when:

- (1) He or she provides documentary proof of successful completion of a drug and/or alcohol abuse treatment or rehabilitation program, and,
- (2) He or she passes a pre-placement drug and/or alcohol test.

O. Duty to Disclose Impairment

An employee shall inform his or her supervisor if, prior to beginning work or while he or she is on duty, that he or she has used or intends to use any prescription drug, over-the-counter drugs, or other substance that might impair his or her ability to satisfactorily perform his or her duties. Employees are responsible for a thorough understanding of the effects and potential side effects of medications or other chemicals taken. Failure to notify the supervisor under these circumstances may result in disciplinary action up to and including termination. However, before proceeding with disciplinary action, the employee's Department Head will have the facts of the case reviewed by the Human Resources Department.

### III. **Supervisory Responsibilities**

Every supervisor shall:

- A. Consistently apply this policy to all employees under his or her supervision. A supervisor who fails to apply this Policy when he or she believes, or reasonably should believe, that an employee under his or her supervision has committed a violation will be disciplined. Supervisors will be provided with the appropriate training by the City of Goldsboro in order for the supervisor to be able to accurately detect the different behaviors and observations that indicate an employee may be under the influence of alcohol or drugs.
- B. Initiate the process for having an employee drug or alcohol tested if there is reasonable suspicion that an employee under his or her supervision, when such employee is on duty, has an illegal drug or alcohol in his or her system or is using any legal drug in a manner other than it was intended.
- C. Educate employees he or she supervises to make them aware of the requirements and consequences of this Policy.
- D. Follow the procedure established by the Department Head for ensuring that an employee who is tested for alcohol or other drugs is transported to the designated test site, and that those employees for whom there is reasonable suspicion of substance abuse or who have had a breath alcohol test result of 0.02 or greater are transported home – either by personal family/friends or by arranged transportation.

### IV. **Employee Responsibilities**

Every employee shall:

- A. Abide by this policy as a condition of employment.

- B. Comply with all applicable laws regulating the manufacture, distribution, dispensation, use or possession of illegal drugs, alcohol, or prescription drugs.
- C. Ensure that his or her ability to perform his or her job duties is not negatively affected due to the use of a drug or alcohol when scheduled to report to work or when “on call” status. Should any employee be requested to report to work for a safety-sensitive job earlier than his or her normal or previously assigned time, it is the employee’s responsibility to advise his or her supervisor of an inability to perform his or her job duties or that he or she had consumed alcohol within the last four hours prior to reporting for duty. If the employee has received prior notice that he or she might be called back into work, the employee will be considered absent without leave if he or she is unable to report to duty. An employee may be subject to other disciplinary action due to inability to report for duty.
- D. Submit immediately to a drug or alcohol test when requested by his or her supervisor.
- E. Notify his or her Department Head, if convicted of a violation of a criminal drug statute and such violation occurred while the employee was on duty, within five calendar days of such conviction, as required by the Drug-Free Workplace Act.

## V. **Definitions**

*Accident* – An occurrence involving property damage or bodily injury while conducting business for the City of Goldsboro.

*Alcohol Test* – A test for the presence of alcohol in the body as determined through the use of a Breath Alcohol Test (BAT), evidential breathalyzer test, or blood screening.

*Applicant* – A person who applies for employment with the City of Goldsboro.

*Commercial Motor Vehicle* – A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- a. has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle rating of more than 10,000 pounds; or
- b. has a gross vehicle weight rating of 26,001 or more pounds; or
- c. is designed to transport 16 or more passengers, including the driver; or
- d. is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act

and that requires the motor vehicle to be placarded under the Hazardous Materials Regulations.

*Conviction* – A finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judge or judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

*Criminal Drug Statute* – A criminal statute relating to the manufacture, distribution, dispensation, use, or possession of any drug.

*Drug* – Any controlled substance, immediate precursor or metabolite thereof included in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812) or the North Carolina Controlled Substances Act, Chapter 90, Section 87(5) of the North Carolina General Statutes.

*Drug Test* – A test, including providing the necessary sample of body fluid by the employee to be tested, for the presence of any of the following drugs or drug metabolites in the urine or blood an employee or applicant for employment:

- a. Amphetamines
- b. Barbiturates
- c. Benzodiazepines
- d. Cannabinoids
- e. Cocaine
- f. Methaqualone
- g. Opiates
- h. Phencyclidine
- i. Propoxyphene
- j. Other drugs that may be determined to reduce work efficiency.

*Negative Results* – A test indicating that there are no drugs or drug metabolites in the urine at a level specified to be a positive test. In alcohol testing a negative result would be a breath alcohol concentration of less than 0.02.

*No Notice Testing* – Periodic surprise drug and or alcohol tests given to an employee over a period of two years following his or her return to work after a positive drug or alcohol screen. The City Nurse or Human Resources Management Director (HRMD) will determine the timing and frequency of this testing.

*On Call* – The period of time when an employee is subject to a call to report immediately to work for the City of Goldsboro.

*On Duty* – The period of time when an employee is at the workplace, performing job duties, on call, or during any other time frame for which he or she is entitled to receive pay from the City of Goldsboro.

*Outside Provider* – An agency selected by the City of Goldsboro to handle all drug and alcohol screening.

*Orientation Period* – A one (1) year term during which a newly hired regular employee is required to demonstrate the ability to perform the essential functions of his/ her position.

*Positive Results* – With respect to the results of a drug test, indicates a laboratory finding of the presence of a drug or a drug metabolite in the urine sample of an employee or applicant at the levels identified by the Substance Abuse and Mental Health Services Administration (SAMHSA), or for drugs not subject to SAMHSA guidelines, at levels identified by the City of Goldsboro. All positive tests will be confirmed using a different technology than was used for the first test, such as the gas chromatography/mass spectrometry (GC/MS) process. In alcohol testing a positive result would be a breath alcohol concentration of 0.04 or greater.

*Promote* – an employee who is selected for advancement to a higher position.

*Random Testing* – testing conducted on an employee assigned to a safety sensitive position. Such testing is chosen by a method that provides an equal probability that any employee from a group of employees will be selected.

*Reasonable Suspicion* – the occasion when a supervisor detects the signs and symptoms of probable drug and/or alcohol use and can substantiate specific contemporaneous, objective observations concerning appearance, behavior, speech, body odor or other physical indicators of probable drug or alcohol use. By way of example and not limitation, any one or a combination of the following may constitute reasonable suspicion:

- a. Slurred speech
- b. The odor of marijuana or alcohol about the person
- c. Inability to walk a straight line
- d. An accident resulting in damage to property or personal injury
- e. Physical altercation
- f. Verbal altercation
- g. Behavior that is so unusual that it warrants summoning a supervisor or anyone else in authority (i.e. confusion, disorientation, lack of coordination, marked personality changes, irrational behavior)
- h. Possession of drugs
- i. Verifiable information obtained from other employees based on their observations

- j. Arrests, citations and deferred prosecutions associated with drugs or alcohol
- k. A documented pattern of abnormal conduct or erratic behavior, including abnormal leave patterns

*Refuse to Submit* – the occurrence when an employee or applicant:

- a. Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing
- b. Fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing
- c. Refuses to sign the breath alcohol confirmation test certification
- d. Engages in conduct that clearly obstructs the testing process
- e. Fails to remain readily available for testing after an accident

*Revenue Service Vehicle* – Any vehicle available to the general public where there is an expectation of carrying passengers on such vehicle. These passengers either: directly pay fares, are subsidized by public policy, or provide payment through some contractual arrangement. Vehicles operated in fare free service are considered in revenue service.

*Safety Sensitive Positions* – A position will be designated safety sensitive only where the City of Goldsboro has a compelling need, on the basis of safety concerns, to ascertain on-the-job impairment on the part of the employees who hold the position. Such a compelling need may arise when the duties of the position create, or on or are accompanied by, such a great risk of injury to other persons or property of such magnitude that even a momentary lapse of attention, judgment, or dexterity could have disastrous consequences.

Examples of these positions include:

- a. Positions (full or part-time) requiring the use of weapons (or potential use of weapons) or the operation of vehicles, machinery, or equipment as a primary task (does not include routine office equipment).
- b. Positions requiring the handling of hazardous materials, the mishandling of which may place the employee, fellow employees, or the general public at risk of serious injury, or the nature of which would create a security risk in the workplace.
- c. Other positions as determined on a case-by-case basis.

The following includes activities defined as safety sensitive by the Federal Highway Administration or Federal Transit Administration portions of the DOT guidelines:

- a. Driving.
- b. Inspecting, servicing, or conditioning any commercial motor vehicle.
- c. Waiting to be dispatched at a carrier ship or plant, terminal, facility, or other public property.
- d. Performing all other functions in or upon any commercial motor vehicle except resting in a sleeper berth.
- e. Loading or unloading a vehicle, supervising or assisting in the loading or unloading of the vehicle, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded.
- f. Performing driver requirements relating to accidents.
- g. Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle
- h. Operating a revenue service vehicle, including when not in revenue service.
- i. Operating a non-revenue service vehicle when required to be operated by the holder of commercial driver's license.
- j. Controlling the natural movement of a revenue service vehicle.
- k. Maintaining a revenue service vehicle or equipment used in revenue service.
- l. Carrying a firearm for security reasons.

Determination as to which positions are safety sensitive will be based on the DOT guidelines or the recommendation of the Department Head and approval by the Human Resources Department.

*Supervisor* – Any employee who has the authority to direct the job activities of one or more other employees. With respect to a particular employee, the term means such employee's immediate supervisor and all persons having indirect supervisory authority over such employee.

*Workplace* – location or facility where an employee performs tasks related to the requirements of his or her job including, but not limited to, break rooms and restrooms, outdoor work sites, City of Goldsboro vehicles or personal vehicles (while personal vehicle is being used for City of Goldsboro business), computer work stations, conference rooms, hallways, offices, open/partitioned work areas, public contact/customer service areas, medical services areas and parking lots.







**APPENDIX A.**  
**Safety Sensitive Positions Subject to Random Drug Testing**

**Human Resources Department**

1. Safety Coordinator
2. Custodian II

**Inspections**

1. Building & Codes Inspector III
2. Plumbing Inspector
3. Minimum Housing Inspector

**Public Works**

1. Director of Public Works

**Garage**

1. Fleet Maintenance Supervisor
2. Fleet Mechanic IV
3. Fleet Mechanic III
4. Fleet Mechanic II
5. Fleet Mechanic I
6. Fleet Service Technician
7. Parts Room Attendant

**Building and Traffic**

1. Building & Traffic Maintenance Supervisor
2. Building & Traffic Maintenance Electrician
3. Radio/Signal Technician
4. Sign Technician
5. Building & Traffic Maintenance Worker
6. Laborer II

**Cemetery**

1. Cemetery Supervisor
2. Motor Equipment Operator
3. Laborer II

**Planning**

1. Environmental Codes Inspector

**Streets and Storms**

1. Storm Drainage Supervisor
2. Street Maintenance Supervisor
3. Motor Equipment Operator IV
4. Labor Supervisor I
5. Motor Equipment Operator III
6. Utility Maintenance Worker II

7. Mason
8. Laborer II
9. Motor Equipment Operator I
10. Motor Equipment Operator II
11. Utility Maintenance Worker I
12. Laborer I

**Sanitation**

1. Sanitation Field Supervisors
2. Motor Equipment Operator III
3. Motor Equipment Operator II
4. Laborer II

**Engineering**

1. City Engineer
2. Civil Engineer II
3. Engineering Technician II
4. Construction Inspector
5. Survey Chief
6. Engineering Technician I

**Fire**

1. Fire Chief
2. Fire Assistant Chief
3. Fire Captain
4. Fire Engineer
5. Fire Fighter
6. Fire Inspector

**Police**

1. Police Chief
2. Police Major
3. Police Captain
4. Police Investigative Sergeant
5. Police Sergeant / Crime Stoppers Coordinator
6. Police Sergeant / Internal Affairs
7. Police Sergeant
8. Police Training Coordinator
9. Police Investigator
10. Police Investigator-Juvenile
11. Crime Scene Specialist
12. Police Corporal
13. Police Officer/K-9
14. Police Officer
15. Police Resource Officer
16. Police Park Officer
17. Police Crime Analyst
18. Police Desk Officer
19. Police Equipment Maintenance Coordinator

20. Laborer II
21. Animal Control Officer

**Recreation and Parks Department**

1. Director of Parks and Recreation
2. Park Superintendent
3. Recreation Superintendent
4. Recreation Supervisor (Programs)
5. Recreation Supervisor (Special Populations)
6. Recreation Supervisor (Athletics)
7. Recreation Facility Maintenance Supervisor
8. Recreation Center Leader II
9. Special Populations Program Leader
10. Recreation Center Leader/Theater Manager
11. Recreation Center Leader I
12. Motor Equipment Operator II
13. Park Maintenance Technician
14. Laborer II
15. Laborer I
16. Custodian

**Golf Course Department**

1. Golf Course Superintendent
2. Assistant Golf Course Superintendent
3. Golf Operations Manager
4. Motor Equipment Operator II
5. Assistant Golf Operations Manager
6. Laborer I
7. Laborer II

**Water Reclamation Facility**

1. Utilities Director
2. Wastewater Plant Superintendent
3. Chemist/Assistant Superintendent
4. Pretreatment Program Coordinator
5. Wastewater Plant Operator III
6. Wastewater Plant Operator II
7. Utility Plant Mechanic
8. Laboratory Technician
9. Utility Plant Mechanic Assistant

**Water Plant Department**

1. Water Plant Superintendent
2. Chemist
3. Assistant Water Plant Superintendent
4. Water Plant Operator IV
5. Water Plant Operator III
7. Water Plant Operator II
8. Water Plant Operator I

9. Water Plant Technician

**Compost Department**

1. Compost Plant Superintendent

2. Compost Facility Operator

**Maintenance Department**

1. Utility Maintenance Supervisor

2. Materials Controller

3. Motor Equipment Operator III

4. Water Meter Service Technician

5. Water Meter Shop Technician I

6. Motor Equipment Operator II

7. Utility Maintenance Worker II

8. Water Meter Reader/SVCS Technician

9. Materials Control Worker

10. Motor Equipment Operator I

11. Water Meter Reader

12. Laborer II



## APPENDIX III

### CITY OF GOLDSBORO REASONABLE SUSPICION CHECKLIST

Send this form "Confidential" to the Human Resources Director

#### Section 1. Employee Information

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Date of Observation: \_\_\_\_\_ Department: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Supervisor consulted: \_\_\_\_\_

#### Section 2. Observations Check all that apply.

##### **REASONABLE SUSPICION**

Reasonable suspicion is the quantity of proof or evidence than can be articulated by the supervisor and is more than intuition or strong feeling. The checklist below is a guide to aid in documenting and articulating changes in an employee's behavior that result in the decision to require a reasonable suspicion drug test.

##### **Speech:**

Not understandable \_\_\_\_\_  
Mumbled \_\_\_\_\_  
Slurred \_\_\_\_\_  
Confused \_\_\_\_\_  
Stuttered \_\_\_\_\_  
Incoherent \_\_\_\_\_  
Inappropriate Speech \_\_\_\_\_  
Loud, boisterous \_\_\_\_\_

##### **Body Odors:**

\_\_\_\_\_ Strong alcohol/marijuana  
\_\_\_\_\_ Moderate alcohol/marijuana  
\_\_\_\_\_ Faint alcohol/marijuana

##### **Eyes:**

\_\_\_\_\_ Bloodshot  
\_\_\_\_\_ Glassy  
\_\_\_\_\_ Dilated Pupils

##### **Change in behavior:**

Hiccupping \_\_\_\_\_  
Belching \_\_\_\_\_  
Crying \_\_\_\_\_  
Laughing \_\_\_\_\_  
Nausea \_\_\_\_\_  
Stumbling, unsteady gait \_\_\_\_\_  
Drowsy, sleepy, lethargic \_\_\_\_\_  
Agitated, anxious, restless \_\_\_\_\_  
Irritable, moody \_\_\_\_\_  
Depressed, withdrawn \_\_\_\_\_  
Suspicious, paranoid \_\_\_\_\_  
Hyperactive, fidgety \_\_\_\_\_  
Frequent use of mints, mouthwash, breath sprays, eye drops \_\_\_\_\_

##### **Absence from Job:**

\_\_\_\_\_ Tardy  
\_\_\_\_\_ Excessive sick leave  
\_\_\_\_\_ Excessive breaks  
\_\_\_\_\_ Takes leave without adequate notice  
\_\_\_\_\_ Gives unlikely excuses for absences  
\_\_\_\_\_ Wanders around job site

Additional objective observations or comments (not based on intuition):

**Section 3**

The observations, as indicated above, were made of the employee identified in Section 1.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head or Designee

\_\_\_\_\_  
Date

**Section 4**

Test Determination:

- \_\_\_\_ Reasonable Suspicion Alcohol Breath Test
- \_\_\_\_ Reasonable Suspicion Drug Urine Test
- \_\_\_\_ No Test Required
- \_\_\_\_ Employee Refused Test

**Section 5**

Employee transported to collection site by: \_\_\_\_\_

Time Transported \_\_\_\_\_ am/pm

Collection Site \_\_\_\_\_