



City of Newcastle  
Safety & Health  
Policy Manual  
2023

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**Section 1: PURPOSE**

The purpose of this policy is to convey those general principles of safe working habits to the employees of the City of Newcastle that may not be specifically stated in policies because of their broad nature. It is also to satisfy the intent of the OSHA General Duty Clause (29 CFR 1910.5(a) 1, Public Law 91-596), and the State of Oklahoma OSH Act of 1970 general duty clause (O.S. 40-403 A).

**POLICY:**

The City of Newcastle is committed to furnishing to each of its employees a place of employment that is free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees, commensurate with the Occupational Health and Safety Act of 1970. The city encourages employee involvement in the structure and operation of the Safety Program. The employees are empowered to commit their insight, education, and energy to achieve the Safety Program’s goals and objectives without the fear of repercussions for their input.

Department Heads and Supervisors shall be responsible for ensuring that their employees work in conditions that comply with published standards and that their employees comply with the provisions of this policy.

**DEFINITIONS:**

Unsafe Condition – As defined in the texts contained in 29 CFR 1910 or 1926, and their interpretations as published in the Federal Record, other reliable sources or interpreted by the State of Oklahoma, PEOSH Division.

29 CFR 1910 – OSHA General Industry Standards, as amended and current

29 CFR 1926 – OSHA Construction Industry Standards, as amended and current

**PROCEDURE:**

1. Any employee who believes that they are working in unsafe conditions must immediately report the problem to their supervisor. If the unsafe condition/situation is not changed to a safe condition/situation within five (5) working days, then the employee is to report the condition/situation to the Safety Manager. The Safety Manager must investigate the allegation of an unsafe condition and make known the findings of his/her investigation to both the employee and the Supervisor.
2. The use of, or being under the influence of alcohol, illegal drugs, and some prescription drugs while on the job is prohibited. Employees who use prescription medicine that is not prescribed for them are illegally using those prescription medicines. Persons using prescription drugs under a medical doctor’s supervision or taking over-the-counter remedies that may impair their judgment or ability to operate machinery must inform their supervisor that they are taking that medication prior to operating equipment or engaging in work. This is emphatically the case when the medication container is marked ***Do not operate machinery*** or any other warning label that has a similar

meaning. Confidentiality about taking the medication must be maintained between the Supervisor and the employee. If the prescribed medication causes the employee to be drowsy or act in a manner that causes the employee to be unsafe, then the Supervisor is to immediately restrict the employee from undertaking any work activity that endangers him/ her or other employees.

3. No employee shall willfully remove, displace, damage, destroy or carry off any safety device or safeguard, furnished or provided for use in any employment or place of employment, or interfere in any way with the use thereof by any other person. (O.S. §40-404. Removal or damage of safeguards – Failure to obey safety orders.)
4. No employee or agent of employees shall interfere with the use of any method or process adopted for the protection of any employee in such employment or place of employment, or of any other person lawfully within such place of employment or fail to follow and obey orders necessary to protect the life, health, and safety of such employees and any other person lawfully within such place of employment. (§40-404. Removal or damage of safeguards – Failure to obey safety orders.) This is to include the failure to wear or use the appropriate, issued Personal Protective Equipment for the situation or failure to follow safety procedures such as Lockout–Tagout, Confined Space Entry, or any City of Newcastle Safety Policy.
5. Any and all injuries, exposures, work-related illnesses, and near-miss accidents are to be reported to the supervisor immediately using the employee injury report form.
6. Smoking and the use of Tobacco products are not allowed for use on city property, food/drink is allowed only in designated areas.
7. Equipment shall not be operated unless all guards and safety devices are in place and in proper operating condition.
8. Defective tools and equipment shall not be used and are to be taken out of service and reported to the Supervisor immediately.
9. Maintenance and adjustments to the equipment shall be made only when energy sources have been properly isolated. Only properly trained people shall perform work on equipment.
10. Aisles, walkways, stairways, and exits shall be kept free of debris, storage, or obstructions.
11. Good housekeeping shall be practiced at all times.
12. All Federal, State, and City safety and health rules must be reasonably followed. Nonetheless, these standards are not the terminal objective. The terminal objective of the Safety Program is to prevent illnesses and injuries, whether or not compliance is at issue.

13. The City shall permit only those employees qualified by training or experience to operate equipment or machinery. Therefore, training on equipment is required prior to unsupervised operation. (CFR 29 1926.21 (b) (4))

14. Horseplay, practical jokes, and the like are prohibited on the job site.

Violations of Safety rules are subject to the disciplinary policy located in the (personnel manual section 500) and will result in the appropriate disciplinary action taken to correct unsafe behaviors. Examples of these violations are but are not limited to failure or refusal to comply with safety procedures/ policies, deliberate misuse of City-owned equipment, repeatedly operating equipment, or motor vehicles in an unsafe manner, etc. (per O.S. 40-404, or CFR 1926.28 (a) as appropriate).

The Safety Manager shall be responsible for overseeing the general safety training for City of Newcastle employees. He/she will provide training materials to the Department Heads for their use or provide the training as determined appropriate.

## Employee's Report of Injury Form

**Instructions:** Employees shall use this form to report all work-related injuries, illnesses, or “near miss” incidents (which could have caused an injury or illness) – *no matter how minor*. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (Continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Supervisor:
Your signature:	Date:

## Supervisor's Accident Investigation Form

Name of Injured Person \_\_\_\_\_

Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Circle one) Male Female

What part of the body was injured? Describe in detail. \_\_\_\_\_

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

What was the nature of the injury? Describe in detail. \_\_\_\_\_

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

Describe fully how the incident happened. What was the employee doing prior to the incident? What equipment or tools were being used? \_\_\_\_\_

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

Names of all witnesses: \_\_\_\_\_

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

Date of incident \_\_\_\_\_ Time of incident \_\_\_\_\_

Exact location of incident: \_\_\_\_\_

What caused the incident? \_\_\_\_\_

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

Were safety regulations in place and used? If not, what was wrong? \_\_\_\_\_

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

Employee went to doctor/hospital? Yes/No Doctor's Name \_\_\_\_\_

Yes/No Hospital Name \_\_\_\_\_

Recommended preventive action to take in the future to prevent reoccurrence.

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



<b>Number of attachments:</b>	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials, and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

<b>Step 3: Why did the incident happen?</b>	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have there been similar incidents or near misses prior to this one?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Step 4: How can future incidents be prevented?**

**What changes do you suggest preventing this incident/near miss from happening again?**

- Stop this activity
- Guard the hazard
- Train the employee(s)
- Train the supervisor(s)
- Redesign task steps
- Redesign workstation
- Write a new policy/rule
- Enforce existing policy
- Routinely inspect for the hazard
- Personal Protective Equipment
- Other: \_\_\_\_\_

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:

**Step 5: Who completed and reviewed this form? (Please Print)**

Written by:

Title:

Department:

Date:

Names of investigation team members:

Reviewed by:

Title:

Date:

# Exposure Control Plan (ECP) for Bloodborne Pathogens

**Effective Date: 11/14/2023**  
**Reference: 29 CFR 1910.1030**  
**Last Revised: 11/14/2023**

## **Section 2: Purpose**

The City of Newcastle is committed to providing a safe and healthy work environment for our entire staff. In pursuit of this endeavor, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- \* Determination of employee exposure.
- \* Implementation of various methods of exposure control, including:
  - \* Universal precautions,
  - \* Engineering and work practice controls,
  - \* Personal protective equipment, and
  - \* Housekeeping
- \* Hepatitis B vaccination.
- \* Post-exposure evaluation and follow-up.
- \* Communication of hazards to employees and training.
- \* Recordkeeping; and
- \* Procedures for evaluating circumstances surrounding an exposure incident.

The methods of implementation of these elements of the standard are discussed in the subsequent pages of this ECP.

## **Administrative Duties**

The department head of each workplace is responsible for the implementation of the ECP. The Safety Manager will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

The City of Newcastle will maintain and provide all necessary personal protective equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard.

The Safety Manager will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes.

The City of Newcastle Human Resource Director will be responsible for ensuring that all medical actions required are performed and that appropriate employee health and OSHA records are maintained.

The Safety Manager will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH representatives.

## **Employee Exposure Determination**

The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

Police Department  
Dispatcher  
Fire Department  
Public Works Department  
Wastewater Treatment  
Motor Pool Garage Mechanics

The following is a list of job classifications in which some employees at our establishment have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

Firefighter: Responds to a variety of emergency medical services-related incidents that may/may not involve bloodborne pathogens.

Police Officer: Searching combative individuals who may/may not be potential carriers of a communicable disease or have contaminated items on their person.

Dispatcher: Potential contact with inmates within the holding facilities of the police department who may/may not be potential carriers of a communicable disease.

Public Works/Wastewater treatment: Daily contact with wastewater and byproducts.

Motor Pool Garage Mechanics: Potential contact while maintaining police vehicles and fire apparatus. May come in contact with disregarded needles, blood-stained and/or bodily fluid-stained materials.

Part-time, temporary, contract, and per diem employees are covered by the bloodborne pathogen's standard. The City shall provide the necessary PPE required for exposure protection and training to all volunteer, part-time, temporary, contract, and per diem workers. How the provisions of the standard will be met for these employees is described in this ECP, if applicable.

## **Methods of Implementation and Control**

### *Universal Precautions*

All employees will utilize universal precautions.

## **Exposure Control Plan**

Employees covered by the bloodborne pathogen's standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees have an opportunity to review this plan at any time during their work shifts by contacting their immediate supervisor. If requested, the city will provide an employee with a copy of the ECP free of charge and within 15 days of the request.

The Safety Manager is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

The review and update of such plans must also:

- Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
- Document annually consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure. The Safety Manager documents all devices considered.

## **Engineering and Work Practice Controls**

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

BSI precautions, hand cleansing stations at all facilities, and annual refresher training.

Sharps disposal containers are inspected and maintained or replaced by the Fire Department every month or whenever necessary to prevent overfilling.

This facility identifies the need for changes in engineering control and work practices through safety committee activities and reviews, changes in EMS protocols, and training.

We evaluate the need for new procedures or new products by; Evaluating accident and incident reports, literature reviewed, supplier info, and products considered.

The following staff are involved in this process: Department Heads and front-line workers.

The Safety Manager will ensure the effective implementation of these recommendations.

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

PPE is provided to our employees at no cost to them. Training is provided by the department head in the use of the appropriate PPE for the tasks or procedures employees will perform.

The types of PPE available to employees are as follows: gloves, eye protection, gowns, face shields, Ty-vek suits where needed, shoe coverings, and mask.

PPE is located at each work site where required and may be obtained through the appropriate department head. Department heads are responsible for ensuring each employee is provided PPE necessary for the task they are performing. Department heads shall require each employee to sign a check-off sheet indicating the PPE has been issued.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in containers clearly marked as “Bio-Hazard”.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.

The procedure for handling used PPE is as follows:

Decontamination of PPE, face shields, medical equipment, etc. shall be performed in a designated area using a bleach solution of 1:10 to 1:100 or an approved germicide.

## **Housekeeping**

Regulated waste is placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled, or color-coded (see Labels section), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers is: Sharps containers that have become full can be handed off to McClain/Grady EMS for disposal.

The procedure for handling other regulated waste is: Shall be handled in the same manner as regulated waste.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leakproof on sides and bottoms, and labeled or color-coded appropriately. Sharps disposal containers are available at each work site where required. Sharps containers shall be carried on fire department apparatus that respond to emergency medical incidents.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is picked up using mechanical means, such as a brush and dustpan.

## **Laundry**

The following contaminated articles will be laundered by this company:

Laundering will be performed by the department head's designee, immediately after contamination, and at an approved facility. Laundering of contaminated articles shall **never** be performed at an employee's residence. Articles heavily contaminated shall be disposed of using a red biohazard bag. The article shall be replaced by the city at no charge to the employee.

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation.
- Place wet contaminated laundry in leak-proof, labeled, or color-coded containers before transport. Use bags marked with the biohazard symbol for this purpose.
- Wear the following PPE when handling and/or sorting contaminated laundry:  
Minimum of gloves and eye protection.

## **Labels**

The following labeling method(s) is used in this facility:

**Type, size, color, contaminated laundry, etc. using only a red bag with biohazard labeling.**

Each department head of the applicable workplace site is responsible for ensuring that warning labels are affixed, or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify their immediate supervisor if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

## **Hepatitis B Vaccination**

The Newcastle Fire Department will provide training to employees on hepatitis B vaccinations, addressing the safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after training and within 10 days of initial assignment to employees identified in the exposure determination section of this plan. Vaccination is encouraged unless:

1. Documentation exists that the employee has previously received the series,
2. Antibody testing reveals that the employee is immune, or
3. Medical evaluation shows that vaccination is contraindicated.

However, if an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at City Hall.

Vaccination will be provided by the Cleveland County Health Department in Norman, Ok.

Following hepatitis B vaccinations, the health care professional's Written Opinion will be limited to whether the employee requires the hepatitis vaccine, and whether the vaccine was administered.

## **Post-exposure Evaluation and Follow-Up**

Should an exposure incident occur, contact your immediate Supervisor, complete an incident/accident report, and keep a copy for your personal records.

An immediately available confidential medical evaluation and follow-up will be conducted by Norman Regional Occupational Medicine. Following the initial first aid (clean the wound, flush eyes, or other mucous membranes, etc.), the following activities will be performed:

- § Document the routes of exposure and how the exposure occurred.
- § Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- § Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- § If the source individual is already known to be HIV, HCV, and/or HBV positive, new testing need not be performed.
- § Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations

concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).

- § After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident, and test blood for HBV and HIV serological status.
- § If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

### **Administration of Post-Exposure Evaluation and Follow-up**

The Human Resource Director shall ensure that health care professional(s) responsible for employee hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The Human Resource Director shall ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- § A description of the employee's job duties relevant to the exposure incident
- § route(s) of exposure
- § circumstances of exposure
- § if possible, the results of the source individual's blood test
- § relevant employee medical records, including vaccination status

The Human Resource Director shall provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days after the completion of the evaluation.

### **Procedures for Evaluating the Circumstances Surrounding an Exposure Incident**

The Safety Manager and the department head of the workplace site will review the circumstances of all exposure incidents to determine:

- § engineering controls in use at the time
- § work practices followed
- § a description of the device being used (including type and brand)
- § protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- § location of the incident (O.R., E.R., patient room, etc.)
- § procedure being performed when the incident occurred
- § employee's training

Department Heads will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If it is determined that revisions need to be made, the city's Safety Manager will ensure that appropriate changes are made to this ECP. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

## **Employee Training**

All employees who have occupational exposure to bloodborne pathogens will receive initial and annual training conducted by the Newcastle Fire Department or OMAG.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- § a copy and explanation of the OSHA bloodborne pathogen standard
- § an explanation of our ECP and how to obtain a copy
- § an explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- § an explanation of the use and limitations of engineering controls, work practices, and PPE
- § an explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- § an explanation of the basis for PPE selection
- § information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- § information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- § an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- § information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- § an explanation of the signs and labels and/or color coding required by the standard and used at this facility
- § an opportunity for interactive questions and answers with the person conducting the training session.

Training materials for this facility are available at the Safety Managers office and at the Newcastle Fire Department.

## **Recordkeeping**

### *Training Records*

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at the Safety Managers' office and Human Resource Director.

The training records include:

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

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to the Safety Manager or Human Resource Director.

## **Medical Records**

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

The Human Resource Director is responsible for the maintenance of the required medical records. These confidential records are kept in the office of the Human Resource Director for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Human Resource Director.

## **OSHA Recordkeeping**

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by the Human Resource Director.

## **Sharps Injury Log**

The Safety Manager and Human Resource Director establish and maintain a sharps injury log to record percutaneous injuries from contaminated sharps. The information in the sharp's injury log is recorded and maintained: by the Safety Manager and Human Resource Director. This protects the confidentiality of the injured employee. The sharps injury log contains:

- § date of the injury
- § type and brand of the device involved (syringe, suture needle)
- § department or work area where the incident occurred
- § explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have some personal identifiers removed from the report.

## **Hepatitis B Vaccine Declination (Mandatory)**

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

**Signed** (employee signature) \_\_\_\_\_ **Date:** \_\_\_\_\_

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

## Sharps Injury Log Form

Year 20\_\_\_\_

Date	Time of Injury	Type of Device (needle, syringe, lancet, etc.)	Body Part Injured	Brief description of how the incident occurred [i.e. procedure being done, action being performed (disposal, searching individual, etc.),

### How to use this form:

Following a percutaneous injury from a **contaminated** sharp, the employee or employee's supervisor must record the necessary information in the table above. OSHA's Bloodborne Pathogens Standard 29 CFR 1910.1030(h)(5) requires that The City of Newcastle as an employer to establish and maintain a sharps injury log by recording all percutaneous injuries occurring from contaminated sharps. This log must be kept in addition to the injury and illness log required by 29 CFR 1904. The sharps injury log should include all sharps injuries occurring in a calendar year and must be kept for five years following the end of the year to which it relates. The log must be kept in a manner that preserves the confidentiality of the affected individual.

# Permit-Required Confined Space Entry Policy

Effective Date: 11/14/2023

Reference: 29 CFR 1910.135 and 1926.100

Last Revised: 11/14/2023

## Section 3: PURPOSE

This policy aims to ensure that all employees entering a confined space adhere to the OSHA Permit Required Confined Space procedure (29 CR 1910.146) and use required confined space entry equipment. It is also to ensure that the employees are properly trained to conduct themselves safely in permit-required confined spaces.

The Safety Manager has overall responsibility for coordinating safety and health programs in the City of Newcastle. The Public Works Director is the person having overall responsibility for the Permit-Required Confined Space Program. The Public Works Director and Safety Manager will review and update the program, as necessary.

Copies of the written program may be obtained from the Safety Manager.

Under this program, the City of Newcastle provides training for our employees according to their responsibilities in the permit space. These employees receive instructions for safe entry into our specific type of confined spaces, including testing and monitoring, appropriate personal protective equipment, rescue procedures, and attendant responsibilities.

This program is designed to ensure that safe work practices are utilized during all activities regarding the permit space to prevent personal injuries and illnesses that could occur.

If, after reading this program, you find that improvements can be made, please contact the Safety Manager or the Public Works Director. We encourage all suggestions because we are committed to creating a safe workplace for all our employees and a safe and effective permit-required confined space entry program is an important component of our overall safety plan. We strive for clear understanding, safe work practices, and involvement in the program from every level of the company.

## POLICY:

It is the policy of the City of Newcastle that any employee entering a confined space will do so per the procedures outlined in this document. All practices in confined space entry will meet or exceed applicable federal, state, and local safety regulations.

All persons planning on entering a confined space must obtain a Confined Space Entry Permit from the **Public Works Director, or their designee**. The Entry Supervisor is responsible for atmospheric testing in confined spaces; record-keeping and completing Confined Space Entry Permits.

**DEFINITIONS:**

A confined space: is defined by the concurrent existence of all of the following conditions:

- (1) Large enough and so configured that an employee can bodily enter and perform assigned work.
- (2) Has limited or restricted means for entry or exit.
- (3) Is not designed for continuous employee occupancy.

Such as manholes, boilers, tanks, vats, sewer pipelines, and vaults without existing general ventilation. Note: Trench excavations are typically not confined spaces.

A Permit Required Confined Space: is a confined space that has one or more of these additional characteristics:

- (1) Contains or has the potential to contain a hazardous atmosphere.
- (2) Contains a material that has the potential for engulfing an entrant.
- (3) Ready removal of a suddenly disabled employee is difficult due to the location and/or size of access openings.
- (4) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section; or
- (5) Contains any other recognized serious safety or health hazard.

**DEFINITIONS: (cont.)**

An **ENCLOSED SPACE**: is a space that does not meet the definition of a confined space but may require precautionary measures upon entering. Examples of enclosed spaces are crawl spaces, attics, and service tunnels with existing general ventilation.

**NON-PERMIT CONFINED SPACE**: is a confined space that probably does not contain or, has the potential to contain any hazard capable of causing death or serious physical harm. In particular, atmospheric hazards physical hazards, or engulfment hazards. Examples of non-permit confined spaces are equipment closets, crawl spaces under houses, machinery cabinets, ventilated tunnels, and drop ceilings.

**DANGEROUS AIR CONTAMINATION**: is an atmosphere capable of causing death, injury, acute illness, or disablement due to the presence of flammable, explosive, toxic, or incapacitating substances.

**OXYGEN DEFICIENT/ OXYGEN ENRICHED ATMOSPHERE**: is an atmosphere containing less than 19.5% or greater than 23.5% oxygen by volume.

A **LOWER EXPLOSIVE LIMIT (LEL)**: is the lowest concentration of a substance in the air that will produce a flash of fire when an ignition source (heat, arc, or flame) is present. At concentrations lower than the LEL, the mixture is too “lean” to burn.

**UPPER EXPLOSIVE LIMIT (UEL)**: is the highest concentration of a substance in the air that will produce a flash of fire when an ignition source (heat, arc, or flame) is present. At concentrations higher than the UEL, the mixture is too “rich” to burn.

A **CONFINED SPACE ENTRY PERMIT**: is a permit that must be completely filled out by the persons entering the space, and their attendants and approved by the Supervisor that allows them to enter the space. No permit shall be valid for more than 24 hours after the time of issue by the Supervisor.

**PROCEDURE:**

Responsibilities of participants in the Confined Space Entry:

Department Supervisors

- q Ensure that employees under their direct supervision understand and adhere to adopted procedures during confined space entry operations.
- q Assure that necessary education and training will take place prior to the employee being assigned to work in a confined space.
- q Maintain copies of all Confined Space Entry Permits, including all air testing results.
- q Provide necessary operations equipment and resources including confined space attendants.
- q Identify locations and potential hazards of each confined space that may require entry by employees.

## The members of the Entry Team:

### Entry Supervisors

- q Determine if acceptable entry conditions are present at a permit space where entry is planned.
- q Oversee entry operations for the duration of assigned work and terminate entry when conditions are determined to be unsafe.
- q Complete Confined Space Entry Permits.
- q Must be able to call/alert rescue personnel at all times that the Entrant is in a confined space.

### Entrants

- q Because of the number of potential hazards that may exist or develop in the work environment, confined space entrants are required to use extreme caution at all times. Disregarding established safety practices will be brought to the attention of appropriate Supervisors.
- q Confined space entrants are responsible for reading and complying with procedures and guidelines provided by their Supervisors and the Safety Manager.
- q Entrants must understand this policy and that they are competent in confined space entry.

### Attendants

- q Assist entry Supervisor and entrants as directed by the entry Supervisor.
- q Perform air monitoring as required, preferably continuously, logging results every 30 minutes.
- q Maintain communications with the entrant at all times and maintain clear communications with the Entry Supervisor at all times.
- q Hand / lower tools to Entrant, relay messages, and recognize hazards or changes in the workspace.

### Minimum number of employees

A minimum of three employees will be immediately available during all confined space entries. A minimum of two trained employees will be within line sight and verbal communication distance of one another outside of the confined space. A typical confined space team consists of an Entry Supervisor, an Attendant, and Entrant(s).

### Ventilation

- q Adequate ventilation will be provided to protect employees from dangerous working conditions resulting from accumulations of hazardous concentrations of flammable vapors, toxic gases, or an oxygen-deficient or enriched environment in all buildings, pits, rooms, vaults, or other enclosed areas.
- q If sufficient general ventilation exists to ensure the removal of all atmospheric hazards, as identified through air monitoring, then the space may be treated as a Non-Permit Required Space and only those requirements shall apply.
- q Note that positive pressure ventilation applied to a single entry/exit point may cause potentially contaminated air to come out of the space. Precautions should be taken to prevent workers from being exposed (e.g. run airlines away from the area or clear workers from the entry point).

## **PRE-ENTRY PROCEDURES**

- q It is recommended, but not required that lines, (except public utility gas distribution systems), which may convey flammable, injurious, or incapacitating substances into the space shall be disconnected, blinded, or blocked off by other positive means. This is done to prevent the development of dangerous air contamination and/or oxygen deficiency within the space by leaking lines. The method used shall prevent inadvertent reconnection or disabling of the line. This does not require blocking all laterals to sewers or storm drains.
- q Where experience or knowledge of industrial use indicates materials resulting in dangerous air contamination may be dumped into an occupied sewer, all such laterals shall be blocked.
- q Confined spaces shall be emptied, flushed, or otherwise purged of flammable, injurious, or incapacitating substances, removing the hazard to the minimum concentration feasible.
- q Spaces shall be ventilated for at least 15 minutes prior to entry using the most effective method (e.g. blowing air into or drawing air from the space).
- q Where interconnected spaces are blinded off as a unit, each space shall be tested and the results recorded, and the most hazardous condition so found shall govern procedures to be followed.
- q A confined space entry permit will be completed, signed, and dated by the **Public Works Director, or their designee** of the crew conducting the entry. The original entry permit shall be kept on file by the department using the permit. The copy is to be kept on file by the **Public Works Director and the Safety Manager**.
- q An attendant shall be continually present while workers are inside an enclosed or confined space. The attendant may operate the air monitoring equipment.
- q All exits and entries shall be readily accessible.
- q When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or another temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.

### Pre-entry testing procedures

- q The air shall be tested with an appropriate device or method to determine whether dangerous air contamination and/or oxygen deficiency exists and a written record of such testing results shall be made and kept at the work site for the duration of the work. Affected employees and/or their representative shall be afforded an opportunity to review and record the testing results.
- q Testing should be performed without disturbing the space, if possible.
- q After long breaks (30 minutes or more) such as lunch, complete testing for permit-required confined spaces shall be performed again to determine if any atmospheric changes have taken place inside the confined space.
- q Employees shall refrain from leaning over the area to be tested; instead, the air-testing device should be placed over or into the opening of the area.
- q Testing of the oxygen content and for flammability (LEL) shall be conducted on a continuous basis and documented to ensure that the confined space atmosphere's hazards are abated.

### Special Precautions prior to entry

- q Work involving the use of flame, arc, spark, or other sources of ignition is prohibited within a confined space (or any adjacent space having common walls, floor, or ceiling with the confined space), which contains, or is likely to develop, dangerous air contamination due to flammable and/or explosive substances.
- q Whenever gases such as nitrogen are used to provide an inert atmosphere for preventing the ignition of flammable gases or vapors, no flame, arc, spark, or other sources of ignition shall be permitted unless the oxygen concentration is maintained at less than 20 percent of the concentration that will support combustion.
- q If the existence of dangerous air contamination and/or an oxygen deficiency (O<sub>2</sub> at less than 20%) is determined by the tests performed, existing ventilation shall be supplemented by the appropriate means.
- q Whenever oxygen-consuming equipment is used, arrangements will be made to ensure sufficient venting for all combustion air and exhaust gases.
- q Automatic fire suppression systems employing toxic or oxygen-displacing gases or total foam flooding shall be deactivated. If it is not feasible to deactivate these systems, then the use of respiratory protective equipment shall be used during entry into and work within such spaces (SCBA or Supplied Air Respirator with Egress bottle only)
- q Only approved lighting and electrical equipment, in accordance with the NFPA Explosion-Proof standard, shall be used in confined spaces where dangerous air contamination due to flammable and/or explosive substances exists.
- q Where live electrical work will be performed, the tripod unit will be properly grounded (e.g. welding cable and clamp).

## **OPERATING PROCEDURES**

### Non-Permit Required Confined Space

- q A two-way radio, cell phone, or other communications device of equal reliability may be used in lieu of the attendant in this case. Plant Operators may enter the space as a course of their duties if no hazardous gasses or conditions exist within the space, the “two–man rule” is not followed.
- q Employees working in non-permit confined spaces shall wear appropriate personal protective equipment appropriate for the hazards expected in the space.
- q Air testing shall be conducted periodically to monitor the pre-existing atmospheric environment and to detect any atmospheric changes that might occur. If the space is constantly monitored through a fixed monitoring system, then the monitoring system is sufficient protection, except for Oxygen Percentage levels. These levels must be monitored on entry and while the entrants are in the space.
- q If air sampling/monitoring instruments indicate a developing adverse atmospheric change (e.g. steadily rising hydrogen sulfide or carbon monoxide levels, or steadily increasing or decreasing oxygen concentration), the entrant will immediately exit the confined space and reassess the area for its new hazard.

### Permit required confined space

- q Permit required means precisely that anyone entering a confined space must have a permit, approved by their Supervisor or their designee, prior to any body part moving across or through the entry opening (breaking the plane) for any amount of time. This is understood to mean that an employee may not stick their head in to look, or arm in to check any confined space, even for a nanosecond. If the access is opened,

the employee must have the permit and team on hand and operation at the time of the opening.

- q An approved safety belt with an attached line shall be used. The free end of the line will be secured outside the entry opening. The line shall be a minimum 2000-pound test strength and 1/2 inch in diameter.

The only exception to this is when an Entry Supervisor determines that a safety belt and line would further endanger the life of the employee. Under these circumstances, the harness should remain attached to the employee to facilitate rescue in the event of an emergency.

- q After the initial air monitoring readings are taken and after ventilating the confined space, continuous air monitoring will be performed. Data will be entered on the confined space entry permit every 15 minutes by the entry Supervisor.
- q Top Openings – When entry must be made through a top opening, the following requirements also apply:
- q A safety belt shall be of the harness type that suspends the employee in an upright position and will be worn by any person entering the space.
- q A hoisting device (tripod) or other effective means shall be provided for lifting employees out of the space.

#### After-hours and Priority entries

- q Under no circumstances is an employee to enter a permit-required confined space at the City of Newcastle without following the procedures outlined in this section.
- q In the event that a permit-required confined space must be entered after regular working hours, an attempt will be made to contact the **Public Works Director or their designee**, for the area entered. If a Supervisor is not available, confined space entry may proceed if at least three trained and with demonstrated competence confined space personnel are present and all of the procedures outlined in this document are followed.

#### Emergency and Rescue procedures

- q Should an employee become disabled while in a confined or enclosed space, the attendant shall immediately call the emergency number (911) to summon emergency personnel. It is important to communicate to the dispatchers that a **“confined space rescue”** is necessary.
- q If rescue can be made without re-entering the space, then the on-site entry team may rescue the injured person. **If rescue requires re-entering the space, then the Newcastle Fire Department must conduct the rescue.** The only exception to this is when the Newcastle Fire Department or the Supervisor specifically allows re-entry for that particular rescue, and the persons re-entering the confined space are aware of the cause of the injury and are protected against the hazard.

## **Training Program**

Every employee at the City of Newcastle who faces the risk of confined space entry is provided with training so that each designated employee acquires the understanding, knowledge, and skills necessary for the safe performance of the duties assigned to them. **Oklahoma Municipal Assurance Group (OMAG)** conducts our permit-required confined space training. All training-related materials, documents, and signed certificates are kept in the Safety Manager's Office.

Upon successful completion of the (OMAG) permit-required confined space training program, each participant receives a certificate which they sign verifying that they understand the material presented and that they will follow all company policies and procedures regarding permit space entry.



7. Rescue procedures: \_\_\_\_\_

8. Entry, standby, and back up persons:	Yes	No
Successfully completed required training?	( )	( )
Is it current?	( )	( )

9. Equipment:	N/A	Yes	
No			
Direct reading gas monitor tested	( )	( )	( )
Safety harnesses and lifelines for entry and standby persons	( )	( )	( )
Hoisting equipment	( )	( )	( )
Powered communications	( )	( )	( )
SCBA's for entry and standby persons	( )	( )	( )
Protective Clothing	( )	( )	( )
All electric equipment listed Class I, Division I, Group D and Non-sparking tools	( )	( )	( )

10. Periodic atmospheric tests:

Oxygen	___%	Time	___	Oxygen	___%	Time	___
Oxygen	___%	Time	___	Oxygen	___%	Time	___
Explosive	___%	Time	___	Explosive	___%	Time	___
Explosive	___%	Time	___	Explosive	___%	Time	___
Toxic	___%	Time	___	Toxic	___%	Time	___
Toxic	___%	Time	___	Toxic	___%	Time	___

We have reviewed the work authorized by this permit and the information contained herein. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any squares are marked in the "No" column. This permit is not valid unless all appropriate items are completed.

Permit Prepared By: (Printed Name) \_\_\_\_\_

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

Approved By: (Public Works Director or their designee)

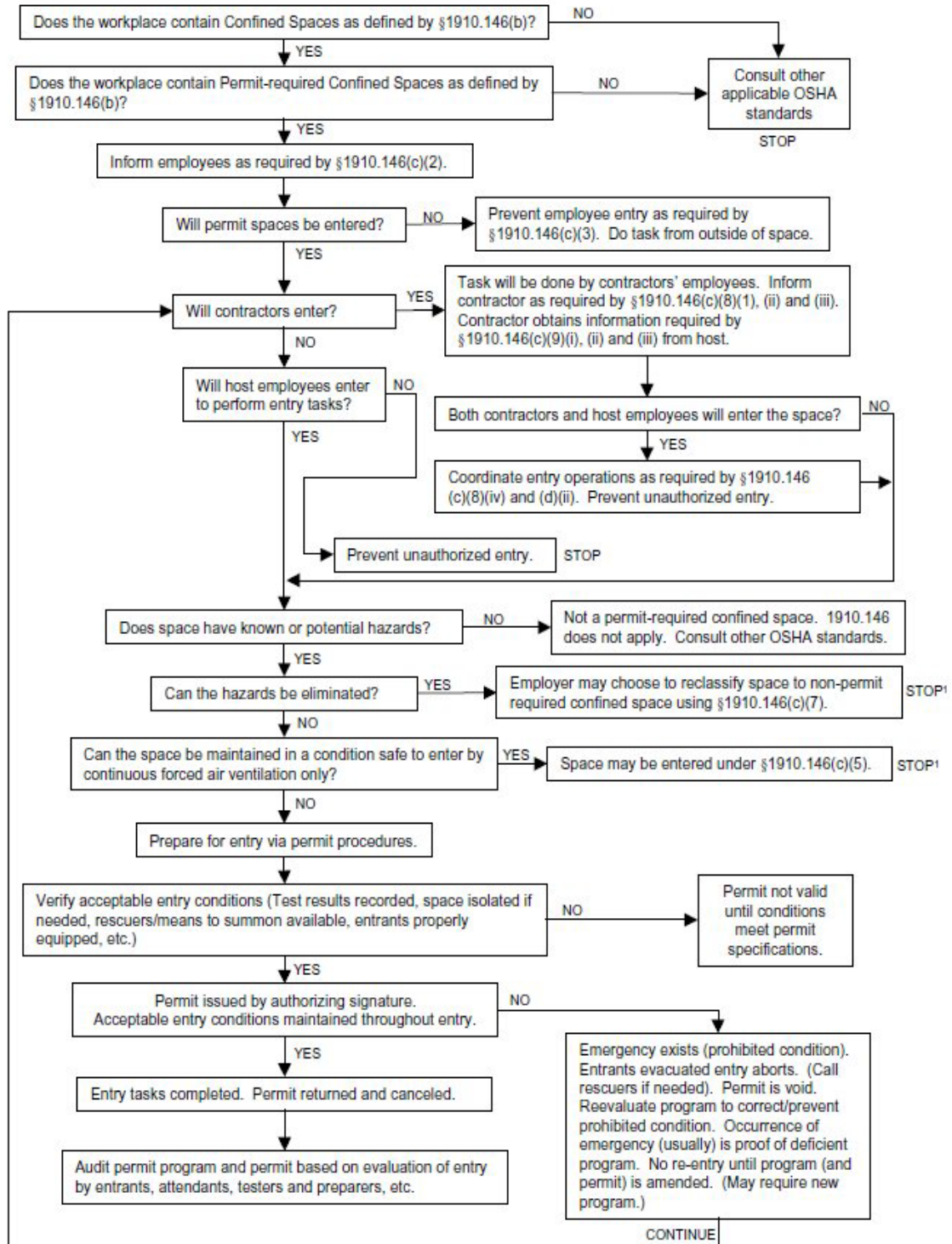
(Printed Name) \_\_\_\_\_

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

**This permit is to be kept at the job site. Return job site copies to Public Works Director and Safety Manager following job completion.**

## Appendix A: 29 CFR 1910.146, Permit-required confined spaces standard

### Appendix A, Permit-required Confined Space Decision Flow Chart



<sup>1</sup>Spaces may have to be evacuated and re-evaluated if hazards arise during entry

# Excavations/Trenching and Shoring Policy

Effective Date: 11/14/2023

Reference: 29 CFR 1910.135 and 1926.100

Last Revised: 11/14/2023

## Section 5: Purpose

It is the purpose of this policy and of the City of Newcastle to prevent injury or death to employees caused by earth removal such as excavating excavations, or improper shielding and shoring procedures. This policy applies to all open excavations made on the earth's surface.

## POLICY:

Hard hats, eye protection, and leather work boots will be worn while working around any City of Newcastle excavation. They will also be worn on any site where excavation machinery is operated.

Employees exposed to vehicular traffic are required to wear reflective vests or other suitable garments marked with or made of reflecting or high-visibility materials.

A competent person will be placed in charge of each excavation **greater than four feet deep**. The competent person will be present whenever workers are in an excavation.

Per OSHA 1926.651 (b) and the Oklahoma Underground Facilities Damage Prevention Act, Underground utilities must be located and marked before excavations begin. For utility locate requests notify Call OKIE at Dial 811, or (800) 522-OKIE (6543) or (800) 377-1339 for FAX Routine requests require 48 hours notice (excluding weekends and holidays) prior to excavating, requests prior to excavating emergency (damage to life health or property) repairs must be called in, but excavation can begin immediately. Great caution should be taken to methodically reveal the location of underground utilities during excavation so as to avoid damaging them or adding to the excavation hazard by introducing a gas leak or live current into the excavated area. Failure to comply with the utility location procedure or to willfully damage an underground utility due to neglect or recklessness may result in disciplinary action.

In excavations **less than four feet deep**, employees are not allowed in the excavation while heavy equipment is actively digging within 10 feet of the person. When an underground utility spotter or a person is sent into the excavation to hand dig, the excavation machinery operator must quit operating the equipment. The excavation equipment operator may use the excavation equipment boom to place pipe or appurtenances with a person in the trench and at the location of the joint or appurtenance.

In excavations **greater than four feet deep**, employees are not allowed in the excavation without the protection of shields/ shoring, proper benching, or a surface opening wide enough that should one of the walls collapse the persons in the excavation would not be endangered. When an underground utility spotter or a person is sent into the excavation to manually expose underground utilities or other buried facilities, the excavation machinery

operator must quit operating the equipment. The utility spotter must always have the protection of shielding/ shoring while hand digging in excavations over four feet deep. The excavation equipment operator may use the excavation equipment boom to place pipe or appurtenances with a person in the trench as long as the person is within the shield/shoring.

For excavations greater than 4 feet in depth, the trench inspection checklist will be filled out, (**Appendix A of this policy**) and the guidance in 29 CFR 1926, subpart P, will be followed.

If the excavation is greater than 20 feet in depth or if there is any deviation from the 29 CFR 1926, subpart P, an engineering design must be completed and signed by a registered professional engineer.

#### **DEFINITIONS:**

**Aluminum Hydraulic Shoring.** An engineering shoring system comprised of aluminum hydraulic cylinders (cross braces), used in conjunction with vertical rails (uprights) or horizontal rails (guardrail). Such a system is designed specifically to support the sidewalls of an excavation and to prevent cave-ins.

**Benching.** 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.

**Cave-in.** Separation of mass of soil or rock materials from the side of an excavation, or the loss of soil from under a trench shield or support system, and its sudden movement into the excavation, either by falling or sliding in sufficient quantity so that it could entrap, bury, or otherwise injure and immobilize a person.

**Competent Person.** One 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 the authorization to take prompt corrective measures to eliminate them. All competent persons will have and be able to demonstrate the following:

- q Training, experience, and knowledge of soil analysis, use of protective systems, and the requirements outlined in 29 CFR 1926, subpart P.
- q Ability to detect conditions that could result in cave-ins, failures in protective systems, hazardous atmospheres, and other hazards, including those associated with confined spaces, lockout/tagout, etc.

**Excavation.** Any man-made cut, cavity, trench, or depression in an earth's surface formed by earth removal.

## **DEFINITIONS** (continued):

**Shield (Shield System or Trench Box).** A structure that is able to withstand the forces imposed on it by a cave-in and thereby protects the employees with the structure. Shields can be a permanent structure or can be designed to be portable and moved along as work progresses. Also known as a trench box or trench shield.

**Shoring (Shoring System).** A structure such as a metal hydraulic, mechanical, or timber shoring system that supports the sides of an excavation and is designed to prevent cave-ins.

**Sloping (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. The angle of incline varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

### **Soil Types:**

- q **Type A:** Most stable. Rock, clay, silty clay, (resists penetration). No soil is Type A if it is fissured, is subject to vibration of any type, has been previously disturbed, or has seeping water. Do not consider any soil in Newcastle a Type A soil.
- q **Type B.** Medium stability. Silt, sandy loam, medium clay, and unstable dry rock; previously disturbed soils unless otherwise classified as Type C; soils that meet the requirements of Type A soil but are fissured or subject to vibration.
- q **Type C.** Least stable. Gravel, loamy sand, soft clay, submerged soil or dense, heavy unstable rock, and soil from which water is freely seeping.

**Trench (Trench Excavation).** A narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet. If forms or other structures are installed or constructed in an excavation 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.

**Wales.** Horizontal members of a shoring system are placed parallel to the excavation face whose sides bear against the vertical members of the shoring system or earth.

## **PROCEDURE:**

Supervisors will ensure that only trained, competent individuals are assigned the duties of a competent person at excavation operations, and they shall enforce excavation policies and procedures along with the competent person.

The competent person will enforce all City of Newcastle excavation and equipment operation policies and procedures as stated and ensure compliance with 29 CFR 1926, subpart P. This will include the following inspections:

- q Prior to starting work daily, and every eight hours of operations thereafter until the crew ceases labor for the day.
- q As dictated by work being done in the trench, (i.e. after a pipe is opened and water is released into the trench, after a cave-in or a large amount of the side sloughs off into the trench).
- q After each rainstorm or other event that could increase hazards, such as a windstorm, earthquake, dramatic change in weather, etc.
- q When bulging at the bottom, fissures, tension cracks, sloughing, undercutting, water seepage or similar conditions occur.
- q When there is a change in the location or placement of the spoil pile that places more weight on the trench wall.
- q When there is any indication of change or movement in adjacent structures.
- q The competent person in charge of the excavation will be responsible for determining whether the soil is Type B or C. Where soils are configured in layers, the soils will be classified on the basis of the weakest layer. Each layer may be classified individually if a more stable layer lies below a less stable layer, i.e. Type C soil resting on top of stable rock. Soil type can change during excavation, i.e., adding water to Type B will change soil classification to Type C.
- q The competent person will conduct a visual test with one or more manual tests of the soil prior to and during excavation. In addition, the competent person will perform a visual test to evaluate conditions around the entire site, including soil adjacent to the excavation, and any signs of vibration in the area, such as heavy vehicular traffic, Vibratory Roller use, etc.
- q The competent person will have a complete and current copy of 29 CFR 1926, subpart P, and this policy at the job site, while work is in progress.

#### **OPERATING PROCEDURES:**

- q Soil tests will be performed by the competent person in charge of the excavation using a visual test, coupled with one or more manual tests. The manual test methods are outlined in the **Manual Soil Test Methods Section** included in this policy.
- q The visual test method requires the competent person to perform a physical observation of the entire excavation site, including the soil adjacent to the site, and the soil being excavated. A visual check will also be performed for any evidence of vibration in the vicinity. The competent person will:
  - o Identify existing utilities.
  - o Observe the open side of the excavation for indicators of layered geologic structuring.
  - o Check for crack-line openings along the failure zone that would indicate tension cracks.
  - o Check areas adjacent to the excavation for signs of foundations or other intrusions into the failure zone.
  - o Look for signs of bulging, or sloughing, as well as for signs of surface water seeping from the sides of the excavation or from the water table.

- Check for surcharging load limit (caused by the weight of the spoil pile near the edge of the excavation) and the spoil pile distance from the edge of the excavation.

Spoils (excavated material) will be placed no closer than 3 feet from the surface edge of the excavation, measured from the nearest base of the spoil to the cut. Further distance may be required, depending on the type of material, to ensure that the temporary spoils do not fall onto the employees in the excavation. They will be placed so that they cannot accidentally run, slide or fall back into the excavation.

Rainwater or other run-off water will be directed away from the excavation.

Surface crossing of trenches will not be made unless absolutely necessary. If necessary, they are permitted under the following conditions:

Vehicle crossings must be designed by and installed under the supervision of a registered professional engineer.

Walkways or bridges across excavations must:

- Have a minimum clear width of 20 inches.
- Be fitted with standard guardrails with top and mid-rails and toe boards per 29 CFR 1926.501 even if the distance to the lower level is less than six-feet.
- Extend a minimum of 24 inches beyond the surface edge of the trench.

Ingress/ egress.

- Trenches 4 feet or more in-depth will be provided with a fixed means of ingress and egress.
- Spacing between ladders (or other means of egress) must be in such a manner that a worker does not have to travel more than 25 feet laterally to the nearest means of egress once inside the excavation.
- Ladders must be secure and extend a minimum of 36 inches above the landing. Use non-conductive ladders when electric utilities are present.
- When pulling pipe or pulling loose bell connections, no employee is allowed in the trench within the distance that the freed section may swing or pose a hazard.
- At no time will employees be allowed to work under raised loads, nor will employees be allowed to work under loads being lifted or moved by heavy equipment used for digging or lifting.
- Employees are required to stand away from equipment that is being loaded/unloaded, to avoid being struck by falling material or spillage.
- Equipment operators or truck drivers are allowed to remain in their equipment/vehicles during loading/unloading if the equipment is properly equipped with a cab shield or canopy.

The following measures will be implemented to prevent vehicles from accidentally falling into the trench:

Barricades will be installed, as necessary.

Hand or mechanical signals will be used, as required.

Wheel chocks or bumper blocks will be used if there is a danger of vehicles falling into the trench.

The soil will be graded away from the excavation in order to assist in vehicle control and channeling of run-off water.

Trenches will be fenced off to prevent persons from falling into the excavations and if in a roadway and barricaded when left open and unattended. If possible, heavy plywood or other weight-bearing material should be used to cover the top of the excavation to prevent persons from falling over the fence and into the excavation. The gaps between the top sheeting may not exceed 1 inch by 12 inches.

#### Atmospheric conditions and confined spaces.

Employees will not normally be permitted to work in hazardous and/or toxic atmospheres. These conditions include:

- q Less than 19.5% oxygen.
- q A combustible gas concentration greater than 10% of the lower explosive limit (LEL).
- q Concentrations of hazardous substances that exceed those specified in the OSHA standard. (If the work must be done to avert the loss of life, health, and property, the Competent Person must inform the Department Head prior to beginning work).
- q Any such operations will be conducted in accordance with all OSHA requirements for occupational health, and environmental controls for personal protective equipment, and lifesaving equipment. The department head or their designee will conduct an inspection to ensure any required controls, i.e., ventilation or respiratory equipment is provided. If the trench qualifies for classification as a confined space, entry will follow the Newcastle Confined Space Policy.
- q Employees required to wear respiratory protection will be trained, fit-tested, and enrolled in a respiratory protection program prior to wearing a respirator per City of Newcastle Respiratory Protection policy.
- q Safety harnesses and lifelines are used in conformance with OSHA requirements (29 CFR 1926.104 and 29 CFR 1910, subpart I).
- q Normally, employees will not be allowed to enter trenches that have a significant accumulation of water. Water removal equipment will be used and monitored by the competent person until the water level is controlled to an average depth of no greater than six inches. Those entering dewatered trenches must wear a safety harness and lifeline that conform to 29 CFR 1926.104 and 29 CFR 1910, subpart I, or be protected by a shield or shoring.

Employees will be removed from the trench during rainstorms. Trenches will be carefully inspected by a competent person after each rain, and before employees are permitted to re-enter the trench.

If the potential for a hazardous atmosphere is present, i.e., excavations near landfills or excavations in the vicinity of hazardous materials/pipelines (natural gas), atmospheric testing will be accomplished prior to entry and will be performed at one-hour intervals to ensure that the trench remains safe.

Atmospheric testing will be increased if the equipment is operating in the trench or if welding, cutting, or burning is being performed in the trench. In addition, when working beside heavily trafficked roadways on atmospherically still days, additional testing for the accumulation of Carbon Monoxide must be done. If the concentrations of explosive or noxious gasses exceed the Permissible Exposure Limits (PEL) listed by Parts Per Million (PPM) in CFR 29 1910.1000 Table Z-1 “Limits for Air Contaminates,” the trench must be evacuated and ventilated by mechanical means until the contaminate concentrations comply with the permissible limits.

Benching, sloping, shoring, and shielding.

Sidewalks and pavements shall not be undermined unless a support system or similar method of protection against possible collapse is provided for employees.

Maximum allowable slopes for excavations less than 20 feet based on soil type and angle to the horizontal are as follows:

Soil Type	Height/Depth Ratio	Slope Angle
Type B	1:1	45 degrees
Type C	1 1/2: 1	34 degrees

For example, a 10 feet deep trench in Type B soil would be sloped to a 45-degree angle – 10 feet back in both directions. The total distance across a 10 feet deep trench would be 20 feet, plus the width of the bottom of the trench itself. In Type C soil, the trench would be sloped at a 34-degree angle that is 15 feet back in both directions, for at least 30 feet across, plus the width of the bottom of the trench itself.

Benching. There are two basic types of benching, single and multiple, which can be used in conjunction with sloping. **Benching is not allowed in Type C soil.**

- q In Type B soil, the vertical height of benches must not exceed 4 feet.

- q Benches must be below the maximum allowable slope for that soil type. For example, a 10 feet-deep trench in Type B soil must be benched back 10 feet in each direction, with a maximum of a 45-degree angle.

Shielding. Trench boxes are preferred by the City of Newcastle as the method of workers in trench excavations is different from shoring, instead of supporting the trench face, they are intended primarily to protect workers from cave-ins.

- q Excavation areas, when the distance between the outside of the trench box and face of the trench is in excess of one foot on either side must be backfilled, to prevent lateral movement of the box.
- q Shields (Trench Boxes) may not be subjected to loads exceeding those that the system was designed to withstand.
- q Shields may be used in combination with sloping and benching.
- q Shields must extend at least 18 inches above the surrounding area if there is sloping toward the excavation. This can be accomplished by providing a benched area adjacent to the shield.
- q Any modifications to the shields must be approved by the manufacturer.
- q Shields may rise above the bottom of an excavation, provided they are calculated to support the full depth of excavation and there is no caving under or behind the shield.
- q Workers must enter and leave the shield in a protected manner, such as a ladder.
- q Workers must not remain in the shield while it is being moved.

Shoring. Shoring or shielding is used when the location or depth of the cut makes sloping back to the maximum allowable slope impractical. The two basic types are timber and aluminum hydraulic. Due to the cost and effort of using lumber, aluminum hydraulic is the preferred method. If lumber shoring is used, it must meet the requirements set forth in 29 CFR 1926, subpart P.

- q All shoring will be installed from the top down and removed from the bottom up.
- q Hydraulic shoring will be checked at least once per shift for leaking hoses and/or cylinders, broken connections, cracked nipples, bent bases, or any other damage or defective parts. Unserviceable equipment will not be used at any time.
- q The top cylinder of hydraulic shoring will be no more than 18 inches below the top of the excavation.
- q The bottom of the cylinder shall be no higher than 4 feet from the bottom of the excavation. Two feet of trench wall may be exposed beneath the bottom of the rail or plywood sheeting if used.
- q Three vertical shores, evenly spaced, must be used to form a system.
- q Wales are installed no more than 2 feet from the top, no more than 4 feet from the bottom, and no more than 4 feet apart, vertically.
- q Hydraulic shoring for Type B and Type C soil will be installed IAW Appendix D, 29 CFR 1926, subpart P.

## **TRAINING.**

Prior to training, the supervisor must determine the excavation requirements/qualifications for a particular operation.

Training for the competent person will consist at a minimum of attending and passing an approved excavation course, and the experience deemed necessary by the Supervisor to perform competently. Training will be provided by the Oklahoma Assurance Municipal Group (OMAG) or another approved training facility approved by the Safety Manager or Department Head.

Individuals expected to enter excavations will attend the approved excavation class.

Approved excavation/ competent person training will be documented by the Safety Manager and each Department Head and kept on file.

## **MANUAL SOIL TEST METHODS**

Thumb penetration test. Attempt to press the thumb firmly into the soil in question; if the thumb penetrates no further than the length of the nail, it is normally Type B soil. If the thumb penetrates the full length of the thumb, it is Type C soil. It should be noted that the thumb penetration is the least accurate.

Dry strength test. Take a dry soil sample, if it crumbles freely or with moderate pressure into individual grains it is considered granular (Type C). If the dry soil falls into clumps, which in turn can be broken into smaller clumps, and these smaller clumps can only be broken with difficulty, it is probably clay in combination with gravel, sand, or silt (Type B).

Plasticity or wet thread test. Take a moist sample of the soil. Mold it into a thin thread, approximately 1/8 inch in diameter by 2 inches in length, if the soil does not break when held by one end, it may be considered Type B.

Empirical Tests. A pocket penetrometer, shear vane, or torvane shear may also be used to determine the unconfined compression strength of soils.

## APPENDIX B Excavation Checklist

(Cut, cavity, or depression a Trench/Excavation more than 4 ft deep)

Date \_\_\_\_\_ Time \_\_\_\_\_ Competent Person \_\_\_\_\_

Location \_\_\_\_\_ Weather Conditions \_\_\_\_\_

Item	Yes	No	Action Required
Is the excavation >20 in depth?			Professional Engineer in Charge if over 20' deep
Is a competent person in charge and present at the site?			
Is the water in the excavation more than 6" average depth?			
Has competent person made soil determination?			Soil Classification
Is ingress/egress adequate?			
Have the underground utilities been identified?			Locate Number
Are there any surface hazards (i.e. overhead power lines)?			
Are procedures in place to protect from falling loads?			
Is there exposure to vehicular traffic? Vibration? Carbon Monoxide?			
Is spoil placed 3 feet or more from the edge of the excavation?			

Danger from adjacent structure?			
Are surface crossings required?			
Are all employees wearing hard hats?			
Are hazardous atmospheres or confined spaces present?			Time and Date Superintendent notified
Are respirators required? If so, is the wearer fit-			
Does the procedure require benching (A/B Type Soil only)?			
Does the procedure require shoring, shielding, sloping?			
If provided, does the shield extend at least 18 in. above the surrounding area if sloped toward the excavation?			
If shields are used, is the depth of the cut >2 ft below the bottom of the shield?			
Are means of egress (i.e. ladders) provided no more than 25 ft from work?			
Is emergency rescue equipment required?			
Are daily excavation inspections performed and documented?			Date/time of last inspection

# Lock-out/ Tag-out Policy

Effective Date: 11/14/2023

Reference: 29 CFR 1910.147 and 1926.100

Last Revised: 11/14/2023

## Section 6: Purpose

The purpose of this policy is to establish a means of positive control to prevent the accidental starting or activating of equipment, machinery, or systems while they are being repaired, cleaned, and/or serviced. This program serves to:

- A. Establish a safe and positive means of shutting down machinery, equipment, and systems.
- B. Prohibit unauthorized personnel or remote-control systems from starting equipment, machinery, or systems while it is being serviced.
- C. Provide a secondary control system (tag-out) when it is impossible to positively lock-out the equipment, machinery, or systems.
- D. Establish responsibility for implementing and controlling lock-out/tag-out procedures.
- E. Ensure that only approved locks, standardized tags, and fastening devices provided by the City of Newcastle will be utilized in the lock-out/tag-out procedures.

## POLICY:

Authorized person(s) must isolate the energy source and make the machine, equipment, or system inoperative (establish a Zero Mechanical State) prior to performing any service or maintenance. Only properly trained Authorized Persons may isolate the energy source. Each time a piece of equipment, machinery, or system is Locked-Out or Tagged-out it must be recorded in a permanent record (See Attachment D). This includes Tagging out power tools that fall under 29 CFR 1926.200. Each time a piece of equipment, machinery, or system is re-energized it must be recorded in a permanent record (See Attachment E).

Department heads and supervisors shall be responsible for ensuring their employees comply with this policy and for establishing and documenting Lock-Out/ Tag-Out procedures.

This policy shall apply to each piece of equipment, machinery, vehicle, or system under the department's control that is serviced and maintained by the department's employees.

Tools, equipment, vehicles, etc. that are **defective** or in an **unsafe condition** are to be immediately tagged out of service using a "Do not operate" tag and taken out of

service. Tools and machinery must be locked out of service using Lock-Out/Tag-Out device(s) and along with the authorized tag.

Examples of reasons to lock-out or tag-out tools may be:

- q Broken ground prong on electrical cord plug
- q Faulty insulation on electrical cord
- q Faulty insulation on the body of the tool if it is double insulated
- q Faulty power wiring or switching that impairs the operation of the tool
- q If the electrical portion of the tool has been submerged in water and may short circuit
- q If the tool is sparking, emitting smoke, or not operating in a proper manner
- q If a safety device attached to the tool is missing or not operating

Vehicles are to be tagged out of service by tagging the steering wheel or steering mechanism, tagging out the starting mechanism, or other methods of ensuring that the vehicle cannot be used until it is inspected and repaired by Fleet Maintenance and returned to service.

Examples of reasons to lock out or tag out vehicles may be:

- q Faulty braking system
- q Major fluid leaks
- q Electrical, hydraulic, or pneumatic systems failure that may make the vehicle unsafe
- q Loose body parts that may fall off of the vehicle while it is operating
- q Tires worn or damaged to the point that it makes the vehicle unsafe
- q Any other reason that renders the vehicle unsafe to operate.

Examples of items that are **not** reasons to lock-out or tag-out a vehicle:

- q Inoperable headlights when the vehicle can be driven to Fleet Maintenance during the daylight hours for service.
- q Low levels of motor fuel
- q Inoperable window operators

City of Newcastle employees is responsible for following Departmental Lock-Out/Tag-Out procedures. Failure to follow the procedure is subject to the disciplinary policy located in the (personnel manual section 500) in the City of Newcastle Personnel Manual.

Departments are responsible for requesting the installation of lockable energy isolation devices onto their equipment or machinery whenever there is major replacement, repairs, renovations, or modification to the equipment. All newly purchased equipment and machinery must include specifications that the energy isolation device(s) are lockable.

**DEFINITIONS:**

Authorized Persons – Employees who are designated by their department to perform maintenance or service on a piece of equipment, machinery, or system and; are qualified to perform the work through proper training on the Lock-Out/Tag-Out procedures for the equipment, machinery, or system. Only Authorized Persons using Lock-Out procedures perform shutdowns.

Affected Persons – Employees who are designated by their department to operate equipment, machinery, or systems that can be affected during shutdowns for service and/or maintenance. In addition, these employees may be persons affected by shutdowns and Lock-Out procedures when they are working in controlled spaces (e.g. – electrical power to the work area is secured during renovation, demolition activities, or abatement of hazardous materials).

Energy Isolation Device – A mechanical device that is part of a piece of equipment, machinery, or system that physically prevents the transmission or release of energy. Some examples include but are not limited to: manually operated electrical circuit breakers, disconnect switches, slide gates, line valves, and blocks.

Locks – An individually keyed padlock personally assigned to an Authorized Person or Affected Person that is used with a lock-out device to control and isolate energy sources.

## **DEFINITIONS** (continued):

Lock-out Device – A device that uses a positive means such as a lock to hold an Energy Isolation Device safely and prevent the startup of a machine or equipment. Lock-Out devices include but are not limited to: valve wheel covers, ball valve locks, locks for circuit breakers, and; plug and switch plate locks.

Lock-Out – The placement of a Lock-Out Device including a padlock on the Energy Isolating Device of a piece of equipment, machinery, or system. The placement is completed in accordance with the department's established procedures that ensure the energy isolation device and equipment being controlled cannot be operated until the lock-out device is removed. Only the Authorized Person who placed the lock can remove it at the completion of the job (unless in emergency situations, see section H under procedures). Procedures must include those conditions when personnel other than the Authorized Person may be affected by the accidental release of hazardous energy. An example would be multiple personnel performing work activities in a controlled space (e.g., electrical power has been secured to a work area, equipment, machinery, or system). During Lock-outs by multiple personnel, the equipment, machinery, or system must remain secured until the last Authorized or Affected person has completed his or her work task and has removed his or her lock.

Servicing or Maintenance Activities – Workplace activities that include but are not limited to: installing, setting up, inspecting, or maintaining equipment and; lubrication, cleaning, and making tool changes where the employee may be exposed to the unexpected energization of the equipment or release of hazardous energy.

Tag-Out – Posting a prominent warning tag with durable string onto the energy isolation device and/or lock-out device of the piece of equipment, machinery, or system being controlled. This tag documents the Authorized Person taking the equipment out of operation and the date. It is a warning to others that the equipment cannot be put back into operation until the Authorized Person has removed the tag or tag and lock.

Zero Mechanical State – The mechanical potential energy of all portions of the equipment or machine is set so that the opening of pipes, tubes, hoses, or actuation of any valve, lever, or button, will not produce a movement that could cause injury.

## **PROCEDURES:**

The ensuing items are to be followed to ensure compliance with the OSHA Control of Hazardous Energy Standard (29 CFR 1910.147) and the safety of our employees.

### **A. Preparation for Lock-out or Tag-out**

Employees who are required to utilize the lock-out/tag-out procedure (see Attachment A) must be knowledgeable of the different energy sources and the proper sequence of shutting off or disconnecting energy means. The four types of energy sources are:

1. electrical (most common form);
2. hydraulic or pneumatic;
3. fluids and gases; and
4. mechanical (including gravity).

More than one energy source may be utilized on some equipment and the proper procedure must be followed in order to identify energy sources and lock-out/tag-out accordingly. (See Attachment D for proper procedure).

### **B. Electrical**

1. Shut off the power at the machine and disconnect.
2. Disconnecting means must be locked or tagged.
3. Press the start button to see that the correct systems are locked out.
4. All controls must be returned to their safest position.
5. Points to remember:
  - a. If a machine or piece of equipment contains capacitors, they must be drained of stored energy.
  - b. Possible disconnecting means include the power cord, power panels (look for primary and secondary voltage), breakers, the operator's station, motor circuit, relays, limit switches, and electrical interlocks.
  - c. Some equipment may have a motor isolating shut-off and a control isolating shut-off.
  - d. If the electrical energy is disconnected by simply unplugging the power cord, the cord must be kept under the control of the authorized employee, or the plug end of the cord must be locked out or tagged out.

### **C. Hydraulic/Pneumatic**

1. Shut off all energy sources (pumps and compressors). If the pumps and compressors supply energy to more than one piece of equipment, lock-out or tag-out the valve supplying energy to the piece of equipment being serviced.
2. Stored pressure from hydraulic/pneumatic lines shall be drained/bled when the release of stored energy could cause injury to employees.
3. Make sure controls are returned to their safest position (off, stop, standby, inch, jog, etc.).

### **D. Fluids and Gases**

1. Identify the type of fluid or gas and the necessary personal protective equipment.
2. Close valves to prevent flow, and lock-out/tag-out.
3. Determine the isolating device, then close and lock-out/tag-out.
4. Drain and bleed lines to zero energy state.
5. Some systems may have electrically controlled valves. If so, they must be shut off and locked/tagged out.
6. Check for zero energy state at the equipment.

### **E. Mechanical Energy**

Mechanical energy includes gravity activation, energy stored in springs, etc.

1. Block out or use a die ram safety chain.
2. Lock-out or tag-out safety device.
3. Shut off, lock-out, or tag-out the electrical system.
4. Check for zero energy state.
5. Return controls to the safest position.

### **F. Release from Lockout/Tagout**

1. Inspection: Make certain the work is completed and inventory the tools and equipment that were used.
2. Clean-up: Remove all towels, rags, work aids, etc.
3. Replace guards: Replace all guards possible. Sometimes a particular guard may have to be left off until the start sequence is over due to possible adjustments. However, all other guards should be put back into place.
4. Check controls: All controls should be in their safest position.
5. The work area shall be checked to ensure that all employees have been safely positioned or removed and notified that the lock-out/tag-out devices are being removed.
6. Remove locks/tags. Remove only your lock or tag.

### **G. Service or Maintenance Involving More than One Person**

When servicing and/or maintenance is performed by more than one person, each authorized employee shall place their own lock or tag on the energy isolating source. This shall be done by utilizing a multiple-lock scissors clamp or other lock-out devices if the equipment is capable of being locked out.

### **H. Removal of an Authorized Employee's Lock-out/Tag-out**

Emergency procedures for removing lock-out/tag-out should include the following:

1. Verification by the Department Head or their designee that the authorized employee who applied the device is not in the facility.
2. Make reasonable efforts to advise the employee that his/her device has been removed. (This can be done when he/she returns to the facility).
3. Ensure that the authorized employee has this knowledge before he/she resumes work at the facility.

### **20. Procedures for Outside personnel (contractors)**

The onsite representative for the City of Newcastle and the Contractor's representative must inform one another of their respective Lock-Out procedures. The contractor's personnel and the City of Newcastle personnel must comply with all restrictions; whichever is stricter, of one another's Lock-Out procedures.

### **20. Training and Communication**

Each authorized employee who will be utilizing the lockout/tagout procedure will be trained 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.

Each affected employee (all employees other than authorized employees utilizing the lockout/tagout procedure) shall be instructed in the purpose and use of the lockout/tagout procedure, and the prohibition of attempts to restart or re-energize machines or equipment that are locked out or tagged out.

Training will be certified using Attachment B (Authorized Personnel) or Attachment C (Affected Personnel). The certifications will be retained in the Department Head and Safety Manager's File. Lock-out/Tag-out

training will be provided by the Oklahoma Municipal Assurance Group (OMAG) annually.

**K. ASSIGNMENT OF RESPONSIBILITY**

**A.** The Safety Manager will be responsible for implementing the lockout/tagout program.

**B.** The Safety Manager and each Department Head are responsible for enforcing the program and insuring compliance with the procedures in their departments.

**C.** The Safety Manager is responsible for monitoring the compliance of this policy and will conduct random inspections to ensure this policy is being enforced.

**D.** Authorized employees (those listed in Attachment A) are responsible for following established lockout/tagout procedures.

**E.** Affected employees (all other employees in the facility) are responsible for insuring they do not attempt to restart or re-energize machines or equipment which are locked out or tagged out.



## ATTACHMENT B

### **Certification of Training (Authorized Personnel)**

I certify that I received training as an authorized employer under **the City of Newcastle** Lock-out/Tag-out policy. I further certify that I understand the procedures and will abide by those procedures.

\_\_\_\_\_  
AUTHORIZED EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

## ATTACHMENT C

### **Certification of Training (Affected Personnel)**

I certify that I received training as an Affected Employee under **the City of Newcastle** Lock-out/Tag-out Program. I further certify and understand that I am prohibited from attempting to restart or re-energize machines or equipment that are locked out or tagged out.

\_\_\_\_\_  
AFFECTED EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

## ATTACHMENT D

### Lockout/Tagout Permanent Record

Name of equipment or machine that is to be locked out/tagged out, and department the equipment/machine is located.

---

1. Prepare for shutdown?  
Y/N
2. Notify all affected employees of the activities and equipment involved?  
Y/N
3. Shut down the equipment?  
Y/N
4. Isolate the equipment from the hazardous energy source?  
Y/N
5. Dissipate residual energy?  
Y/N
6. Apply-applicable lock-out/tag-out devices?  
Y/N
7. Verify that the equipment is properly isolated?  
Y/N

If any NO answers, maintenance/servicing procedures are not allowed to proceed.

---

AUTHORIZED EMPLOYEE SIGNATURE

---

DATE

## Attachment E

### Re-energizing equipment/machinery

Name of equipment or machine that is to be re-energized, and department the equipment/machine is located.

---

Verify that the equipment/machine is in good working order?	Y/N
Notify all affected personnel that the equipment/machine is being started up and that all personnel are safely positioned?	Y/N
Check for and retrieve all loose tools and parts?	Y/N
Reinstall all guards?	Y/N
Remove all locks and lock-out devices from the energy isolation Device of the equipment or machine?	Y/N
Operate the energy isolation devices to restore energy to Equipment/machine?	Y/N

If any NO answers, re-energizing procedures are not allowed to proceed.

\_\_\_\_\_  
AUTHORIZED EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

# The City of Newcastle Personal Protective Equipment Policy

Reference: 29 CFR 1910.132, 133, 135, 136, 138, and applicable subparts

OAC 380: 45

Effective Date: 11/14/2023

Last Review Date: 11/14/2023

## **Section 7: PURPOSE**

The purpose of this policy is to protect the City of Newcastle employees who work in areas where physical hazards or the potential for physical hazards exist, by providing the appropriate personal protective equipment.

## **POLICY:**

It is the policy of the City of Newcastle to provide the appropriate personal protective equipment (PPE) to employees. If an employee decides to provide their own their supervisor must confirm that the employee-provided equipment complies with the applicable national standard. If the employee-provided equipment does not comply, it may not be worn in the workplace.

CFR 29 1903.1 requires that “employees comply with standards, rules, regulations and orders issued under the Act [OSHA] which are applicable to their own actions and conduct.” With this in mind, employees who refuse to wear or disregard the instructions of those placed in authority over them to wear Personal Protective Equipment are subject to the discipline policy described in the Personnel Manual or applicable Labor Union Contracts. Supervisors and employees acting in a lead-worker capacity who fail to enforce this policy may also be subject to the discipline policy. This may involve steps to immediately terminate the employee as caused by an overt act of insubordination if the Department Head deems it necessary.

It is also the policy of the City of Newcastle that in accordance with OAC 380:45-7-2, “Employees working in areas where exposure(s) to hazardous chemicals exist shall be required to perform their jobs in accordance with precautions communicated to them during training and information programs. Employers may take appropriate disciplinary action when an employee does not comply with the precautionary measures this chapter mandates.”

And it is the policy of the City of Newcastle that all employees correctly wear seatbelts in City Vehicles as noted below in O.S. §47-12-417A (1) (2) and on or in all pieces of equipment equipped with seat belts.

### O.S. §47-12-417A (1) (2):

- A. 1. Every operator and front seat passenger of a passenger car operated in this state shall wear a properly adjusted and fastened safety seat belt system, required to be installed in the motor vehicle when manufactured pursuant to 49 C.F.R. §571.208.
2. For the purposes of this section, “passenger car” shall mean “vehicle” as defined in Section 1102 of this title. “Passenger car” shall include the passenger compartment of pickups, vans, minivans, and sport utility vehicles. “Passenger car” shall not include trucks, truck tractors, recreational vehicles, motorcycles, or motorized bicycles. “Passenger car” shall not include a vehicle used primarily for

farm use which is registered and licensed pursuant to the provisions of Section 1134 of this title.”

**DEFINITIONS:**

PPE: Personal Protective Equipment worn or used by the employee when the hazard to personal safety cannot be eliminated using engineering, work practice, or administrative controls. It includes all clothing and other work accessories designed to create a barrier against workplace hazards.

**PROCEDURE:**

This policy requires that protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

Where employees provide their own protective equipment, the City shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment. If the City deems that the employee’s own protective equipment does not conform to OSHA criteria, then the employee will not wear or use the equipment while performing their job function. This is particularly an issue in eye protection, clothing proper to the job function, and the wearing of hearing protection.

The responsible supervisor or safety manager shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the supervisor or safety manager shall select, and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified; communicate selection decisions to each affected employee; and, select PPE that properly fits each affected employee. All personal protective equipment shall be of safe design and construction for the work to be performed. Defective or damaged personal protective equipment shall not be used.

Training Required by 1910.132(f)(1) and (2):

The City shall provide training to each employee who is required by this section to use PPE. Each such employee shall be trained to know at least the following:

- q When PPE is necessary;
- q What PPE is necessary;
- q How to properly don, doff, adjust, and wear PPE;
- q The limitations of the PPE; and,
- q The proper care, maintenance, useful life, and disposal of the PPE.

The supervisor shall verify that each affected employee has received and understood the required training through written documentation that contains the name of each employee

trained, the date(s) of training, and that identifies the subject of the documentation. (See appendix A).

Each affected employee shall demonstrate an understanding of the training specified in paragraph (f)(1) of 29 CFR 1910.132, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

When supervisor has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by the previous paragraph, the supervisor shall retrain each such employee. Circumstances, where retraining is required include, but are not limited to, situations where:

- q Changes in the workplace render previous training obsolete; or
- q Changes in the types of PPE to be used render previous training obsolete; or
- q Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.
- q The training of an employee due to unsafe job performance, or neglecting to use, or improper use of Personal Protective Equipment.

#### Eye and face protection per 1910.133 and 1926.102

The supervisor shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. The supervisor shall ensure that each affected employee uses eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors (e.g., clip-on or slide-on side shields) meeting the pertinent requirements of this section are acceptable.

The City shall ensure that each affected employee who wears prescription lenses 58hilee engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in its design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses. The eyewear or other eye protection PPE shall be distinctly marked to facilitate identification of the manufacturer, and that it complies with ANSI Z-87.2. This is to ensure that the employee's choice of eye protection is in accordance with this policy.

When the City provides prescription safety eyewear for employees, the employee must wear the provided eyewear during the workday for operations that require eye protection. Failure to wear the provided safety eye ware will result in the employee becoming subject to the progressive disciplinary policy and will result in the appropriate disciplinary action taken to correct unsafe behaviors. This includes the wearing of sidepiece eye shields at all times when the working environment dictates side shield eye protection while wearing the provided glasses.

Supervisors of employees who weld, cut, or braze shall ensure that each affected employee uses equipment with filter lenses that have a shade number appropriate for the work being performed for protection from injurious light radiation. 29CFR 1910.133 contains a table in paragraph (a)(5) that provides the information necessary to determine the shade of the protective lens.

Head protection per 1910.135 and 1926.100:

The Supervisors and employees in a lead worker capacity shall ensure that each employee wears a protective helmet when working in areas where there is a potential for injury to the head from falling objects or when near exposed electrical conductors which could contact the head. This policy purposely includes employees working around backhoes, under power lines, around scaffolding, working in an open excavation below other employees, or when construction work is occurring above their heads or in any capacity when good judgment dictates that the potential for injury is present. The policy excludes activities like concrete slab finishing at surface level, asphalt lay-down operations, gardening, and landscaping activities except tree trimming and tree cutting, refuse and yard waste collection, and operations where the equipment operator is covered by a full cab. Again, good judgment is to be used to apply this section of the policy, if the protective helmet will pose more of a hazard to the employee than it prevents then another equally protective means of head protection can be used, including abstinence from wearing the protective helmet.

Protective helmets shall comply with ANSI Z89.1-1986, "American National Standard for Personnel Protection-Protective Headwear for Industrial Workers-Requirements," which is incorporated by reference as specified in 29 CFR 1910.6, or shall be demonstrated to be equally effective.

Occupational foot protection per 1910.136 and 1926.96:

Supervisors of employees engaged in activities other than construction shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. As previously noted in this policy, "The responsible supervisor or safety manager shall assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE)." 29 CFR 1926.96 does not specify that safety-toed footwear must be worn for construction work, it simply specifies that if safety-toed footwear is required; it must conform to the ANSI Z41-1991 standard. Therefore, the Supervisor has some latitude in their assessment of the proper foot protection level used based on the employee's assigned projects. Nonetheless, common sense dictates that employees engaged in activities around heavy equipment, engaged in excavation, or digging by hand, in construction, or around rotating blades and parts etc. should wear sturdy construction boots that will protect their feet from the hazards in the workplace. Those that are not engaged in these activities may choose the footwear that provides them with the best comfort and protection.

When the City provides footwear for employees, the employee must wear the provided footwear during the workday for operations that require foot protection. Failure to wear the provided footwear will result in the employee becoming subject to the progressive disciplinary policy and will result in the appropriate disciplinary action being taken to correct unsafe behaviors.

Hand Protection per 29 CFR 1910.138

Supervisors shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

### Working in Traffic

Per Federal Highway Administration ruling 11-24-06 Part 634 – Worker Visibility, Supervisors will ensure that all employees working within the right of way of any **road open for public travel** who are exposed either to traffic (vehicles using the highway for purposes of travel) or to construction equipment within the work area shall wear high visibility safety apparel conforming to a minimum of performance class 1 or 2 as appropriate, as defined by the current Manual on Uniform Traffic Control Devices, and conforming to the standard ANSI /ISEA 107-1999. This clothing is most commonly seen in the form of high-visibility T-shirts (Class 1) and traffic vests (Class 2). If working at night Class 3 and Class E (pants and long-sleeved vest ensembles are appropriate. These garments shall be visible at a distance of 300m (1,000 feet). The retro-reflective clothing shall be designed to identify clearly the wearer as a person.

Providing a safe working area around crews working on the edge of the roadway conducting chipping operations shall be additionally accomplished by using traffic control devices in accordance with the current Manual on Uniform Traffic Control Devices.

## Appendix C

### Personal Protective Equipment Training Certification Form

Employee's name: \_\_\_\_\_

Job title/work area: \_\_\_\_\_

Employer: \_\_\_\_\_

Trainer's name (person completing this form): \_\_\_\_\_

Date of training: \_\_\_\_\_

Types of PPE employee is being trained to use (List all PPE used): \_\_\_\_\_

\_\_\_ The following information and training on the personal protective equipment (PPE) listed above were covered in the training session:

\_\_\_ The limitations of personal protective equipment: PPE alone cannot protect the employee from on-the-job hazards.

\_\_\_ What workplace hazards the employee faces, the types of personal protective equipment that the employee must use to be protected from these hazards, and how the PPE will protect the employee while doing his/her tasks.

\_\_\_ When the employee must wear or use personal protective equipment.

\_\_\_ How to use the personal protective equipment properly on-the-job, including putting it on, taking it off, and wearing and adjusting it (if applicable) for a comfortable and effective fit.

\_\_\_ How to properly care for and maintain the personal protective equipment: look for signs of wear, clean and disinfect, and dispose of PPE.

Note to employee: This form will be made a part of your personal file. Please read and understand its contents before signing.

(Employee) I understand the training I have received, and I can use PPE properly.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Trainer must check off)

\_\_\_ Employee has shown an understanding of the training.

\_\_\_ Employee has shown the ability to use the PPE properly.

Trainer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Newcastle Respiratory Protection Policy

Reference: 29CFR1910.134

Effective Date: 11/14/2023

Last Review Date: 11/14/2023

## **Section 8: PURPOSE**

The purpose of this policy is to administer a continuing, effective, respiratory protection program that provides for the safe use of respirators.

## **POLICY:**

This policy incorporates the requirements of the Occupational Safety and Health Administration's (OSHA's) Respiratory Protection Standard (29 CFR 1910.134) and serves as the City's written respiratory protection program, as required by the standard. The Safety Manager is the designated Program Administrator for the City except for the Newcastle Fire and Newcastle Police Departments. They are self-administering so that they can specifically serve their firefighters/ officers in their duties.

Respiratory protection must be worn when the Material Safety Data Sheet (MSDS), Safety Data Sheet (SDS), product labeling, or on-site instrumentation indicates that it must be worn. Those employees who are medically cleared to wear respirators may choose to wear respirators in situations that are not mandated by the MSDS, SDS, material labeling, or instrumentation for their own protection if they wish. Examples of this are dust masks while mowing, sweeping, or using a string trimmer. Employees who are not medically cleared to wear respiratory protection may not wear respiratory protection.

If an employee decides to provide their own respiratory protection, their supervisor must confirm that the employee-provided equipment complies with NIOSH standards, is fit tested to the employee, is suited for the purpose for which it will be used, and is in usable condition. If the employee-provided respiratory protection does not comply or is not suited to the application, it may not be worn in the workplace.

29 CFR 1903.1 requires that "employees comply with standards, rules, regulations and orders issued under the Act [OSHA] which are applicable to their own actions and conduct." With this in mind, employees who refuse to wear or disregard MSDS/SDS instructions or the instructions of those placed in authority over them to wear respiratory protection are subject to the disciplinary policy located in the (personnel manual section 500) in the City of Newcastle Personnel Manual. Supervisors and employees acting in a lead-worker capacity who fail to enforce this policy may also be subject to the disciplinary policy. This may involve steps to immediately terminate the employment of the employee as caused by an overt act of insubordination if the Department Head deems it necessary.

When an employee chooses to wear a filtering facepiece (a dust mask) to accomplish their work in a location that does not have any known hazard, and only contains non-hazardous

dust or particles (i.e. sawdust), they may wear a filtering facepiece. This is only permissible after an assessment is done to determine any hazards from the dust. The letter of interpretation on 1910.134 (cited October 5, 1998 Fairfax to Jaggi, states “Voluntary use of filtering a filtering facepiece respirator does not require medical evaluation. The employer needs only ensure that the dust masks are not dirty or contaminated, that their use does not interfere with the employee’s ability to work safely, and to provide a copy of Appendix D to each voluntary wearer.

Provide this to those who voluntarily wear filtering facepiece (Dust Mask) respirators:

**Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposure to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and follow all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else’s respirator.

Employee Signature/Date\_\_\_\_\_

## **PROCEDURE:**

As part of a continuing effort to provide a safe and healthful workplace for City employees, this policy is enforced to ensure that employees are adequately protected from air contaminants and other respiratory hazards including, gas and vapor contaminants, airborne particulate matter, oxygen deficiency, or any combination of the above.

While the proper respirator may offer suitable protection against the above hazards, a respirator must not be considered the first choice for offering protection. The primary method for controlling exposure to respiratory hazards in the workplace must be through engineering controls such as ventilation, enclosure of an operation, or substitution with less toxic materials. However, when workers may be exposed above recognized exposure limits, respirators must be used if engineering controls are not feasible, engineering controls alone cannot reduce exposures to acceptable levels, or respirators are used as an interim measure while engineering controls are in the process of being implemented.

### **Respirator Selection**

Only respirators certified by the National Institute for Occupational Safety and Health (NIOSH) may be used. Respirators must be selected on the basis of the potential hazard to which the worker is exposed. The following factors must be considered in making this selection:

- q The identity of the substance(s) and environment for which protection is needed;
- q The physical state of the contaminant (dust, mist, vapor, etc., or a combination thereof);
- q The permissible exposure limit or toxicity of the substance;
- q Exposure assessments indicating the concentration likely to be encountered;
- q The protection factor listed for the respirator type;
- q The possibility of oxygen deficiency or other environments that are immediately dangerous to life or health (IDLH); and
- q Any limitations or restrictions are applicable to the types of respirators being considered which could make them unsafe in the environment involved.

### **Respirator Types and Acceptable Use Criteria**

Air-Purifying Respirators (APRs) cleanse contaminated air as it passes through an air-purifying device (such as a filter, cartridge, or canister). The respirator will not offer protection unless the proper air-purifying device made for specific air contaminants (such as gases, vapors, dust, mists, and fumes) is used. APRs provide no protection against oxygen deficiency or other atmospheres that are immediately dangerous to life or health (IDLH); these are those atmospheres that would not allow the wearer to escape if the respirator were to fail. Dust Masks are APRs with the facepiece serving as the filtering medium.

Powered Air-Purifying Respirators (PAPR) are positive pressure devices that use a blower to force ambient air through an air-purifying device, and then to the wearer's respirator facepiece, hood, or helmet. A (PAPR) is the most protective of the APRs because the

positively pressurized respirator prevents inward leakage of contaminants into the facepiece, hood, or helmet.

Atmosphere-Supplying Respirators provide a supply of breathable air to the wearer from an uncontaminated source, independent of the ambient air. The OSHA Respiratory Protection standard requires employers to provide workers who are wearing atmosphere-supplying respirators with breathing air of high purity. Two types of atmosphere-supplying respirators are:

Air-line Respirators supply the wearer with breathable air through a hose from a compressor or compressed air cylinder. These respirators are equipped with half or full-face pieces, hoods, helmets, or loose-fitting face pieces. Airline respirators may not be used in IDLH atmospheres.

Self-contained Breathing Apparatus (SCBA) provides a breathing air source that is carried by the user, offering greater mobility to the wearer than airline respirators. SCBAs may be used in IDLH atmospheres provided that they offer a minimum service life of 30 minutes. This is the equipment of choice for emergency situations. SCBA respirators with less than 30 minutes of service life may be used to escape from IDLH atmospheres provided that they are NIOSH-certified for escape from the atmosphere in which they will be used.

### **Voluntary Use of Respirators**

Employees who voluntarily choose to wear a respirator when a respirator is not required may do so. The training requirements will not apply in this case. However, supervisors must ensure that:

- The respirator maintenance and care provisions of this policy are followed.; and
- Employees who wear a respirator, are medically evaluated. If an employee wishes to wear a filtering facepiece (dust mask), they may do so after the air contamination has been evaluated and found to be non-hazardous, and the employee submits a signed Appendix D.

### **Medical Evaluations**

An initial medical evaluation using the OSHA Respirator Medical Evaluation Questionnaire (1910.134 App. C) must be conducted by a physician or other licensed healthcare professional prior to being assigned tasks requiring the use of a respirator. These are normally given at the Norman Regional Hospital Occupational Health Facility. The physician or other licensed healthcare professional will make a written determination of whether the employee is able to use a respirator.

Supervisors are responsible for ensuring that their employees receive medical evaluations prior to assigning them a respirator. The Department Head or designee will make arrangements for the number of persons needing medical evaluations with the Norman Regional Occupational Health Facility staff. Department Heads or designee are responsible for making individual appointments for their employees by contacting the facility at 405-515-0960. Medical questionnaires must be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee. The medical questionnaire must be administered in a manner that ensures that the employee understands its content. Employees must be given the opportunity to discuss the

questionnaire or physical examination results with the physician or other licensed healthcare professional.

Medical evaluations must be conducted whenever any of the following occurs:

- q An employee reports medical signs or symptoms that are related to his/her ability to use a respirator.
- q A physician or other licensed healthcare professional, supervisor, or Safety Manager informs the employee that the employee needs to be reevaluated. Annual requirement if necessary.
- q Information from the respiratory protection program, including observations made during fit-testing and program evaluation, indicates a need for employee reevaluation.
- q A change occurs in the workplace that places a greater physiological burden on an employee.

### **Medical Records**

An accurate record for each employee subject to medical surveillance must be established and maintained. The record must include at least the following information:

- q The name of the employee;
- q The physician or other licensed healthcare professional's written recommendation;
- q A copy of the employee's medical evaluation results, including the Medical Evaluation Questionnaire, and results of any tests or follow-up physical examinations; and
- q Any employee medical complaints related to exposure to any respiratory hazards.

The Human Resources Department, through the Safety Manager is responsible for ensuring that this Medical record is maintained for the duration of employment plus thirty (30) years, in accordance with 29 CFR 1910.1020.

### **Training**

Employees who are required to wear a respirator must receive training prior to engaging in work requiring its use. For users of air purifying respirators (APRs), training will be scheduled by the Safety Manager and provided by Oklahoma Municipal Assurance Group (OMAG). Departments must make special arrangements for SCBA and Airline Respirator users to receive training from a qualified instructor. Supervisors should arrange for training with the Safety Manager after employees have been medically evaluated and written approval to wear a respirator has been received from a physician or other licensed healthcare professional.

### **Respirator Fit**

A properly fitting respirator is essential if employees are to receive adequate protection. Supervisors must ensure that each employee is Fit Tested on his/her assigned respirator prior to its first use. In addition, User Seal Checks must be performed by the employee prior to

each use of the respirator. Procedures for Fit Tests, User Seal Checks, and other considerations to ensure fit is as follows:

Fit Tests This section applies to all tight-fitting respirators (does not apply to helmets, hoods, or escape-only respirators).

1. Employees must pass a respirator fit test prior to using a respirator, annually, or as needed.
2. The respirator fit test will be performed by a facility approved by the City of Newcastle. These fit tests are usually performed at Norman Regional Occupational Medicine, 405-515-0960. (Note: For SCBA and Airline respirators used in demand mode, or Full-face negative pressure respirators used in atmospheres more than ten times the OSHA Permissible Exposure Limit, Departments must make special arrangements for fit testing using the Quantitative Fit Test method with the manufacturer or other qualified fit testing agency.)
3. Additional fit testing is required whenever an employee:
  - incurs a weight change of 20 lbs or more;
  - has significant dental changes; or
  - has any other change in facial conditions that may interfere with facepiece sealing (i.e., broken facial bone, scarring, surgery, etc.).
4. Fit tests will be conducted with the same make, model, and size respirator that the employee will use on the job.
5. Employees with beards or other facial hair that interfere with a tight facepiece seal will not be allowed to use tight-fitting respirators, and will not be fit tested. Respiratory protection for employees with beards may be attained by using a powered air-purifying hood. The decision concerning the purchase of a powered air purifying hood versus directing the employee to shave his beard will be made by the Department Head.
6. Prior to each use, a User Seal Check must be performed by the employee to ensure an adequate seal is achieved each time the respirator is worn. User Seal Checks are not substitutes for Fit Tests. User Seal Checks must be conducted by adjusting and securing the respirator facepiece, straps, and headband properly. Conducting a positive and a negative pressure check of the seals. If leakage is detected, adjust and repeat until a proper seal is attained.
7. Employees who must wear corrective glasses, goggles, or other protective equipment must do so in a manner that does not interfere with the face-to-facepiece seal or valve function of the respirator.

## **Respirator Maintenance and Care**

### Cleaning and Disinfecting

Each employee must be provided with a respirator that is clean, sanitary, and in good operating condition.

Respirators (except dust masks) must be cleaned and disinfected as follows:

- q As often as necessary.
- q Before being worn by different individuals.
- q After each use for emergency use respirators.
- q After each use for respirators used for fit testing and training.

Respirators (except dust masks) must be cleaned using the following procedures, or as recommended by the manufacturer:

- q Remove filters or cartridges. Disassemble face pieces by removing components as recommended by the manufacturer. Discard or repair any defective parts.
- q Wash components in warm (110°F max.) water with a disinfecting cleaner recommended by the manufacturer. Use a nylon brush, if needed, to help remove dirt.
- q Rinse components thoroughly in clean, warm, preferably running water. Drain.
- q Hand dry components with a clean lint-free cloth or air dry.
- q Reassemble the facepiece, replacing filters and cartridges where necessary.
- q Test the respirator to ensure that all components work properly using the positive and negative pressure test.

### Storage

Respirators must be stored to protect them from damage from the elements and from becoming deformed.

Emergency respirators must be stored as follows:

- q To be accessible to the work area.
- q In compartments marked as such.
- q In accordance with the manufacturer's recommendations.

### Inspections

All respirator inspections will include checking respirator function, tightness of connections, and condition of the parts.

- q Routine-use respirators must be inspected before each use and during routine cleaning by the user.
- q SCBAs and emergency respirators must be inspected monthly and checked for proper function before and after each use. SCBA inspections will also include checking that cylinders are fully charged and that regulators and warning devices function properly. SCBA inspections must be certified and documented by tagging the respirator or by maintaining inspection reports.
- q Emergency escape-only respirators must be inspected before being carried into the workplace for use.

- q Supervisors must periodically inspect respirators to ensure that they are kept clean, stored properly, and in good working condition.
- q Employees must report any malfunction of a respirator or damaged respirator parts to his/her supervisor.
- q Supervisors must take any worn-out or damaged respirator or respirator parts out of service immediately and have them replaced with NIOSH-approved parts or repaired by trained personnel. NOTE: Any reducing and admission valves, regulators, and alarms must be adjusted or repaired by the manufacturer or a technician trained by the manufacturer.

### **Respirator Use in IDLH Atmospheres**

Only SCBA-trained employees such as; Fire Fighters, First Responders, and trained Sewer Line Maintenance workers, and those who change out chlorine cylinders are permitted to use respirators in hazardous and IDLH atmospheres. Whenever respirators are used in hazardous and IDLH atmospheres or during interior structural firefighting, the following must be ensured:

1. The appropriate numbers of standby personnel are deployed.
2. Standby personnel and employees in the IDLH environment maintain communication.
3. Standby personnel are properly trained, equipped, and prepared.
4. A designated representative is notified before standby personnel enter an IDLH atmosphere to provide emergency rescue.
5. Standby personnel are equipped with a pressure-demand or other positive pressure SCBA, or a positive pressure-supplied air respirator with an escape SCBA, and appropriate retrieval equipment or other means for rescue.

Entering an IDLH atmosphere is to be treated as a confined space entry under the City of Newcastle Confined Space Entry policy. Although two individuals must always be located outside the IDLH atmosphere (The Attendant and Entry Supervisor), the Entry Supervisor may be assigned to an additional role (such as incident command) so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any employee working at the incident. Any assignment of additional duties to the Entry Supervisor must be weighed against the potential for the additional duties to interfere with assistance or rescue activities.

### **OSHA Respirator Medical Evaluation Questionnaire (29CFR 1910.134)**

TO THE EMPLOYEE: Can you read (circle 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 healthcare professional who will review it.

Part A. Section 1. (Mandatory)

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

1. Today's date: \_\_\_\_\_

2. Your name: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

3. Your age (to nearest year): \_\_\_\_\_
4. Sex (circle one): Male/Female
5. Your height: \_\_\_\_ft. \_\_\_\_in.
6. Your weight: \_\_\_\_\_lbs.
7. Your job title: \_\_\_\_\_
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): \_\_\_\_\_
9. The best time to phone you at this number:  
\_\_\_\_\_
10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes/No
11. 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-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).
12. Have you worn a respirator (circle one): Yes/No  
If "y"s", what type(s): \_\_\_\_\_

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 circle "y"s" or "n")

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 your 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: Yes/No

- k. Any chest injuries or surgeries: Yes/No
  - l. Any other lung problem that you've been told about: Yes/No
- 4. Do you currently have any of the following symptoms of pulmonary or lung illness?**
- a. Shortness of breath: Yes/No
  - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
  - c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
  - d. Have to stop for breath when walking at your own pace on level ground: Yes/No
  - e. Shortness of breath when washing or dressing yourself: Yes/No
  - f. Shortness of breath that interferes with your job: Yes/No
  - g. Coughing that produces phlegm (thick sputum): Yes/No
  - h. Coughing that wakes you early in the morning: Yes/No
  - i. Coughing that occurs mostly when you are lying down: Yes/No
  - j. Coughing up blood in the last month: Yes/No
  - k. Wheezing: Yes/No
  - l. Wheezing that interferes with your job: Yes/No
  - m. Chest pain when you breathe deeply: Yes/No
  - n. Any other symptoms that you think may be related to lung problems: Yes/No
- 5. Have you ever had any of the following cardiovascular or heart problems?**
- a. Heart attack: Yes/No
  - b. Stroke: Yes/No
  - c. Angina: Yes/No
  - d. Heart failure: Yes/No
  - e. Swelling in your legs or feet (not caused by walking): Yes/No
  - f. Heart arrhythmia (heart beating irregularly): Yes/No
  - g. High blood pressure: Yes/No
  - h. Any other heart problem that you've been told about: Yes/No
- 6. Have you ever had any of the following cardiovascular or heart symptoms?**
- a. Frequent pain or tightness in your chest: Yes/No
  - b. Pain or tightness in your chest during physical activity: Yes/No
  - c. Pain or tightness in your chest that interferes with your job: Yes/No
  - d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
  - e. Heartburn or indigestion that is not related to eating: Yes/No
  - f. Any other symptoms that you think may be related to heart or circulation problems: Yes/No
- 7. Do you currently take medication for any of the following problems?**
- a. Breathing or lung problems: Yes/No
  - b. Heart trouble: Yes/No
  - c. Blood pressure: Yes/No
  - d. Seizures (fits): Yes/No
- 8. If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check here and go to question 9):\_\_\_\_\_**
- a. Eye irritation: Yes/No
  - b. Skin allergies or rashes: Yes/No
  - c. Anxiety: Yes/No
  - d. General weakness or fatigue: Yes/No
  - e. Any other problem that interferes with your use of a respirator: Yes/No

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

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

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

- a. Wear contact lenses: Yes/No
- b. Wear glasses: Yes/No
- c. Color blind: Yes/No
- e. Any other eye or vision problem: Yes/No

**12.** Have you ever had an injury to your ears, including a broken eardrum: Yes/No

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

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

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

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

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

**16.** How often are you expected to use the respirator(s) (circle "y"s" or "n"" or all answers that apply to you)?:

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

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

a. Light (less than 200 kcal per hour): Yes/No

If "y"s", 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): Yes/No

If "y"s", 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): Yes/No

If "y"s", 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.).

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

If "y"s", "i describe this protective clothing and/or equipment: \_\_\_\_\_

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

**20.** Will you be working under humid conditions: Yes/No

# Hazard Communication Policy

Effective Date: 11/14/2023

Last Review Date: 11/14/2023

Reference: 29 CFR 1910.1200, 29 CFR 1910.2910 Subpart "Z"

## Section 9: PURPOSE

The purpose of this policy is to protect employees from hazardous chemicals in the workplace, to ensure that employees are adequately informed and trained in the use of chemicals, and how to protect themselves from hazardous chemicals in the workplace. It is also to prevent employee work-related injuries and illnesses from exposure to hazardous chemicals.

## POLICY:

It is the policy of the City of Newcastle to maintain a Hazard Communication Policy Program to protect employees from hazardous chemical exposures and document employees who may be exposed to hazardous chemicals in the performance of their duties. The program is designed to achieve regulatory compliance with the Oklahoma Department of Labor statutes in support of OSHA Legislation and to promote regulatory compliance and employee health and safety.

## DEFINITIONS:

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

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

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

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

Hazardous Chemical: any chemical that is a physical hazard or a health hazard. Listed as such in the MSDS or in 29 CFR.1910, Subpart Z.

Hazard Warning: any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning which convey the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s).

Health Hazard: a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

Identity: any chemical or common name which is indicated on the Material Safety Data Sheet (MSDS) for the chemical. The identity used shall permit cross-references to be made among the required list of hazardous chemicals, the label and the MSDS.

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

Material Safety Data Sheet (MSDS): written or printed material concerning a hazardous chemical.

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

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

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

## **PROCEDURE:**

The core of the City's hazard communication program is the Hazard Communication Identification Procedure, which contains the following elements:

- q Identifying hazardous chemicals,
- q Determining employee exposure to hazardous chemicals,
- q Informing employees of potential hazards and training requirements,
- q Establishing a chemical inventory,
- q Acquiring and distributing Material Safety Data Sheets (MSDS) for each chemical or compound used that has an MSDS,
- q Maintaining a container labeling system,
- q Establishing record-keeping procedures and providing employee training and information.

The results of this procedure must be readily available to employees, employee representatives, and regulatory agencies.

## **Chemical Inventory and Safety Data Sheets**

Annual updates of the Chemical Information Lists (CIL) beginning with the last day of the fiscal year are required. Each Department Head or designee shall submit a copy of their Chemical Information Lists (CIL) to the Safety Manager no later than August 1 of each year, in the format provided by the attached format as the CIL Form (see appendix B). The submission is by e-mail or other electronic media. Each CIL is subject to a physical audit by the Safety Manager.

A master CIL shall be created and maintained by the Safety Manager in a manner that will allow a listing of hazardous substances by common name, chemical name, the amount in storage or use, location, chemical abstract service number(s) (CAS #), and manufacturer. The Safety Manager will provide copies of the combined CIL to the Newcastle Fire Chief and City Manager annually.

Each chemical storage location shall have a CIL posted in the break room or common area so all employees can access the information. The CIL shall include a listing of all hazardous substances present.

Each time a department receives a new hazardous substance, the substance must be added to the departmental CIL within 30 days. A copy of the amended CIL, along with a copy of the Material Safety Data Sheet (MSDS) for the new substance, must be sent to the Safety Manager.

### **Material Safety Data Sheets (MSDS) –**

The Department Head or designee must ensure that MSDS for all substances in the workplace is obtained. A copy of the MSDS must be kept in the department/workspace and be readily accessible to employees who work with those substances. Copies of the MSDS should be placed in alphabetical order by trade or common name in a filing cabinet, notebook, etc., and marked in a manner that clearly denotes that this is an MSDS file followed by department identification. (Example: MSDS Sheets – Maintenance Shop)

Purchase Orders for any hazardous substance, regardless of the quantity ordered, shall require that an MSDS be obtained. It is the responsibility of the Department Head or designee to make every effort to obtain an MSDS from the manufacturer. If difficulties are encountered, the Safety Manager can assist.

Should the Department Head or designee of an area dealing with hazardous substances become aware of any information that is significant in regard to the health hazard of a substance (that does not already appear on the MSDS), he/she must add the information to the MSDS within a period not to exceed 30 days. The Department Head or designee must also report this information to the Safety Manager.

## Signs and Labels

All existing labels on containers of hazardous substances and chemicals must remain intact. The labels must be legible and written in English. Where labels are not present or are not legible, a Hazardous Material Information System (HMIS) label will be affixed to those containers holding the hazardous substance.

It is the responsibility of the Department Head or designee to assure that each container of a hazardous substance in the workplace is marked, labeled, or tagged with the:

- q Common/trade name of the substance.
- q Appropriate hazard warnings: Health, flammability, reactivity, and personal protective equipment.
- q Chemical Abstract Service number (CAS#).

Portable containers filled with hazardous chemicals transferred from a labeled storage container must be labeled if:

- q The material is not used within the work shift of the employee making the transfer.
- q The employee that made the transfer leaves the work area.
- q The container is moved to another work area and is no longer in possession of the employee who filled the container.

Labels on portable containers are not required if the employee who made the transfer uses all of the contents during the work shift. Nonetheless, all containers should be labeled if at all possible.

Storage tanks must be labeled with the identity of the substances that it contains. This includes the tanks on chemical spray apparatus over 1 quart (or 1 liter) in volume and dusters that hold over 2.2 lbs (1 Kg). The label must contain the name of the chemical, CAS#, and the NFPA health, flammability, reactivity, and physical hazards associated with the substance. The National Fire Protection Association (NFPA) or HMIS rating system must be used to show these ratings.

Containers used by outside service contractors shall be properly labeled with either a manufacturer's label or an HMIS label prior to the use of the hazardous substance on City property. The exception to this is pesticide application conducted inside municipal buildings.

## Exclusions

These regulations do not apply to any substances that are foods, drugs, cosmetics, or tobacco products intended for personal consumption by employees while in the workplace. Additionally, these regulations do not apply to any consumer products and foodstuffs packaged for distribution to (and intended for use by) the general public. Consumer products are packaged and used as a normal consumer would use the product as defined in the Consumer Product Safety Act and Federal Hazardous Substances Act.

## Exposure

An exposure is when an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g. accidental or possible) exposure as referenced by the MSDS. When the employer discovers that an employee has received a potentially hazardous exposure to any substance or agent, the employer must immediately notify the employee and take such steps that may be necessary to provide medical evaluation, monitoring, or treatment.

Likewise, an employee that has received a potentially hazardous exposure to a substance or agent must immediately notify their Supervisor and the Safety Manager of such exposure.

After the appropriate safety and health precautions have been taken, it is the responsibility of the employee's Supervisor to fill out an Employee Exposure Report, (see appendix A). The completed Employee Exposure Report should be submitted to the Safety Manager (original copy), with a copy retained at the department and a copy provided to the employee. The Safety Manager will retain the original Employee Exposure Report and send a copy to Human Resources. Human Resources will place the Employee Exposure Report in the Exposure file to be retained for the length of employment plus 30 years.

An affected employee (or designated representative) may make a request to the Safety Manager or Supervisor for access to copies of the appropriate CIL and MSDS. Access to the appropriate CIL and SDS shall be granted within a reasonable time, place, and manner, but never later than one working day after the request for access is made. In addition, whenever an affected employee or designated representative requests a copy of the CIL and/or MSDS, the employee's Supervisor shall, within one working day, assure that either a copy or a mechanical means to copy is provided.

Employees working in areas where exposure(s) to hazardous substances exist shall be required to perform their jobs in accordance with precautions communicated to them during training and education programs. This includes wearing Personal Protective Equipment, following the procedures listed, and using the hazardous substance as specified in the MSDS. A Supervisor may take the appropriate disciplinary action when an employee does not comply with the precautionary measures that this policy indicates.

The Department Head or designee shall be responsible for providing the following in all departmental areas having contact with hazardous substances:

- q Chemical name of each hazardous substance.
- q Correct labeling of each hazardous substance.
- q Availability of any MSDS for each hazardous substance present in the immediate work area.
- q Training and education of employees on work practices, protective measures, and emergency measures in the workplace.

## **TRAINING**

Employees shall receive Hazard Communication training annually. All non-elected employees will include temporary, part-time, and full-time personnel. Training will be

provided by the Oklahoma Assurance Municipal Group (OMAG). The Safety Manager is responsible for scheduling the annual training.

Department Heads shall ensure that their employees are informed of the requirements of the Hazard Communication Standard (cover the four stages of the program), any operations in their department where hazardous substances are used, and the location and availability of the MSDS and CIL. In addition, the training must cover the methods used to detect the presence of a Hazardous Material released, the steps to take after the release is detected, the physical and health hazards associated with the employee's job, the measures and equipment used for personal protection, and the details of the written plan.

This training must occur within 30 days of employment for new employees. Any time a new hazard is introduced into the workplace, employees must be trained on the hazard; and an annual retraining session is required for all employees.

Training and education provided to employees and others must be documented with detailed records of training maintained by the department. A copy of all Hazard Communications training records must be sent to the Safety Manager.

#### Responsibilities for Service Contractors

Any time an outside contractor brings a hazardous substance(s) into the workplace, the Safety Manager and the pertinent Supervisor must receive a CIL and MSDS for those substance(s). Similarly, a CIL and MSDS for all hazardous substances in the area where the contractor will be working must be provided to the contractor. This exchange will be coordinated by whoever is granting the contract.

When determined necessary by the Department Head or designee, service contractors whose work or materials pose a health hazard to City employees shall be responsible for providing the training and education requirements outlined under the training section of this policy. Examples of service contractors who may be required to provide training are bulk lime, chlorine, or sludge dewatering chemical suppliers etc. Bulk chemical providers and/or other hazardous product suppliers may, as a product promotion/educational program, volunteer to provide employees the product safety training. The Department Head or designee will determine the need, method, and means for the training. The Department Head or designee shall document the training. The Safety Manager must retain the record of this training in the manner that in-house safety training is cataloged.

Outside contractors must comply with all the provisions of the Hazard Communication Standard while working for the City of Newcastle. Periodic oversight visits from the Safety Manager may be performed to ensure compliance.

## Appendix E

### **CITY OF NEWCASTLE Employee Exposure Report** Complete the form and return to the Safety Manager, within 24 hours of exposure

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_ SSN: \_\_\_\_\_

Date/Time of Exposure: \_\_\_\_\_

Duration of Exposure: \_\_\_\_\_

Location of Exposure \_\_\_\_\_

Chemical / Hazardous Substance Name(s): \_\_\_\_\_

Chemical Abstract Number(s) (CAS): \_\_\_\_\_

Trade and/or common name(s) of chemical(s) or hazardous substance(s): \_\_\_\_\_

Type of exposure (e.g. inhalation, ingestion, contact) (If contact, what body part was involved?) \_\_\_\_\_

How did exposure occur? (Use additional sheet if necessary): \_\_\_\_\_

Was personal protective equipment available? Yes \_\_\_ No \_\_\_

Was personal protective equipment used? Yes \_\_\_ No \_\_\_

If personal protective equipment was used, what type(s)? \_\_\_\_\_

Did employee receive training/instructions prior to exposure?

(Explain) \_\_\_\_\_

Were any symptoms present at time of exposure? Yes \_\_\_ No \_\_\_

If so, describe (attach physician's report, if applicable): \_\_\_\_\_

Severity of exposure: First Aid \_\_\_ Medical Treatment \_\_\_ Unknown \_\_\_

Describe: \_\_\_\_\_

Did employee lose time from work? Yes \_\_\_ No \_\_\_

Estimate of lost time: \_\_\_\_\_

Were other employees exposed? Yes \_\_\_ No \_\_\_

If so, list names & SSN (use additional sheet if necessary): \_\_\_\_\_

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List suggestions to prevent reoccurrence: \_\_\_\_\_

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\_\_\_\_\_  
(exposed employee's signature & today's date)

\_\_\_\_\_  
(Supervisor's signature & today's date)



# The City of Newcastle Emergency Action Plan (EAP)

Reference: 29 CFR 1910.38 & 1910.157

Effective Date: 11/14/2023

Last Review Date: 11/14/2023

## **Purpose:**

The purpose of this policy is to pre-plan responses to emergencies that may interrupt employees from their normally assigned work activities. Workplace emergencies may consist of a fire, a natural disaster, an environmental emergency, civil disturbance and/or violence, or any threat to the health and safety of City employees. This policy is to enhance the City's compliance with 29 CFR1910.38.

## **POLICY:**

**This policy is subordinate to the City of Newcastle Emergency Operations Plan.** The purpose of this policy is to delineate the actions taken by the City of Newcastle employees in their respective workplaces prior to the arrival of the Newcastle Fire or Police Departments or other agencies lending assistance. Upon the arrival of an on-scene commander from the Newcastle Fire or Police Department, the initial person in charge will brief the on-scene commander about the situation and relinquish control of the situation.

The City of Newcastle is committed to furnishing each of its employees a place of employment that is reasonably free from recognized hazards that are causing or are likely to cause death, injury, illness, or other serious physical harm to its employees, commensurate with the Occupational Health and Safety Act of 1970.

In this, City employees will receive training on how to respond to emergency actions during contingency situations. Periodic retraining, not to exceed two years between training, will be coordinated with the Newcastle Emergency Management Director and/or Safety Officer and under the direction of the City Manager.

A theoretical immediate action management basis is the foundation of this policy. It is not the intention for this policy to be a "step-by-step" procedural policy. The initial person in charge, generally the Department Head, or Supervisor will make decisions concerning the disposition of the persons immediately affected by the emergency. These should be limited to moving people out of danger and out of the path of emergency response teams. Once a trained on-scene commander is on site, he/she may make decisions pertinent to the wisdom of following the established procedure, taking into consideration how effective the decision made will improve the outcome of the actual event.

**DEFINITIONS:**

Emergency – an unforeseen combination of circumstances or the resulting state that calls for immediate action. In the context of this policy, emergencies are fire, weather, chemical spills etc. that affect the safety of employees.

Chemical Spills – accidental releases of sufficient quantities of substances deemed injurious to human health by NIOSH, Governmental Regulation, or competent authority as reported on the compound's safety data sheet.

**PROCEDURE:**

To ensure the safety of employees during emergencies listed above in their workspaces, each employee will receive training to respond to each situation. All employees will know how to correctly respond and take the following actions:

- q Emergency escape procedures and emergency escape route assignments,
- q Procedures to be followed during evacuation,
- q Those employees who will remain to operate critical plant-operations before they evacuate,
- q Procedures used to account for all employees after emergency evacuation is completed,
- q Rescue and medical duties for those employees who are to perform them,
- q The preferred means of reporting fires and other emergencies,
- q The names or regular job titles of persons in need of further information or explanation of duties under the plan.

Training will take place for all new employees within thirty days of their arrival by their immediate Supervisor, Safety Manager, or certified trainer in the above competencies.

Training will take place for designated employees from each building or work site to assist / direct evacuations or follow operating procedures to protect the lives of fellow employees.

Emergency action plans will be practiced annually for each workplace/building. Prior to initiating the drill, all drills must be coordinated with the City Manager or designee and the Safety Manager.

**SNOW/ INCLEMENT WEATHER DAYS:**

On days when driving conditions present a clear and present hazard to motorists, the City Manager or designee will evaluate the road conditions and then decide if city offices shall be closed. If city offices are closed, employees will be notified either by the City Manager or designee, their direct supervisor or via the city's alert sense notification system.

**Responding to fires inside the workplace:**

In the event of a fire inside a building, employees are encouraged to sound the alarm and evacuate the affected building. The City of Newcastle shall provide an educational program to familiarize select employees with the general principles of fire extinguisher use and the

hazards involved with small, “able to be controlled with a fire extinguisher” stage firefighting. If the emergency is a fire in the small (able to be controlled with a fire extinguisher) stage, use a fire extinguisher to extinguish the fire, after alerting the employees in the area by sounding the alarm. Ensure at least one person is watching the area equipped with a fully charged fire extinguisher until the Fire Department arrives. If a fire extinguisher cannot extinguish the fire, then evacuate the building to the assembly area immediately.

Training will take place for any employee who needs to use fire-fighting equipment as part of the emergency action plan. Refresher training will take place periodically thereafter as needed.

**Emergency Escape Procedure for Fires in the workplace –**

The following personnel is assigned the responsibility of making sure that 911 is notified even if 911 has been notified by other personnel.

**City Hall:** City Manager or designee.

**Public Works:** Department Head or designee.

**Street Maintenance:** Department Head or designee.

**Water Treatment Plant:** On-duty Supervisor.

**City Council Chambers:** Mayor or designee.

**Emergency Escape Route:**

**City Hall:** See appendix

**Public Works:** See appendix

**Street Maintenance:** See appendix

**Water Treatment Plant:** See appendix

**City Council Chambers:** See appendix

Copies must be placed in areas in order for all employees to view them.

**Designated assembly points:**

**City Hall:** Gravel parking lot on the east side, out of the way of first responders and clear of hazards.

**Public Works:** Parking lot on the west side of the building, out of the way of first responders and clear of hazards.

**Street Maintenance:** Northwest side of the building, out of the way of first responders and clear of hazards.

**Water Treatment Plant:** West side of the building, out of the way of first responders and clear of hazards.

**City Council Chambers:** Northeast side of the library, out of the way of first responders and clear of hazards.

**The following personnel is assigned the responsibility of accounting for all personnel in their workplace:**

**City Hall:** City Manager or designee is responsible for accounting for all city hall employees and reporting this information to on-scene first responders.

**Public Works:** Department Head or designee is responsible for accounting for all public works employees and reporting this information to on-scene first responders.

**Street Maintenance:** Department Head or designee is responsible for accounting for all Street Maintenance and Fleet Maintenance employees and reporting this information to on-scene first responders.

**Water Treatment Plant:** The supervisor on duty is responsible for accounting for all water treatment plant employees and reporting this information to on-scene first responders.

**City Council Chambers:** The Mayor or designee is responsible for accounting for all city council members and city employees and reporting this information to on-scene first responders. If there are individuals attending the council meeting, the mayor or designee will collect information from each family member that all members are safely evacuated and accounted for.

**What equipment must be left running or shut down through a procedure prior to evacuation?**

**City Hall:** N/A

**Public Works:** N/A

**Street Maintenance:** N/A

**Water Treatment Plant:** All equipment will continue to operate in automatic mode – Plant Supervisor and/or operators may monitor SCADA systems to control equipment or manually operate controls.

**City Council Chambers:** N/A

**What information needs to be protected in case of a fire (do not risk life to do so)?**

**City Hall:** If safe to do so, grab the sinology box out of the closet directly across from the Administration Assistants office.

**Public Works:** If safe to do so, grab the Public Works Clerk’s laptop during evacuation.

**Street Maintenance:** N/A

**Water Treatment Plant:** State and Federal operations discharge and sludge reports need to be protected from fire and water if possible and danger is not imminent.

**City Council Chambers:** N/A

## **Responding to Bomb Threat inside the workplace:**

In the event of a bomb threat via telephone, the person receiving the call should:

1. Keep the caller on the line as long as possible and make a note of the calling number if displayed on the caller ID.
2. Ask the following questions:
  - a. When is the bomb going to explode?
  - b. Where is it right now?
  - c. What does it look like?
  - d. What kind of bomb is it?
  - e. What will cause it to explode?
  - f. Did you place the bomb?

- g. Why?
  - h. What is your address?
  - i. What is your name?
3. Try to record the exact wording of the threat.
  4. If occupied, advise the caller that the detonation of a bomb could result in injury or death to many innocent people.
  5. Pay attention to background noises.
  6. Listen closely to the voice (male/female), voice quality, accents, speech impediments, etc.
  7. Use a “Bomb Threat Card” supplied by the police department to assist in the collection and recording of this information.

After receiving a bomb threat, IMMEDIATELY CALL 911, and then contact your immediate supervisor. The Newcastle Police and Newcastle Fire Department will respond to assist in dealing with the threat.

Upon receipt of a bomb threat, all employees shall evacuate the facility that has been threatened until first responders deem it safe to return. Evacuation will be at a minimum of 300 feet. Evacuees should be placed under some type of cover if possible.

**Designated assembly points:**

**City Hall:** Gravel parking lot on the east side, out of the way of first responders and clear of hazards. At a minimum of 300 feet away.

**Public Works:** Parking lot on the west side of the building, out of the way of first responders and clear of hazards. At a minimum of 300 feet away.

**Street Maintenance:** Northwest side of the building, out of the way of first responders and clear of hazards. At a minimum of 300 feet away.

**Water Treatment Plant:** West side of the building, out of the way of first responders and clear of hazards. At a minimum of 300 feet away.

**City Council Chambers:** Northeast side of the library, out of the way of first responders and clear of hazards. At a minimum of 300 feet away.

**The following personnel is assigned the responsibility of accounting for all personnel in their workplace:**

**City Hall:** City Manager or designee is responsible for accounting for all city hall employees and reporting this information to on-scene first responders.

**Public Works:** Department Head or designee is responsible for accounting for all public works employees and reporting this information to on-scene first responders.

**Street Maintenance:** Department Head or designee is responsible for accounting for all Street Maintenance and Fleet Maintenance employees and reporting this information to on-scene first responders.

**Water Treatment Plant:** The supervisor on duty is responsible for accounting for all water treatment plant employees and reporting this information to on-scene first responders.

**City Council Chambers:** The Mayor or designee is responsible for accounting for all city council members and city employees and reporting this information to on-scene first responders. If there are individuals attending the council meeting, the mayor or designee will collect information from each family member that all members are safely evacuated and accounted for.

## **Responding to Active Shooter / Hostile Intruder in the workplace:**

In the event involving an active shooter or an armed hostile intruder in a City Building, the employees in that building should:

### **1. Run**

Getting away from the shooter/shooters is always the top priority. Leave belongings behind and run away. If safe to do so, warn and help others escape and call 911 when in a safe place. Describe each shooter, location, and weapon to the best of one's ability to arriving first responders. Warn and prevent individuals from entering the facility.

### **2. Hide**

If escaping safely is not an option, find a hiding place. Get out of the shooter's view and stay quiet. If you are in an office, stay there and secure the door. If you are in a hallway, get into a room and secure the door. Silence electronic devices and make sure they will not vibrate. Lock doors and block/barricade them, close the blinds, and turn off the lights. Try to communicate with police non-verbally, (for example, through text messages or by putting a sign in a window). Stay in place until law enforcement arrives to provide assistance.

### **3. Fight**

The last resort when in danger is to defend oneself. Commit to actions and act with aggression to stop the shooter. Ambush the shooter with co-workers if possible. Craft makeshift weapons and use chairs, fire extinguishers, scissors, and books to distract and/or disarm the shooter.

If the event involves an active shooter at city hall or public works, if possible, the front personnel shall activate the 911 alert button under the front desk and then proceed to step #1. **To help prevent hostile individual(s) from entering city hall offices, the doors shall remain locked leading from the city hall lobby to city offices at all times. Only current city employees, council members, or visitors who have been approved to enter shall be allowed to enter city offices. Individuals who are no longer employed by the city shall not enter unless prior approval.**

## **Responding to a Tornado Warning in the workplace:**

If possible, the Emergency Management Department will contact each department and advise of the impending storms. If time does not permit, listen for storm sirens, or phone call via alert sense to take immediate shelter.

Locations to seek shelter.

**City Hall:** Tornado Shelter located on the Southeast corner of the building.

**Public Works:** Tornado Shelter located in the West parking lot.

**Street Department:** Tornado Shelter located on the South side of the building.

**Water Treatment Plant:** Seek shelter in the pipe gallery area located on the Northeast side lower portion of the building.

**City Council Chambers:** Community storm shelter located at 851 N. Carr.

**The following personnel is assigned the responsibility of accounting for all personnel in their workplace:**

**City Hall:** City Manager or designee is responsible for accounting for all city hall employees.

**Public Works:** Department Head or designee is responsible for accounting for all public works employees. The Department Head or designee is responsible for contacting all employees who are working remotely around the city and advising them to take immediate shelter.

**Street Maintenance:** Department Head or designee is responsible for accounting for all Street Maintenance and Fleet Maintenance employees. The Department Head or designee is responsible for contacting all employees who are working remotely around the city and advising them to take immediate shelter.

**Water Treatment Plant:** The supervisor on duty is responsible for accounting for all water treatment plant employees.

**City Council Chambers:** The Mayor or designee is responsible for accounting for all city council members and city employees and reporting this information to on-scene first responders. If there are individuals attending the council meeting, the mayor or designee will collect information from each family member that all members are safely evacuated and accounted for.

Each Department Head or designee shall contact the Emergency Management Department for the all-clear to exit the tornado shelter.

**What equipment must be left running or shut down through a procedure prior to evacuation?**

City Hall: N/A

Public Works: N/A

Street Maintenance: N/A

Water Treatment Plant: All equipment will continue to operate in automatic mode – Plant Supervisor and/or operators may monitor SCADA systems to control equipment or manually operate controls.

City Council Chambers: N/A

**What information needs to be protected in case of a Tornado Warning (do not risk life to do so)?**

**City Hall:** Consider confidential files and records that might be destroyed in a storm. In general, this refers to electronic files on PCs should be turned off and files not secured in workplaces in offices.

Do not relocate items in file cabinets or other secure locations.

**Public Works:** Consider confidential files and records that might be destroyed in a storm. In general, this refers to electronic files on PCs should be turned off and files not secured in workplaces in offices.

Do not relocate items in file cabinets or other secure locations.

**Street Maintenance:** Consider confidential files and records that might be destroyed in a storm. In general, this refers to electronic files on PCs should be turned off and files not secured in workplaces in offices.

Do not relocate items in file cabinets or other secure locations.

**Water Treatment Plant:** Consider confidential files and records that might be destroyed in a storm. In general, this refers to electronic files on PCs should be turned off and files not secured in workplaces in offices. State and Federal operations discharge and sludge reports need to be protected if possible and if danger is not imminent.

Do not relocate items in file cabinets or other secure locations.

**City Council Chambers:** Consider confidential files and records that might be destroyed in a storm. In general, this refers to electronic files on PCs should be turned off and files not secured in workplaces in offices.

Do not relocate items in file cabinets or other secure locations.

## **Responding to a Chemical spill in the workplace:**

Evacuate the facility immediately using the assigned emergency escape routes.

### **Designated assembly points:**

**City Hall:** Gravel parking lot on the east side, out of the way of first responders and clear of hazards.

**Public Works:** Parking lot on the west side of the building, out of the way of first responders and clear of hazards.

**Street Maintenance:** Northwest side of the building, out of the way of first responders and clear of hazards.

**Water Treatment Plant:** West side of the building, out of the way of first responders and clear of hazards.

**City Council Chambers:** Northeast side of the library, out of the way of first responders and clear of hazards.

### **The following personnel is assigned the responsibility of accounting for all personnel in their workplace:**

**City Hall:** City Manager or designee is responsible for accounting for all city hall employees and reporting this information to on-scene first responders.

**Public Works:** Department Head or designee is responsible for accounting for all public works employees and reporting this information to on-scene first responders.

**Street Maintenance:** Department Head or designee is responsible for accounting for all Street Maintenance and Fleet Maintenance employees and reporting this information to on-scene first responders.

**Water Treatment Plant:** The supervisor on duty is responsible for accounting for all water treatment plant employees and reporting this information to on-scene first responders.

**City Council Chambers:** The Mayor or designee is responsible for accounting for all city council members and city employees and reporting this information to on-scene first responders. If there are individuals attending the council meeting, the mayor or designee will collect information from each family member that all members are safely evacuated and accounted for.

The following personnel is assigned the responsibility of making sure that 911 is notified even if 911 has been notified by other personnel.

**City Hall:** City Manager or designee.

**Public Works:** Department Head or designee.

**Street Maintenance:** Department Head or designee.

**Water Treatment Plant:** On-duty Supervisor.

**City Council Chambers:** Mayor or designee.

**What equipment must be left running or shut down through a procedure prior to evacuation?**

City Hall: N/A

Public Works: N/A

Street Maintenance: N/A

Water Treatment Plant: All equipment will continue to operate in automatic mode – Plant Supervisor and/or operators may monitor SCADA systems to control equipment or manually operate controls.

City Council Chambers: N/A

**What information needs to be protected in case of a chemical spill (do not risk life to do so)?**

Personnel are required to exit the building immediately and meet at the designated assembly point.

**Responding to a Chemical spill on a downwind street in the workplace:**

If the spill involves a hazardous chemical or employees are experiencing an adverse physical reaction to the spilled chemical; then an immediate evacuation of the building should take place.

Designated assembly points -

This will be determined at the time of the incident. The assembly point should be an area out of the dispersion cone (drift cloud) and 90° to the wind direction. The general wind direction in the winter is from the North, so the assembly point should be directly East or West of the workplace facility. Similarly, with the summer winds from the south and southwest, the assembly point should be south or southwest and not in the direction of the wind path. The Department Head or designee will determine the designated assembly area at the time of the incident.

**The following personnel is assigned the responsibility of accounting for all personnel in their workplace:**

**City Hall:** City Manager or designee is responsible for accounting for all city hall employees and reporting this information to on-scene first responders.

**Public Works:** Department Head or designee is responsible for accounting for all public works employees and reporting this information to on-scene first responders.

**Street Maintenance:** Department Head or designee is responsible for accounting for all Street Maintenance and Fleet Maintenance employees and reporting this information to on-scene first responders.

**Water Treatment Plant:** The supervisor on duty is responsible for accounting for all water treatment plant employees and reporting this information to on-scene first responders.

**City Council Chambers:** The Mayor or designee is responsible for accounting for all city council members and city employees and reporting this information to on-scene first responders. If there are individuals attending the council meeting, the mayor or designee will collect information from each family member that all members are safely evacuated and accounted for.

**What equipment must be left running or shut down through a procedure prior to evacuation?**

City Hall: N/A

Public Works: N/A

Street Maintenance: N/A

Water Treatment Plant: All equipment will continue to operate in automatic mode – Plant Supervisor and/or operators may monitor SCADA systems to control equipment or manually operate controls.

City Council Chambers: N/A

**What information needs to be protected in case of a chemical spill (do not risk life to do so)?**

Personnel are required to exit building immediately and meet at designated assembly point.

**Building failure, water leak, sewer overflow emergency:**

If the emergency is in your building and related to the failure of a part of the building because of a roof failure, broken water pipe, sewer overflow, or similar emergency call the Department Head or designee and then call (Building Maintenance, Michael Salsman 405-625-3725) and inform them of the emergency.

Alert the employees in your area and have them alert everyone in their area. Make sure any person(s) who might be physically challenged or unaware of circumstances are aware of the emergency.

# NEWCASTLE POLICE DEPARTMENT BOMB THREAT QUESTIONNAIRE

## Questions to Ask:

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

## Exact Wording of the Threat

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Sex of caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of call: \_\_\_\_\_

Number at which call was received:

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

## Caller's Voice:

\_\_\_\_\_Calm  
\_\_\_\_\_Angry

\_\_\_\_\_Nasal  
\_\_\_\_\_Stutter

_____ Excited	_____ Lisp
_____ Slow	_____ Raspy
_____ Rapid	_____ Deep
_____ Soft	_____ Ragged
_____ Loud	_____ Clearing throat
_____ Laughter	_____ Deep breathing
_____ Crying	_____ Cracking voice
_____ Normal	_____ Disguised
_____ Distinct	_____ Accent
_____ Slurred	_____ Familiar
_____ Whispered	

If the voice is familiar, who did it sound like?

\_\_\_\_\_

**Background Sounds:**

_____ Street noises	_____ Factory noises
_____ Crockery	_____ Animal noises
_____ Voices	_____ Clear
_____ PA System	_____ Static
_____ Music	_____ Local
_____ House noises	_____ Long distance
_____ Motor	_____ Office

Other \_\_\_\_\_

\_\_\_\_\_

**Threat Language:**

_____ Well spoken	_____ Incoherent
_____ Foul	_____ Taped
_____ Irrational	_____ Message read by threat maker

**Remarks:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Report call immediately to:**

\_\_\_\_\_

Phone number: \_\_\_\_\_

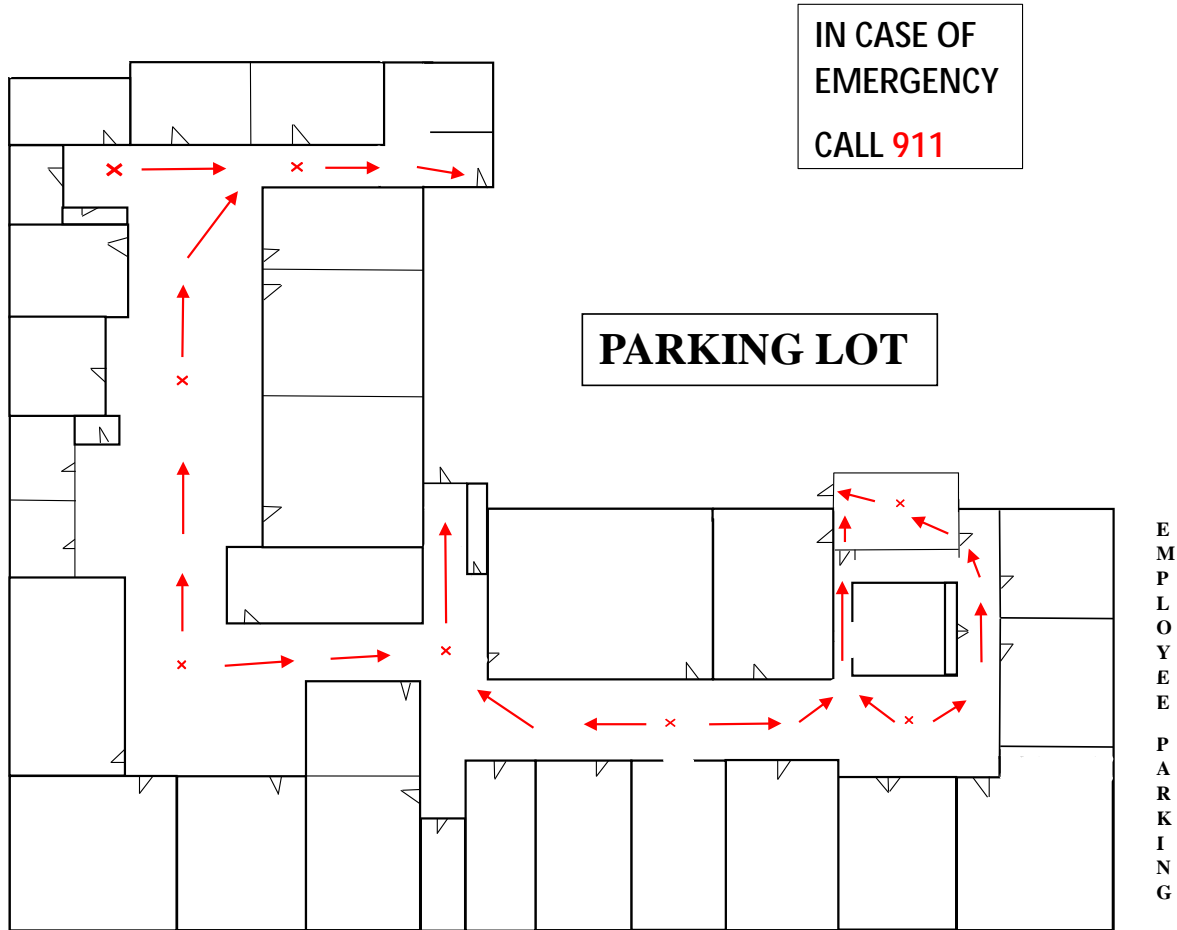
Date: \_\_\_\_\_

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

Position: \_\_\_\_\_

Phone number: \_\_\_\_\_

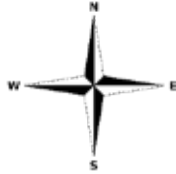
# NEWCASTLE CITY HALL EVACUATION MAP



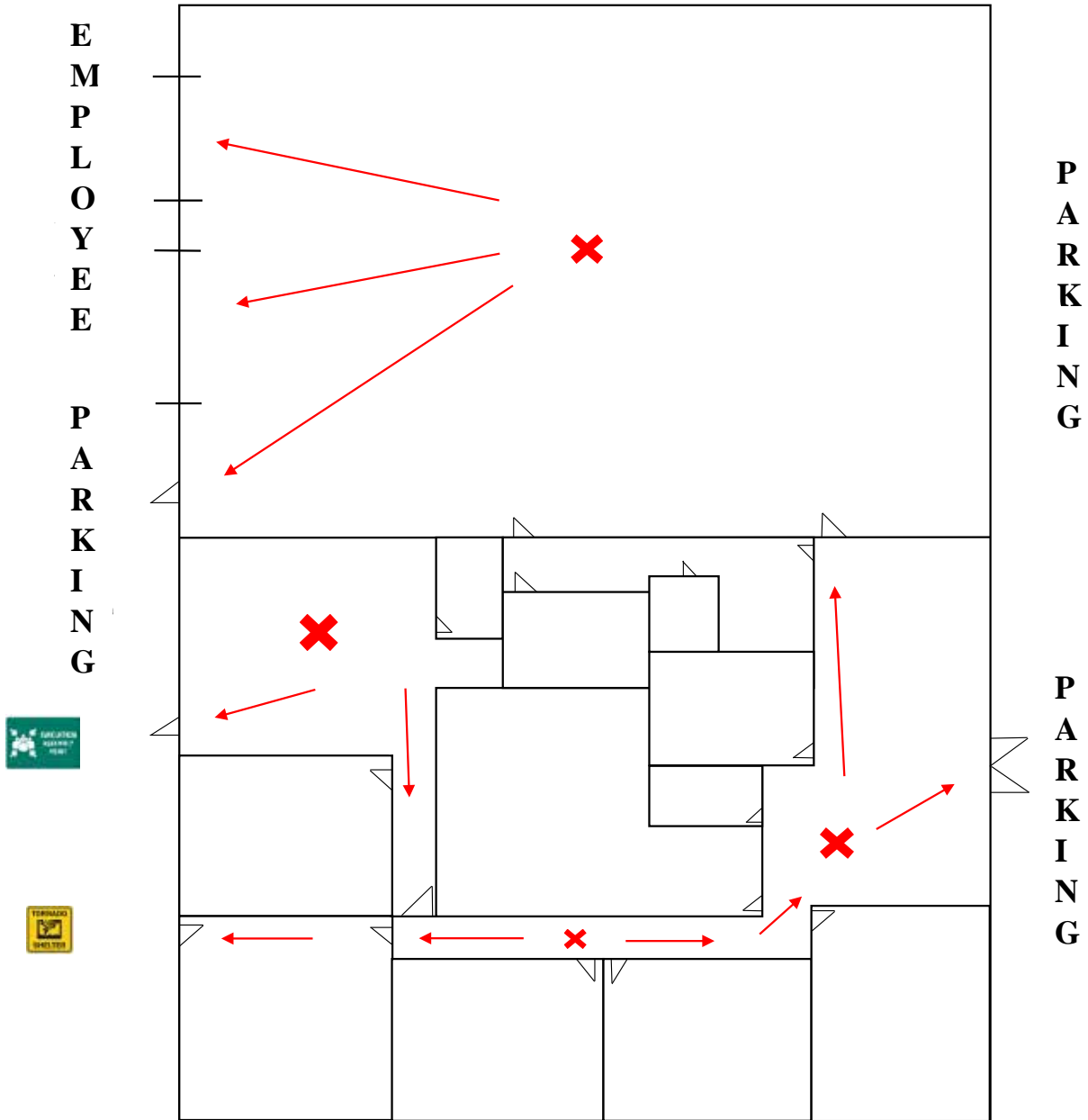
**Evacuation meeting area is gravel parking lot  
on East side of City Hall.**



# NEWCASTLE PUBLIC WORKS EVACUATION PLAN



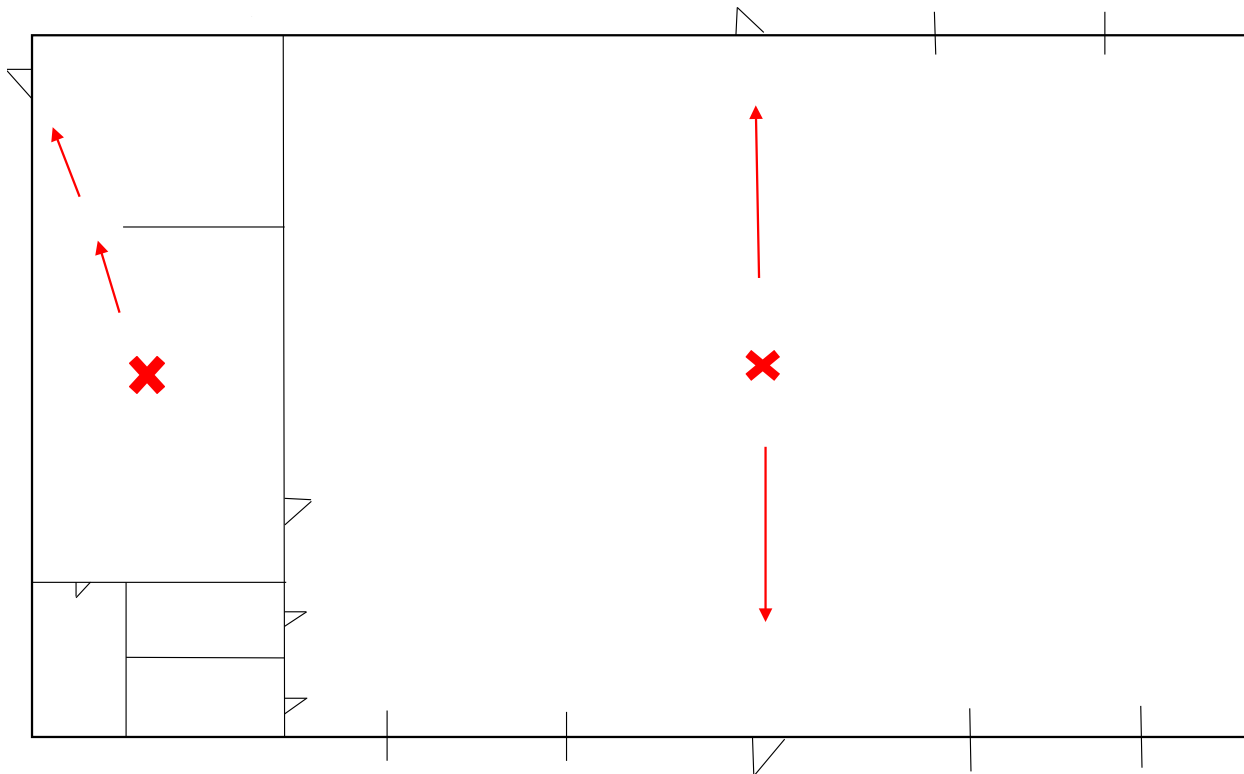
IN CASE OF  
EMERGENCY  
CALL **911**



# NEWCASTLE STREET DEPARTMENT/FLEET MAINTENANCE EVACUATION MAP



## PARKING



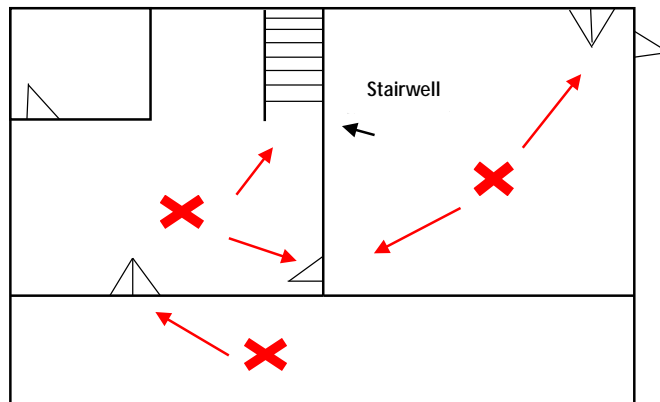
**IN CASE OF  
EMERGENCY CALL**  
**911**



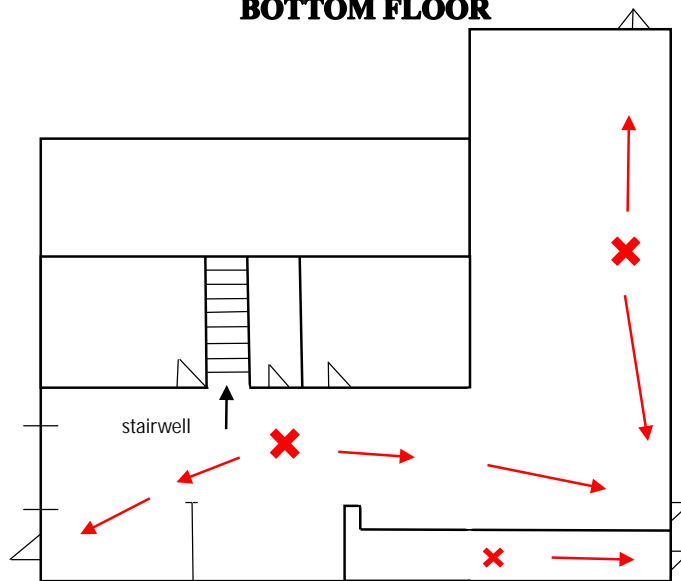
# NEWCASTLE WATER PLANT EVACUATION MAP



## UPPER FLOOR



## BOTTOM FLOOR



# NEWCASTLE PIONEER PUBLIC LIBRARY

## EVACUATION MAP

IN CASE OF  
EMERGENCIES  
CALL 911

