



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	Human Resources Committee
Date/Time:	Monday, April 9, 2018 at 4:30 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Romey Wagner (C), Gary Gisselman, Karen Kellbach, Becky McElhaney, Tom Neal

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of 2/12/2018 Minutes.
- 2) Human Resources Report
- 3) Discussion on Fire Department Background Investigation Process and Future RFP
- 4) Discussion and possible action on Hazard Communication Policy
- 5) Discussion and possible action on Aerial Truck Policy
- 6) Discussion and possible action on Confined Space Policy
- 7) Discussion and possible action on Respirator Policy
- 8) Discussion and possible action on Personal Protective Equipment Policy
- 9) Discussion and possible action on Bloodborne Pathogens Exposure Control Plan
- 10) Discussion and possible action on proposed language change to Employee Handbook Section 4.02 Introductory Period
- 11) Update on Wage Study
- 12) Future Agenda Items.
- 13) Adjournment.

Romey Wagner, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 4/6/2017 at 11:30 AM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. **No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at 407 Grant Street, Wausau WI 54403 or Phone (715) 261-6620.

Other Distribution: Media, Alderperson, Mayor, Department Heads, City Departments, Union Presidents.

DRAFT

**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: February 12, 2018 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: R. Wagner, G. Gisselman, K. Kellbach, R. McElhaney, T. Neal
MEMBERS ABSENT:
Also Present: Mayor Mielke, T. Vanderboom

Approval of 12/11/2017 Minutes.

Motion by Kellbach to approve the December 11, 2017 Human Resources Committee minutes. Second by McElhaney. All ayes. Motion passes 5-0.

Human Resources Report.

Vanderboom reviewed the information contained in the Human Resources Report with the committee. Vanderboom said that two items not on the current report, due to not having been done yet, that will be included in future reports are number of employee evaluations completed and employee satisfaction survey. Neal questioned the denial of FMLA mentioned on the report and reasoning for it; Vanderboom said that she does not know why the particular request was denied and gave the committee a list of reasons why a request would not qualify for FMLA.

Discussion and Possible Action on Gym Reimbursement Program.

Vanderboom said that this item was brought up when the City changed health insurance from WPS to Anthem BCBS; the City's previous insurance plan included reimbursement program to employees for gym membership costs and our current insurance plan does not. Human Resources looked into options for continuing a similar program and the cost of administration. Human Resources first asked WPS if the City could continue the program with them; the answer was no. Next, contracting with an outside vendor was researched. It was discovered that the administrative cost would be \$18,000 annually and \$10,000 to reimburse those involved in the program. Finally, if the City were to administer the program in-house, the cost would be approximately \$10,000; no funding is currently set aside in the 2018 budget for this expense. Vanderboom recommended not moving forward with the program, at least during the present time. She went on to provide concerns about administering a gym reimbursement program, including ADA compliance concerns, EEOC compliance concerns, and cost vs. participation; only about 5% of eligible employees participated in the program. Vanderboom went on to provide information on free incentives and resources that are offered by Anthem BCBS dealing with wellness for employees.

Neal asked if the City could approach the YMCA and ask for a bulk discount; Vanderboom said that the employees who were in the program belong to different facilities so that would not be a sufficient solution. Also, by reaching out to certain facilities, it could appear that the City has a preference, which should be avoided. Vanderboom said that HR will be looking at all wellness plans provided by the City currently and look for ways to develop a more robust fitness program. Vanderboom talked about the pilot program taking place for fire department employees at this time.

Wagner asked how long the gym reimbursement program was offered to employees; Vanderboom said about 3-5 years, but it has changed yearly based on how WPS chose to administer. Wager then asked if our insurance provider could work it into the plan for next year; Vanderboom said that Anthem is not interested in offering the program, so if the City would like to have one, it would have to secure a separate vendor. Wagner said that he is in favor of gathering more information, finding out if discounts could be given to employees, and finding a solution.

Neal and Wagner questioned how many people equal 5%. Vanderboom said that approximately 60 people were signed up with the program, and anywhere from 30-50 people would receive reimbursements, varying monthly. More than 600 people (employees and family members) were eligible to participate in the program.

Vanderboom said that another concern is that employees were receiving a set reimbursement amount regardless of what their membership cost was, resulting in some employees making money off of the program. Vanderboom said that the department will continue to look for program options. Neal suggested that facilities offer a discount to City employees instead of the City reimbursing employees. Gisselman said he feels that it is an important enough program that it should be included in future insurance provider plans. Wagner asked Vanderboom to keep working on a plan to be included in the next budget.

No motion made on this item.

Discussion and Possible Action on 2.09 – City Equipment and 2.10 – Vehicle Take Home Policy of the Employee Handbook.

Vanderboom said that she had several employees ask for clarification on the Vehicle Take Home policy; Vanderboom clarified the language by including information from the Fleet Safety policy.

Motion by Kellbach to approve the revision to 2.10 – Vehicle Take Home Policy of the Employee Handbook; second by Neal. Neal asked if the policy will interfere if there is an emergency situation; Vanderboom said that it will not. All ayes. Motion passes 5-0.

CLOSED SESSION pursuant to Section 19.85(1)e of the Wisconsin State statutes for bargaining reasons requiring a closed session for the purpose of considering the following: Discussing a tentative bargaining agreement with Wausau Firefighter Association Local 415, IAFF, AFL-CIO and CLC.

Motion by McElhaney to go into closed session. Second by Neal. Rollcall was taken to include Kellbach, Gisselman, McElhaney, Neal, and Wagner. Committee entered into closed session.

Reconvene into Open Session, and Possible Action on Closed Session Item of discussing a tentative bargaining agreement with the Wausau Firefighter Association Local 415, IAFF, AFL-CIO and CLC.

Motion by Neal to accept the proposal negotiated between the City of Wausau and the Wausau Firefighter Association and to send to council. Second by Kellbach. All ayes. Motion passes 5-0.

Future Agenda Items.

Neal would like an update on the wage study.

Adjournment.

Motion by Gisselman to adjourn. Second by Neal. All ayes. Meeting was adjourned.

Romey Wagner
Human Resources Committee, Chair



HR PERFORMANCE REPORT

Core Services

Classification & Compensation

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied
45	37	4	4

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
1	0	1

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
1	1	0	0	0	1



HR PERFORMANCE REPORT

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Kraig Kruzan	Fire	Acting Battalion Chief Assignments	2/26/18	Step One (held until 3/12 at union request)

Recruitment & Selection

New Hires

Employee Name	Job Title	Hire Date
Zachary Kempf	Street Maintainer	02/26/18

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
6	3	3	0

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Michael Becker	Firefighter/Paramedic	Fire Lieutenant	Gary Lech	01/01/18
Nathan Pauls	Detective	Patrol Lieutenant	Mark Pankow	01/03/18
Edward Hintz	Bus Operator I	Bus Operator II	Andrew Klaschus	01/08/18
Benjamin Bliven	Deputy Chief	Police Chief	Jeffrey Hardel	02/26/18
Matthew Barnes	Detective Captain	Deputy Chief	Benjamin Bliven	02/26/18
Benjamin Graham	Patrol Lieutenant	Detective Captain	Matthew Barnes	02/26/18
John Phillips	Police Officer	Patrol Lieutenant	Benjamin Graham	02/25/18
Quinn Ambrosius	Firefighter/Paramedic	Fire Lieutenant	Mike Tuilsaari	03/11/18



HR PERFORMANCE REPORT

Active Recruitments

Job Title	Number of Vacancies	Date Vacant	Status
Police Officer	1 (+1 future)	01/02/18	Conditional Offer Candidate in Process
Bus Operator I	2	12/15/17, 01/08/18	Collecting Applications
Firefighter/Paramedic	2 (+2 future)	9/26/17, 12/27/17	Conditional Offer Candidates in Process

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status



Toni Vanderboom
Director of Human Resources

TEL: (715) 261-6634
FAX: (715) 261-0323

HUMAN RESOURCES DEPARTMENT

(Date)

Dear Interested Parties,

The City of Wausau is pleased to release a **Request for Proposal (RFP)** for background investigation services for prospective sworn Fire Department employees.

Event	Date
1. RFP Released	
2. Proposals Due	
3. Proposals Review	

Questions and/or additional information on the RFP should be directed to:

Toni Vanderboom, Human Resources, toni.vanderboom@ci.wausau.wi.us

Sincerely,

Toni Vanderboom
Human Resources Director

Background Information

The City of Wausau Fire Department is responsible for developing, coordinating, planning, implementing and administering all aspects of fire protection and emergency medical services response for the City of Wausau and contracted areas. The operational responsibilities include fire suppression, emergency medical services, fire prevention education, code enforcement, administration, rescue, training, fire/arson investigation, and building/equipment maintenance. The main function of the fire department is to protect and enhance our community by providing emergency response services, public education and code enforcement.

The Wausau Fire Department has 61 members ready to respond to emergencies. All Fire Department members are cross-trained as Emergency Medical Technicians (EMT's) with most possessing Paramedic certification, and some possessing Critical Care Paramedic certification.

Due to three strategically located fire stations located throughout the City of Wausau, response time to in-City calls average 4 minutes.

The Fire Department operates 24 vehicles including the regional hazardous materials response vehicles.

The City of Wausau maintains a Class 2 fire insurance rating, which results in lower fire insurance premiums for those owning properties in the City.

Scope of Service

The City of Wausau is committed to providing quality service to its citizens. Members of the Fire Department hold positions of authority in the community, and are invited into citizens' homes and businesses. The City of Wausau seeks a background investigation process to assist in evaluating a candidate's past history, to assist in the selection of qualified candidates and protect public trust.

The background process used should include but not be limited to criminal history, credit history, employment record, driving record, and military history. The City of Wausau would like to ensure a robust background process is used for sworn Fire Department personnel, and is interested in any additional categories or areas to be included in the investigation.

Recommendations and support in developing a legally sound review and background process is welcome, but not required.

Selected vendor must be registered to work within the State of Wisconsin, or willing to register before work may be performed.

Desired Outcome

Development of a timely and comprehensive background investigation for sworn Fire Personnel. Hiring needs of the City require that the vendor be able to process background investigations for up to 20 candidates in a timely fashion.

Proposal Format and Required Information

Proposals must include:

- Name and address of the vendor. Provide the name and telephone number of the individual to whom all inquiries about the proposal should be addressed. List any local offices.
- Provide names and resumes of the specific individuals who will be assigned to this project. Resumes should include title, number of years' experience in the field, other work-related experience, and specific experience in public safety background investigations.
- Provide references for not less than three customers. Public safety experience is preferable. Include a brief description of the services provided, a contact name and a contact phone number.
- The proposal must be based upon the "scope of services" included within this Request for Proposals. Discuss the approach to be used in conducting an investigation, including ability to customize based on the departments' needs and any technology that is to be utilized. Projected timeline for completion of a candidate's background investigation should also be included.
- Provide information on the financial strength of the company. Specify whether the company is currently registered to work within the state of Wisconsin, or whether it will be registering in the future (should the contract be awarded).
- Indicate the cost projections for the services. The fee quoted should include a total maximum, with alternative or additional cost items listed separately.

Any costs incurred in the development of the response to this Request for Proposals are born by the responder. The City of Wausau is not responsible for any costs incurred in formulating a response, or any other costs incurred (such as mailing expenses).

Evaluation Criteria

Weighting of criteria is used by the City as a tool in selection the best proposal. The City may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation of a contract award.

Evaluation of Proposals will be based upon the quality and the content of the responses. The following elements will be the primary considerations in evaluating all submitted proposals:

- Scope of service and the degree to which the proposed product meets city needs (Weight: 50)
- Ability and experience of vendor and staff

(Weight: 40)

- Cost
(Weight: 10)

Proposals shall meet the following criteria:

1. Proposals shall be prepared on standard 8.5 x 11” letter-size paper
2. A digital copy of the Proposal shall be emailed to toni.vanderboom@ci.wausau.wi.us

The City reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers
- Negotiate the nature and scope of the project before final Committee and Council approval

Send proposals by (time) on (date) to the attention of:

Human Resources Department
407 Grant Street
Wausau, WI 54403-4783
Phone: 715-261-6802
toni.vanderboom@ci.wausau.wi.us



POLICY

DATE: January 8, 2018
TITLE: Hazard Communication Policy
ISSUER: Human Resources
COVERAGE: All employees
AUTHORITY: Risk Management Committee
DURATION: Indefinite, review in 2019

Table of Contents

Policy Intent.....	2
Hazard Determination.....	2
Safety Data Sheets.....	2
16 Sections Safety Data Sheets.....	3
Hazardous Chemical Inventory.....	4
Employee Training and Information.....	4
List of Hazardous Chemicals.....	4
Hazardous Non-Routine Tasks.....	5
Contractors.....	5
Global Harmonization Standard.....	5
Pictograms.....	5
Container Labeling.....	5
Pipes and Piping Systems.....	7
Recordkeeping.....	8

Policy Intent

The purpose of the Hazard Communication Policy is to ensure that City of Wausau Employees are adequately protected from health hazards associated with the use of hazardous chemicals in the facility and at job sites. This policy is intended to ensure compliance with the Occupational Health and Safety Administration (OSHA) requirements for the adoption of the Global Harmonized System (GHS). This shall be accomplished by providing information on specific chemicals used, Safety Data Sheets (SDS), and procedures to be used for accidental exposure, including use of personal protective equipment. It shall also serve to ensure that employees are not exposed to substances in excess of the permissible exposure limits as defined by OSHA in 29CFR 1910.1200 (Hazcom GHS regulations). This policy shall be available to all employees for review with copies being located in the intranet. It shall be reviewed annually by the Human Resource Department and updated as necessary with any additional data presented to employees in the form of an annual training session to be organized by supervisory staff. The following departments are covered by this plan:

- A. Maintenance Department (City Hall)
- B. Department of Public Works
- C. Wausau Water Utilities
- D. Wausau Police Department
- E. Wausau Fire Department (Hazmat Team follows their policy)

Hazard Determination

Manufacturers, importers, and distributors will be relied upon to perform the appropriate hazard determination for the chemicals they produce or sell. All hazards are to be classified. Classification means to identify the relevant data regarding the hazards of a chemical; review those data to ascertain the hazards associated with the chemical; and decide whether the chemical will be classified as hazardous according to the definition of hazardous chemical in this section. In addition, classification for health and physical hazards includes the determination of the degree of hazards, where appropriate, by comparing the data with the criteria for health and physical hazards. Hazard class means the nature of the physical or health hazards, e.g., flammable solid, carcinogen, oral acute toxicity.

Chemical manufacturers and importers shall evaluate chemicals produced in their workplaces or imported by them to classify the chemicals in accordance with this section. For each chemical, the chemical manufacturer or importer shall determine the hazard classes, and where appropriate, the category of each class that applies to the chemical being classified.

All chemicals are covered under this policy. If chemicals are manufactured and used by employees during normal work hours a Safety Data Sheet (SDS) must be developed. Chemicals purchased, borrowed, or acquired by other means that are used during normal work hours must be accompanied by a SDS.

Safety Data Sheets (SDS)

Department Supervisors will be responsible for obtaining and maintain the Safety Data Sheets (SDSs). A SDS must be obtained before any hazardous chemicals are used in the workplace. Supervisors will review all incoming SDSs for new and significant health/safety information. Any new information will be passed on to the affected employees. SDSs will be available to all employees for review during each work shift. If SDSs are not available or new chemicals are purchased without an SDS, employees shall not use the hazardous chemical until a SDS is obtained from the manufacturer or supplier of the chemical. The location of each department's SDSs is available on the intranet under Human Resources, MSDS Safety Sheets.

16 Sections Safety Data Sheets

The SDSs are to include the section number, the headings, and associated information under the following headings:

1. **Section 1, Identification** – Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restriction on use.
2. **Section 2, Hazard(s) identification** – includes all hazards regarding the chemical; required label elements.
3. **Section 3, Composition/information on ingredients** – includes information on chemical ingredients; trade secret claims.
4. **Section 4, First-aid measures** – includes important symptoms/effects/acute, delayed; required treatment.
5. **Section 5, Fire-fighting measures** – Its suitable extinguishing techniques, equipment; chemical hazards from fire.
6. **Section 6, Accidental release measures** – lists emergency procedures; protective equipment' proper methods of containment and cleanup.
7. **Section 7, Handling and storage** – lists precautions for safe handling and storage, including incompatibilities.
8. **Section 8, Exposure controls/personal protection** – lists OSHA's Permissible Exposure Limits (PEL's); ACGIH Threshold Limit Values (TLVs); and other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS where available as well as appropriate engineering controls; personal protective equipment (PPE).
9. **Section 9, Physical and chemical properties** - lists the chemical's characteristics.
10. **Section 10, Stability and reactivity** – lists chemical stability and possibility of hazardous reactions.
11. **Section 11. Toxicological information** – includes routes of exposure; relative symptoms, acute and chronic effects; numerical measures of toxicity.
12. **Section 12, Ecological Information**
13. **Section 13, Deposal Considerations**
14. **Section 14, Transpiration information**
15. **Section 15, Regulatory information**
16. **Section 16, Other information** – includes the date of preparation or last revision

Hazardous Chemical Inventory

- A. An inventory of hazardous chemicals has been compiled by each department covered by this plan. The inventory will be kept in the respective department and on the MSDS website to be readily accessible to all employees.
- B. Department Supervisors are responsible for maintaining the master inventory of hazardous chemicals. The chemical inventory will include the name of the chemical as it appears on the SDS, common or trade name (if different), and the name and address of the manufacturer. Any changes in chemicals must be reported to the Manager and reviewed by the effected department before introduction into the department.

Employee Training and Information

- A. Department Supervisors are responsible for employee training. They will ensure that all elements specified in section are carried out.
- B. Prior to starting work, each new employee will attend a health and safety orientation and will receive information and training on the following:
 - 1. An overview of the requirements contained in the Hazard Communication Standard, OSHA 29CFR 1910.1200 and the Hazard Communication Program
 - 2. Information on the hazardous chemicals present in the workplace
 - 3. Location and availability of the written Hazard Communication Program
 - 4. Physical and health hazards of the chemicals in the work area
 - 5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
 - 6. How to reduce or prevent exposure of hazardous chemicals through the usage of control/work practices and personal protective equipment
 - 7. Steps that have been taken to reduce or prevent exposure to hazardous chemicals
 - 8. Emergency procedures to follow if employees are exposed to hazardous chemicals
 - 9. How to read/use labels and review SDS's to obtain appropriate hazards information
 - 10. Location(s) of the SDS's and location of the hazardous chemical list
 - 11. Identify needed PPE and how to properly wear
- C. After attending the training class, each employee will sign a form to verify that they attended the training and reviewed written materials.
- D. Prior to using a new hazardous chemical in the work area, each employee in that work area will review the SDS sheet regarding the health and physical hazards associated with the new hazardous chemical.
- E. Updated training will be provided at least on an annual basis or more frequently, if needed.

List of Hazardous Chemicals

List of hazardous chemicals can be found on the Intranet – City – Departments – Human Resources – MSDS Safety Sheets for a complete list of all chemicals used.

Hazardous Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will identify and review the SDS sheets regarding the hazardous chemicals to which they may be exposed during such activity.

The employee will review

1. Specific chemical hazards
2. Protective/Safety measures that need to be taken
3. Measures that have been taken to reduce the hazards including: ventilation, respirators, proximity of other employees and emergency measures

Contractors

- A. It is the responsibility of the City of Wausau staff to provide contractors with the following information:
 1. Hazardous chemicals to which they may be exposed while on the job site and the location of the Safety Data Sheets (SDS)
 2. Labeling system
 3. Protective measures to be taken including safe handling procedures
- B. Each contractor is responsible to provide SDSs on any hazardous chemicals brought on the premises. The contractor must also provide the following information:
 1. Hazardous chemicals to which they may be exposed while on the job site, and the location of the SDSs
 2. The contractor's labeling system
 3. Protective measures to be taken and safe handling procedures

Global Harmonization Standard

Global Harmonization Standard (GHS) is to increase the quality and consistency of information provided to workers, employers and chemicals users by adopting a standardized approach to hazard classification, labels and safety data. The GHS provides a single set of harmonized criteria for classifying chemicals according to their health and physical hazards and specifies hazard communication elements for labeling and safety data sheets. Under the GHS, labels would include signal words, pictograms, hazard and precautionary statements. Safety data sheets would have standardized format.

Pictograms

SDS sheet and labels will have an identifying pictogram(s) that correlates to hazard associated with that chemical.



Health Hazard

- *Carcinogen
- *Mutagenicity
- *Reproductive Toxicity
- *Respiratory Sensitizer
- *Target Organ Toxicity
- *Aspiration Toxicity



Gas Cylinder

- *Gases Under Pressure



Flame Over Circle

- *Oxidizers



Flame

- *Flammables
- *Pyrophoric
- *Self-Heating
- *Emits Flammable Gas
- *Self-Reactives
- *Organic Peroxides



Corrosion

- *Skin Corrosion/Burns
- *Eye Damage
- *Corrosive to Metals



Environment

- *Aquatic Toxicity
- * (Non-Mandatory)



Exclamation Mark

- *Irritation (skin and eye)
- *Skin Sensitizer
- *Acute Toxicity
- *Narcotic Effects
- *Respiratory Track Irritant
- *Hazardous to Ozone Layer
- * (Non-Mandatory)



Exploding Bomb

- *Explosives
- *Self-Reactives
- *Organic Peroxides



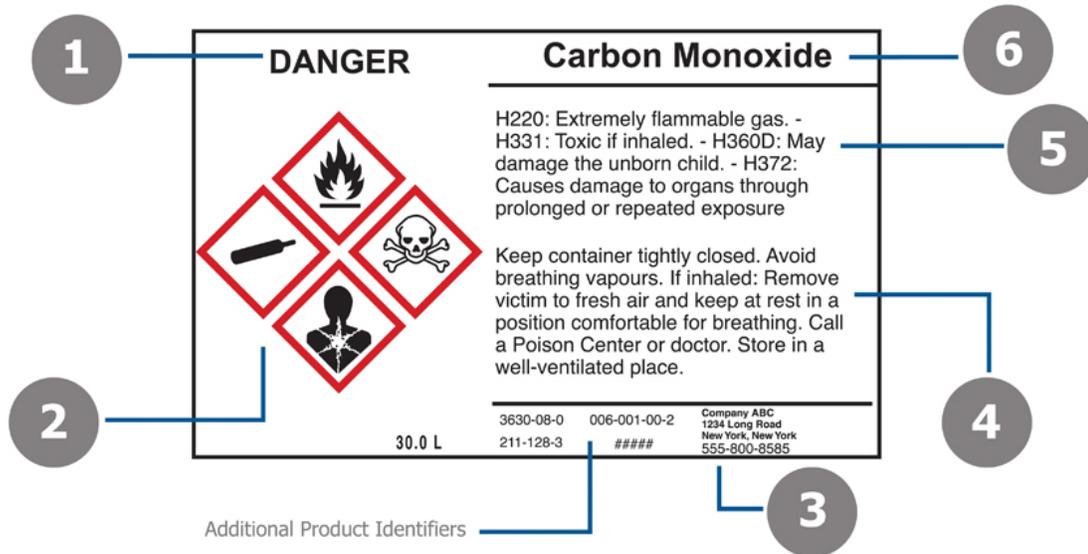
Skull & Crossbones

- *Acute Toxicity (fatal or toxic)

Container Labeling

The Department Supervisor will ensure that all hazardous chemicals received for use in the workplace identify the hazardous chemicals and health warnings. The Department Supervisor will ensure that all secondary containers are labeled with pictograms, a signal work, hazard and precautionary statements, the product identifier, and supplier identification.

Sample Secondary Label



- 1 Signal word. The signal word indicates hazard level. “Danger” is used for the most severe instances; while “Warning” is less severe.
- 2 GHS Symbols (Hazard Pictograms). These pictograms are used to identify hazardous products and are commonly grouped by chemical/physical risk. Health risk and environmental risk.
- 3 Manufacturer Information. This identifies the manufacturer’s company name, address, and telephone number.
- 4 Precautionary Statements/First Aid. These are phrases that are tied to each hazard statement. They describe general preventative, response, storage or disposal precautions. These statements are found on the chemical’s Safety Data Sheet. Similar to Hazard Statements, Precautionary Statements can be identified by a P-Code (like P100).
- 5 Hazard Statements. These are phrases that describe the nature of hazardous products and the degree of hazard. Hazard statements are on the chemical’s Safety Data Sheets (SDS) and identified by an H-Code (like H100).
- 6 Product Name or Identifiers. This identifies the product or chemical name. Additional identifiers can be noted to the right of the Manufacturer’s information (#1).

Employees shall not remove or deface existing labels or incoming containers of hazardous chemicals, unless the container is immediately marked with the required information.

Pipes and Piping Systems

Piping systems that contain a hazardous material or chemicals are painted or labeled at access points and every 10 feet where piping is 8-feet or closer to employee contact.

Work activities may be performed by workers in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the worker(s) shall be informed by Supervisor about the identity and hazards of the chemicals in the pipe(s), as well as precautionary measures to be followed.

Recordkeeping

The Human Resource Department shall maintain the following records on file:

1. This Hazard Communication Program document
2. A list of Hazardous Chemicals
3. SDSs corresponding to the current List of Hazardous Chemicals
4. A Safety Data Sheet Obsolete File that includes:
 - i. An index of all obsolete hazardous chemicals and their corresponding SDSs (MSDSs not less than 30 years.)
 - ii. The dates of use and the date the chemical was removed from use in the City
5. Written training records for each employee detailing the extent of training received and the date it was received (retention requirement: duration of employment).



POLICY

DATE: March 8, 2018
TITLE: Aerial Truck Policy
ISSUER: Human Resources
COVERAGE: All employees
AUTHORITY: Risk Management Committee
DURATION: Indefinite, review in 2020

Table of Contents

Policy	2
Purpose.....	2
Definitions.....	2
Responsibilities.....	2
General Aerial Lift Safety Guidelines.....	3
Daily Aerial Lift Truck Inspections.....	4
Employee Training.....	5
Policy Reviews.....	5

POLICY

The City of Wausau is committed to providing a safe and healthy work environment for all our employees. In addition, The City of Wausau's goal is to comply with the OSHA Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms, 29 CFR 1910.67 incorporated by reference in SPS 332.15 & 332.39.

PURPOSE

The purpose of this policy is to establish general safety guidelines, identify operational responsibilities, and to ensure compliance with the applicable OSHA and SPS regulations and requirements.

DEFINITIONS

1. Aerial Device – Any vehicle-mounted device, telescoping or articulating, or both, which is used to position personnel.
2. Aerial Ladder – An aerial device consisting of a single or multiple section extensible ladder.
3. Articulating Boom Platform – An aerial device with two or more hinged boom sections.
4. Extensible Boom Platform – An aerial device (except ladders) with a telescopic or extensible boom. Telescopic derricks with personnel platform attachments shall be considered to be extensible boom platforms when used with a personnel platform.
5. Insulated Aerial Device – An aerial device designed for work, on energized lines and apparatus.
6. Mobile Unit – A combination of an aerial device, its vehicle and related equipment.
7. MUTCD – Manual of Uniform Traffic Control Devices.
8. Platform – Any personal-caring device (basket or bucket) which is a component of an aerial device.

9. PPE – Personal Protective Equipment.
10. Vehicle – Any carrier that is not manually propelled.
11. Vertical Tower – An aerial device designed to elevate a platform in a substantially vertical axis.

RESPONSIBILITIES

1. Supervisors and managers shall be responsible for:
 - a. Ensuring that employees using an aerial bucket follow the safety guidelines established by the manufacturer.
 - b. Ensuring only trained and authorized employees are allowed to operate the controls and be lifted in the aerial bucket.
 - c. Ensuring that employees using an aerial bucket follow the safety guidelines established in this policy.
 - d. Ensuring that the aerial lift manufacturer's and applicable federal standard inspection requirements are being followed and documented.

2. Employees shall be responsible for:
 - a. Following the safe work practices established by the manufacturer.

- b. Following all safe work practices and use proper precautions required by the safety guidelines in this policy.
- c. Conducting required vehicle inspections.
- d. Reporting any equipment problems immediately and if necessary, take the equipment out of service.

GENERAL AERIAL LIFT SAFETY GUIDELINES

1. Only trained persons shall operate an aerial lift.
2. Before starting work, the employee/operator shall test to insure that all ground level and bucket controls are in proper working order each day prior to use.
3. The vehicle's brakes shall be set and outriggers, when used, shall be positioned on pads or a solid surface. Wheel chocks shall be in place before using an aerial lift.
4. All work shall be conducted as if the vehicle, boom, and aerial bucket were not electrically insulated.
5. Treat all overhead power lines and communication cables as energized, and stay at least 10 feet away. Ensure that the power utility or power line workers de-energize power lines in the vicinity of the work.
6. A full body harness shall be worn and a lanyard (or self-retracting lifeline) attached to the boom or the basket when working from an aerial lift. The manufacturer's designated anchor point must be used.
7. Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the end of the basket or use planks, ladders, or other devices for a work position.
8. When the boom must be maneuvered, the bucket operator shall always face in the direction in which the bucket is being moved.
9. Climbers shall not be worn while performing from an aerial lift.
10. Depending on the activity, all necessary PPE, including an approved hard hat, shall be worn while in the bucket. Ground personnel shall also wear necessary PPE and approved hardhat.
11. Before moving an aerial lift for travel, the boom(s) shall be inspected to see that it is properly cradled and outriggers are in stowed and locked position.
12. The vehicle's warning lights/strobes and the 4-way flashers shall be used at all times while work is being done on road right-of-way. Leaving the vehicle's head lights ON for additional visibility is recommended as a best practice.
13. When work being done in the road right-of-way will exceed one hour, a work zone shall be established that follows the most current MUTCD guidelines.
14. Traffic cones (28" with retro-reflective collars) shall be placed approximately 3 to 5 feet out from the affected corners of the vehicle on the traffic side along with a rear taper.
15. When working in an area where pedestrians may pass beneath or in close proximity to the aerial lift vehicle and its swing perimeter, the aerial lift operator shall establish a "safety zone" that adequately guards or restricts the area to prevent a personal injury.
16. An aerial lift truck may not be moved when the boom is elevated in a working position with employees in the bucket except for equipment which is specifically designed for this type of operation as outlined in the OSHA standard. For example; moving the truck when decorating light poles or tree trimming while the boom is raised is not permitted unless the truck is designed for that purpose.
17. Articulating boom and extensible boom platforms, primarily designed as personnel carriers, shall have both platform (upper) and lower controls. Upper controls shall be in or beside the

platform within easy reach of the operator. Lower controls shall provide to overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.

18. Do not exceed the load-capacity limits of the bucket or jib (if so equipped). Take the combined weight of the worker(s), tools and materials into account when calculating the load.

DAILY AERIAL LIFT TRUCK INSPECTIONS

Pre-start Inspection

Prior to each work shift, conduct a pre-start inspection to verify that the equipment and all its components are in safe operating condition. Follow the manufacturer's recommendations and include a check of:

Vehicle components

- Proper fluid levels (oil, hydraulic, fuel and coolant);
- Leaks of fluids;
- Remove loose objects from arms and buckets;
- Bucket and arm covers are in good condition;
- Bucket is clean in and outside;
- Inspect for structural damage;
- Wheels and tires;
- Battery and charger;
- Lower-level controls;
- Horn, gauges, lights and backup alarms;
- Steering and brakes.

Lift components

- Operating and emergency controls;
- Personal protective devices;
- Hydraulic, air, pneumatic, fuel and electrical systems;
- Hydraulic lines and fittings are not crushed or bent;
- Fiberglass and other insulating components;
- Missing or unreadable placards, warnings, or operational, instructional and control markings;
- Mechanical fasteners and locking pins;
- Elbow pin and turret is lubricated;
- Metal parts of the boom are in good working order and not cracked;
- Auxiliary arm is clean and free of cracks;
- Cable and wiring harnesses;
- Outriggers, stabilizers and other structures;
- Loose or missing parts;
- Guardrail systems.

Do not operate any aerial lift if any of these components are defective. Remove defective aerial lifts from service (tag out) until repairs are made. All repairs must be made by a qualified person.

EMPLOYEE TRAINING

Only trained and authorized persons are allowed to operate an aerial lift. Training should include:

- Explanations of electrical, fall, and falling object hazards;
- Procedures for dealing with hazards;
- Recognizing and avoiding unsafe conditions in the work setting;
- Instructions for correct operation of the lift (including maximum intended load and load capacity);
- Demonstrations of the skills and knowledge needed to operate an aerial lift before operating it on the job;
- When and how to perform inspections; and
- Manufacturer's requirements.

POLICY REVIEWS

This policy will be reviewed on an annual basis by Risk Management to ensure that any changes in applicable safety standards, operational procedures, or safe practices that have occurred will be incorporated to ensure compliance.



POLICY

DATE: January 31, 2018
TITLE: Confined Space Policy
ISSUER: Human Resources
COVERAGE: All employees
AUTHORITY: Risk Management Committee
DURATION: Indefinite, review in 2019

Table of Contents

Policy	3
Purpose	3
Definitions	3
Confined Space Classification	6
Identification of Permit Required Confined Spaces	6
Training	6
Confined Space Entry Personnel	6
Equipment Provided	8
Pre-Entry and Entry Practices & Procedures	8
Air Quality	10
Traffic Safety	10
Use of the Non-Permit Required Confined Space Entry Checklist	10
Use of the Permit Required Confined Space Entry Checklist	11
Procedures for Confined Space Entry	12
Posting Permits	13
Work Involving Multiple Employers/Outside Contractors	13
Rescue and Emergency Services	13
Review of Program	14

Non-Permit Required Confined Space Checklist..... 15
Permit Required Confined Space Checklist..... 16
30 Minute Testing Increments..... 17
Make Sure Gas Monitor is Properly Calibrated and Turned On 18
City of Wausau Gas Detector Usage Log..... 19
Bump Test/Calibration 20
Carbon Monoxide 21
Oxygen Deficiency..... 22
Hydrogen Sulfide..... 23
Confined Space Entry Quiz..... 24

POLICY

The City of Wausau is committed to providing a safe and healthy work environment for all our employees. In addition, the City of Wausau's goal is to comply with the OSHA Permit Required Confined Space Standard 29 CFR 1910.146, Construction Standard for Confined Spaces 29 CFR 1926.1204, incorporated by reference in SPS 332.28-332.29.

PURPOSE

The purpose of this policy is to:

1. Protect employees from injury, illness, or death from confined space entries.
2. Establish methods and procedures for controlling confined space activity while performing inspections, repairs, maintenance or other work related activities.
3. Comply with OSHA 29 CFR 1910.146, 29 CFR 1926.1203, and SPS 332.28-332.29 of the Wisconsin Administrative Code

DEFINITIONS

1. Employee – means any individual employed by the City of Wausau including part-time, full-time or seasonal employment.
2. Employer – means the City of Wausau.
3. Supervisor – means any employee who has been given supervisory responsibility and who has the authority to act independently in directing employee activity.
4. Acceptable Entry Conditions – means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.
5. Attendant – means an individual stationed outside one or more confined spaces who monitors the authorized entrants and who performs all of the attendant's duties assigned in the employer's confined space entry program.
6. Authorized Entrant- means an employee who is authorized by the employer to enter a confined space.
7. Blanking or Blinding – means the absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as a spectacle blind or skillet blind) that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.
8. Confined Space – means a space that:
 - a. Is large enough and so configured that an employee can enter and perform assigned work;
 - b. Has limited or restricted means for entry and exit, such as a tank, vessel, storage bin, hopper, vault, or pit; and,
 - c. Is not designed for continuous employee occupancy.
9. Double Block and Bleed - means the closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.
10. Emergency – means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

11. Engulfment – means the surrounding and effective capture of a person by a liquid or finely divided flowable solid substance that can be aspirated to cause death by plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, or crushing.
12. Entry – means the action by which a person passes through an opening into a confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant’s body breaks the plane of the opening into the space.
13. Entry Permit (permit) – means the written or printed document that is provided by the employer to allow and control entry into a permit space and that contains the information specified in paragraph 1910.146 (f).
14. Entry Supervisor – means the person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a confined space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry. An entry supervisor may also serve as an attendant or as an authorized entrant; as long as that person is trained and equipped for each role he/she fills. Also, the duties of entry supervisor may be passed from one individual to another during the course of an entry operation.
15. Full Body Harness – means a harness having a waist belt, shoulder straps, leg straps, and a D ring or shoulder ring attached no lower than the shoulder blades.
16. Hazardous Atmosphere – means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of the ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:
 - a. Flammable gas, vapor, mist in excess of 10% of its lower explosive limit;
 - b. Airborne combustible dust at a concentration that meets or exceeds its lower explosive limit; (This concentration may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less.)
 - c. Atmospheric oxygen concentrations below 19.5% or above 23.5%;
 - d. Atmospheric concentration of any substance for which a dose or permissible exposure limit is published in Subpart G. Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this Part and which could result in employee exposure in excess of its dose or permissible exposure limit; (An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.) or,
 - e. Any other atmospheric condition that is immediately dangerous to health or life. (For air contaminates for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Safety Data Sheets that comply with the Hazard Communication Standard, section 1910.1200 of this Part.)
17. Hot Work Permit – means the employer’s written authorization to perform operations (for example, riveting, welding, cutting, burning, and heating) capable of providing a source of ignition.
18. Immediately Dangerous to Life or Health (IDLH) – means any condition that poses an immediate or delayed threat to life or threat would cause irreversible adverse health effects or that would interfere with an individual’s ability to escape unaided from a permit space. (Some materials – hydrogen fluoride gas and cadmium vapor, for example – may produce immediate transient effects that even if severe, may pass without medical attention, but are followed by sudden, possibly fatal collapse 12-72 hours after exposure.)

19. Inerting – means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible. (This procedure produces an IDLH oxygen-deficient atmosphere.)
20. Isolation – means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as:
 - a. Blanking or blinding misaligning or removing sections of lines, pipes, or ducts
 - b. A double block and bleed system
 - c. Lockout or tagout of all sources of energy
 - d. Or blocking or disconnecting all mechanical linkages
21. Line Breaking – means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.
22. Lower Explosive Limit (LEL) – means the lower limit of flammability of a gas or vapor at ordinary ambient temperatures expressed as a percentage of the gas or vapor in the air by volume.
23. Non-Permit Required Confined Space – means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.
24. Oxygen Deficient Atmosphere – means an atmosphere containing less than 19.5 percent oxygen by volume.
25. Oxygen Enriched Atmosphere – means an atmosphere containing more than 23.5 percent oxygen by volume.
26. Permit-Required Confined Space Program (permit space program) – means the employer’s overall program for controlling, and where appropriate, for protecting employees from, permit space hazards and for regulating employees entry into permit spaces.
27. Permit Required Confined Space – means a confined space that has one or more of the following characteristics:
 - a. Contains a hazardous atmosphere;
 - b. Contains a material that has the potential for engulfment of an entrant;
 - c. Has an internal configuration that could cause an entrant to become entrapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section; or
 - d. Contains any other serious safety or health hazard.
28. Permit System – means the employer’s written procedure for preparing and issuing permits for entry and for returning the permit space to service following termination of entry.
29. Prohibited Condition – means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.
30. Rescue Service – means the personnel designated and trained to rescue employees from confined spaces.
31. Retrieval System – means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor used for non-entry rescue or persons from permit spaces.
32. Testing – means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

CONFINED SPACE CLASSIFICATION

1. A Non-Permit Confined Space is a confined space with acceptable atmospheric quality, and in which the only source of contamination likely or expected to affect the atmosphere is the employee's presence or the employee's activities. *See comment above in the definition section.*
2. A Permit Required Confined Space is one that has one or more of the following characteristics:
 - a. The space contains or has the potential to contain a hazardous atmosphere;
 - b. The space contains a material that has the potential for engulfment of an authorized entrant;
 - c. The space has an internal configuration such that an authorized entrant could be trapped or asphyxiated by inwardly converging walls, or by a floor which slopes downward and tapers to a smaller cross-section; or,
 - d. The space contains any other recognized serious safety or health hazard.
3. A Permit Required Confined Space may be temporarily reclassified as a Non-Permit Confined Space if the permit space poses no actual or potential atmospheric hazards, and if all hazards within the space are eliminated without entry into the space. Reclassification of a Permit Required Confined Space to a Non-Permit Confined Space shall be done **only** by a supervisor once supporting documentation is obtained.

IDENTIFICATION OF PERMIT REQUIRED CONFINED SPACES (PRCSs)

Each City of Wausau Department head shall develop an inventory of confined spaces and those suspected of being PRCS. As part of the confined space inventory, each PRCS must be evaluated to identify hazards; determine the severity of the hazards; and establish control procedures and practices by which the space may be entered safely.

If the department contains permit spaces, the department head or designee shall inform exposed employees, by posing danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces. A sign reading DANGER – PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER, or other similar language would be sufficient.

This inventory should be made available to all employees and reviewed on a regular interval.

TRAINING

1. The City of Wausau will provide all employees who are assigned as attendant, entrant, and entry supervisor with the necessary training to acquire the understanding, knowledge, and safety skills necessary to perform work in a confined space. Training will include First Aid and CPR.
2. Training shall be provided before each employee is assigned tasks involving confined spaces; when changes are made in the assigned duties; and when there are changes in the permit space operations that present a hazard the employee is not aware of; and when the employer has reason to believe there are inadequacies in the employee's knowledge in confined space entry.

CONFINED SPACE ENTRY PERSONNEL

1. The assigned authorized entrant will:

- a. Have knowledge of the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
 - b. Properly use equipment for confined spaces.
 - c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space.
 - d. Alert the attendant when any warning signs or symptoms of exposure to a dangerous situation are recognized.
 - e. Alert the attendant when they detect a prohibited condition.
2. The assigned attendant will:
- a. Have knowledge of the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
 - b. Have awareness of possible behavioral effects of hazard exposure in authorized entrants.
 - c. Continuously maintain an accurate count of authorized entrants to ensure that the means used to identify authorized entrants accurately identifies who is in the space.
 - d. Remain outside the confined space during entry operations until relieved by another attendant.
 - e. Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the confined space.
 - f. Monitor activities inside and outside to determine if it is safe for authorized entrants to remain in the space and order the entrants to evacuate the space immediately under any of the following conditions:
 - If the attendant detects a prohibited condition.
 - If the attendant detects the behavioral effects of hazard exposure in an authorized entrant.
 - If the attendant detects a situation outside the confined space that could endanger the authorized entrants.
 - If the attendant cannot effectively and safely perform all the duties required.
 - g. Summon rescue and other emergency services as soon as the attendant determines that authorized entrants need assistance to escape from confined space hazards.
 - h. Take the following action when unauthorized persons approach or enter a confined space while entry is underway:
 - Warn the unauthorized persons that they must stay away from the confined space.
 - Advise the unauthorized persons that they must exit immediately if they have entered the confined space.
 - Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the confined space.

- i. Perform no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.
 - j. Perform non-entry rescues as trained.
 3. Entry supervisors will:
 - a. Know the hazards that may be faced during entry including information on the mode, signs or symptoms, and consequences of the exposure.
 - b. Verify that all required tests have been performed and that all required procedures and equipment are in place prior to any entry.
 - c. Terminate the entry when entry operations have been completed or when a condition that is not allowed arises in or near a confined space.
 - d. Verify that rescue services are available and that the means for summoning them are operable.
 - e. Remove unauthorized individuals who enter or attempt to enter the confined space during entry operations.
 - f. Determine, whenever responsibility for entry operations is transferred and at intervals dictated by the hazards and operations performed within the confined space, that entry operations remain consistent with terms of this Confined Space Entry Program.

EQUIPMENT PROVIDED

Required Equipment and Location

- a. The City of Wausau shall provide personal protective equipment required for safe confined space entry for authorized entrants.
- b. When entrance covers are removed, the opening will be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening that will protect each employee working in the space from foreign objects entering the space.
- c. Sample devices used in confined spaces shall be intrinsically safe for use in combustible atmospheres.
- d. The following equipment shall be provided by the City of Wausau:
 - Gas Monitors
 - Tripods with Mechanical Winch including cable or rope
 - Full Body Harnesses
 - Harness Lanyards
 - A means of communication i.e. 2-way radio or comparable
 - Railings to protect space opening
 - Barricades
 - Ventilation Fan

PRE-ENTRY AND ENTRY PRACTICES & PROCEDURES

Before entering a PRCS an authorized employee must complete a “Confined Space Entry Permit” for approval by the entry supervisor. The permit must include:

- Identity of the space
- Purpose of entry
- Date and duration of entry
- List of authorized entrants
- Eligible attendants and individuals to be in charge of entry
- Hazards of the PRCS
- Measures for isolation of the space
- Measures to control potential hazards
- The acceptable entry conditions
- Testing and monitoring equipment and procedures
- Rescue services in the event of an emergency
- Communication procedures between authorized entrants and attendant
- Personal protective equipment

1. Air Quality Sampling Requirements

- a. Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Any employee who enters the space, or that employee’s authorized representative, shall be provided an opportunity to observe the per-entry testing required. The atmosphere of the confined space will be sampled for:
 - I. Oxygen;
 - II. Flammable gases and vapors; and
 - III. Potential toxic air contaminants ;(Hydrogen Sulfide and Carbon Monoxide)
 - IV. Any hazardous substance which an employee is expected to work with or be exposed to, and which the supervisor or employee has reason to believe may be present at or above the permissible exposure limit (PEL).
- b. A direct read out sampling device, which can simultaneously test for oxygen, hydrogen sulfide or carbon monoxide, and combustible gas without manual switching, shall be used to sample the atmosphere of the confined space.
- c. The sampling device shall be equipped with audible and visual warning devices which indicate when an atmosphere of a confined space is not in the acceptable boundaries.
- d. The sampling device shall be calibrated relative to the oxygen content of the ambient air at the time of sampling. Calibration of the sampling device relative to the oxygen content shall be performed where the 20.9% natural content in air is most likely to occur. Oxygen calibration should not be performed near a confined space opening.
- e. Calibration of the sampling device shall be done at least monthly, with a standardized combustible gas supply. Documentation of calibration shall be made and all records of this will be kept in the sampling device storage area. A “BUMP” test must be performed just prior to each use. Record the use of the gas meter on the Gas Detector Usage Log. A sampling device that has a zero set shall be zeroed in a clean atmosphere before each sampling.
- f. The sampling device or a non-sparking probe attached to the sampling device shall be used to sample the atmosphere of a confined space. When entry into a confined space is by means of a manhole, a probe shall be inserted through the pick-hole of the manhole cover, or the manhole cover shall be pried open on the downwind side to allow just enough room for the insertion of the probe or device.

- g. The sampling of the atmosphere of a confined space for hazardous substances shall be by the use of a testing device capable of detecting and measuring the concentrations of hazardous substances likely to be present. When testing the atmosphere from hazards, first test for oxygen, then for combustible gases and vapors, and then for toxic gases or vapors.

AIR QUALITY

A confined space may not be entered, unless the atmosphere of the confined space has been determined safe by acceptable boundaries set by the OSHA standard CFR 1910.1000.

TRAFFIC SAFETY

The following precautions shall be followed when entering a confined space located along a roadway, parking lot or any areas where traffic flow may cause a potential hazard:

1. Approach the area cautiously and activate flashers upon approach to the confined area to be entered.
2. Park any vehicles in such a way that traffic will flow in the most unobstructed manner, and where possible, the vehicle should provide protection for the entry crew.
3. Park the vehicle in such a manner that exhaust fumes are not drawn down into the manhole.
4. Before uncovering a manhole, place traffic safety cones and appropriate signs around the manhole and vehicle, visible to traffic in all directions as appropriate per the MUTCD. Place cones to protect the crew and to channel traffic flow. The cones should be placed at sufficient distances and intervals to adequately warn oncoming traffic.
5. In areas of high traffic volume, use illuminating traffic arrows, barricades, and appropriate advanced warning signs.
6. When placement of the vehicle creates a situation of having only one open lane of traffic in a congested area, use a flag person to direct traffic flow. When a flag person is necessary, an attendant will be needed to act as an attendant for the entrant in the confined space. Wear appropriate traffic safety vests or equivalent at all times when working on the street or easement surface in the field.

PERMIT-REQUIRED TEMPORARILY "RE-CLASSIFIED "AS A NON-PERMIT REQUIRED CONFINED SPACE

1. A space classified by the City as a permit-required confined space may be re-classified as a non-permit confined space under the following procedures:
 - a. If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space. The permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated.
 - b. If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed under the Permit Required confined space section. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated.
2. The city of Wausau requires completion of a **Non-Permit Required Confined Space Entry Checklist** for a temporarily re-classified permit required confined space prior to any confined space entry. This form is to be completed by the employee authorized by a supervisor to enter

and perform work in the specified non-permit confined space. Forms are available in each department and are to be turned into a supervisor at the end of the shift.

3. Prior to entry into a non-permit confined space, the authorized employee shall provide all information requested on the **Non-Permit Required Confined Space Entry Checklist** for entry in to a Non-Permit Confined Space to include:
 - The date and time of testing and duration of the entry;
 - The number of the gas monitor used;
 - The purpose of the entry and work to be performed;
 - The entry supervisor's signature;
 - The time the gas monitor is turned on and the time it is shut off;
 - The location of job site or space to be entered;
 - The safety equipment used;
 - The name of the attendant(s);
 - The name of the entrant(s);
 - The method of communication between entrant and attendant;
 - The atmospheric checks to include the time of testing, % of oxygen, % of the LEL of any explosive gas, the parts per million of any toxic substance, and the tester's signature;
 - The results of a visual inspection for any non-atmospheric hazards, ie. damaged steps in a manhole, broken catch basin grate, etc.

USE OF THE PERMIT REQUIRED CONFINED SPACE ENTRY CHECKLIST

1. The City of Wausau requires completion of a **Permit Confined Space Entry Checklist** prior to any confined space entry. This form is to be completed by the employee authorized by a supervisor to enter and perform work in the specified Permit Required Confined Space. Forms are available at the main office and are to be turned into a supervisor at the end of the shift.
2. Prior to entry into a Permit Required Confined Space, the authorized employee shall provide all information requested on the **Permit Required Confined Space Entry Checklist** for entry into a Permit Confined Space to include:
 - The location of job site or space to be entered;
 - The date and time of testing and duration of the entry;
 - The number of the gas monitor used;
 - The purpose of the entry;
 - The entry supervisor's signature;
 - The time the gas monitor is turned on and the time it is shut off;
 - The work to be performed;
 - The safety equipment used;
 - The name of the attendant(s);
 - The name of the entrant(s);
 - The method of communication between entrant and attendant;
 - The rescue and emergency services that can be summoned and the method of summing those services;
 - The hazards of the space to be entered;

- The atmospheric checks to include the time of testing, % of oxygen % of the LEL of any explosive gas, the parts per million of any toxic substance, and the tester's signature;
- The results of a visual inspection for any non-atmospheric hazards, ie. damaged steps in a manhole, broken catch basin grate, etc.;
- Any additional information that will be necessary in order to ensure employees safety;
- Any additional permits required, such as hot work permit.

PROCEDURES FOR CONFINED SPACE ENTRY

1. Temporally Re-Classified Non-Permit Spaces

Entry into or work in a confined space shall be performed in accordance with the following:

- a. All pumps, drives, valves and other mechanical devices that may impact the work inside the confined space shall be de-energized and locked out. Refer to the City's "Lockout/Tagout Policy."
- b. It is the policy of the City of Wausau that all confined space be monitored for hazardous atmospheres. The purpose of the monitoring is to establish a recorded history of all confined space entries and atmospheres and to give employees more hands on training with air sampling devices.
- c. If, for some unknown circumstances, signals from the monitoring device indicate the atmosphere has fallen below air quality limits specified in Preliminary Requirements for Confined Space Entry and Air Quality, the space shall be evacuated and reclassified as a Permit Required Confined Space and follow Procedures for Confined Space Entry; Permit required Confined Space.
- d. Ventilation may not be used in lieu of air sampling.

2. Permit Required Spaces

Entry into or work in a Permit Required Confined Space shall be done in accordance with the following:

- a. All pumps, drives, valves and other mechanical devices that may impact the work inside the confined space shall be de-energized and locked out. Refer to the City's "Lockout/Tagout Policy."
- b. No employee shall enter into or perform work in a permit required confined space unless under the direct supervision of an entry supervisor.
- c. The atmosphere with the authorized entrant's immediate area shall be continuously monitored for oxygen, hydrogen sulfide or carbon monoxide, combustible gas, and any other hazardous substance which the authorized entrant has reason to believe may be present in the confined space.
- d. Signals from the monitoring device shall immediately indicate when the atmosphere is not within any of the limits specified in Preliminary Requirements for Confined Space Entry and Air Quality.
- e. Setup ventilation system onsite, test and ensure unit is ready to go prior to entry.
- f. While in the confined space, if the air quality falls outside any of the limits specified in Preliminary Requirements for Confined Space Entry and Air Quality, the authorized entrant shall exit the confined space **IMMEDIATELY**.
- g. Ventilation may not be used in lieu of monitoring devices. An employee may not enter the space until forced ventilation has eliminated any hazardous atmosphere.

- If forced air ventilation is used, it shall be so directed as to ventilate the immediate areas where an authorized entrant is or will be present within the space and shall continue until all entrants have left the space.
 - The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards of the confined space. A clean air source would be one without hazards and below the limits set in Air Quality.
- h. No employee may enter the confined space without at least one attendant stationed at the entrance of the confined space. A flag man who is directing traffic may not serve as the attendant. The employer shall provide at least one attendant outside of the confined space for the duration of entry procedures.
 - i. When entry into the confined space is by means of a manhole or top opening, a mechanical retrieval device shall be set up for rescue attempts prior to the entry.
 - j. While in the confined space, an authorized entrant shall have voice or other means of communication with the attendant.
 - k. An authorize entrant entering vertically into the confined space shall wear a full body harness secured to a retrieval line. Primary and secondary fall protection must be used. A ladder is the most common primary fall protection. If it is necessary to lower the entrant into a confined space with a cable, a separate line for fall protection will be used.

POSTING PERMITS

Permits used to enter Permit and Temporarily Re-Classified Non-Permit Confined Spaces shall be issued and posted by the supervisor at the entrance of the confined space. The posted permit will be available for the viewing of the entrant, attendant and rescue personnel. The use of clipboards or hanging clear plastic form sleeves are acceptable means of posting entry permits.

Permits will be terminated by the entry supervisor at the end of the entry. The atmospheric test data will be stapled to the permit and the permit will be retained for a year and available for the annual review.

WORK INVOLVING MULTIPLE EMPLOYERS/OUTSIDE CONTRACTORS

Before any entry operations begin, the host employer must provide the following information to the controlling contractor:

- The location of each confined space
- The hazards or potential hazards in each space or the reason it is a permit space
- Any precautions that the host employer, previous contractor, or entry employer implemented for the protection of employees in the permit space.

After entry operations, the contractor(s) must be debriefed about entry procedures and any hazards confronted or created in the permit space.

RESCUE AND EMERGENCY SERVICES

The City of Wausau Fire Department shall serve as the primary rescue service for entries initiated and supervised by City of Wausau employees. They were selected and evaluated based on the following:

- Has the capability to reach the victim(s) within a time frame that is appropriate for the permit space hazard(s) identified.
- Is equipped for, and proficient in, performing the needed rescue services.
- Agrees to notify the City immediately in the event that the rescue service becomes unavailable.

The City of Wausau Fire Department has been provided:

- Training on PPE needed to conduct permit confined space rescues safely
- Trained in performing assigned rescue duties
- Trained in basic first aid and CPR
- Ensured the rescue team has practiced permit space rescues before attempting an actual rescue and annual training thereafter
- Facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant.
- Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which the emergency services can establish presents a profile small enough for the successful removal of the entrant. Wristlets may be used in lieu of the chest or full body harness if the emergency services can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.
- The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

REVIEW OF PROGRAM

The City of Wausau will review the entry operations when there is reason to believe that the measures taken may not protect the employees and at least annually. The program is to be revised to correct any deficiencies found.

In addition, confine space permits are to be saved for one year and reviewed on an annual basis.

Non-Permit Required CONFINED SPACE CHECKLIST

CHECKLIST:

Date: _____ Monitor # _____

Time Monitor is turned on: _____ Time Entered: _____

Time Monitor is turned off: _____ Time Exited: _____

Location: _____

Reason for Entry _____

Entry Supervisor: _____

Attendant: _____ Entrant: _____

Method of Communication: _____

Atmospheric checks: _____ Time _____

	Acceptable Levels Test Reading done every 4 feet	Under Cover	Record at surface and at 4 foot intervals				
			4 feet 1	8 feet 2	12 feet 3	16 feet 4	20 feet 5
Oxygen %	>19.5% <23.5%						
Methane% LFL	<10%						
H2S ppm	<5 ppm						
CO ppm	<25 ppm						

Tester's signature _____

Are levels acceptable Yes () No ()

Equipment locked out: N/A () Yes () No ()

Safety Equipment Used:

Full Body Harness: _____ Flashlight _____ Safety Glasses _____ Boots _____

Gloves _____ Hard Hat _____ Traffic Control _____ Other _____

Visual inspection of confined space, i.e.: Broken steps, missing mortar, loose bricks, etc....

While in the confined space, if the air quality falls outside any of the specified limits all personnel shall exit the confined space immediately and the confined space shall be reclassified as a Permit Required space. This information will be recorded and appropriate personnel will be advised.

Comments: _____

PERMIT REQUIRED CONFINED SPACE CHECKLIST

PRE-ENTRY CHECKLIST:

Prior to entry into a Permit Required confined space you must inform and receive authorization to proceed. Authorization needs to be obtained from a department supervisor. After hours authorization shall be obtained from the Battalion Chief - Wausau Fire Department in conjunction with notification for rescue service.

Date of Entry: _____ Time Permit Expires: _____
 Entry Supervisor _____ Monitor # _____
 Space Entered/Location _____
 Purpose for Entry _____
 Attendant(s) _____ Entrant(s) _____
 Method of Communication _____ Procedures addressed Yes () No ()
 Time Monitor is Turned On _____ Time Monitor is Turned Off _____
 Time Entered _____ Time Exited _____
 1. Additional permits required _____
 2. Known Hazards/Conditions _____
 3. Atmospheric Checks _____

(Outside Confined Space) Time _____ (Under the Cover) Time _____ Acceptable Levels

Oxygen _____%	Oxygen _____%	>19.5<23.5%
Methane _____%LEL	Methane _____%LEL	<10%LEL
CO _____ppm	CO _____ppm	<35ppm
H2S _____ppm	H2S _____ppm	<10ppm

4. Tester's Signature _____ Are levels acceptable? Yes () No ()
 5. Confined space isolated and equipment locked out N/A () Yes () No ()
 Equipment/Measures Used _____

6. Ventilation on site? Yes () No () Ventilation modification Mechanical () Natural ()
 7. Before entry, complete table below

Test Reading (Done Every 4 Feet)	4 feet	8 feet	12 feet	16 feet	20 feet	24 feet	28 feet	32 feet	
	1	2	3	4	5	6	7	8	
Oxygen (19.5 – 23.5%)									Results
									Time
Combustible (<10%LEL Methane)									Results
									Time
Carbon Monoxide (<25 ppm) CO									Results
									Time
Hydrogen Sulfide (<5 ppm)									Results
									Time

Are levels acceptable? Yes () No ()

8. Tester's Signature _____
 9. Entry Supervisor's Signature _____

30 Minute Testing Increments

	Acceptable	Result							
Time	Conditions	Am Pm							
Oxygen	19.5% to 23.5%								
Combustible	<10%								
Carbon Monoxide	<25 ppm								
Hydrogen Sulfide	<5 ppm								
Intake Air Monitored									
Tester's Initials									

10. Rescue provider notified N/A () Yes () No ()

11. Equipment

Gas Detector ____, Harness ____, Lifelines ____, Hoist / Tri-Pod ____, 2-Way Radio ____,
 Cell Phone ____, Flashlight ____, Intrinsic Light ____, Non-sparking tools: Shovels ____, PPE: Gloves ____,
 Hard Hat ____, Goggles ____, Respiratory Protection ____, Ventilation: ____
 Other Equipment

I have reviewed the work authorized by this checklist and the information contained herein. Written instructions and safety procedures have been received and understood. **Entry cannot be performed if any areas are marked in the >No' column.** This permit is not valid unless all appropriate items are completed.

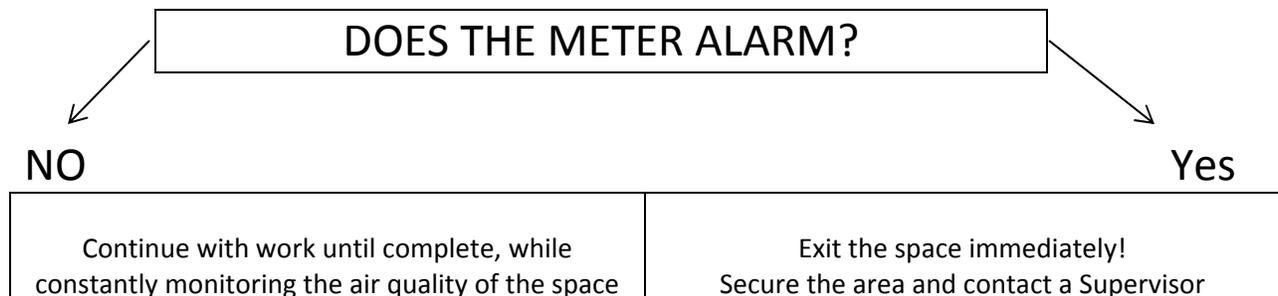
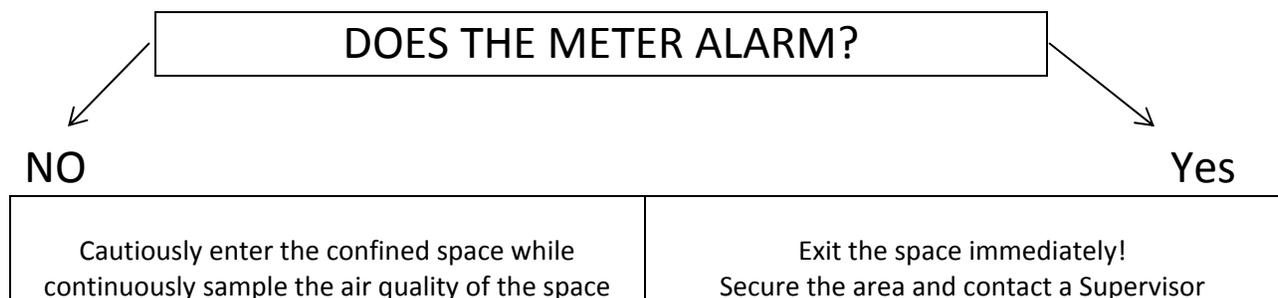
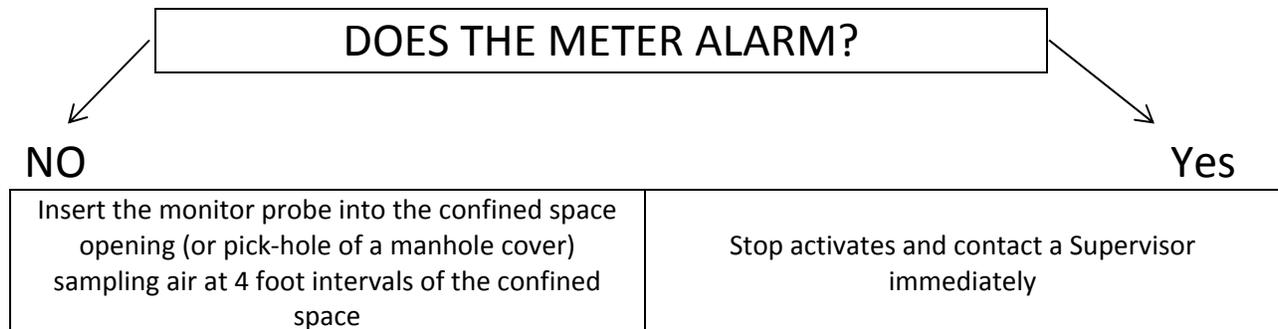
Checklist reviewed by _____

Date/Time Canceled _____

Comments or Visual Inspection results _____

MAKE SURE GAS MONITOR IS PROPERLY CALIBRATED AND TURNED ON

Monitor the area surrounding the confined space opening



CITY OF WAUSAU GAS DETECTOR USAGE LOG

You must sign your name each time you check out or bring back a detector

Detector Number	Condition of Detector	Performance Test Date	Check Out Time	User's Name	Check In Time

Bump Test/Calibration

Gas Detector Bump Test Procedure

Monitor # _____

Your Name (printed) _____

1. Remove the Gas Detector from battery charger.
2. Turn Gas Detector on by holding the **Mode** button down until it reads “release button.”
(Detector will cycle through a series of data and self-tests.)

If the display reads (CAL DUE NOW) proceed to next step 5, if not proceed to next step.

3. Gas Detectors are equipped with an air pump, when detector is turned on watch the screen and when prompted; test pump, mode=block x, block the intake end with your finger, release when “PUMP X PASSED” is displayed. The display screen should show all zeros and a then the detector is ready to be ‘BUMPED’ tested.
4. Place Detector into the Docking Station for the **Bump** Test. The Detector will automatically be Bumped Tested by the Docking station and when completed the Docking Station will display *Ready* All Tests Passed. The detector will continue to run, take out of the docking station and let the detector run for an additional 90 seconds allowing the reading to zero out then turn the detector off. The detector is ready for use.

Your display should be as pictured:



5. **Calibration due now**, you will need to push the mode button once to acknowledge the message, then place Detector into the docking station and automatic calibration will begin, when completed the Detector will shut off automatically and display “ALL TESTS PASSED” on the docking station unity. The detector will continue to run until shut off.

The Gas Detector is now ready for use.

CARBON MONOXIDE

IDHL IS 1200 PPM

PPM	TIME	EFFECTS AND SYMPTOMS
25	8 Hours	ACGIH (2017)
35	6 Hours	Slight Headache; Discomfort
200	2 Hours	Headache; Discomfort, loss of judgement
400	1 Hour	Confusion; Headache; Nausea
800	45 Minutes	Dizziness; Nausea; and Convulsions
1600	20 Minutes	Dizziness; Increase in Heart Rate; Headache
3200	5 Minutes	Headache; Dizziness; Death within 30 Minutes

Note: Carbon Monoxide is a by-product of incomplete combustion, burning of fossil fuels such as natural gas or liquefied petroleum, gas, oil, wood and coal.

<https://www.osha.gov/dsg/annotated-pels>

OXYGEN DEFICIENCY

VOLUME	EFFECTS AND SYMPTOMS (At Atmospheric Pressure)
19.5%	Minimum permissible O ₂ level.
15-19%	Decreased ability to work strenuously. May impair coordination and may induce early symptoms in persons with coronary, pulmonary or circulatory problems.
12-15%	Respiration increases in exertion; pulse up; impaired coordination, perception and judgement.
10-12%	Very poor judgement and coordination. Impaired respiration that may cause permanent heart damage. Possibility of fainting within a few minutes without warning. Nausea and vomiting.
<10%	Inability to move. Fainting almost immediate. Loss of consciousness. Convulsions. Death.

Note: Oxygen can be displaced by other gases (i.e. carbon dioxide; nitrogen; hydrogen) or by work being done (i.e. welding, cutting, dusts) or by chemical reaction (rusting, bacterial action, fermentation).

HYDROGEN SULFIDE

IDLH 100

PPM	TIME	EFFECTS AND SYMPTOMS
1	8 Hours	Rotten Egg Smell
5	15 Minutes	Short Term Exposure Level (15 Minutes 3 times per day)
20	8 Hours	OSHA Maximum
50	10 Minutes	Once if no other measurable exposure occurs

Note: Hydrogen Sulfide a by-product of decomposing proteins, mining sulfide ores, reduction and refining of petroleum. Common when in swampy or filled grounds.

<https://www.osha.gov/dsg/annotated-pels>

Confined Space Entry Quiz

Name:

Instructor:

Date:

Topic: Confined Spaces

1. A confined space:
 - a. Allows for continuous human occupancy.
 - b. Has restricted entry and exit.
 - c. Is large enough and configured to allow workers to enter and perform required duties.
 - d. Both b and c.

2. An unauthorized worker enters the confined space. You as the attendant must:
 - a. Advise the unauthorized worker to leave the space immediately.
 - b. Add their name to the permit.
 - c. Both a and d.
 - d. Inform authorized entrants and entry supervisor of unauthorized worker in the confined space.

3. The oxygen content of oxygen enriched atmosphere is:
 - a. Less than 21 percent.
 - b. Greater than 21 percent.
 - c. Less than 19 percent.
 - d. Greater than 23.5 percent.

4. The oxygen content of oxygen deficient atmosphere is:
 - a. Greater than 15 percent.
 - b. Less than 19.5 percent.
 - c. Less than 18 percent.
 - d. Less than 19 percent.

5. Monitoring during the entry in the confined space shows an atmosphere with 15 percent of flammable gas. The permit allows for less than 10 percent. The entry should:
 - a. Be terminated.
 - b. Continue.
 - c. Continue, and entrants should be informed of the conditions.
 - d. None of the above.

6. One of the following is not a duty of the attendant:
 - a. To be aware of behavioral effects of entrant.
 - b. To serve as a flag man for traffic around confined space.
 - c. To communicate with entrant.
 - d. To remain outside of confined space.

7. An attendant should notify the entrants:
 - a. When conditions of the confined space change from approved to a prohibited condition.
 - b. Order evacuation when conditions outside the confined space are hazardous to the entrant.
 - c. Order evacuation if he sees warning signs of a cave-in.
 - d. All of the above.

8. An entrant should evacuate the confined space when:
 - a. When conditions of the confined space change from approved to prohibited condition(s).
 - b. Duration of the permit has expired.
 - c. Attendant orders entrant to evacuate.
 - d. All of the above.

9. A permit required confined space entry checklist contains:
 - a. Names of authorized entrants, attendants, authorizing supervisor and signature of authorizing supervisor.
 - b. Authorizing supervisor and his signature but the names of entrants and attendant are not necessary.
 - c. Name of authorized entrants, attendant, authorizing supervisor and no signatures.
 - d. Name of the authorizing supervisor but not their signature.

10. A Non-Permit Confined Space entry checklist contains:
 - a. Safety equipment to be used during entry.
 - b. Name of authorized entrant, name of attendant, job supervisor.
 - c. Time of atmospheric test.
 - d. All of the above.

11. Permit required confined space is:
 - a. A confined space with an oxygen content of 20%.
 - b. A manhole with a methane reading of 15% of LEL.
 - c. A pit with an oxygen content of 21% and no flammable atmospheric.
 - d. A room with restricted entry and access, but not designed for human occupancy.

12. You can enter the checklist required confined space when:
 - a. Initial monitoring shows an atmosphere containing 15% of the flammable gases lower flammable limit.
 - b. No hazardous atmosphere exists.
 - c. Initial monitoring shows an oxygen content of 24%.
 - d. The entry permit is being processed.

13. Entrant should notify the attendant when:
 - a. When conditions of the confined space change from approved to a prohibited condition.
 - b. If he/she feels dizzy.
 - c. If he/she sees warning signs of a cave-in.
 - d. All of the above.

14. The entrant becomes aware of a non-atmospheric hazard, the action taken should be:
- gather up all equipment/tools and exit confined space,
 - Wait 5-10 minutes to see if the situation improves.
 - Immediately exit the confined space.
 - None of the above.
15. When performing a non-entry rescue, you should:
- Always use a retrieval system no matter what hazards it may cause.
 - Use a retrieval system when it does not create a greater hazard for the entrant.
 - Enter the permit space when no one else is around.
 - None of the above.
16. During a rescue you should:
- Use non-entry techniques.
 - Know the hazards involved.
 - Wear the appropriate PPE which may include harness, hard hats, safety shoes, gloves, safety glasses or goggles, or a specialized suit or coveralls.
 - All of the above.
17. The City of Wausau Rescue Team for confined space entry is:
- The Storm Sewer Construction Crew.
 - The Sanitary Sewer Department Crew.
 - The Wausau Police Department.
 - The Wausau Fire Department.

Only job supervisors to complete from this point on.

18. An unauthorized worker enters the Permit required confined space. You, as the entry supervisor must:
- Advise authorized workers to leave the space immediately.
 - Add their names to the permit.
 - Remove the individual from the permit space.
 - None of the above.
19. Monitoring during the entry in the permit-required confined space shows an atmosphere with 5 percent of flammable gas. The permit allows for less than 10 percent. The entry should:
- Be terminated.
 - Be continued because this is an acceptable condition.
 - Be terminated and rescue operations should begin.
 - None of the above.
20. The entry supervisor should do all of the following except:
- Verify all equipment is operable and in place.
 - Verify the permit is properly filled out.
 - Sign Entry permit before required testing is completed.
 - Verify that rescue services are available.



POLICY

DATE: March 15, 2018
TITLE: Respirator Policy
ISSUER: Human Resources
COVERAGE: All employees
AUTHORITY: Risk Management Committee
DURATION: Indefinite, review in 2020

Table of Contents	
Policy	2
Purpose.....	2
Responsibilities.....	2
Definitions.....	2
Responsibilities.....	4
Respirator Selection	5
Medical Evaluations.....	5
Fit Test.....	6
Respirator Use.....	6
IDLH	6
Cleaning, Maintenance, and Storage	6
Maintenance of Respirators	7
Repairs	7
Breathing Air Quality and Use	7
Training and Information	8
Program Evaluation	8
Recordkeeping/Review.....	9
Appendix D.....	10

POLICY

The City of Wausau is committed to providing a safe and healthy work environment for all our employees. In addition, The City of Wausau's goal is to comply with the OSHA Respiratory Protection Standard, 29 CFR 1910.134 incorporated by reference in SPS 332.15.

PURPOSE

The purpose of this policy is to protect employees from breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, some, sprays, vapors, or low oxygen levels.

Engineering controls, such as ventilation and substitution of less toxic materials are the first line of defense however; engineering controls are not always feasible for some operations or cannot completely control the identified hazards. In these situations, respirators and other protective equipment must be used. Respirators are also needed to protect employees' health during emergencies.

In addition, some employees have expressed a desire to wear respirators during certain operations that do not require respiratory protection. As a general policy, The City will review each of these requests on a case-by-case basis. If the use of respiratory protection in a specific case will not jeopardize the health or safety of the worker(s), the City will provide respirators for voluntary use.

DEFINITIONS

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

Assigned Protection Factor (APF) – Means the workplace level of respiratory protection that a respirator or class of respirators is expected to provide to employees when the employer implements a continuing effective respiratory protection program.

Atmosphere-Supplying Respirator – Means a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCUBA) units.

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

Demand Respirator – Means an atmosphere-supplying respirator that admits breathing air to the face piece only when a negative pressure is created inside the face piece by inhalation.

Emergency Situation – Means any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminate.

Employee Exposure – Means exposure to a concentration of an airborne contaminate that would occur if the employee were not using respiratory protection.

End-of-Service-Life Indicator (ESLI) – Means a system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.

Escape-Only Respirator – Means a respirator intended to be used only for emergency exit.

Filter or Air Purifying Element – Means a component used in respirators to remove solid or liquid aerosols from the inspired air.

Filtering Face Piece (Dust Mask) – Means a negative pressure particulate respirator with a filter as an integral part of the face piece or with the entire face piece composed of the filtering medium.

Fit Factor – Means a quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to the concentration inside the respirator when worn.

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

High Efficiency Particulate Air (HEPA) Filter – Means a filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.

Hood – Means a respirator inlet covering that completely covers the head and neck and may also cover portions of the shoulders and torso.

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

Interior Structural Firefighting – Means the physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage. (29 CFR 1910.155)

Loose-Fitting Face Piece – Means a respiratory inlet covering that is designed to form a partial seal with the face.

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

Negative Pressure Respirator (Tight Fitting) – Means a respirator in which the air pressure inside the face piece is negative during inhalation with respect to the ambient air pressure outside the respirator.

Oxygen Deficient Atmosphere – Means an atmosphere with an oxygen content below 19.5% by volume.

Physician or Other Licensed Health Care Professional (PLHCH) – Means an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required.

Positive Pressure Respirator – Means a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

Powered Air-Purifying Respirator (PAPR) – Means an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Pressure Demand Respirator – Means a positive pressure atmosphere-supplying respirator that admits breathing air to the face piece when the positive pressure is reduced inside the face piece by inhalation.

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

Quantitative Fit Test (QNFT) – Means an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

Respiratory Inlet Covering – Means that portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source or both. It may be a face piece, helmet, hood, suit, or a mouthpiece respirator with nose clamp.

Self-Contained Breathing Apparatus (SCUBA) – Means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

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

Supplied-Air Respirator (SAR) or Airline Respirator – Means an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

Tight-Fitting Face Piece – Means a respiratory inlet covering that forms a complete seal with the face.

User Seal Check – Means an action conducted by the respirator user to determine if the respirator is properly seated to the face.

RESPONSIBILITIES

1. The City of Wausau will be responsible for
 - a. Administering the program.
 - b. Implementing training and instruction programs.
 - c. Ensuring that medical evaluations procedures are implemented.
 - d. Selection and provision of appropriate respirators.
2. Supervisors shall be responsible for:

- a. Ensuring that employees under their supervision have received appropriate training, fit testing, and medical evaluations.
 - b. Ensuring that availability of appropriate respirators and accessories.
 - c. Being aware of tasks requiring the issue of respiratory protection.
 - d. Enforcing the proper use of respiratory protection when necessary.
 - e. Ensuring that respirators are properly cleaned, maintained and stored according to the respiratory protection plan.
 - f. Ensuring that respirators fit well and do not cause discomfort.
 - g. Monitoring work areas and operations to identify respiratory hazards.
3. Employees shall be responsible for:
- a. Care for and maintain their respirators as instructed, and store them in a clean sanitary location.
 - b. Inform the supervisor if the respirator no longer fits well, and requires a new one.
 - c. Inform the supervisor or program administered of any respiratory hazards that they feel are not adequately addressed in the work place.

RESPIRATOR SELECTION

The program administrator with the supervisor will select respirators to be used, based on the hazards to which workers are exposed. They will conduct a hazard evaluation for each operation, process, or work area that will include:

1. Identification and development of a list of hazardous substances used in the workplace, by department, or work process.
2. Review of work processes to determine where potential exposures to these hazardous substances may occur.
3. Exposure monitoring to qualify potential hazardous exposures.

MEDICAL EVALUATIONS

The program administrator is responsible for seeing that medical evaluations are conducted to determine that employees who are required to or those who are allowed to voluntarily wear respirators are medically able to do so.

1. Overland Transportation Health Services will provide the medical evaluations.
2. Medical evaluations will be conducted using the OSHA standard, 1910.134. The program administrator or health care professional will give a copy to all employees requiring medical evaluations to complete.
3. Follow-up medical exams will be granted as found necessary by Overland Transportation Health Services.
4. All employees will be granted an opportunity to speak with a licensed health care professional about their medical evaluation, if they request to do so.
5. The program administrator/supervisor will provide Overland Transportation Health Services with a copy of this program, a copy of the OSHA respirator standard, a list of hazardous substances in the work place, the employee's job title, proposed respiratory type, length of time required to wear respirator, expected physical work load, potential temperature and humidity extremes and protective clothing required.

6. After an employee has received clearance and begun to wear a respirator, additional medical evaluations will be provided when:
 - a. The employee reports signs/symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing.
 - b. Overland Transportation Health Services or supervisor informs the program administrator that the employee needs to be re-evaluated.
 - c. Information from this program, including observations made during fit tests and program evaluations indicates a need for re-evaluation.

FIT TESTS

The program administrator/supervisor is responsible for conducting fit tests for all employees required to wear tight-fitting respirators.

Fit tests must be conducted:

1. Before employees are allowed to wear any tight-fitting face piece respirator.
2. When there are changes in the employee's physical condition that could affect respiratory fit.
3. At least annually thereafter.
4. Using the make, model, and size of respirator they will actually use.
5. Using OSHA approved fit test protocols found in the OSHA standard. The methods used may be positive or negative pressure tests.

RESPIRATOR USE

1. Employees must use their respirators in accordance with the training they receive.
2. Employees shall conduct user seal checks each time they wear their respiratory, using either the positive or negative pressure check of the respiratory protection standard.
3. Employees must be permitted to leave the work area to clean their respirator, change filters, or cartridges, replace parts, or to inspect their respiratory if necessary.
4. Employees must not be permitted to wear tight-fitting respirators if they have any condition such as facial scars, facial hair, or missing dentures that prevents them from achieving a good seal.

IDLH (IMMEDIATELY DANGEROUS TO LIFE AND HELTH) PROCEDURES

1. One or more trained and equipped standby person stands outside the IDLH atmosphere.
2. Visual, voice, or signal line communication is maintained with the employee in the IDLH atmosphere.
3. The employer is notified before the standby person enters the IDLH atmosphere to provide emergency rescue.
4. The employer must provide assistance appropriate to the situation.
5. Employees engaged in interior structural firefighting use SCUBs.
6. Only Grade D breathing air must be used in cylinders for supplied air respirators.
7. Appropriate retrieval equipment for removing the employee(s) who enter(s) these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry.

CLEANING, MAINTENACE, AND STORAGE

1. All respirators must be cleaned and disinfected before each use.

2. Procedures for cleaning respirators.
 - a. Remove filters, cartridges, or canisters. Disassemble face pieces by removing diaphragms, valve assemblies, hoses or other components recommended by the manufacturer, removing and discarding or repairing defective parts.
 - b. Wash components in warm (110°F) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff-bristled brush may be used to remove dirt.
 - c. Rinse components in warm running water, then drain.
3. Components should be hand-dried with a clean lint-free cloth or air dried.
4. Reassemble face piece, replacing filters, cartridges and canisters where necessary.
5. Test the respirator to ensure that all components work properly.
6. Respirators must be stored in a clean, dry place, so as not to deform the face piece.
7. Respirators for general use will be stored in cabinets in the facility.
8. Emergency use respirators will be stored in cabinets marked as emergency respirators at the facility.

MAINTENANCE OF RESPIRATORS

1. Respirators for routine use must be inspected before each use during cleaning.
2. Emergency use respirators must be inspected at least monthly and as recommended by the manufacturer.
3. Emergency escape-only respirators must be inspected before being placed in service.
4. Respirator inspections must include at least the following:
 - a. A check of respirator function, tightness of connections, and the condition of the face piece, head straps, valves, connecting tubes, and cartridges, canisters or filters.
 - b. A check of elastomeric parts for pliability and signs of deterioration.
 - c. SCBAs must be inspected monthly. Air and Oxygen cylinders must be kept in fully charged state and be recharged when the pressure falls to below 90%. Regulator and warning devices must be checked for proper working condition.
 - d. For emergency use respirators, a certificate documenting the date, signature of inspection, the required remedial action and serial number of the respirator must be maintained.

REPAIRS

1. Repairs are to be made only by the vendor and trained personnel. Only parts from the respirator manufacturer that are NIOSH approved shall be used.
2. Repairs must be made according to the manufacturer's recommendations.
3. Reducing and admission valves, regulators, and alarms must not be repaired except by the manufacturer or a technician trained by the manufacturer.

BREATHING AIR QUALITY AND USE

1. Compressed and liquid oxygen must meet United States Pharmacopoeia requirements for medical or breathing oxygen.
2. Compressed breathing air must meet at least the requirements for Grade D breathing air, oxygen content 19.5-23.5%. Hydrocarbon content of 5 mg/m³, Carbon Monoxide content of 10 ppm or less, and lack of noticeable odor.
3. Compressed oxygen must not be used in atmosphere-supplying respirators that have previously used compressed air.
4. Oxygen concentrations greater than 23.5% must not be used in equipment unless it was designed for oxygen service or distribution.

5. Cylinders used to supply breathing air to respirators must be tested and maintained according to Department of Transportation regulations in 49 CFR parts 173 and 178, and be accompanied by a certificate from the supplier that the breathing air meets the requirements for Grade D breathing air.
6. Compressors must have in-line air-purifying sorbent beds and filters to further ensure breathing air quality, they must be maintained and replaced periodically following the manufacturer's instructions, and tagged with the most recent change date and signature of person changing them.
7. Oil-lubricated compressors must have a high temperature or carbon monoxide alarm, or both, to monitor carbon monoxide levels. If only high temperatures alarm is used, the air supply must be monitored before use, then twice weekly, to keep carbon monoxide levels below 10 ppm.
8. Non-oil lubricated compressors must not produce carbon monoxide levels greater than 10%.
9. Breathing air couplings must be incompatible with outlets for non-respirable worksite air or other gas systems. No asphyxiating substances are to be allowed into the breathing air lines.

TRAINING AND INFORMATION

Effective respirator training must be provided for employees required to wear respirators. The training must be comprehensive, understandable, and must be provided before requiring an employee to use a respirator and at least annually thereafter.

1. Employees who are allowed to voluntarily wear dust masks must be provided with basic information on respirators in Appendix D of the OSHA standard.
2. Employees must be able to demonstrate at least:
 - a. Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protection of the respirator.
 - b. What the limitations and capabilities of the respirator are.
 - c. How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
 - d. How to inspect, put on and remove, use and check the seal.
 - e. What the procedures are for maintenance and storage of the respirator.
 - f. How to recognize medical signs and symptoms that may limit or prevent the effective use of the respirator.
 - g. The general requirements of the OSHA respirator standard.
3. Retraining must be given when:
 - a. Changes in the workplace or the type of respirator used occur.
 - b. It becomes obvious by employees' knowledge or use of the respirator that the employee has not retained the necessary understanding or skill.
 - c. Other situations arise in which retraining appears necessary.

PROGRAM EVALUATION

The program administrator is responsible for:

1. Ensuring that the written respiratory protection program is being followed and for getting feedback from the employees regarding the program.
2. Assessing the effectiveness of the respiratory protection program by:
 - a. Consulting employees required to use respirators to identify any problems and corrective measures necessary.

- b. Determining if appropriate respirator selection is made for the hazards to which the employee is exposed.
- c. Determine if respirator fit allows the use of the respirator without interfering with effective workplace performance.
- d. Determining if respirators are being maintained properly.

RECORD KEEPING/REVIEW

- 1. A written copy of this program and the OSHA standard is kept on the intranet.
- 2. The Human Resource Department will keep copies of medical evaluations.
- 3. The program administrator has copies of fit test results that show the employees' name, type of fit test performed, specific make, model, style, and size of respirator tested, date recording or other recording of the fit test results for quantitative fit tests.

This policy will be reviewed on an annual basis to ensure that any changes in applicable safety standards, operational procedures, or safe practices that have occurred will be incorporated to ensure compliance.

**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 exposures 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 heed 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 contaminate 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 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's Signature

Date

Supervisor's Signature

Date



POLICY

DATE: March 29, 2018
TITLE: Personal Protective Equipment Policy
ISSUER: Human Resources
COVERAGE: All employees
AUTHORITY: Risk Management Committee
DURATION: Indefinite, review in 2020

Table of Contents

Policy	2
Purpose.....	2
Responsibilities.....	2
Assessment.....	3
Employee Training.....	3
Personal Protective Equipment.....	4
Policy Reviews.....	5
Appendix A.....	6

POLICY

The City of Wausau is committed to providing a safe and healthy work environment for all our employees. In addition, The City of Wausau's goal is to comply with the OSHA Personal Protective Equipment Standard, 29 CFR 1910.132 incorporated by reference in SPS 332.15.

PURPOSE

The purpose of this policy is to ensure the safety of all the City of Wausau employees whenever they may be exposed to a hazard that could cause bodily injury through hazardous processes, environments, chemical hazards, mechanical irritants' through absorption, inhalation, or physical contact of the hazard. This program is meant to establish procedures for the selection, training, storage, cleaning, and use of Personal Protective Equipment (PPE), along with compliance with OSHA's 1910.132 Standard and SPS's 332.15.

The following will be covered:

- Eye and Face Protection
- Head Protection
- Foot Protection
- Hand and Body Protection
- Hearing Protection
- Respiratory Protection
- High Visibility Clothing

RESPONSIBILITIES

1. Supervisors and managers shall be responsible for:
 - a. Assessing the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment (PPE).
 - b. Coordinating necessary training for each employee required to use PPE.
 - c. If hazards are present the employer shall select and have each affected employee use, the types of PPE that will protect the affected employee from the hazards identified in the hazard assessment.
 - d. Communicating PPE selection decisions to affected employees.
 - e. Provides employees with PPE that meets or exceeds the criteria established by OSHA.
 - f. Ensuring that employees are wearing at a minimum, PPE which is required while performing job or needed in the department.
 - g. Select PPE that properly fits each affected employee.
 - h. If an employee provides their own protective equipment, the supervisor shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.
 - i. Conduct on-going training as job requirements change or new PPE is introduced into the workplace.
 - j. Instruct new employees on the use of PPE necessary for job tasks.

2. Employees shall be responsible for:
 - a. Attending PPE training classes.
 - b. Wearing required PPE.
 - c. Cleaning PPE as needed.
 - d. Asking questions when unsure of any aspect of PPE requirements.
 - e. Knowing the location of and using the PPE Assessment Program information available to them for each job task.

ASSESSMENT

The City shall verify that the required workplace hazards assessment has been performed through a written certification that identifies the workplace evaluated. The person certifying that the evaluation has been performed, the dates(s) of the hazard assessment, and, which identifies the document as a certification of hazard assessment.

Assessments will be reviewed and updated on an annual basis, or as jobs require new or different PPE. Additionally, if the employee determines that they are performing a job which needs PPE, but it is not listed by their supervisor or the assessment, they shall wear the PPE necessary to prevent injury and inform their supervisor of the need to add the job to the assessment list.

Copies of the PPE assessment will be kept on file in the department.

Defective and damaged personal protective equipment shall not be used.

EMPLOYEE TRAINING

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

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

Each affected employee shall demonstrate an understanding of the training specified above and the ability to use PPE properly before being allowed to perform work requiring the use of PPE.

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

- Changes in the workplace render previous training obsolete
- Changes in the types of PPE to be used render previous training obsolete
- Inadequacies in an affected employee's knowledge or use of assignment PPE indicate that the employee has not retained the requisite understanding or skill.

PERSONAL PROTECTIVE EQUIPMENT

Eye and Face Protection

Employees are required to:

- Use appropriate eye and face protection equipment when exposed to hazards from flying objects or particles, molten metal, fumes, chemical liquids, gases, vapors, dusts, acids, caustics, and other potentially injurious chemicals or physical hazards.
- Use appropriate eye protection equipment with filter lenses that have a shade number appropriate for the work being performed when exposed to an eye hazard from potentially injurious light radiation.
- When wearing prescription lenses while engaged in operations that involve eye hazards, wear eye protection that incorporates the prescription in its design, or wear eye protection that can be worn over the prescription lenses without distributing the prescription lenses or the protective lenses.
- Wear eye protection that complies with ANSI Z87.1.

Head Protection

Employees are required to wear appropriate protective head gear (hard hats, bump caps, etc.) when working in areas where there is a potential for injury to the head from falling objects, impact hazards, extreme temperatures, or electrical hazards. Head protection must meet ANSI Z89.1.

Hard hats come in two types and three classes:

- **Type I** – Designed to protect only the top of head from a blow
- **Type II** – Designed to protect head from lateral, frontal, back and top impact
- **Class C** – Protects from falling objects but doesn't provide protection from electrical conductors
- **Class E** – Protects from high voltage electrical hazards as well as impact
- **Class G** – Protects from low voltage electrical hazards and impact

All hard hat components and accessories should be inspected daily for signs of dents, cracks, penetration, and any damage due to impact, rough treatment, or wear that might reduce the degree of protection originally provided. Hard hats that show signs of wear or damage should be replaced.

Foot Protection

Employees are required to wear protective footwear when working in areas where there is danger of objects falling on or rolling across the foot, piercing the sole, and where the feet are exposed to electrical or chemical hazards. Foot protection will comply with ASTM Standard F-2413-2005.

Hand and Body Protection

Employees are required to wear appropriate hand protection when their hands are exposed to hazards from cuts, abrasions, punctures, chemical or thermal burns, harmful temperature extremes, vibration, and skin absorption of harmful substances.

Hearing Protection

Employees are required to wear appropriate hearing protection in environments where noise levels equal or exceed the OSHA Occupational Noise Exposure Standard (OSHA 29 CFR 1910.95) 8-hour time weighted average (TWA) of 85 dB(A).

Respiratory Protection

Employees will wear respiratory protective equipment (respirators) when working in areas where respiratory hazards exist. All respirators will be in compliance with the OSHA 29 1910.134.

High Visibility Clothing

All employees who work in the roadway or right-of-way, shall wear approved retro-reflective clothing per DSDS 332.3991) and ANSI/ISEA 107-2010.

Purchase of Personal Protective Equipment

The proactive equipment including personal protective equipment (PPE), used to comply shall be provided by the employer at no cost to employees except as provided by section 1910.132 as allowed.

POLICY REVIEWS

This policy will be reviewed on an annual basis by Risk Management.

City of Wausau
PPE - Hazard Assessment Survey and Analysis

Job Classification:	Department:
Job Function/Task:	

Part of Body	Hazard	Required PPE	Notes
<p><i>Hands</i></p> 	<input type="checkbox"/> Penetration-sharp objects <input type="checkbox"/> Penetration-animal bites <input type="checkbox"/> Penetration-rough objects <input type="checkbox"/> Chemical(s) _____ _____ <input type="checkbox"/> Extreme cold <input type="checkbox"/> Extreme heat <input type="checkbox"/> Blood/body fluids <input type="checkbox"/> Electrical shock <input type="checkbox"/> Vibration-power tools <input type="checkbox"/> Other _____	<input type="checkbox"/> Leather work gloves <input type="checkbox"/> Cotton work gloves <input type="checkbox"/> Nitrile gloves <input type="checkbox"/> Chemical resistant gloves; Type _____ <input type="checkbox"/> Latex/vinyl gloves <input type="checkbox"/> Insulated gloves <input type="checkbox"/> Heat/flame resistant gloves <input type="checkbox"/> Insulated rubber gloves; Type _____ <input type="checkbox"/> Anti-vibration gloves <input type="checkbox"/> Other _____	
<p><i>Eyes and Face</i></p> 	<input type="checkbox"/> Impact-flying objects, chips, sand or dirt <input type="checkbox"/> Nuisance dust <input type="checkbox"/> UV light-welding, cutting, torch brazing or soldering <input type="checkbox"/> Chemical-splashing liquid <input type="checkbox"/> Chemical-irritating mists <input type="checkbox"/> Hot sparks-grinding <input type="checkbox"/> Splashing molten metal <input type="checkbox"/> Glare/High Intensity lights <input type="checkbox"/> Laser operations <input type="checkbox"/> Other _____	<input type="checkbox"/> Safety glasses w/side shields <input type="checkbox"/> Shaded safety glasses w/side shields <input type="checkbox"/> Impact goggles <input type="checkbox"/> Chemical splash goggles <input type="checkbox"/> Glasses/goggles w/face shield <input type="checkbox"/> Chemical goggles/ face shield <input type="checkbox"/> Impact goggles w/face shield <input type="checkbox"/> Welding goggles <input type="checkbox"/> Welding helmet/shield w/safety glasses & side shields <input type="checkbox"/> Laser spectacles or goggles <input type="checkbox"/> Other _____	
<p><i>Ears</i></p> 	<input type="checkbox"/> Exposure to noise levels (> 85 dBA 8-hour TWA) <input type="checkbox"/> Exposure to sparks <input type="checkbox"/> Other _____	<input type="checkbox"/> Ear muffs, plugs or ear caps Minimum NRR _____ <input type="checkbox"/> Leather welding hood <input type="checkbox"/> Other _____	

<i>Part of Body</i>	<i>Hazard</i>	<i>Required PPE</i>	<i>Notes</i>
<i>Respiratory System</i> 	<input type="checkbox"/> Nuisance dust <input type="checkbox"/> Nuisance mist <input type="checkbox"/> Welding fumes <input type="checkbox"/> Asbestos <input type="checkbox"/> Pesticides <input type="checkbox"/> Paint spray <input type="checkbox"/> Organic vapors <input type="checkbox"/> Acid gases <input type="checkbox"/> Oxygen deficient/toxic or IDLH atmosphere <input type="checkbox"/> Other_____	<input type="checkbox"/> Disposable dust/mist mask ___ 3M8511 N95 ___ 3M8210 N95 <input type="checkbox"/> Respirator w/organic vapor Cartridge(s) w/prefilter <input type="checkbox"/> Respirator w/paint spray Cartridge(s) w/profiler <input type="checkbox"/> Welding respirator <input type="checkbox"/> Respirator w/HEPA filter(s) <input type="checkbox"/> SCBA or Type C airline respirator <input type="checkbox"/> Other_____	
<i>Feet</i> 	<input type="checkbox"/> Impact-heavy objects <input type="checkbox"/> Compression-rolling or pinching objects/vehicles <input type="checkbox"/> Slippery or wet surface <input type="checkbox"/> Penetration-sharp objects <input type="checkbox"/> Penetration-chemical <input type="checkbox"/> Splashing-chemical <input type="checkbox"/> Exposure to extreme cold <input type="checkbox"/> Other_____	<input type="checkbox"/> Steel toe or leather safety shoes <input type="checkbox"/> Leather boots or safety shoes w/metatarsal guards <input type="checkbox"/> Slip resistant soles <input type="checkbox"/> Puncture resistant soles <input type="checkbox"/> Chemical resistant boots/covers <input type="checkbox"/> Rubber boots/closed top shoes <input type="checkbox"/> Insulated boots or shoes <input type="checkbox"/> Other_____	
<i>Head</i> 	<input type="checkbox"/> Struck by falling/flying object <input type="checkbox"/> Struck against fixed object <input type="checkbox"/> Electrical-contact with exposed wires/conductors <input type="checkbox"/> Other_____	<input type="checkbox"/> Hard hat/bump cap ___ Class A ___ Class B ___ Class C <input type="checkbox"/> Other_____	
<i>Body</i> 	<input type="checkbox"/> Moving vehicles <input type="checkbox"/> Penetration-sharp objects <input type="checkbox"/> Electrical-static discharge <input type="checkbox"/> Hot metal or sparks <input type="checkbox"/> Chemical(s)_____ <input type="checkbox"/> Traffic <input type="checkbox"/> Exposure to extreme cold <input type="checkbox"/> Unprotected elevated walking/working surface <input type="checkbox"/> Other_____	<input type="checkbox"/> Chemical apron <input type="checkbox"/> Hi Visibility Clothing <input type="checkbox"/> Tyvek coveralls w/elastic hood and wrist bands <input type="checkbox"/> Cut-resistant sleeves, wristlets <input type="checkbox"/> Static control coats/coveralls <input type="checkbox"/> Flame-resistant jacket/ pants <input type="checkbox"/> Insulated jacket, hood <input type="checkbox"/> Body harness and lanyard <input type="checkbox"/> Other_____	

CERTIFICATION: I certify that the above Hazard Assessment was performed.		
Assessed by:	Title:	Date:



POLICY

DATE: April 5, 2018
TITLE: Bloodborne Pathogens Exposure Control Plan
ISSUER: Human Resources
COVERAGE: All employees
AUTHORITY: Risk Management Committee
DURATION: Indefinite, review in 2019

Table of Contents

Policy Intent	2
Responsibilities	2
Training Requirements.....	2
Recordkeeping	3
Exposure Determination	3
Routes of Exposure	4
Engineering and Work Practice Controls	4
Housekeeping	5
Disinfection	6
Personal Protective Equipment (PPE).....	7
Hepatitis B Vaccination	7
Post-Exposure Evaluation and Follow-Up.....	7
Appendix A: Definitions	11
Appendix B: Police	12
Appendix C: Metro Ride.....	14
Appendix D: Public Works.....	16
Appendix E: Building Maintenance	17
Appendix F: Engineering Field Workers.....	18
Appendix G: Assessment, Community Development, Community Development Authority and Inspection Employees.....	19
Appendix H: Utility Workers	21
Appendix I: Hepatitis B Consent/Refusal	22

Policy Intent

The purpose of this policy is to outline the procedures, methods, and techniques used to prevent, report and treat Bloodborne Pathogen Exposures.

Responsibilities

It is the responsibility of all employees to use appropriate personal protective equipment, and to follow safe work procedures and practice controls pertaining to this exposure control plan complying with the OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." Department supervisors are responsible for providing all necessary supplies and personal protective equipment, and for ensuring their employees comply with the provisions of this plan. Department heads are responsible for ensuring department compliance, monitoring effectiveness, updating as needed, and documenting issues pertaining to this exposure control plan. The Human Resources office is responsible for coordinating the maintenance of the exposure control plan, and assuring that each department has the opportunity to provide updates to the plan as needed. The human resource office will maintain all records for Hepatitis B vaccinations, workers compensation records, and medical records in regards to significant exposures and healthcare providers written opinions.

Training Requirements

A copy of the exposure control plan must be made available to all employees.

- A. Training Frequency: The City of Wausau must ensure that all employees with occupational exposures participate in a training program that is provided at no cost to the employee. All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. The training shall be provided at the initial assignment to tasks where occupational exposures may take place, when there is a change in the policy or in the procedures, and annually thereafter.
- B. Training Information: Training shall include but is not limited to the following information:
 - 1. A copy and explanation of the OSHA Bloodborne Pathogen Standard.
 - 2. An explanation of the exposure control plan (EPC) and how to obtain a copy.
 - 3. An explanation of methods to recognized tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident.
 - 4. An explanation of the use and limitations of engineering controls, work practices, and PPE.
 - 5. An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE.
 - 6. An explanation of the basis for PPE selection.
 - 7. Information on the hepatitis B vaccine, including information on its efficiency, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge.
 - 8. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM.

9. 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.
 10. Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
 11. An explanation of the signs and labels and/or color coding required by the standard and used at the City-County and an opportunity for interactive questions and answers with the person conducting the training session.
- C. Training materials for the City are available on the intranet.

Recordkeeping

- A. Medical Records: Medical records must be maintained in accordance with 29 CFR 1910.1020, for the duration of employment plus 30 years. Information that must be included in the records are; name, social security number, Hepatitis B vaccine status including dates and relevant medical records, copies of medical examination results, testing and follow-up procedures, copies of health professionals written opinion, and copies of information provided to health care professional.
- B. Training Records: Training records for bloodborne pathogens must be kept for three years and include the following information; dates of the training session, names and qualifications of the persons conducting the training, and names and jobs of the person being trained.
- C. Annual Review: The Bloodborne Pathogen Exposure Control Plan must be reviewed annually and updated when there are changes in the policy or the standards. The Human Resource office will be responsible for coordinating the review and update of the policy with the departments.
- D. Employee records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days.
- E. 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 Department.

Exposure Determination

The City of Wausau will determine which of its employees have exposure to blood and other infectious materials. Employees that could have occupational exposure, for the purpose of compliance with this standard, may be described as:

- A. Employees who have regular contact with human blood or other body fluids, who clean or work in areas that have human waste or body fluids, who render first aid, who are in direct contact with the public, and those who have the potential of being pierced by sharps.

- B. The following employees and occupations have the potential for exposure and are covered by this plan:
- Police Department (except clerical staff)
 - Inspections, Community Development, and Assessment staff
 - Department of Public Works (except clerical staff)
 - Utility Workers
 - Maintenance Departments
 - Engineering Field Workers
 - Metro Ride (Bus Operators, Mechanics, Utility Personnel and Supervisors)
 - Fire Department and Paramedic personnel are covered under this plan; however the Department does have a more specific exposure plan that is available

Routes of Exposure

Routes of exposure include:

- A. Wound to wound and mucous membrane to mucous membrane exchange when administering first aid

- B. Accidental needle sticks

- C. Body fluids entering open wounds, mouth, and eyes

- D. Cuts from sharps that have been contaminated with body fluids

Engineering and Work Practice Controls

Universal precautions will be observed by all City employees in order to prevent contact with blood or other potentially infectious materials (OPIM). All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

- A. The following general engineering and work practice controls will be utilized to eliminate or minimize exposure by City of Wausau employees:
 - 1. Employees must wash their hands or other skin with soap and water, or flush mucous membranes with water as soon as possible following an exposure incident.
 - 2. Employees must wash their hands immediately after removal of gloves or other personal protective equipment.
 - 3. Wear appropriate PPE when it is reasonably anticipated that there may be contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace PPE if torn, punctured or contaminated, or if the ability to function as a barrier is compromised.
 - 4. Never wash or decontaminate disposable PPE for reuse.
 - 5. Wear appropriate face and eye protection when splashes, sprays, splatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.

6. City employees who encounter improperly disposed needles shall secure and dispose needles into sharps containers. Needles should never be recapped. Breaking or shearing needles is prohibited.
7. No eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses is allowed in the work area where there is likelihood of exposure or after exposure with infectious materials.
8. No food or drinks shall be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.
9. Employees must perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.
10. Employees with sores, scratches, abrasions, and cuts must take extra precautionary measures to prevent their exposure to infectious diseases. Sores, scratches, abrasions, and cuts must be covered with bandages or dressings when on duty.

B. Specific engineering and work practice controls will be utilized to eliminate or minimize exposure to employees in the following departments:

- Fire
- Police
- Wausau Area Transit
- Public Works
- Maintenance
- Engineering
- Assessment, Community Development, Inspections
- Utility

Details on engineering and work practice controls for these departments can be found in Appendix B-H.

Housekeeping

Supervisors and their employees are responsible to ensure the workplace is clean and sanitary.

A. Decontamination will be accomplished by utilizing the following materials:

1. 10% (minimum) solution of chlorine bleach and water which must be made on the day of use.
2. Lysol or other EPA-registered disinfectants.

B. Tanks and equipment normally used to process wastewater should be drained and rinsed prior to general maintenance. When working with tanks the employee must be aware of air contaminants created by the type of disinfectant used.

- C. All equipment and work surfaces must be cleaned and decontaminated after contact with blood or other infectious materials.
- D. Any protective coverings used in the laboratory evidence custody, enforcement operations, or equipment operations shall be removed or replaced as soon as possible following the actual or possible contamination.
- E. Bins, pails, and similar containers used to hold actual or potentially contaminated materials shall be labeled as bio-hazardous, should be decontaminated as soon as possible, and inspected and decontaminated on a regular basis.
- F. Broken and potentially contaminated glassware, needles or other sharp instruments shall not be retrieved by hand but by other means such as pliers, forceps, or a broom and dust pan.
- G. Members shall remove clothing and personal protective equipment that has been contaminated with body fluids as soon as practical and with as little handling as possible. Any contact with the skin area shall be cleansed in the prescribed manner.
 - 1. Contaminated personal protective equipment shall be bagged or containerized at the location where it is used in departmentally approved leak proof containers that are labeled with appropriate biohazard labels. All bags and containers should be handled with gloves.
 - 2. Contaminated laundry shall be handled as little as possible with very little agitation. Contaminated laundry shall be bagged or containerized at the location where it was used and shall not be sorted or rinsed in a location of use. If the outside of the bag is soiled with blood or body fluids, that bag should be enclosed in a second bag. Contaminated laundry shall be cleaned at the department's expense. Contaminated laundry will be left with the supervisor who will make arrangements for its transport to the cleaners.

Disinfection

- A. Any unprotected skin surfaces that come into contact with body fluids shall be thoroughly washed as soon as possible for at least 15 seconds before rinsing and drying.
 - 1. An EPA approved hand cleansing gel or antiseptic towelettes may be used where soap is not available; hands should be washed with soap and water as soon as possible.
 - 2. Skin surfaces shall be washed as soon as feasible following the removal of any personal protective equipment.
 - 3. Hand lotion should be applied after disinfection to prevent chaffing and to seal cracks and cuts in the skin.

4. All soaps, hand cleaners, antiseptic towelettes, hand lotions, bleach, and disinfectants are supplied by each department and stored with other janitorial supplies.
- B. Disinfection procedures shall be initiated whenever body fluids are spilled or an individual with body fluids on their person is transported in a city vehicle.
1. A supervisor shall be notified and the equipment or vehicle taken off-line until it is cleaned.
 2. Contaminated equipment or vehicles should be cleaned immediately or labeled with a posting that states "Isolation Area-Do Not Enter" while waiting disinfection.
 3. Wear proper personal protective equipment (PPE) will prevent the likelihood of contacting the contamination during cleaning.
 4. Affected areas should be disinfected using hot water and bleach mixture or other disinfectants such as Lysol. All cleaning supplies and equipment must be disinfected or disposed of.
- C. Inform supervisor when supplies for cleaning are running low and replenish stock of supplies as they diminish.

Personal Protective Equipment (PPE)

Personal protective equipment should be used at all times when dealing with infectious materials and human blood. The City of Wausau will provide the employee with the proper personal protective equipment. See attached department appendixes for PPE use.

Hepatitis B Vaccination

The Hepatitis B vaccine shall be made available to the employee with occupational exposures after the employee has received training and within 10 working days of initial assignment. It shall be made available to all employees who have potential occupational exposure. If an employee declines the vaccination but at a later date decides to accept, the vaccine should be made available. An employee who wishes to decline vaccination must sign the Hepatitis B Consent/Refusal Form, Appendix I.

Hepatitis B vaccination should be offered to the following occupations or departments:

- Police Department (except clerical staff)
- Department of Public Works (except clerical staff)
- Utility Workers
- Maintenance Departments
- Engineering Field Workers
- Metro Ride (Bus Operators and Mechanics)
- Assessment, Inspections, and Community Development
- Fire Department (except clerical staff)

Post-Exposure Evaluation and Follow-up

All exposure incidents must be reported, investigated, and documented. When an employee incurs an incident of exposure, the incident must be reported to that member's supervisor. Following a report of

an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow up, including at least the following elements:

- A. Documentation of the route of exposure and the circumstances under which the exposure occurred. This documentation will be performed by utilizing the Determination of Exposure to Blood/Body Fluids form (WKC-8165), located at the Aspirus Hospital Emergency Department.

Incidents of exposure are considered work related illnesses and require documentation on the Employer's First Report of Injury or Disease along with submittal to the Human Resources Department.

- B. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- C. The source individual's blood shall be tested as soon as possible and after consent is obtained or the individual is informed of testing to determine HBV or HIV infectivity.
- D. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- E. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual. State law prohibits disclosure of test results, s.146.025 (5) Confidentiality of Test.

Collection and testing of blood for HBV and HIV serological status shall comply with the following:

- A. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
- B. The employee will be offered of having the option of having their blood collected for testing of the employee's HBV/HIV status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HBV/HIV serological status.

All employees who incur an exposure incident will be offered post-exposure examination and follow up in accordance with the OSHA standard. Initial post-exposure follow up will be performed by the on-duty Emergency Department physician. Additional follow up will be performed by the employee's physician of choice.

Post-Exposure Evaluation Procedure

- A. Follow flow chart Appendix I.
- B. When the physician examines the employee, he/she will determine if the exposure falls within the statutory definition of significant exposure. If it is significant exposure, he/she will certify this with his/her signature on the appropriate forms. Once the physician's certification has been obtained, employee will receive copy 2 (green copy) from physician.

At this time the emergency department physician will request the consent of the source for HIV antibody testing and HBV testing.

If the source refuses to consent to HIV testing:

- A. The physician informs the exposed individual that the source refuses testing and documents this on the Significant Exposure Form.
- B. In some cases, an individual can be tested without consent pursuant to Wisconsin Statute 252.15 as long as the exposure falls within statutory definition of a significant exposure and all other conditions of the Statute are met.
- C. The Human Resource Office must be notified by the employee that individual refused consent to HIV testing.

Testing of the exposed individual:

- A. HIV antibody and HBV serologic testing must be offered to the exposed individual.
 - 1. Consent for HIV antibody testing must be obtained.
 - 2. If the exposed individual declines HIV antibody testing, the physician will offer to collect blood and hold it for 90 days. This allows the exposed person to undergo baseline HIV antibody testing if the situation warrants it.
 - 3. The HBV serologic testing must be offered to the exposed individual (i.e. anti-HBS if the exposed individual has been vaccinated against HBV).
 - 4. Follow the post-exposure management recommendations for HIV and HBV which is found on the back of the Significant Exposure Form.
 - 5. A copy of the exposed individual's emergency department outpatient medical record and copies 1, 3, and 4 of the Significant Exposure Form is sent to the Aspirus Occupational Health Department or if the exposed individual was seen at Saint Claire's all follow up information will be done by SAINTS and forwarded to Aspirus Occupational Health.

Aspirus Occupational Health

Within 48 hours, Aspirus Occupational Health will contact the exposed employee to arrange an appointment for post-exposure follow up and counseling.

Aspirus Occupational Health will:

- A. Request records of the vaccination status of the exposed individual from the employee, the City of Wausau or check Wisconsin Immunization Registry (WIR) :
 - 1. This will include dates of all HBV vaccinations.
 - 2. Any records relative to the employee's ability to receive vaccination.
- B. Determine counseling of exposure of medical conditions that occur as a result of the exposure which requires further evaluation and treatment has taken place.
- C. Determine that counseling of the exposed individual of ways to prevent bloodborne diseases has taken place.

- D. Review the results of source patient testing and under the direction of the Aspirus Occupational Health physician recommend further follow up which can be accomplished by the exposed individual's private physician or Aspirus Occupational Health.
- E. Give the exposed individual copy 4 of the Significant Exposure Form (results of the source patient testing).
 - 1. Counsel the exposed individual that if he/she knows the identity of the source individual, he or she may not disclose the source patient's identity or the source individual's infectious status to any other person.
- F. Send results of the medical evaluation to the exposed individual's private physician if he/she requests this and gives written consent.
 - 1. The information to be sent includes:
 - a. A copy of 29 CFR 1910.130 – OSHA's Occupational Exposure to Bloodborne Pathogens Final Rule.
 - b. A written description of the exposed employee's duties as they relate to the exposure incident – to be obtained from the employer.
 - c. Written documentation of the route of exposure and the circumstances under which the exposure occurred (copy 3 of the Significant Exposure Form).
 - d. Results of the source individual's blood testing if available (copy 3 of the Significant Exposure Form).
 - e. All medical records relevant to the appropriate treatment of the employee including vaccination status.
- G. The private physician will send a written opinion to Aspirus Occupational Health for filing in the exposed employee's record.
 - 1. Aspirus Occupational Health will send a copy of the private physician's written opinion to the employer who will send it to the exposed employee.
- H. The written opinion shall include :
 - 1. A statement that the employee was informed of the results of the evaluation of the exposure.
 - 2. A statement that the employee has been told about medical conditions resulting from exposure to blood or other infectious materials which require further evaluation and treatment.
- I. Verify that the exposed individual's medical record includes:
 - 1. Name and Social Security number of the employee.
 - 2. A copy of the results of the examination (ED outpatient record), medical testing and follow up procedures.
 - 3. A copy of the employee's Hepatitis B vaccination status.
 - 4. A copy of the written opinion sent to the employee.
 - 5. Copy 3 of the Significant Exposure Form.
- J. Records must be stored for the duration of employment plus 30 years. Medical records are confidential.

Source Individual's Test Results

Source individual's test results, when obtained, must be kept confidential according to the Health Insurance Portability and Accountability Act (HIPAA). Human Resources will notify the exposed employee when the source individual's test results are available. When the results are given to the employee they are to be advised of the secrecy of the source individual's health status, and that disclosure of the information could result in legal action.

Appendix A: Definitions

In accordance with the requirements of the State of Wisconsin Department of Safety and Professional Services and the Occupation Safety and Health Act 29 CFR 1910.1030, the City of Wausau has adopted the following exposure control plan.

- A. Body Fluids - Blood, semen, vaginal fluids, or other secretions that might contain these fluids such as saliva, vomit, urine, or feces.
- B. Blood - means human blood, human blood contents, and products made from human blood.
- C. Bloodborne Pathogens - means pathogenic micro-organisms that are present in human blood and can cause disease in humans.
- D. Contaminated - means the presence or a reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- E. Decontaminated - means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
- F. Engineering Controls - means controls that isolate or remove the bloodborne hazard from the workplace.
- G. HBV - means Hepatitis B virus.
- H. HIV - means human immunodeficiency virus.
- I. Occupational Exposure - means reasonably anticipated skin, eye, mucous membrane, or potential contact with blood or other infectious materials that result from the performance of an employee's duties.
- J. Other Potentially Infectious Materials (OPIM) - means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to determine between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV - contaminated cell tissue cultures, organs cultures, and HIV- or HBV- containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

- K. Personal Protective Equipment (PPE) - is specialized clothing or equipment worn by an employee for the protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard is not considered to be PPE.
- L. Universal Precautions - is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious with HIV, HBV, and other bloodborne pathogens.

Appendix B: Police

Search and Seizure

- A. All sharps instruments such as knives, scalpels, and needles shall be handled with extraordinary care and should be considered contaminated items.
 - 1. Leather gloves or their protective equivalent shall be worn when searching persons or places or dealing in environments, such as accident scenes, where sharp objects and body fluids may reasonably be encountered.
 - 2. Searches of automobiles or other places should be conducted using a flashlight, mirror or other devices where appropriate. Subsequent to a cautious frisk of outer garments, suspects should be required to empty their pockets or purses and to remove all sharp objects from their persons.
 - 3. Needles shall not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.
 - 4. Needles shall be placed in departmentally provided, puncture-resistant syringe tubes that are marked as bio-hazardous when being collected for evidence, disposal, or transportation purposes.
- B. Any evidence contaminated with bodily fluids shall be completely dried, double bagged, and marked to identify potential or known communicable diseases.

Custody and Transportation of Prisoners

- A. Officers shall not put their fingers in or near any person's mouth.
- B. Individuals with bodily fluids on them shall be transported in separate vehicles from other persons. The individual may be required to wear a suitable protective covering if bleeding or otherwise emitting bodily fluids.
- C. Officers have an obligation to notify relevant support personnel during a transfer of custody when the suspect has bodily fluids present on their person, or has stated that they have a communicable disease.

- D. Suspects taken into custody with bodily fluids on their persons shall be placed in the designated holding area for processing. The holding area should be identified as an "Isolation Area - Do Not Enter".
- E. Officers shall document on the appropriate incident form when a suspect taken into custody has bodily fluids on their person, or they have stated they have a communicable disease.

Crime Scene Processing

- A. If there are contaminated body fluids at the scene, a minimum of nitrile gloves, goggles, and a face mask should be worn.
- B. Evidence should be secured in glass, metal, or plastic containers, and any evidence bags should be sealed with tape rather than staples (to prevent puncture wounds).
- C. Do not eat, drink, smoke, or apply makeup or lip balm at the crime scenes. These activities could transfer contaminated body fluids to the officer.
- D. The crime scene must be decontaminated after processing. If left for future decontamination, the scene shall be secured and the "Isolation Area - Do Not Enter" warning signs should be placed and the cleaning team must be notified of possible contamination.

Personal Protective Equipment (PPE)

- A. When appropriate personal protective equipment is available, no member shall refuse to arrest or otherwise physically handle any person who may carry HIV or HBV.
- B. Members shall use protective gear under all appropriate circumstances unless member can demonstrate that in a specific instance, its use would have prevented the effective delivery of health care or public safety services or would have imposed an increased hazard to the member's safety or the safety of other co-workers.
 - 1. All such instances shall be reported by the member and shall be investigated and appropriately documented to determine if changes could be instituted to prevent similar occurrences in the future.
- C. A Personal Protective Equipment (PPE) kit shall be issued to all members who are at risk of exposure. Replacement items for individual kits are available from each supervisor. Officers shall have their PPE readily available when on-duty. The kit will consist of the following items:

1. One Full-length Gown
 2. One Fluid Shield Procedure Mask
 3. One Pair Nitrile Medical Gloves
 4. One Barrier Protective Glasses
 5. One Pair Shoe Covers
 6. One Surgical Cap
 7. One Antimicrobial Wipe
 8. One Biohazard Waste Bag
 9. One Bottle of Sanitizing Hand Cleaner
 10. One Sharps Container
 11. Plastic Mouth Barrier
- D. Disposable gloves shall be worn when handling any person, clothing or equipment with body fluids on them. Officers are required to keep disposable gloves in their possession while on motor, bicycle, or foot patrol.
- E. Masks in combination with eye protection devices, such as goggles, or glasses with solid side shields or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of potentially infectious materials may be generated and eye, nose, and mouth contamination can be readily anticipated.
- F. Gowns, aprons, or other outer garments shall be worn as determined by the degree of the exposure anticipated.
- G. Plastic mouthpiece or other authorized barrier/resuscitation devices shall be used whenever an officer performs CPR or mouth-to-mouth resuscitation.

Appendix C: Metro Ride

Contamination on Buses

- A. Employees who discover blood or other human body fluids that may be infectious must report the incident to their supervisor immediately. Drivers must radio in the discovery immediately and let the supervisor determine the appropriate course of action.
- B. Sharps discovered on the bus will be collected by the bus driver and placed in a sharps container. The bus driver will wear nitrile gloves when handling the sharp object. Needles shall not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.
- C. Items contaminated with blood or other human body fluids shall be collected and placed in appropriate containers. The driver must wear nitrile gloves when collecting such items.

- D. Large spills of human waste such as blood, semen, vomit, feces, saliva, and urine will be reported to the supervisor. The bus will be taken out of service and brought back to the transit center for cleaning.

Cleaning Buses and Terminals

- A. Cleaning the buses and terminals shall be performed with the appropriate PPE, such as nitrile or rubber gloves, faces mask or shield, goggles, and a gown. The bus terminal must be disinfected before being put back into service.
- B. Large spills or deposits of human waste or body fluids will be covered with drying agent and collected and disposed of in appropriate containers. The remaining contaminates or smaller spills will be sprayed with a disinfectant and hosed out.

Personal Protective Equipment (PPE)

- A. The City of Wausau will ensure employees are provided with the proper Personal Protective Equipment (PPE).
 - 1. Metro Ride Supervisor will provide the employee with the appropriate PPE and ensure the employee uses it when deemed necessary.
 - 2. Cases when an employee fails to use the appropriate PPE should be investigated and documented to determine if changes need to be instituted in the policy to prevent such occurrences in the future.
 - 3. Disciplinary actions may be necessary if employees continue to violate policy guidelines.
- B. Personal Protective Equipment will be furnished at no expense to the effected employee. Replacement items are available from the employees' supervisor. The following is a list of available PPE:
 - 1. Rubber Gloves
 - 2. Gowns
 - 3. Face Mask
 - 4. Face Shields
 - 5. Goggles
 - 6. Resuscitation Masks
- C. All PPE shall be removed prior to leaving the work area. When PPE and supplies are removed, they shall be placed in an appropriately designated area or container for storage,

washing, decontaminated, or disposal. Any items left unattended must be labeled as a Biohazard.

A plastic resuscitation mask must be worn with providing first aid to the public.

Appendix D: Public Works

Cleaning Up After Accident

In the event an employee is required to clean up glass or debris resulting from a traffic accident, and that glass or debris is contaminated with blood or body fluids, the following procedures and work practice controls shall be utilized:

- A. Any contaminated glass from an accident shall be stored in a hard closed lid container such as a five gallon pail.
- B. Broken glass, which maybe be contaminated, shall be picked up by using mechanical means, such as broom and dust pan or shovel, and never with bare or gloved hands.
- C. Glass shall be disposed of in appropriate containers.
- D. All equipment shall be cleaned and disinfected. If this is not possible they should be disposed of.
- E. Appropriate PPE must be worn while cleaning the accident scene and equipment.

Spring Clean-up

- A. Employees must wear canvas gloves during spring clean-up.
- B. When picking up old sewage pipes or bathroom fixture the appropriate rubber or nitrile gloves shall be worn.
- C. After removal of PPE, hands shall be cleaned with antiseptic towelettes or with hand cleaners. Hands should be washed as soon as possible or before eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses.

Personal Protective Equipment (PPE)

- A. The City of Wausau will ensure employees are provided with the proper Personal Protective Equipment (PPE).

- B. DPW Supervisors will provide the employee with the appropriate PPE and ensure the employee uses it when deemed necessary.
 - 1. Cases when an employee fails to use the appropriate PPE should be investigated and documented to determine if changes need to be instituted in the policy to prevent such occurrences in the future.
 - 2. Disciplinary actions may be necessary if employees continue to violate policy guidelines.
- C. Personal Protective Equipment will be furnished at no expense to the effected employee. Replacement items are available from the employee's supervisor. The following is a list of available PPE:
 - 1. Rubber Gloves
 - 2. Gowns
 - 3. Face Mask
 - 4. Face Shields
 - 5. Goggles
 - 6. Resuscitation Masks
- D. All PPE shall be removed prior to leaving the work area. When PPE and supplies are removed, they shall be placed in an appropriately designated area or container for storage, washing, decontaminated, or disposal. Any items left unattended must be label as a Biohazard.
- E. Resuscitation mask and nitrile gloves must be worn when administering first aid.

Appendix E: Building Maintenance

Cleaning Bathrooms and Drinking Fountains

- A. Nitrile gloves or rubber gloves must be worn when cleaning bathroom facilities and drinking fountains.
- B. Gowns, face mask, or face shield and must be worn when there is a possibility for splashing, spattering, spraying or the generation of droplets while cleaning toilets or removing clogs.
- C. A drying agent shall be used on large spills such as vomit, feces, urine and blood. The spill can then be picked up with broom and dust pan and disposed of in appropriate containers.
- D. Tools and PPE must be washed and disinfected when finished cleaning spills.
- E. Small spills can be disinfected and mopped up or washed down a drain with water.

- F. After removal of PPE hands shall be cleaned with antiseptic towelettes or with hand cleaners. Hands should be washed as soon as possible or before eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses.

Replacing Bathroom Fixtures

- A. Employees shall clean and disinfect all bathroom fixtures or drinking fountains prior to their removal.
- B. Nitrile gloves or rubber gloves shall be worn when removing fixtures.
- C. Gowns, face mask, or face shield must be worn when there is a possibility for splashing, spattering, spraying or the generation of droplets while cleaning toilets or removing clogs.
- D. After removal of PPE hands shall be cleaned with antiseptic towelettes or with hand cleaners. Hands should be washed as soon as possible or before eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses.

Personal Protective Equipment (PPE)

- A. The City of Wausau will ensure employees are provided with the proper Personal Protective Equipment (PPE).
- B. Maintenance Supervisors will provide the employee with the appropriate PPE and ensure the employee uses it when deemed necessary.
 - 1. Cases when an employee fails to use the appropriate PPE should be investigated and documented to determine if changes need to be instituted in the policy to prevent such occurrences in the future.
 - 2. Disciplinary actions may be necessary if employees continue to violate policy guidelines.
- C. Personal Protective Equipment will be furnished at no expense to the effected employee. Replacement items are available from the employee's supervisor. The following is a list of available PPE:
 - 1. Rubber Gloves
 - 2. Nitrile Gloves

3. Gowns
4. Face Mask
5. Face Shields
6. Goggles

- D. All PPE shall be removed prior to leaving the work area. When PPE and supplies are removed, they shall be placed in an appropriately designated area or container for storage, washing, decontaminated, or disposal. Any items left unattended must be label as a Biohazard.

Appendix F: Engineering Field Workers

Measuring Sewer Depths

- A. Field workers will wear rubber nitrile gloves when measuring of sewage systems when tools and measuring devices are placed directly in human waste.
- B. Goggles face shield or mask and gown must be worn if there is a chance of splashing, splattering, spraying, or generating droplets with the contaminated human waste.
- C. Tools should be placed in the storage compartment of the vehicle and handled with rubber gloves or nitrile gloves.
- D. After removal of PPE, hands shall be cleaned with antiseptic towelettes or with hand cleaners. Hands should be washed as soon as possible or before eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses.

Personal Protective Equipment (PPE)

- A. The City of Wausau will ensure employees are provided with the proper Personal Protective Equipment (PPE).
- B. The City Engineer will provide the employee with the appropriate PPE and ensure the employee uses it when deemed necessary.
 1. Cases when an employee fails to use the appropriate PPE should be investigated and documented to determine if changes need to be instituted in the policy to prevent such occurrences in the future.
 2. Disciplinary actions may be necessary if employees continue to violate policy guidelines.

- C. Personal Protective Equipment will be furnished at no expense to the effected employee. Replacement items are available from the employees' supervisor. The following is a list of available PPE:
 - 1. Rubber Gloves
 - 2. Gowns
 - 3. Goggles
 - 4. Face Mask
 - 5. Face Shields
 - 6. Nitrile Gloves

- D. All PPE shall be removed prior to leaving the work area. When PPE and supplies are removed, they shall be placed in an appropriately designated area or container for storage, washing, decontaminated, or disposal. Any items left unattended must be label as a Biohazard.

Appendix G: Assessment, Community Development, and Inspection Employees

Inspecting Homes

- A. Inspectors who encounter human blood or body fluids in the course of inspecting should take appropriate precautions and wear appropriate Personal Protective Equipment (PPE).

- B. Inspectors will wear rubber gloves or nitrile gloves when they inspect houses that are unclean and appear to have blood or body fluids present.

- C. Shoe covers shall be worn when entering houses with visible human or animal feces present.

- D. PPE attire will be bagged and disposed of in appropriate garbage facilities.

- E. Hands and other body parts that may have been contaminated while in the house shall be sanitized and washed with hand wipes.

- F. Hands shall be washed with soap and water as soon as washing facilities are available and before eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses.

- G. Sharps shall not be touched when inspecting homes and should be left in place.

Personal Protective Equipment (PPE)

- A. The City of Wausau will ensure employees are provided with the proper Personal Protective Equipment (PPE).

- B. The city will provide the employee with the appropriate PPE and ensure the employee uses it when deemed necessary.
 - 1. Cases when an employee fails to use the appropriate PPE should be investigated and documented to determine if changes need to be instituted in the policy to prevent such occurrences in the future.
 - 2. Disciplinary actions may be necessary if employees continue to violate policy guidelines.
- C. Personal Protective Equipment will be furnished at no expense to the effected employee. Replacement items are available from the employees' supervisor. The following is a list of available PPE:
 - 1. Nitrile Gloves
 - 2. Shoes Covers

Appendix H: Utility Workers

Working on Plant Equipment

Inspecting, Cleaning, and Unclogging Sewer Systems of Homes

Personal Protective Equipment (PPE)

- A. The City of Wausau will ensure employees are provided with the proper Personal Protective Equipment (PPE).
- B. Utility Supervisors will provide the employee with the appropriate PPE and ensure the employee use it when deemed necessary.
 - 1. Cases when an employee fails to use the appropriate PPE should be investigated and documented to determine if changes need to be instituted in the policy to prevent such occurrences in the future.
 - 2. Disciplinary actions may be necessary if employees continue to violate policy guidelines.
- C. Personal Protective Equipment will be furnished at no expense to the effected employee. Replacement items are available from the employees' supervisor. The following is a list of available PPE:
 - 1. Rubber Gloves
 - 2. Gowns
 - 3. Goggles
 - 4. Face Mask
 - 5. Face Shields
 - 6. Nitrile Gloves

Appendix I: Hepatitis B

Hepatitis B is a serious disease caused by a virus that attacks the liver. The virus, which is called Hepatitis B Virus (HBV), can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death. Hepatitis B vaccine is available for all age groups to prevent Hepatitis B virus infection. It is important that employees that have exposure to Hepatitis B be vaccinated to prevent infections. The City of Wausau would like to make sure employees with occupational exposures to Hepatitis B, have the opportunity to have the vaccinations. Employees in the following departments and occupations should be vaccinated for Hepatitis B:

- Police Department (except clerical staff)
- Department of Public Works (except clerical staff)
- Maintenance Departments
- Metro Ride (Bus Operators and Mechanics)
- Property Inspectors
- Utility Workers
- Engineering Field Workers
- Fire Department (except clerical staff)

CONSENT OR REFUSAL TO RECEIVE VACCINATION

1. To be effective, a vaccine to prevent Hepatitis B must be taken in three (3) doses: the initial dose, the second dose one (1) month later, and a third dose six (6) months after the initial dose.
2. I have been informed of the benefits that I may expect from vaccination, but I understand that no degree of immunity is guaranteed and that 5% to 10% of persons vaccinated may never become immune to Hepatitis B.
3. I have been informed that health care personnel may be at greater risk of developing Hepatitis B by exposure to blood of persons who have or are carriers of Hepatitis B. I am aware of the degree of risk in my area of employment.
4. The vaccine is reported to be tolerated well by persons who have been vaccinated; however, reactions such as fever, soreness, or redness and swelling at the injection site, nausea, vomiting, headache, or more serious complications could occur. Long term risks are not known at this time.
5. I understand there are alternative methods of controlling Hepatitis B through inoculation with Hepatitis B Immune Globulin after exposure (short term immunity), appropriate screening to determine existing immunity, and compliance with hospital procedures to minimize my exposure to Hepatitis B.
6. A pregnant female should consult her personal physician and be vaccinated on the advice of the physician. (The father of the baby must be informed and given consent for the vaccination.)
7. I have been informed about the risks of Hepatitis B and vaccination which will provide immunity against the disease.

**Hepatitis B Vaccine
Consent/Refusal**

I have read the information sheet and the above regarding Hepatitis B and the Hepatitis B vaccine. I have had an opportunity to ask questions and understand the benefits and risks of Hepatitis B vaccination. I understand that I must have three (3) doses of vaccine to confer immunity. However, as with all medical treatment, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine. I request that it be given to me, releasing the City of Wausau and the Overland Transportation Services (OTS) from any responsibility.

I have already been vaccinated. Date _____

I do not know if I've been vaccinated.

I do **not** wish to be immunized at this time against Hepatitis B.

I **do** wish to be immunized at this time against Hepatitis B.

I have already been tested for immunity to Hepatitis B. (Titer)

Immune

Not immune (Unsure)

List known allergies:

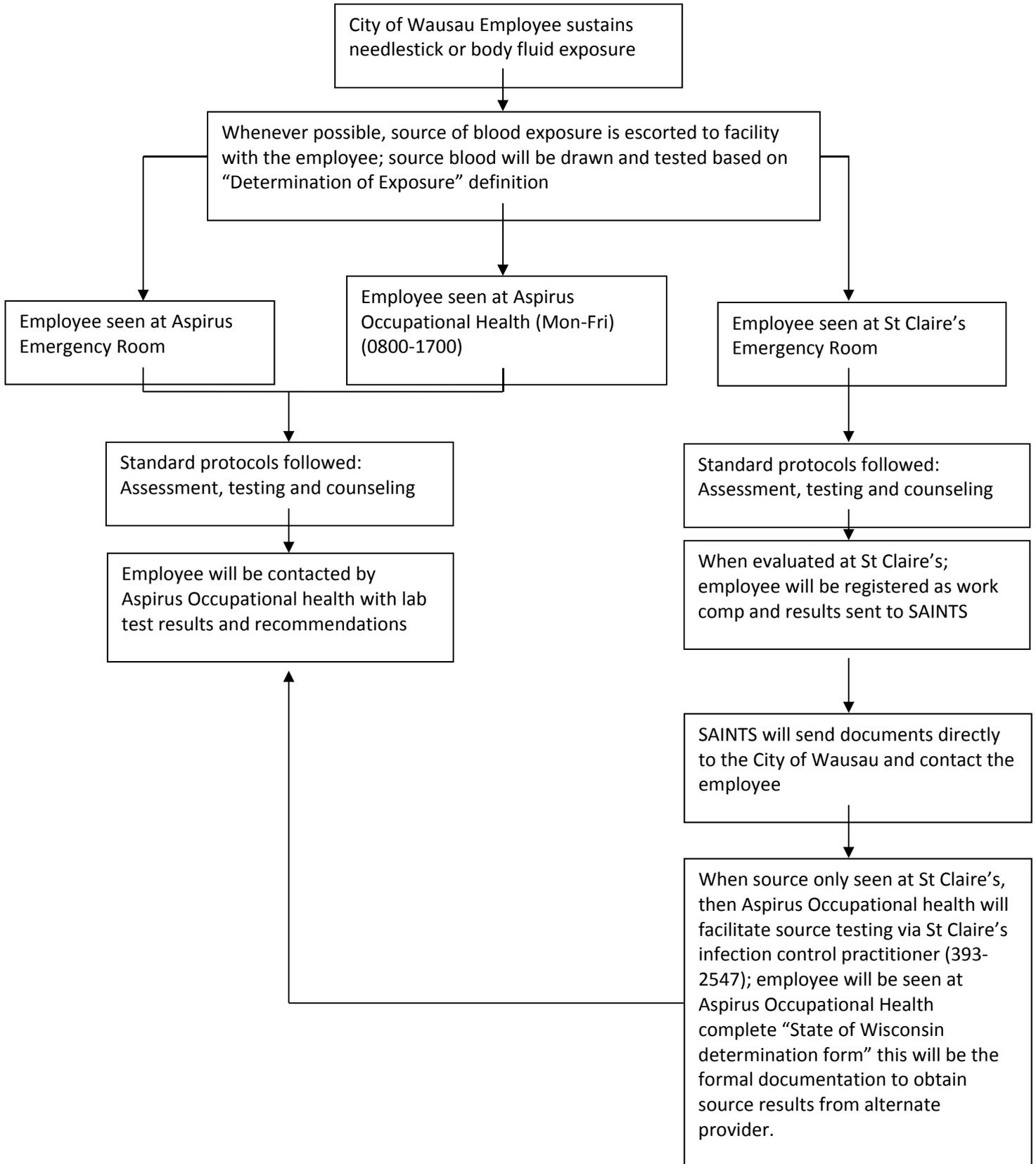
Name of Person Receiving Vaccination (print)

Signature of Employee

Date

FOR PERSONNEL DEPARTMENT USE ONLY	
DATE VACCINATED	LOT NUMBER
1 _____	_____
2 _____	_____
3 _____	_____

Appendix I: Significant Exposure Flow Chart



4.02 – Introductory Period

Unless otherwise specified by the Human Resources Committee, new and promoted employees shall serve an introductory period of six (6) months. An introductory period may be extended at the request of the Department head, with approval of the Human Resources Director. Completion of the introductory period does not guarantee continued employment for any specified period, not does it modify or change the employee's at-will status or require an employee be discharged only for "cause."

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE	
Approve suspension of City of Wausau Biometric Health Assessment Program, in 2018.	
Committee Action:	
Fiscal Impact:	
File Number:	Date Introduced:

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

RESOLUTION

WHEREAS, the Common Council established a Biometric Health Assessment program in 2011; and

WHEREAS, the City’s current Biometric Health Assessment program has been delayed while the City evaluated its current Biometric Health Assessment Program for compliance; and

WHEREAS, the City of Wausau believes that its current Biometric Health Assessment program is compliant with the existing EEOC wellness rule;

WHEREAS, the US District Court for the District of Columbia has vacated the Equal Employment Opportunity Commission’s (EEOC’s) wellness rule effective January 1, 2019; and

WHEREAS, it remains unclear whether the EEOC will issue its new rule before January 1, 2019; and

WHEREAS, the cost of administering the Biometric Health Assessment program exceeds the cost of extending the Health Assessment discount to those employees who do not currently receive that discount.

BE IT RESOLVED, by the Common Council of the City of Wausau, to suspend the current Biometric Health Assessment program for 2018 and to provide the Biometric Health Assessment program participation discount to all affected employees effective May 2018, through the end of April 2019.

Approved:

Robert B. Mielke, Mayor