

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

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6.01 Purpose

- 6.01.01 To establish a policy for the promotion and maintenance of a safe and healthy workplace.
- 6.01.02 To establish guidelines to notify employees of their responsibilities in meeting safety requirements set forth by law.
- 6.01.03 To provide plans and guidance on specific safety concerns as mandated by state and federal law.
- 6.01.04 Establish the evacuation plan for City Hall in the event of a fire, natural disaster, and/or equipment failure.

6.02 References

WAC 296-24-020, WAC 296-24-025, WAC 296-24-061, and WAC 296-62 Part K

6.03 Policy

It is the policy of the City of Tumwater to achieve the greatest practical degree of freedom from accidents and to ensure that its employees are provided safe and healthful working conditions free from recognized hazards.

The City is vitally concerned with the safety and well-being of its employees and the public that they serve. It is the responsibility of all employees to share this concern and support the City's efforts to provide a safe and healthful environment.

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6.03 Policy

Therefore, it shall be the responsibility of every employee to observe the safety precautions and regulations identified for each job situation at all times. Responsibility is further outlined below.

6.03.01 Management: To have thorough knowledge of the regulations applicable to the positions for which he/she has responsibility. To provide the necessary safety equipment and training to employees and ensure that safety regulations are followed. To ensure the corrections of all unsafe conditions observed or reported.

6.03.02 Field or First-Line Supervisor: To have complete knowledge of the safety regulations applicable to the positions he/she supervises. To teach these regulations to employees. To ensure that employees know how and when to use safety equipment. To ensure that regulations are followed and safety equipment is used. To ensure safety violations/deficiencies are immediately corrected or reported upon knowledge of same.

6.03.03 Employee: To learn the safety regulations applicable to his/her job. To use safety equipment and/or personal protective equipment as set forth by regulations at all times and at the direction of the supervisor. To report safety violations/deficiencies upon observation/occurrences.

6.03.04 Failure to comply with the responsibilities set forth above shall be grounds for disciplinary action up to and including discharge.

6.04 First Aid Response Plan

This plan ensures quick and effective first aid for all employees of the City of Tumwater, in case an injury or acute illness occurs on the job.

6.04.01 Affected Employees: This plan applies to all employees of the City of Tumwater, at all work locations, except for employees in workplaces covered by:

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Construction Standards, 296-155 WAC
Fire Fighters, 296-305 WAC

Individual departments should determine if this policy meets their first aid needs. Any Department Manager may elect to enhance this policy or implement and manage a policy that specifically meets the needs of their department.

6.04.02 Serious Injury: In the event of a serious injury or illness to a City of Tumwater employee, emergency medical personnel should be summoned immediately, by calling 911.

6.04.03 Minor Injury: In the event of a minor injury or illness to a City of Tumwater employee, the following steps will be taken:

- 1) If the injured employee is able to care for himself/herself, the employee should administer first aid at the first aid station.
- 2) If the employee is unable to care for himself/herself, the employee should seek the assistance of another available employee who is able and willing to assist. First aid should be administered at the scene of the incident using the portable first aid kit and/or at the first aid station.
- 3) If additional first aid assistance is needed, emergency medical assistance should be summoned immediately.

6.04.04 Summoning Emergency Personnel: Use the 911 emergency system to call for emergency personnel. When calling from a hard wired City telephone, you must dial 911. These emergency numbers are posted on all safety bulletin boards and are on the back cover of the City's Safety Handbook which is issued to all City employees.

6.04.05 First Aid Supplies and Station:

Locations of first aid kits for City facilities can be found in Appendix A.

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- 6.04.06 Contents of the First Aid Kits: A list of contents for each first aid kit will be attached to the outside or inside cover of the kit.
- 6.04.07 Inspection and Maintenance of First Aid Kits: Each department will be responsible for maintaining their own kits. The Parks Division of the Parks and Recreation Department will be responsible for contracting with a vendor to provide frequent and regular inspection and maintenance of the supplies in the first aid kits located in the staff break room at City Hall, downstairs kitchen area in Public Works area of City Hall, City Hall Training Room, Police Department, and Parks Building.
- 6.04.08 Plan Management: This plan will be reviewed, maintained, and managed by the Administrative Services Department. Individual departments will be responsible for maintaining their own records of first aid training, if necessary. Documentation of first aid training may consist of training rosters, first-aid cards or certificates.
- 6.04.09 Plan Communication: A copy of this plan will be routed to all employees of the City of Tumwater. All new employees affected by this plan will review this plan during their departmental safety orientation. A copy of this plan shall be kept in each affected department.
- 6.04.10 History and Sources of Injury: In City of Tumwater workplaces affected by this plan, the most common types of injuries historically include minor cuts, abrasions, punctures and muscle strains.
- 6.04.11 Possible Hazardous Exposures: For employees affected by this plan, exposures to hazards are generally limited to office equipment and chemicals used in cleaning, printers, and copiers. Uniformed police department personnel may have additional hazardous exposures during the course of performing their regular duties. The contents of the first aid kits will reflect the first aid needs of these exposures.

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6.04.12 Accessibility of First-Aid Trained Personnel: By properly utilizing the 911 emergency communication system and given the proximity of City of Tumwater facilities to professional emergency personnel, response times generally would be anticipated to be under 5 minutes.

In addition, Debbie Lund, Human Resources Program Manager, will be the City's first-aid trained employee.

6.04.13 First Aid Training: Any first aid training offered to employees of the City of Tumwater affected by this plan will include, at a minimum, the core elements as listed in the Labor and Industries standard. Employees under this plan do not have any additional first aid training needs.

6.04.14 Plan Creation/Revision/Review Information: The master list of this plan review is kept in the Safety Coordinator's Office.

6.05 Evacuation Policy for City Hall

6.05.01 Employees should plan ahead

- 1) Be familiar with work areas and the nearest exits. During an emergency, employees may have to find their way out in the dark.
- 2) Learn location of alternate exits from all work areas.
- 3) Know the location of the nearest fire alarm and learn how to use it.
- 4) Post emergency phone number 9-1-1 at all phones. *Do not call the fire department directly. They may not be in the station when you call.*
- 5) Be sure someone in authority knows about any disability that could delay an escape and make plans for a safe evacuation.

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6.05 Evacuation Policy for City Hall

6.05.02 The Building may need to be evacuated for:

- 1) Fire
- 2) Natural Disaster: earthquake, windstorm, snow storm
- 3) Equipment Failure: mechanical equipment may be inoperative which may necessitate closure of the building

6.05.03 Fire Procedure:

- 1) The building is equipped with a fire alarm and sprinkler system. The systems are designed to detect and confine a fire in the early stages of the incident. If a fire is witnessed you should
 - a. Activate the alarm system to start building evacuation, no matter how small the fire appears to be.
 - b. Leave the area quickly.
 - c. Go to a safe area and use the phone to call 911. Inform the emergency operator of the situation and leave the premises.
- 2) Heat and smoke rise, leaving the cleaner air near the floor. If you must escape through an area with smoke, crawl low on your hands and knees, keeping your head 12 to 24 inches above the floor.
- 3) Test doors before you open them. Kneeling or crouching at the door, reach up and feel the door with the back of your hand. If the door is hot, use another escape plan. If the door is cool, open it slowly.

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- 4) Once outside, move away from the building, out of the way of the firefighters. Remain outside until employees are told that the building is safe for return.

6.05.04 Portable Fire Extinguisher

- 1) Portable fire extinguishers are appropriate only for small confined fires, such as in a wastebasket.
- 2) **DO NOT FIGHT A FIRE IF YOU HAVE NOT READ THE EXTINGUISHER INSTRUCTIONS, OR IF THE FIRE IS SPREADING BEYOND YOUR CONTROL.**
- 3) **IF YOU USE AN EXTINGUISHER, MAKE SURE YOU HAVE AN ESCAPE ROUTE AT ALL TIMES.**
- 4) Always call 911 first. Never attempt to fight even a small fire until everybody in the area has left. Do not fight the fire if you do not understand how to use an extinguisher.

6.06 Hearing Conservation

Long term exposures to excessive noise leads to permanent, irreparable hearing loss. Many individuals who live and work in noise are reluctant to recognize it as a serious threat or to accept and use personal hearing protection. Noise-induced hearing loss occurs slowly over months or years making it difficult to convince those at risk to guard their sense of hearing. The purpose of the Hearing Conservation Program is to prevent job-related, noise induced, hearing loss in City of Tumwater employees.

6.06.01 The City's hearing conservation program will include noise monitoring, noise controls, testing, training and hearing protection for employees.

6.06.02 All monitoring, controls, testing and hearing protection will be in accordance with the Department of Labor and Industries' hearing conservation standard.

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6.06 Hearing Conservation

6.06.03 All employees affected by the hearing conservation program will participate in annual training related to hearing conservation. Information provided in the training program shall be updated to be consistent with the changes in protective equipment and work processes. The information covered in this training will include:

- the effects of noise on hearing
- the purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types
- instructions on selection, fitting, use and care of hearing protectors
- the purpose of audiometric testing

6.07 Hazard Communication

In order to protect employees from hazardous exposures to chemical materials and to comply with the Washington Occupational Health Standard, Hazard Communication, this written Hazard Communication Program has been established for the City of Tumwater, Washington.

The purpose of the hazard communication program is to ensure that the employees of the City of Tumwater are knowledgeable about the hazardous materials in use. It is the intent of the City to protect our employees, our facilities, the environment, and the community from the hazardous effects of the materials in use. In order to achieve this purpose, the following procedures must be rigidly enforced at all levels of people working for the City. Department Managers are accountable for enforcing these procedures in their respective departments.

6.07.01 Policy: No new chemical will be introduced until its Material Safety Data Sheet (MSDS) is received, reviewed, distributed, necessary precautions are in place, and all appropriate employees are trained as necessary.

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No employee is to begin any work without knowledge of the safe use of all chemicals with which he/she shall be working or could be exposed to in the event of a foreseeable emergency. This written program will be available for review by any interested employee.

6.07.02 Container Labeling:

- A. Each Department Manager or designee will verify that every container of hazardous chemicals entering and used in their work area, including all bulk containers received for use (Primary Shipping Containers) meet the following criteria.
- 1) Containers will be clearly labeled as to the contents:
 - a. The product name must exactly match the name on the Material Safety Data Sheet (MSDS)
 - b. The label will list/explain the appropriate physical and health hazard warnings for the chemical(s) product(s)
 - c. The name and address of the manufacturer is also on the container's label
 - 2) Existing labels on incoming containers are not to be removed nor defaced unless the container is immediately marked with the required information
 - 3) Labels are legible, in English, and prominently displayed on the container

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- B. Each Department Manager or designee will verify (within his/her respective work areas) that all secondary containers (other containers to which the chemical is transferred from its original shipping container, or primary container, to be used in the work area) are labeled with the information indicated below.
- 1) The chemical name
 - 2) An HMIS/NFPA hazard warning diamond or box, listing the ratings for Health, Fire, and Reactivity, as well as the Chemical Hazard Categories.
 - a. Alternatively, a copy of the label from the original shipping container may be used
 - 3) Employees are not required to label portable containers into which materials are transferred from labeled containers IF all of the material is used immediately (by the end of their shift) and the container will only be accessible to the employee who performs the transfer.
- C. No container will be released for use in any work area until the above data is verified.

6.07.03 Material Safety Data Sheets (MSDS's)

MSDS books will be kept with this written Hazard Communication Program in the following locations:

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Department/Division	MSDS Book location
Executive/City Attorney's Office	Office between City Administrator and Mayor
Finance	Bookshelf in hallway near vault entrance
Administrative Services	Human Resources Program Mgr's office
Community Development	Administration Area
Police	In stairwell near safety board
Fire	Assistant Chief's office, T-1 watch office and T-2 watch office
Parks and Recreation (City Hall)	Secretary's Bookshelf
Public Works – Engineering	Engineering Files
Public Works – Operations	Master copy at Secretary's desk. Section leads and skilled workers have a copy of their respective MSDS in their offices and/or vehicles as necessary.
Old Town Center	Kitchen downstairs
Parks Building	Parks Maintenance Supervisor's office
Golf Course	In the maintenance lunch room under the time clock.

- A. With respect to their own departments, the Department Manager or designee is responsible for:
1. Including a notice requesting the MSDS on all new purchase orders, and informing vendors that payment will not be forwarded until the MSDS is received.
 2. Collecting MSDS's from vendors, suppliers, and contractors. This must be done when a purchase is made of a known or potentially hazardous chemical or product, or when work is contracted that will involve hazardous materials.

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3. Inserting a copy of the MSDS into that department's or division's MSDS book and updating the department's or division's chemical inventory list.
4. Ensuring that the MSDS books are accessible to all employees, at all times (24 hours/day, seven days per week), upon request, for review of information and/or MSDS's with employees. Copies of MSDS's will be made available to employees.
5. Reviewing all MSDS's for adequacy and completeness.
6. Maintaining and updating MSDS's in the MSDS books.
7. Distributing newly received/revised MSDS's.
8. Auditing the MSDS books quarterly to verify that they are complete.
9. Removing all obsolete MSDS's from the MSDS books.
10. Maintaining a complete record of all obsolete (chemicals no longer in use) and revised MSDS's.
11. Requesting revisions to this written Hazard Communication Program as necessary.
12. Revising the Chemical Inventory List (data base) routinely.
13. Providing contractors who will be performing on-site work with the MSDS's for chemicals they may be exposed to while conducting work on City property.

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6.07.04 Employee Orientation and Training

- A. Prior to beginning work, each new employee of the City will be given health and safety orientation, information and training. It will be the responsibility of the Department Manager or designee to ensure that Hazard Communication training is conducted as part of this safety and health orientation and for documenting this training. The Hazard Communication training will consist of the following, as a minimum:
1. An overview of the requirements contained in the Washington Hazard Communications Rules.
 2. Location and availability of the City's written Hazard Communication Program and MSDS's.
 3. How to read labels and MSDS's to obtain appropriate hazard information.
 4. Chemicals they may be exposed to during their work.
 5. Physical and health effects of the hazardous chemicals.
 6. Methods and observation techniques used to determine the presence or release of hazardous chemicals.
 7. How to lessen or prevent exposure to these hazardous chemicals through use of engineering controls, work practices, and personal protective equipment.
 8. Emergency safety procedures to follow if they are exposed to these chemicals.

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- B. Training Documentation. After receiving the appropriate information and training, each employee will sign a form to verify that he/she has received the training, reviewed our written materials, and understands the policies on Hazard Communication. This form will be returned to the Administrative Services Department for placement in the employee's personnel file.

- C. New Chemicals. Prior to any employee working with a new hazardous chemical or whenever new information on an existing hazardous substance is received, each employee who may be exposed to that material will be given the new information and training concerning that chemical, as outlined above, by the Department Manager or designee. He/she must also document this training and maintain the safety training records.

6.07.05 List of Hazardous Chemicals

- A. Each Department Manager or designee maintains a Hazard Communication Departmental Chemical Inventory List for that respective department, which contains a list of all known hazardous chemicals to which that department's employees may be exposed.

- B. A copy of each Departmental Chemical Inventory List will be placed in each copy of that department's MSDS Book, and will be the responsibility of the Department Manager or designee.

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6.07.06 Information Access – Trade Secrets

The Safety Coordinator (Administrative Services Director) or designee shall be responsible for acquiring all information necessary to treat an employee in emergency and non-emergency situations, according to the provisions in the Washington Hazard Communication rules. He/She will also be responsible for ensuring the confidentiality of any information obtained that is provided under the trade secret provisions, and for ensuring that the appropriate information is available to the treating health care professionals.

6.07.07 Hazard Evaluation

The City of Tumwater, in good faith, relies upon the hazard evaluations performed by its suppliers. The City uses this supplied information for the development of its Hazard Communication Program and relies upon this information to communicate hazard information to its employees.

6.07.08 Contractors

In general, contractor employees working on a job site for the city pose a special hazard. They are less familiar with operations than our employees are and are usually here for only a short time. Therefore, their risk tends to be greater. In addition, outside contractors may bring onto City property hazardous chemicals for which employees are untrained and unaware of the hazards. It is important that City employees have a thorough understanding of the hazardous materials they may come into contact with, whether it is in the routine performance of their jobs, or in the event of an emergency.

At the pre-construction conference or other appropriate meeting, the following information will be provided to the City of Tumwater by all outside contractor companies:

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- A. A list of all hazardous chemicals brought by the contractor to which our employees may be exposed while the contractors are on City of Tumwater property. In addition, the City will disclose any of the City's hazardous chemicals to which the contractor employees may be exposed during the course of the on-site work.
- B. Measures the City and the contractor's employees may take to lessen the possibility of exposure.
- C. Steps that the outside contractor company has taken to lessen the risks.
- D. The locations where all MSDS's for hazardous chemicals are kept (MSDS books) for both the contractor and the City.
- E. Procedures to follow if our employees are overexposed.
- F. Before any outside contractor company employees are allowed to report to the work site, the Department Manager or designee shall ensure that the outside contractor company has communicated their safety policies as well as their Hazard Communication Program and MSDS's to City representatives for the City, in turn, to train City employees who will be working in the vicinity of the Contractor, as appropriate.
- G. The City of Tumwater shall coordinate with the outside contractor company's shift manager-in-charge to ensure knowledge of both organizations' safety policies and Hazard Communication Programs.

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- H. It is the responsibility of the Department Manager to notify the Safety Coordinator (Administrative Services Director) if the outside contractor company is bringing any hazardous chemicals to the worksite that may pose a risk to City employees that the City was not informed of in advance.
- I. The outside contractor company employees may be included in training programs for City of Tumwater's personnel when appropriate.

6.07.09 Industrial Hygiene

Access to records, monitoring results, responsibilities, and documentation of all industrial hygiene information will be followed according to the Washington state Division of Occupational Safety and Health (DOSH) Standards. It is the responsibility of the Safety Coordinator (Administrative Services Director) or designee to maintain these records.

6.07.10 Hazardous Non-Routine Tasks

Periodically employees are required to perform hazardous non-routine tasks. These tasks may involve use of chemicals for a longer duration than usual, in a greater quantity than normal, or use of different chemical materials. Prior to starting work on such projects, each affected employee will be given information by their supervisor about the dangers involved while using hazardous chemicals during such activity. This information will include:

- A. Specific chemical hazards,
- B. Protective/safety measures the employee can take, and

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- C. Measures the City of Tumwater has taken to lessen the hazards, including ventilation, personal protective equipment, operating procedures, the presence of another employee, and emergency procedures.

6.07.11 Personal Protective Equipment

Where the need for personal protective equipment is indicated on the MSDS's, the Department Manager or designee shall obtain the appropriate equipment and ensure that employees are trained in the proper use of the equipment. Employees who fail to use prescribed protective equipment may subject themselves to disciplinary action.

6.07.12 Hazard Communication Training Documentation

Certificates of Attendance will be issued to all employees who attend City-wide Hazard Communication training. The original, or a copy, of the certificate will be placed in the employee's personnel file.

6.08 Heat-related Illness

The City of Tumwater recognizes the potential hazards of working outdoors in hot weather, therefore this policy is created for application May 1 to September 30 annually and may be extended before May 1 or after September 30 for unusually high temperatures at the discretion of the City Administrator or his designee. Such conditions can put employees at risk for heat-related illness such as heat exhaustion or heat stroke and such illnesses can cause serious problems, including death.

6.08.01 Procedures to reduce the risks of heat-related illness

- A. Identification and evaluation of temperature, humidity, and other environmental factors associated with heat-related illness

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1. To determine the temperature trigger at which sections 6.08.02 and 6.08.03 of this policy apply, select the type of clothing or PPE (personal protective equipment) each employee is required to wear pursuant to the table below:

Outdoor Temperature Action Levels

All other clothing	89 F
Double-layer woven clothes (e.g., cotton coveralls, jackets, sweatshirts).	77 F
Nonbreathing clothes including vapor barrier clothing or PPE such as chemical resistant suits.	52 F

This table is applicable when an employee is performing work activity outdoors for more than fifteen minutes in any sixty minute period.

“Double-layer woven clothes” means clothing worn in two layers allowing air to reach the skin. For example, coveralls worn on top of regular work clothes.

“Vapor barrier clothing” means clothing that significantly inhibits or completely prevents sweat produced by the body from evaporating into the outside air. Such clothing includes encapsulating suits, various forms of chemical resistant suits used for PPE, and other forms of nonbreathing clothing.

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2. Employees also need to be aware of and are responsible for monitoring other environmental factors such as radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration and personal protective equipment worn by themselves and their co-workers.
3. Employees will monitor all outdoor environments including vehicle cabs, sheds, and tents or other non-permanent structures when the environmental factors are not controlled.
4. Using the table in 6.08.01 A(1) employees will reduce, to the extent feasible, the risks associated with heat-related illness.
 - a. Such methods of prevention may include, but are not limited to, scheduling hardest work earlier in the day, alternating heavy work with light work when possible, taking rest breaks that are adjusted for the environmental factors, frequent consumption of water (one cup every 15 minutes), working in the shade when possible, and any other steps as deemed appropriate by the supervisor.
 - b. Employees are responsible for monitoring their own personal factors for heat-related illness, including ensuring they consume adequate water.

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6.08.02 Availability of drinking water

When conditions identified in 6.08.01 (A) 1 are present, drinking water will be provided by the City and made readily accessible in sufficient quantity to provide at least one quart of potable water per employee per hour. Employees working in these conditions will be given the opportunity to drink at least one quart of water per hour. A workgroup may begin a shift with a smaller quantity of drinking water when effective procedures are in place for replenishment during the shift as needed to allow employees to drink one quart or more per hour.

“Drinking water” means potable water that is suitable to drink. Drinking water packaged as a consumer product and electrolyte-replenishing beverages (i.e. sports drinks) that do not contain caffeine are acceptable.

6.08.03 Responding to employees showing signs of heat-related illness

A. When in doubt, **call 911**.

B. Heat-related illnesses do not always occur in the same way – a person can go from muscle cramps straight to heat stroke quickly and without experiencing any other signs or symptoms. Heat-related illness may progress over several days. The signs and symptoms listed below are not necessarily an accurate method to assess a person’s condition since response to heat vary from person to person and day to day. However, one should assume the possibility of a heat-related illness when employees are experiencing any of the signs or symptoms listed below.

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Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Rash	<ul style="list-style-type: none"> ▪ Red blister-like eruptions ▪ Itching (prickly sensation) 	<ul style="list-style-type: none"> ▪ Red blister-like eruptions 	<ul style="list-style-type: none"> ▪ Rest in a cool place. ▪ Allow the skin to dry. ▪ Monitor for infection.
Heat Cramps	<ul style="list-style-type: none"> ▪ Painful spasms 	<ul style="list-style-type: none"> ▪ Abnormal body posture - Grasping the affected area 	<ul style="list-style-type: none"> ▪ Rest in a cool place. ▪ Drink water or a heavily diluted sports beverage (such as Gatorade). ▪ Seek medical attention if cramping is severe or does not go away.

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Severe Heat-Related Illnesses			
Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Exhaustion	<ul style="list-style-type: none"> ▪ Weakness ▪ Fatigue Blurred vision ▪ Dizziness Headache 	<ul style="list-style-type: none"> ▪ High pulse rate ▪ Extreme sweating ▪ Pale face ▪ Insecure gait ▪ Normal to slightly elevated temperature ▪ Clammy and moist skin 	<ul style="list-style-type: none"> ▪ Lay the worker down in a cool, shaded area; do not leave them alone. ▪ Loosen and remove heavy clothing that restricts evaporative cooling. ▪ Give cool water to drink, about a cup every 15 minutes. ▪ Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling.

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Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Exhaustion (continued)			<ul style="list-style-type: none"> ▪ Recovery should be rapid. Call 911 if they do not feel better in a few minutes. ▪ Do not further expose the worker to heat that day. Have them rest and continue to drink cool water.
Heat Stroke	<ul style="list-style-type: none"> ▪ Rapid pulse ▪ Chills ▪ Restlessness ▪ Irritability 	<ul style="list-style-type: none"> ▪ Rapid pulse ▪ Red face ▪ Hot dry skin (25-50% of cases) ▪ Disorientation ▪ High temperature (≥ 104 F) ▪ Erratic behavior ▪ Shivering ▪ Collapse ▪ Convulsions ▪ Fainting <p style="text-align: center;">Heat stroke may resemble a heart attack.</p>	<p>Get immediate medical help; call 911 for transport to a hospital as quickly as possible.</p> <ul style="list-style-type: none"> ▪ If the person is alert and not feeling nauseous, have them sip cool water. ▪ Move the worker to a cool, shaded area and remove clothing that restricts cooling.

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Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Stroke (continued)			<ul style="list-style-type: none"> ▪ Seconds count - Cool the worker rapidly using whatever methods you have available. For example, <ul style="list-style-type: none"> ○ Immerse the worker in a tub of cool water; ○ Place the worker in a cool shower; ○ Spray the worker with cool water from a garden hose; ○ Sponge the worker with cool water; ○ If the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously.

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Heat-Related Illness	Symptoms you may experience	Signs to look for in others	Treatment
Heat Stroke (continued)			<ul style="list-style-type: none"> ▪ Continue cooling until medical help arrives. ▪ If emergency medical help is delayed, call the hospital emergency room for further instructions.

- C. Employees experiencing signs or symptoms of heat-related illness must be relieved from duty and provided with a sufficient means to reduce body temperature. Examples include, but are not limited to, the provision of shaded rest areas, misting stations, or temperature controlled environments such as an air conditioned vehicle.
- D. Employees experiencing signs or symptoms of heat-related illness must be carefully monitored to determine whether it is appropriate to return to work or if medical attention is necessary. **If in doubt, call 911.**

6.08.04 Providing heat-related-illness prevention training

- A. All Department Managers with employees who work outdoors when conditions meet or exceed the temperatures listed in section 6.08.01 (A) 1 are responsible for the proper training of supervisors and employees prior to outdoor work assignments that meet the criteria of 6.08.01 (A) 1 and, at least, annually thereafter.

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1. Employee training in the following topics will be provided to all employees who may be exposed to a heat-related illness hazard.
 - a. The environmental factors that contribute to the risk of heat-related illness;
 - b. Awareness of personal factors that may increase susceptibility to heat illness;
 - c. The importance of removing personal protective equipment that increases exposure to heat-related illness hazards during all breaks;
 - d. The importance of frequent consumption of small quantities of water;
 - e. The importance of acclimatization (the body's temporary adaptation to work in the heat that occurs as a person is exposed to it);
 - f. The different types of heat-related illness and the common signs and symptoms of heat-related illness;
 - g. The importance of immediately reporting to the person in charge, symptoms or signs of heat illness in themselves, or in co-workers; and
 - h. The procedures the reporting/responding employee must follow including appropriate emergency response procedures.

2. Supervisor training. Prior to supervising employees working in outdoor environments that meet the criteria list in 6.08.01 (A) 1, supervisors will have training on the following topics.
 - a. The information required to be provided to employees as listed above;
 - b. The procedures the supervisor is to follow to implement the applicable provisions of this section;

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- c. The procedures the supervisor is to follow when an employee exhibits signs or symptoms consistent with possible heat-related illness, including emergency response procedures; and
- d. Procedures for moving employees to a place where they can be reached by an emergency medical service provider, if necessary.

6.09 Fatality, Probable Fatality or Other Serious Accident Reporting

In the event of an incident that causes 1) the death of an employee, 2) the probable death of an employee, or 3) the admittance to the hospital of an employee, notice is to be provided to the Washington State Department of Labor and Industries within 8 hours of the incident.

- 6.09.01 The highest ranking supervisor working at the time of the incident will be responsible for contacting the Department of Labor and Industries. The contact can be made in person or via telephone at 1-800-4BE SAFE (1-800-423-7233).
- 6.09.02 In the event no supervisor is working, the next employee in charge is responsible for following the proper accident reporting procedures set up within the department.
- 6.09.03 No equipment or machinery will be moved except to rescue injured persons or to prevent further injury until directed to do so by a representative from the Department of Labor and Industries.
- 6.09.04 The supervisor is responsible for conducting the accident investigation in accordance with department policy.
- 6.09.05 After notifying the Department of Labor and Industries, the supervisor will notify the Administrative Services Director for follow-up with the Department of Labor and Industries.

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- 6.09.06 If the injured worker admitted to the hospital is also a commercial driver's license holder and the injured worker was the driver in a motor vehicle accident involving a commercial vehicle, the supervisor must also follow the instructions contained in City of Tumwater Personnel Policy 7.06.04 regarding post-accident testing.

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Appendix A: Location of First Aid Kits

City Hall:

1. The primary first aid cabinet is located in the staff break room on the east wall.
2. A secondary, portable kit is located in the cabinet beneath the sink in the same staff break room.
3. A first aid kit is located in the kitchen area of the Public Works Department.

Police Department: The portable first aid kit is located in the patrol room.

Public Works Building: One first aid kit is located in the vending machine room, another is in the middle of the shop area, both are in building #2.

Fire Stations: Contact the office staff for location.

Golf Shop: First aid kit is located in the back room.

Golf Course Maintenance Building: First aid kits are located in the bathroom and the Equipment Repair Technician's shop.

Old Town Center: First aid kits are available in the childcare office, each childcare room, the-center administrator's office, and the kitchen.

City Vehicles: All city pool vehicles are equipped with a first aid kit which is located in the trunk or rear area of the vehicle.

Henderson House Museum: First aid kit is located in the kitchen.

Parks Building: First aid kit is located in the kitchen/break room area.