Injury and Illness Prevention Program

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Injury and Illness Prevention

PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for of the City of Palm Springs, in accordance with the requirements of 8 CCR 3203.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

POLICY

The City of Palm Springs is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The City will establish and maintain an Illness and Injury Prevention program and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

ILLNESS AND INJURY PREVENTION PLAN

The Occupational Health and Safety Manager is responsible for developing an illness and injury prevention plan that shall include:

(a) Workplace safety and health training programs.

(b) Regularly scheduled safety meetings.

(c) Posted or distributed safety information.

(d) A system for members to anonymously inform management about workplace hazards.

(e) Establishment of a safety and health committee that will:

  (a) Meet regularly.

  (b) Prepare a written record of safety and health committee meetings.

  (c) Review the results of periodic scheduled inspections.

  (d) Review investigations of accidents and exposures.

  (e) Make suggestions to supervisory staff for the prevention of future incidents.

  (f) Review investigations of alleged hazardous conditions.

  (g) Submit recommendations to assist in the evaluation of member safety suggestions.

  (h) Assess the effectiveness of efforts made by the Cit to meet relevant standards.

(f) Establishment of a process to ensure serious illnesses or injuries and death are reported as required by the Division of Occupational Safety and Health Administration (Cal/OSHA) (8 CCR 342).

OCCUPATIONAL HEALTH AND SAFETY MANAGER RESPONSIBILITIES

The responsibilities of the Occupational Health and Safety Manager include but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and employees. This system shall include:

1. New employee orientation that includes a discussion of safety and health policies and procedures.
2. Regular employee review of the illness and injury prevention plan.
3. Access to the illness and injury prevention plan to employees or their representatives as set forth in 8 CCR 3203.
4. Volunteers will be trained as employees.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees.

(d) Taking reasonable steps to ensure that all employees comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:

(a) Informing employees of the illness and injury prevention guidelines.

(b) Recognizing employees who perform safe work practices.

(c) Ensuring that the employee evaluation process includes employee safety performance.

(d) Ensuring department compliance to meet standards regarding the following:

(a) Respiratory protection (8 CCR 5144) See attachment: RespiratoryProtectionProgr.pdf

(b) Bloodborne pathogens (8 CCR 5193) See attachment: BloodBornePathogensExposur.pdf

(c) Aerosol transmissible diseases (8 CCR 5199)

(d) Heat illness (8 CCR 3395) See attachment: HeatIllnessPreventionPlan.pdf

(e) Emergency Action Plan (8 CCR 3220)

(f) Fire Prevention Plan (8 CCR 3221) See attachment: FirePreventionPlan.pdf

(g) Hazards associated with wildfire smoke (8 CCR 5141.1)Making available the Identified Hazards and Correction Record form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions and work practices.

(e) Making available the Investigation/Corrective Action Report to document individual incidents or accidents.

(f) Making available a form to document the safety and health training of each member. This form will include the employee's name or other identifier, training dates, type of training, and training providers.

(g) Conducting and documenting a regular review of the illness and injury prevention plan.

SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

(a) Ensuring employee compliance with illness and injury prevention guidelines and answering questions from employees about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Occupational Health and Safety Manager.

(e) Notifying the Occupational Health and Safety Manager when:

1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent employees, or volunteers are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

HAZARDS

All employees should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Employees should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering employees or property, supervisors should protect or remove all exposed employees from the area or item, except those necessary to correct the existing condition.

Employees who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on an Identified Hazards and Correction Record form. This form should be forwarded to the Occupational Health and Safety Manager.

The Occupational Health and Safety Manager will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Occupational Health and Safety Manager shall ensure that the appropriate documentation is completed for each inspection.

EQUIPMENT

Employees must complete daily vehicle inspections of their assigned vehicles and of their personal protective equipment (PPE) prior to working in the field. Members shall complete the Identified Hazards and Correction Record form if an unsafe condition cannot be immediately corrected. Employees should forward this form to their supervisors.

INVESTIGATIONS

Any employee sustaining any work-related illness or injury, as well as any employee who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Employees observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.

(b) An interview of the injured member and witnesses.

(c) An examination of the workplace for factors associated with the accident/exposure.

(d) Determination of the cause of the accident/exposure.

(e) Corrective action to prevent the accident/exposure from reoccurring.

(f) Documentation of the findings and corrective actions taken.

(g) Completion of an Investigation/Corrective Action Report form.

(h) Completion of an Identified Hazards and Correction Record form.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

TRAINING

The Occupational Health and Safety Manager should work with the Department Heads to provide all employees, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) To all employee with respect to hazards specific to each member's job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

TRAINING TOPICS

The Supervisors shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which employee could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

(m) Good housekeeping and fire prevention.

(n) Other job-specific safety concerns.

RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

Attachments

RespiratoryProtectionProgr.pdf

Respiratory Protection Program

March 2023

Respiratory Protection Program
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INTRODUCTION

The City has established the Respiratory Protection Program (Program) for the safety and well-being of its employees because not all working environments can be made completely safe from potentially hazardous substances and atmospheres. The Program applies to all City employees who may work in potentially hazardous atmospheres. It sets forth accepted practices for respiratory equipment users and provides information and guidance for the proper selection, use, and care of the equipment and requirements governing its use. It addresses requirements for protection of the respiratory system from particulate matter, toxic gases, and vapors.

The City of Palm Springs is committed to making every effort to protect employees from harmful airborne substances. Whenever it is feasible to do so, this is accomplished through engineering controls such as ventilation or substitution with less harmful substances, and through administrative controls limiting the duration of exposure. When these methods are not adequate, or if the exposures are brief, intermittent or simply to minimize employee exposure to airborne substances, respirators are provided to allow employees to breathe safely in potentially hazardous work environments. This program satisfies state and federal respiratory protection requirements outlined in:

- California Code of Regulations (CCR), Title 8, § 5144
- Code of Federal Regulations Title 29, Section 1910.134

RESPONSIBILITY

The City Engineer is the plan administrator for the Respiratory Protection Program and has overall responsibility for implementation.

Department Heads

- All department heads are responsible for the overall health and safety of employees under their supervision. They are responsible for ensuring the adherence of the requirements of this program.
- Provide instruction and training for respiratory protection and criteria for selection, respirator fitting, use, and maintenance.
- Coordinate annual medical fit testing.
- Perform exposure assessment and monitoring to determine appropriate respiratory protection requirements.

Supervisors

- Enforce the use of respiratory protection equipment and safe work practices when applicable.
- Ensure inspections occur prior to use.
- Confirm that the face to face-piece seal is unobstructed.

Employees

- Utilize the issued respiratory protection equipment in accordance with instruction and training provided by the City.
- Inform the supervisor of any personal health problems that could be aggravated by the use of respiratory equipment.
- Guard against damage and ensuring respirators are not disassembled, modified or altered in any unauthorized manner.
- Report any observed or suspected malfunctioning respirator to Supervisor.
- Use only those brands, sizes and types of respiratory protection equipment for which they have been trained and fitted.

- Utilize proper filter cartridges for anticipated exposure.
- Ensure an effective face to face-piece seal during respirator use.

EXPOSURE DETERMINATION

Some employees in our city have occupational exposure to potentially hazardous atmospheres. Our policy is to conduct exposure determinations throughout our facilities without regard to the use of personal protective equipment (PPE). This process involves identifying all the job classifications, tasks, or procedures in which our employees may have occupational exposure to potentially hazardous atmospheres. It has been determined that employees in the following classifications have been determined to be at risk for occupational exposure:

- Fire Employees (except administration)
- Police Employees (sworn officers only)
- Facilities, Co-Generation Plant Technicians

PROCEDURES

Authorization

Only employees working in their designated classifications may wear respirators. Respirator users shall annually complete respirator fit testing and training and required medical surveillance.

- **Respirator Selection**
  - **Dust Masks** - The N-95 filtering face-piece respirators (dust masks) shall be made available to those who voluntarily choose to use them. Employees shall be fit tested. Voluntary users have not been identified as having hazardous exposures and are not fit-tested.
  - **Air-purifying Full Face-piece Respirators** – These respirators provide more protection than half-masks because their shape allows a better mask-to-face seal, and they protect the eyes. They utilize the same filtering cartridges as do the half face-piece respirators.
  - **Full Face-piece Respirators (Avon)** – Law enforcement and fire suppression employees use specialized masks and filters from Avon Technical Products that have been approved by NIOSH as protective against certain biological, chemical, and radiological agents.

Filter Cartridges

HEPA filters protect against particulates such as asbestos, lead, and low levels of toxic and radioactive particulates. Other filters protecting against specific contaminants such as acid gases or organic vapors. Combination filters protect against all or a few of these specific contaminants. Generally replace the cartridge filters when contaminants are detected through the mask by smell or taste or when breathing becomes difficult.

Medical Monitoring

Only those individuals medically able to wear respirators and have completed the associated requirements shall be issued a respirator (this includes the N95 masks). Those who voluntarily choose to use N-95 filtering face-piece respirators as a dust mask are not monitored.

Employee Training

Program respirator wearers, shall complete training describing available respiratory protective equipment and the care, maintenance, purpose, and function of the equipment. The instruction discusses proper wearing of each respirator, pertinent State and Federal regulations and standards, and this policy.

Respirator Fit Testing

Program requires both daily tests and annual qualitative or quantitative fit tests. In addition, respirator wearers shall complete the daily tests prior to use. Archive and current fit test records shall be maintained by respective Departments.

- **Daily Test** – Prior to each use, the respirator wearer will complete a negative pressure test. Don the respirator, and place the hands over the inlet of the filter cartridges to restrict air from passing through; inhale gently so the face-piece slightly collapses; and hold their breath for about 10 seconds. If the face-piece remains slightly collapsed and no inward leakage occurs, the test is successful. Next, complete a positive pressure test by covering the exhalation valve and exhaling gently into the face-piece. If no outward air leakage occurs the test succeeds.
- **Qualitative Test** – Options for fit testing include Irritant smoke (stannic chloride), Bitrex® solution, or banana oil applied to the face to face-piece seal. Irritant smoke is applied approximately six inches from the seal as the respirator wearer counts loudly from 100 to 1 or repeats the OSHA "Rainbow Passage" while moving the head from side-to-side and up-and-down. The test simulates movements and conversation the wearer will use during the workday. Infiltration of the smoke will cause the wearer to cough involuntarily and result in an unsuccessful test. If no smoke infiltrates the seal, the test succeeds. The Bitrex® solution or banana oil is used with the employee inside of a test enclosure. The test succeeds if the wearer cannot taste the solution upon infiltration of the mask. A sensitivity test confirms that the wearer can detect the solution.
- **Quantitative Test** – The Port-a-Count® machine used for quantitative fit testing uses isopropyl alcohol to help determine the ratio of ambient particulate concentrations versus concentrations within the respirator (fit factor). The EH&S conducts this procedure and the testing equipment is housed at T-1475. The test provides overall fit factors and those for specific activities.
- **General Information** – Fit testing can detect and help correct poorly fitting or performing respirators based upon contaminant leakage into the respirator. During fit tests, adjust the straps properly to simulate working conditions. Cal/OSHA lists fit testing procedures in Appendix A.

Protection Factors

Quantitative tests provide a numerical fit factor for each respirator. These fit factors relate to a specific respirator, but Cal/OSHA has assigned protection factors to different classes of respirators as guidance on proper selection. Like the fit factor, the protection factor (PF) equals the ambient concentration of a contaminant divided by the concentration within the respirator (PF = ambient concentration/inside concentration). PF generally equal 10 for half face-piece respirators and 50 for full face-piece respirators. Example: Work with a half face-piece respirator in an atmosphere with 10 ppm contaminant concentration equates to an exposure of 1 ppm.

Voluntary Use

Employees may voluntarily use N-95 filtering face-piece respirators at their own expense. Voluntary users are exempt from medical monitoring.

Respirator Care

Respirator wearers must continually care for their respirators. If a respirator exhibits any defects, then it should be replaced with a new respirator, preferably the same brand and size.

- **Inspection** – Prior to and after each use, the respirator wearer must inspect the following respirator parts to ensure they are not cracked, decomposed, distorted, frayed, loose, pitted, stretched, stiffened, swollen, torn, or warped: rubberized face-piece, plastic adapters, inhalation valves flaps, headband straps, plastic exhalation valve seats, exhalation valve covers, and filter elements.
- **Maintenance** – Clean the respirator after use with either respirator wipe pads or by removing the filters and straps and using a mild soap solution and a soft brush. After using soap, rinse with clean warm water and air dry. Store the respirators in a cool dry location without distorting the face-piece.

RECORDKEEPING

The Human Resources Department shall keep program records, except Police and Fire, which are kept in their respective departments, including employee names, training completion, completed fit tests, and medical monitoring. The medical monitoring program addresses those records in more detail, but medical reports are locked up and confidential.

APPENDIX A – DEFINITIONS

Approved - Tested and listed as satisfactory by the National Institute for Occupational Safety and Health (NIOSH).

Cartridge - A small container filled with air-purifying media.

Contaminant - A harmful, irritating, or nuisance agent foreign to the normal atmosphere.

Exhalation Valve - A device which allows exhaled air to leave a respirator and prevents infiltration of outside air.

Face-piece - The portion of a respirator that covers the wearer's nose and mouth in a half face-piece and nose, mouth, and eyes in a full face-piece. It seals to the face and includes the headbands, exhalation valve(s), and connections for an air-purifying device.

Filter - A medium used in respirators to remove solid or liquid particles from the air stream entering the respiratory enclosure.

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.

High-Efficiency Particulate Air (HEPA) Filter - A filter that removes 99.97% of specific particulates from an air stream.

Inhalation Valve - A device that allows air to enter the face-piece and prevents exhaled air from leaving the face-piece.

National Institute for Occupational Safety and Health (NIOSH) - A Federal agency that tests, approves, and certifies respirators.

Oxygen Deficient Atmospheres - Air that contains less than 19.5% oxygen by volume.

Particulate – Airborne solid or liquid dusts, fogs, fumes, mists, smokes, or sprays.

Permissible Exposure Limit (PEL) – Contaminant exposure concentrations listed by the California Occupational Health and Safety Administration (Cal/OSHA) that a healthy individual normally can tolerate for 8 hours a day, five days a week, without harmful effects. Particulate concentrations are listed as milligrams per cubic meter of air (mg/m^3), and gaseous concentrations are listed as parts per million by volume (ppm).

Qualitative Fit Test - A test procedure to determine the effectiveness of the seal between the respirator and the wearer's face and usually performed during the fitting process.

Quantitative Fit Test - An assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

Respirator - A device that protects the wearer from inhalation of harmful contaminants.

Threshold Limit Value (TLV) - Contaminant exposure concentrations published by the American Conference of Governmental Hygienists that a healthy individual normally can tolerate for 8 hours a day, five days a week, and without harmful effects. Particulate concentrations are listed as mg/m^3, and gaseous concentrations are listed as ppm.

Vapor - The gaseous state of a substance.

APPENDIX B – RESPIRATOR TRAINING AND FIT TESTING

(Reserved for Future Use)

BloodBornePathogensExposur.pdf

Blood Borne Pathogen Exposure Control Plan

March 2023

Blood Borne Pathogen Exposure Control Plan
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INTRODUCTION

The City's policy is to establish, implement, and maintain an effective exposure control plan as required by the blood borne pathogens (BBP) regulation in *California Code of Regulations, Title 8 (8 CCR), Section 5193*. This written plan is designed to prevent or minimize employees' occupational exposure to blood and other potentially infectious materials (OPIM). The plan is consistent with the requirements of the Cal/OSHA Injury and Illness Prevention Program (*8 CCR3203*).

The City's written exposure control plan contains the following elements:

- Responsibility
- Exposure Determination
- Methods of Compliance
- Hepatitis B Vaccination
- Post Exposure Evaluation and Follow-up
- Communication of Hazards
- Information and Training
- Record Keeping

RESPONSIBILITY

The City of Palm Springs (hereafter referred to as the City) is continuing the implementation of an Exposure Control Plan (ECP) is to ensure the well-being and to protect the safety and health of the City's employees. This plan has been developed to meet compliance with State and Federal Regulations pertaining to Blood borne Pathogens. The plan administrator is the City Attorney. By publication of this plan, the City Fire and Police Department standard operating procedures for communicable diseases are officially part of this plan.

Employees are encouraged to read and are required to follow the guidelines and procedures set forth in this plan. Questions regarding the contents of this plan should be brought to the attention of their immediate supervisor.

DEFINITIONS

The City's Policy is to conduct exposure determinations throughout our facilities without regard to the use of personal protective equipment (PPE). This process involves identifying all the job classifications, tasks, or procedures in which City employees may have occupational exposure to blood or OPIM.

Some employees in the City have occupational exposure to blood borne pathogens.

- **Occupational exposure** – reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or OPIM that may result from the performance of an employee's duties.
- **Parenteral contact -** piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
- **OPIM** - includes various contaminated human body fluids, unfixed human tissues or organs (other than skin), and other materials known or reasonably likely to be infected with human immunodeficiency virus (HIV), hepatitis B virus (HBV), or hepatitis C virus (HCV) through cells, tissues, blood, organs, culture mediums, or solutions.

JOB CLASSIFICATIONS HAVING OCCUPATIONAL EXPOSURE

It has been determined that employees in the following classifications may be at risk for occupational exposure to blood borne pathogens:

- Fire Department Employees (except administration)
- Police Department Employees (sworn officers and crime scene technicians only)
- Animal Control Employees (except administration)
- Maintenance Employees
- Life Guards

All other City employees will be covered under this plan when a triggering exposure event occurs.

METHODS OF IMPLEMENTATION

The City has developed a schedule and methods of implementation for the applicable subsections (d) through (h) of *8 CCR5193*. We have determined which subsections are applicable to the City and documented the pertinent information as follows:

Areas addressed in order to eliminate or minimize exposure to blood borne pathogens include:

- Universal Precautions (Total Body Substance Precautions)
- Engineering and Work Practice Controls
- Personal Protective Equipment (PPE)

Universal Precautions (Total Body Substance Precautions)

The City requires the use of universal precautions in order to prevent contact with blood or OPIM. Universal precautions are an infection control practice. It means all human blood and certain body fluids are treated as if they are known to be infected with HBV, HCV, HIV, and other diseases carried and transmitted by blood.

All human blood or other potentially infectious material (OPIM) as infectious regardless of the source.

Engineering and Administrative Controls

The City utilizes engineering and administrative controls to eliminate or minimize blood or OPIM exposure to employees. PPE will be utilized in conjunction with engineering controls. These engineering controls will be examined and updated on a regular schedule.

Personal Protective Equipment (PPE)

The City ensures the following PPE requirements are met:

- PPE and training in the appropriate use of PPE is provided to employees who are at risk of occupational exposure to blood borne pathogens.
- PPE is provided at no cost to the employee.
- Cleaning, disposal, repair, and replacement of PPE are provided at no cost to the employee.
- All garments that are penetrated by blood will be removed immediately or as soon as feasible. All PPE is removed prior to leaving the work area. When PPE is removed, it is placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
- For all of the above, affected employees are required to wear gloves where it is reasonably anticipated they will have hand contact with blood, OPIM, non-intact skin, and mucous membranes (first aid, CPR, clean-up of body fluids visibly contaminated with blood).

- Employees who are exposed to splashes of blood or OPIM to the eyes are required to wear eye or face protection. Eye and face protection devices, such as goggles or glasses, will be required to be worn whenever splashes spray, splatter, or droplets of blood or OPIM may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

HEPATITIS B VACCINATION

The City offers the Hepatitis B Vaccination, or HBV vaccine, to all current employees in the occupations outlined above who are at risk of occupational exposure to blood borne pathogens and within 10 working days of hire or reassignment to a job or tasks that places the employee in one of the occupations listed above. The vaccination is made available to all other employees when a triggering exposure event occurs.

The vaccination is:

- Provided at no cost to the employee;
- Made available at reasonable times during normal work hours and at an accessible locations;
- Performed by or under supervision of a licensed physician or by another licensed health care professional; and
- Provided according to current recommendations of the U.S. Public Health Service.

The City currently offers booster doses to employees based upon medical determination of need. Booster shots are provided at no cost to the employee.

All employee blood drawn for serological testing will be sent to an accredited laboratory for testing at the City's expense.

If the employee initially declines the HBV vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination will be provided to the employee at that time and at no cost to the employee.

COMMUNICATION OF HAZARDS

- **Labels and Signs**
  - Warning labels are provided incorporating the universal biohazard sign and require the words "biohazard," "biohazard waste," or "sharps waste" to be printed on or affixed to biohazard waste items that employees are required to remove.
  - Labels are affixed as securely as possible to the container, preferably by adhesive or by wire, string, or other method to prevent loss or unintentional removal.
  - Red bags or red containers may be substituted for labels as in sharps containers or regulated waste red bags.

Biohazard Signs

All holding areas have a sign posted at the entrance to each area that:

- Incorporates the universal biohazard symbol.
- Lists any special requirements for entering the area.

Training

Training is provided to all employees who are at risk for exposure to blood borne pathogens or OPIM.

Training is given as follows:

- At the time of initial assignment to tasks where occupational exposure may take place as soon as possible for currently employed workers;
- At least annually after the initial training;
- When there is introduction of new engineering, administrative, or work practice controls and whenever modifications of current tasks may affect the potential occupational exposure to blood borne pathogens.

Information and compliance training of individuals who are not City employees (contract worker, consultant, etc.) is the responsibility of the outside agency.

The City's training program includes information and explanations of at least the following:

- Epidemiology, symptoms, and modes of transmission of blood borne diseases.
- Exposure control plan we have implemented and how to obtain a copy of the written plan.
- Appropriate methods for recognizing tasks and activities that may involve exposure to blood or OPIM.
- Use and limitations of methods that will prevent or reduce exposures, including appropriate engineering, administrative or work practice controls, and PPE.

The person conducting the training will be knowledgeable of the standard, the City's exposure control plan and HBV, HCV, and HIV and be able to relate the requirements to employee exposures and concerns.

RECORD KEEPING

- **Medical Records**
  - Exposure and medical records will be kept confidential and are not disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by this standard and by law.
  - Employee health records, as required by this section, will be maintained for six years after an exposure incident.

Training Records and Sharps Injury Logs

Training records will include the:

- Dates of the training session;
- Contents or a summary of the training session;
- Names of persons conducting the training sessions;
- Names and job titles of persons attending the training.
- Training records will be maintained for three years from the date the training occurred.
- Sharps injury reports will be maintained five years from the date of the incident (same as Cal/OSHA Form 300 Log).

PROVISION FOR THE INITIAL REPORTING OF EXPOSURE INCIDENTS

Employees are required to report all exposure incidents as soon as possible (and in no case later than the end of the work shift during which they occurred) regardless of whether first aid was rendered. Failure to report and exposure incident may result in disciplinary action. An *exposure incident* means specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or

OPIM that result from the performance of an employee's duties. All employees (including designated first aid providers who provide first aid regularly and those who render first aid only as a collateral duty) receive training about the City's policy.

The following departments are designated by the City to receive reports of exposure incidents:

Fire Department:	Contact (760) 322-8194
Police Department:	Contact (760) 322-8106
Human Resources:	Contact (760) 322-8215

POST-EXPOSURE EVALUATION AND FOLLOW-UP

In the event of an exposure incident, the employee will be offered a confidential medical evaluation and follow-up. All post-exposure follow-up will be performed at the designated occupational health clinic.

Name of Occupational Health Clinic	**Eisenhower Occupational Medical**
Address	**67780 East Palm Canyon Drive**
City	**Cathedral City, CA 92234**

WORK PRACTICE CONTROLS EXCEPTION TO PROHIBITED PRACTICES

The City prohibits the bending, recapping, or removal of contaminated sharps from devices *except when* performed using a mechanical device or a one-handed technique, and it can be demonstrated that no alternative is feasible or that such action is required by a specific medical procedure.

SHARPS INJURY REPORTING

All parenteral contacts (piercing or lacerations) that occur in the workplace are reported and recorded within 14 days of the incident. The data recorded includes the following information, if known or reasonably available:

- Date and time of the exposure incident;
- Type and brand of the sharp involved;
- The procedure the exposed employee was performing at the time of the incident;
- How the incident occurred;
- The body part involved in the incident;
- If the sharp had engineered sharps injury protection, whether the mechanism was activated and whether the injury occurred before the protective mechanism was activated, during activation of the mechanism, or after activation of the mechanism, if applicable;
- If the sharp had no engineered sharps injury protection, the employee's opinion as to whether and how such a mechanism could have prevented the injury and the employee's opinion about whether any other engineering, administrative, or work practice control could have prevented the injury.

The required information is recorded and logged and all exposure incidents involving sharps are also recorded on the Cal/OSHA 300 Log in accordance with the requirements of the "Employer Records of Occupational Injury or Illness" regulation, known as the California record keeping standard.

PLAN REVIEW AND UPDATE

The City's exposure control plan is reviewed and updated at least annually (and whenever necessary) to include:

- New or modified tasks or procedures that affect occupational exposure.
- Progress in implementing the use of needleless systems and sharps with engineered sharps injury protection.
- New or revised job position(s) that involve occupational exposure.
- Reviews and evaluations of exposure incidents that have occurred since the previous update.

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INTRODUCTION

The City of Palm Springs has developed this Heat Illness Prevention Plan to control the risk of occurrences of heat illness and to comply with the California Code of Regulations, Title 8, Chapter 4, Section 3395. The plan is designed to educate employees and their supervisors on the symptoms of heat illness, causes of these symptoms, ways to prevent heat illness, and what to do if they or a fellow employee experience symptoms of heat illness.

RESPONSIBILITY

It is the policy of the City of Palm Springs that all employees and supervisors of those employees who perform job functions in areas where the environmental risk factors for heat illness are present shall comply with the procedures set forth in this plan. The Heat Illness Prevention Plan applies to any and all outdoor places of employment, at the times when environmental risk factors for heat illness are present. All employees of the City of Palm Springs fall under this regulation. The ultimate responsibility for establishing and maintaining the policies of the Heat Illness Prevention Plan specific to City facilities and operations rests with the City Attorney.

- **Supervisors**
  Supervisors are responsible for enforcement of this Plan among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the required Heat Illness Prevention training. Supervisors must also ensure that appropriate job specific safety training is received.
- **Employees**
  Immediate responsibility for workplace heat illness prevention and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Plan. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, ensuring that they have adequate amounts of drinking water, access to shade, and for reporting any unsafe conditions to their supervisors.

DEFINITIONS

The California Occupational Safety and Health Standards Board propose definitions of key terminology, as they relate to the standard, as follows:

- **Acclimatization -** the temporary, gradual adaptation of the body to work in the heat when a person is exposed to it. Usual acclimatization time while working in the heat for at least two hours per day ranges from four to fourteen days.
- **Environmental risk factors for heat illness** - the working conditions that create the possibility for a heat illness to occur. Risk factors include air temperature, air movement, relative humidity, workload, work severity, work duration, radiant heat, conductive heat, and personal protective equipment (PPE) worn by an employee.
- **Heat Illness** - a serious medical illness, which results from the body's inability to cope with a heat load. Heat illnesses include heat cramps, heat exhaustion, heat stroke and heat syncope (fainting).
- **High-Heat Procedure** – is required for five industries when temperatures reach 95 degrees or above. These procedures include observing and being in constant contact with employees, closely supervising new employees and reminding all workers to drink water. The industries specified under this modification are: 1) Agriculture, 2) Construction, 3) Landscaping, 4) Oil

and Gas extraction, 5) Transportation or Delivery of agricultural products, construction material or other heavy materials.

- **Personal risk factors for heat illness** - includes factors such as an employee's age, level of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, overall health, and use of prescription medications which may alter the body's ability to retain water or otherwise effect its physiological response to heat. The City shall not request any of the above personal information from an employee.
- **Preventative Recovery Period** - a period of time for an employee to recover from a heat illness or signs of a heat illness. The amount of time for a recovery period shall be no shorter than five minutes and shall be taken in a shaded area and shall not be ordered back to work until any signs or symptoms of heat illness have abated.
- **Shade** - the blockage of direct sunlight. Sufficient blockage is when an object does not cast a shadow in the area of the blockage. Shade is not acceptable if heat in the shaded area prevents the body from cooling. Shade shall be open to the air or otherwise provided with ventilation and/or climate controlled. Access to shade shall be made available at all times.
- **Shade Requirements –** must be adequate to accommodate the number of the employees on the shift at any time when temperatures exceed 80 degrees, and located as close as practicable to the areas where employees are working. When temperatures are below 80 degrees, employers shall provide timely access to shade upon an employee's request.

PROCEDURES

- **Provisions of Water**
  - At the beginning of each shift, all employees who work outside when environmental risk factors for heat illness are present shall have sufficient quantities and immediate access to suitably cool, fresh, pure drinking water.
  - The importance of frequently drinking water shall be conveyed and encouraged as described in the training section and available in the quantity of at least 1 quart per employee per hour.

- **Access to Shade**
  - When temperature does not exceed 80 degrees F, provide shade or timely access to shade upon request.
  - Access to shade shall be made available at all times to any employee experiencing heat illness, symptoms of heat illness, or believing a preventative recovery period is needed in a manner that does not deter or discourage access or use.
  - The preventative recovery period shall be at least five (5) minutes in the shade or until symptoms have abated whichever is greater.
  - An employee taking a rest period shall be monitored and asked if he or she is experiencing symptoms of heat illness.
  - If an employee exhibits symptoms or makes a report of heat illness during a cool down period then appropriate first aid or emergency response shall be rendered.
  - Water shall be made available in the shade/preventative recovery period area.
  - Where temperatures equal or exceed 80 degrees F or during a heat wave, adequate shade must be provided to accommodate the number of employees on recovery, rest, or meal periods.

- **Identifying, Evaluating and Controlling Environmental Risk Factors for Heat Illness**
    - To identify if environmental risk factors are present, the City shall obtain temperature and humidity measurements for the work areas, either by direct measurements or by weather forecasts.
    - To evaluate if an environmental risk factor is present, the City shall obtain the Heat Index, calculated by the National Weather Service, to rate the risk of heat illness depending on air temperature and humidity. The City shall assume there is a significant risk of heat illness when the Heat Index for an employee working in the sun is 80 or above, and 90 or above when employees are working in the shade.
    - To control and reduce the exposure to environmental risk factors, the City shall provide shade for work areas and schedule outdoor and/or vigorous work in the cooler hours of the day.

- **Identifying, Evaluating and Controlling Personal Risk Factors for Heat Illness**

The City shall train employees on the factors that can affect their vulnerability to heat illness. The City shall convey the importance of acclimatization, and shall take steps to aid employees in becoming acclimatized.

- Employees exhibiting signs or symptoms of heat illness, or who observe a co-worker with signs or symptoms, shall report these symptoms to their supervisor immediately.
- It shall be the responsibility of each supervisor to respond to all reports and/or observations of heat illness symptoms and signs.
- When a sick employee is unable to communicate, it shall be the responsibility of the supervisor (or designee) to contact emergency services when required, and to provide accurate and precise directions to the employee's location.
- The City shall account for the whereabouts of all employees at appropriate intervals during and at the end of the work shift. This procedure shall be followed whenever the outdoor work environment creates a heat hazard that could result in the collapse of an employee due to heat illness.
- Communication between the Supervisor and their crew is of the utmost importance.

High Heat Procedures

The following provisions go into effect when temperatures reach 95 degrees or above.

- Supervisors shall implement the following on High Heat days.
    - Effective employee observation/monitoring shall be achieved by implementing one of the following, supervised/designee observation of crews of 20 or less, mandatory buddy system, regular communication by cellular phone or radio or other effective means of observation.
    - One or more employees in each work area shall be designated to call for emergency medical services if an employee exhibits elevated Heat Illness symptoms.
    - Employees shall be reminded throughout the shift to drink plenty of water.
    - A pre-shift meeting prior to the commencement of work shall be conducted to review high heat procedures and encourage employees to drink plenty of water.
    - Pre-shift meetings before the commencement of work to review high heat procedures, the need to drink plenty of water and be informed of their right to take a cool-down rest period when necessary.

Emergency Response Procedures

- Effective communication by voice, observation or electronic means is maintained so that employees at a work site can contact a supervisor or emergency medical services when necessary.
- If a supervisor observes or an employee reports any signs or symptoms of heat illness with any employee the supervisor shall take immediate action commensurate with the severity of the illness.
- If the signs or symptoms are indicators of severe heat illness (such as, but not limited to, decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior or convulsions) the employer must implement emergency response procedures.
- An employee exhibiting signs or symptoms of heat illness shall be monitored and shall not be left alone or sent home without being offered onsite first aid and/or being provided with emergency medical services in accordance with procedures.
- If deemed necessary the supervisor or buddy shall contact emergency medical services and transport the employee to a location where they can be reached by an emergency medical provider.
- In the event of emergency clear and precise directions shall be given to the emergency responders.

Acclimatization

- All employees shall be closely observed by a supervisor or designee during a heat wave. For purposes of this section only, "heat wave" means any day in in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days.
- An employee who has been newly assigned to a high heat area shall be closely observed by a supervisor or designee for the first 14 days of the employee's employment.

Training

Training shall be administered to all employees and their supervisors who fall under the scope of this plan in the Aviation, Building & Safety, Parks & Recreation, Public Works, Police and Fire Departments. The City shall ensure the effectiveness of the training by conducting regular follow-up and "tailgate" meetings.

- Supervisory and non-supervisory employees shall be trained on:
    - Environmental and personal risk factors for heat illness.
    - City procedures for identifying, evaluating and controlling the exposure to environmental and personal risk factors for heat illness.
    - Importance of frequent consumption of small amounts of water under extreme conditions
    - The employer's responsibility to provide, water, shade, cool-down rests, and access to first aid, as well as the employee's right to exercise their rights under this standard without retaliation.
    - Acclimatization and its importance.
    - The different types of heat illness, the common signs and symptoms of heat illness, and appropriate first aid and/or emergency responses to the different types of heat illness, and in addition, that heat illness may progress quickly from mild symptoms and signs to serious and life threatening illness.

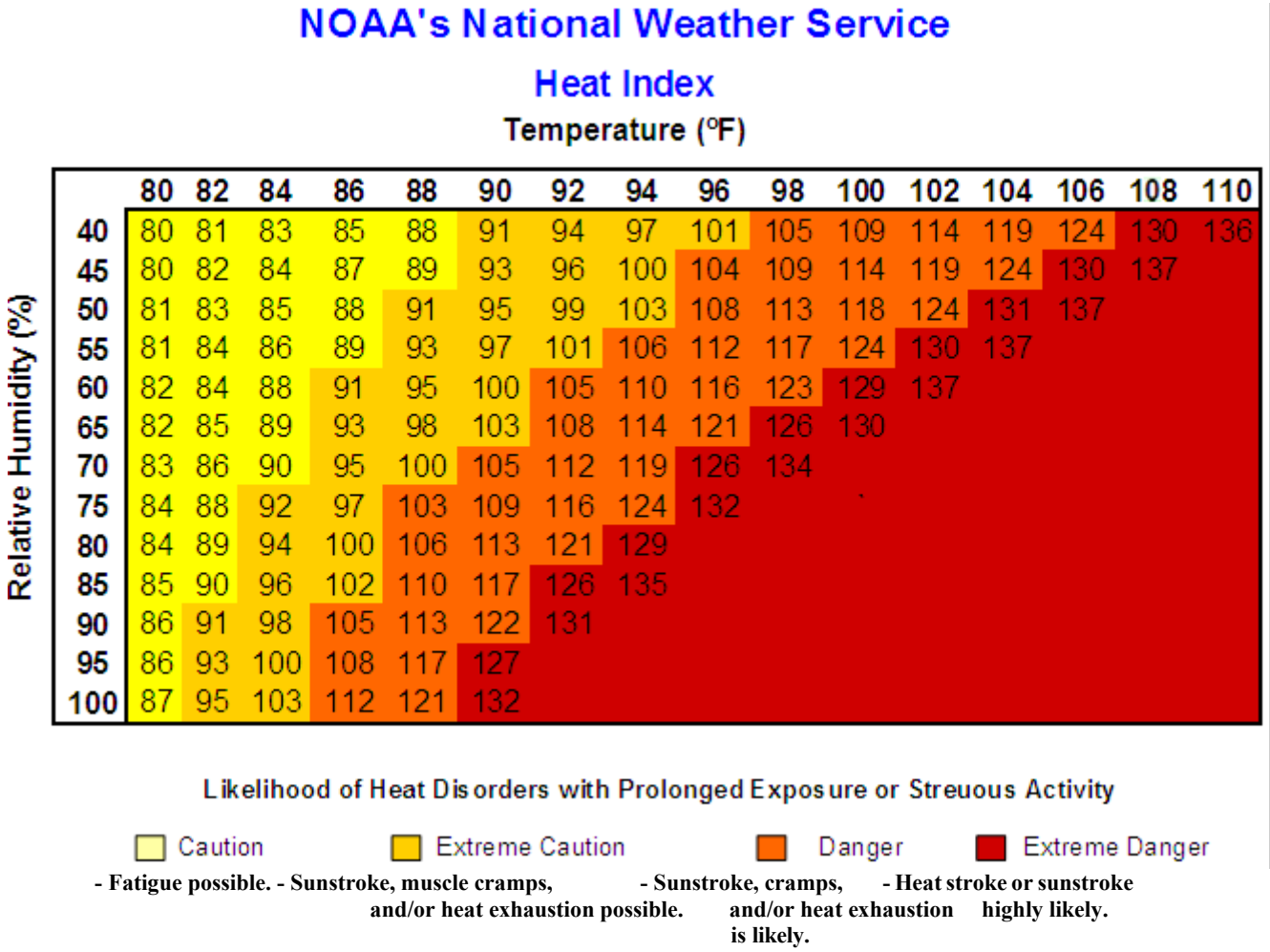
- Procedure of immediately reporting the signs and symptoms of heat illness in themselves or in a co-worker and its importance.
- Procedures to respond to symptoms of heat illness, which shall include how emergency medical services will be provided, if needed.
- Procedures for contacting emergency medical services and transporting employees to a readily accessible location for emergency medical services to reach them.
- Procedures on and how to provide clear and precise directions to emergency medical services.

- Supervisors shall be trained on:
  - All information included in Training subsection above.
  - Procedures a supervisor shall follow when implementing this Heat Illness Prevention Plan.
  - The procedures a supervisor shall follow when an employee exhibits symptoms of a possible heat illness, which includes emergency response procedures.

HEAT ILLNESS INDEX AND SIGNS/SYMPTOMS/TREATMENT QUICK REFERENCE ON THE FOLLOWING PAGE.

APPENDIX A

HEAT INDEX CHART



Heat Illness Signs/Symptoms/Treatment http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html

Heat Cramps: Strong, involuntary muscle spasms usually in calves, thighs, shoulders or back

Treatment: Rest in cool place, drink water/electrolytes

Heat Syncope: Faint or light headed feeling/actual fainting spell

Treatment: Rest in cool/shaded place, drink water/electrolytes

Heat Exhaustion: Dehydration, fatigue, dizziness/nausea, pale moist skin, temperature elevation

Treatment: Rest in cool/shaded place, drink water/electrolytes/non-caffeinated fluids

Heat Stroke: Mental confusion, fainting, seizures, hot/dry/red skin (sweating has stopped)

Treatment: Call 911 *immediately*, soak clothing with cool water, move victim to cool/shaded area

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INTRODUCTION

Cal/OSHA (California Code of Regulations, Title 8, Section 3221) requires every employer with 10 or more employees to have a written Fire Prevention Plan that includes, at a minimum, the following elements:

- Potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;
- Names or regular job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires;
- Names or regular job titles of those responsible for the control of accumulation of flammable or combustible waste materials.

This program will apply to all employees of The City of Palm Springs. Outside contractors will also be expected to comply with sound fire prevention techniques and methods in the completion of their contracted tasks.

RESPONSIBILITIES

The Fire Chief is the Plan Administrator and manages the plan through the designated Fire Prevention Coordinator. The Fire Prevention Coordinator and/or designee(s), is responsible for all aspects of the Fire Prevention Plan including: the maintenance of good housekeeping practices, ensuring the proper storage, handling, and use of any materials or substances utilized within the facility which may contribute to or cause a fire, ensuring regular fire prevention inspections of the facilities are conducted, and ensuring employees receive adequate training regarding fire prevention and response. If the Coordinator observes any unsafe housekeeping practices or hazards they will report to the site administrator at once.

HOUSEKEEPING

Good housekeeping reduces the possibility that a fire will start, and in the event that there is a fire, reduce the materials available to fuel the blaze. Because good housekeeping is such a critical element in the Fire Prevention Program, regular inspections will be conducted to ensure the proper handling and storage of substances, which may contribute to or cause a fire.

The following are examples of safe handling practices, good housekeeping, and maintenance with which employees are expected to comply:

- All flammable or combustible liquids, involving solvents, lubricants, fuels, and chemicals shall be kept and stored in approved containers.
- All flammable or combustible liquid containers shall be clearly labeled and carry appropriate warnings.
- All spills of flammable or combustible liquids shall be cleaned up immediately.
- Flammable and combustible waste materials shall be stored temporarily in fire resistant containers and disposed of regularly.
- Flammable or combustible materials must be kept away from potential spark or ignition sources.
- Work areas shall be kept neat, clean and clear of trash, cartons, or other material that might help fuel a fire.

- Electrical wiring shall be kept in good condition.
- Fire exits will be kept unobstructed and clearly identified.
- All fire extinguishers will be maintained in a fully charged condition and kept accessible at all times.
- Fire hydrants will be kept accessible at all times.
- Fire alarms and detection systems will be inspected periodically to ensure proper working order.

FIRE ALARM AND PROTECTION SYSTEMS

Alarms

Fire alarms directly alert personnel and the Palm Springs Fire Department of a fire in any building at the facility. A follow-up call will always be placed to the fire department to make sure that the fire signal was relayed by the alarm. The fire alarm system includes an announcing system, which gives an audible and a visual display of the alarm.

Smoke detectors are located throughout facilities and they will activate alarm systems that can be heard by everyone in the building.

Automatic detectors will be maintained in reliable operating condition. Proper tests, and documentation, will be made at specific intervals. Smoke detectors will receive periodic cleaning to remove dust or dirt, which has accumulated.

Sprinklers

Fire sprinkler systems automatically distribute water upon a fire in sufficient quantity to prevent its spread. Sprinkler systems will be maintained and checked regularly to ensure that all valves are open. Sprinkler valves will be locked open so they cannot be shut off by an unauthorized person. Materials will be kept at least 18 inches below and 36 inches away from all sprinkler heads to ensure the proper functioning of the sprinkler.

Fire and Smoke Barrier Doors

Fire and/or smoke barrier doors divide the facility into sections to prevent the spread of fire and/or smoke. All doors shall be regularly maintained and kept in an operative condition. Doors will remain unobstructed at all times.

MAINTENANCE OF FIRE ALARM AND PROTECTION EQUIPMENT

The maintenance of fire alarms and protection equipment is essential to an effective Fire Prevention Plan. All critical valves and operable devices shall be locked into proper position. Identification of the device and warning tags to caution users about unauthorized operations shall be attached to critical components.

When any test or inspection takes place, a record shall be kept on file and made available upon request by authorized personnel. The record shall include:

- The identity of the equipment tested.
- The type of test conducted.
- The date the test was conducted.
- The results of the test.

- Any repairs made due to the equipment failing the test.
- The name of the person performing the test.

Inspections shall be conducted of the sprinkler systems periodically to ensure they are working properly. The sprinkler tests shall include a pressure test and a check of the tamper switch at annunciation panel.

Anytime a fire protection system is taken out of service for maintenance and/or repairs, the Palm Spring Fire Department and the Alarm Company will be notified prior to taking the system out of service. A fire watch will be implemented until the system has been restored. The Fire Department and the Alarm Company will be notified when the system is placed back in service.

Documentation will be maintained which:

- Identifies the time the system was taken out of service;
- The reason the system was taken out of service;
- Who at the Fire Department and Alarm Company received notification of the removal from and restoration to service;
- The name of the person taking the system out of service, and
- The date and times (both the removal time and time of restoration will be recorded) the events occurred.

The Fire Prevention Coordinator will maintain this information for at least one year from the date of occurrence.

FIRE EXTINGUISHERS

Fire extinguishers save lives and property by putting out or containing small fires until the fire department arrives. Even against small fires, however, extinguishers are useful only under certain conditions:

- The operator must know how to use them.
- Extinguishers must be within easy reach and in working order, fully charged.
- Extinguishers need to be kept near the exit.
- Extinguishers must match the type of fire being fought.
- Extinguishers must be large enough to put out the fire.

Types of Extinguishers

- Extinguishers are classified as: A, B, C, to match the Classes of Fires:
  - **Class A** - Fires involving ordinary combustibles such as wood, cloth, paper, rubber, textiles, plastics, and trash.
  - **Class B** - Fires involving flammable liquids such as gasoline, oil, grease, oil-based paints, lacquers, and flammable gases.
  - **Class C** - Fires involving electrical equipment such as wiring, fuse boxes, circuit breakers, machinery, and appliances.
- Water possesses the greatest cooling effect of any known substance and is, therefore, used as the principle content of Class A extinguishers.
- A wide variety of dense, heavier-than-air gases and ordinary dry chemicals are used in Class B extinguishers. All of these smother Class B fires by excluding the air. These extinguishers can also be used on Class C fires.
- Class C Extinguishers use a non-conductive extinguishing agent, (heavier-than-air gases

and ordinary dry chemicals.)

- ABC or multi-purpose extinguishers contain ordinary dry chemicals and can be used on all three classifications of fire.
- The type of fire extinguisher located at a specific location will be determined by the primary type of fire anticipated to possibly occur at or near that location. Fire extinguishers will be kept fully charged and accessible at all times. Employees will be trained in the proper use of the type of fire extinguisher they may need to use.

Fire Extinguisher Inspections

The Fire Prevention Coordinator will ensure portable fire extinguishers are visually inspected regularly. If an extinguisher is found missing, discharged, its tag is missing, its seal is missing or any other problems are found, the individual finding the situation should notify the Fire Prevention Coordinator or Administrator immediately. The defective extinguisher will be replaced immediately with a fully charged and functional fire extinguisher of the same type. During inspection consider:

- Fire extinguishers are in their assigned place.
- Fire extinguishers are not blocked or hidden.
- Pressure gauges show adequate pressure; are in the "Charged" zone.
- Pin and seals are in place.
- Fire extinguishers show no visible signs of damage or abuse.
- Nozzles are free of blockage.
- Inspection tag is completely filled out.
- Hoses on the Class B/CO2 extinguishers are attached.

A checklist will be utilized to ensure all fire extinguishers are inspected and maintained by the Fire Prevention Coordinator.

Annual Fire Extinguisher Inspection and Service

All fire extinguishers will be serviced at least annually by a California State Licensed contractor to conduct the service. The extinguishers will be inspected for physical damage, completely discharged, and re-charged. A new inspection tag will be placed on each extinguisher. Hole punches will be utilized to identify the month, day and year the annual inspection was conducted.

TRAINING

As part of the Fire Prevention Plan, Palm Springs Fire Department will provide employee training related to fire prevention and fire safety. The training will include:

- An explanation of the fire hazards of the materials and processes to which the employees are exposed.
- The proper handling and storage procedures for those materials and processes.
- Proper housekeeping requirements to prevent fire hazards.
- The importance of maintaining access to all fire alarms and fire fighting equipment/systems.
- The proper use and control of potential ignition sources in the workplace such as welding, electrical heaters, smoking, and others.
- Hot Work Permit procedures.
- How to report a fire.

- The proper use of fire fighting equipment.
- Locations of fire alarms and fire fighting equipment.
- Evacuation routes and assembly areas.
- Means of evacuating
- Supervisors will receive additional training in head count responsibilities, and re-entry authorization.

Employee training will be documented and the documentation maintained for at least one year. The documentation will include:

- The date of the training.
- The name of the employees trained.
- The type of fire fighting equipment involved in the training.
- The name of the trainer.

Fire Extinguisher Training

Fire extinguisher training shall be hands-on training. All employees involved will know where the extinguishers are and how to use them safely and effectively. The person operating the fire extinguisher should stand 6 to 8 feet away from the fire and follow the four-step PASS procedure. If the fire does not begin to go out immediately, the person will leave the area at once. The Fire Prevention Coordinator or their designee will ensure the fire department inspects the fire site.

- **P**ull the pin: This unlocks the operating lever and allows the extinguisher to discharge. Some extinguishers have other devices that prevent inadvertent operation.
- **A**im low: Point the extinguisher nozzle (or hose) at the base of the fire.
- **S**queeze the lever below the handle: This discharges the extinguishing agent. Easing the lever will stop the discharge. Some extinguishers have a button which must be depressed.
- **S**weep from side to side: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process. The operation of fire extinguishers should be thoroughly addressed in fire prevention training.

Smoke Effects Training

The average person is not familiar with the effect of smoke upon the human body; therefore, employees will be informed of its potential danger during the annual fire prevention and fire extinguisher training. Employees will be advised of the following information:

- Fire emits smoke, heat, and toxic gases. Smoke encountered in a fire may be charged with toxic gases, which can prove fatal upon short exposure. Ninety seven percent of fire fatalities are normally caused by smoke inhalation and suffocation, rather than by burns.
- When a fire breaks out, the smoke rises. A quick response whenever smoke is present in the facility is of vital importance. If rescue of a person is necessary, the employee should keep themselves and the individual being rescued, as low as possible at all times.

FIRE DRILLS

Employees shall be kept up-to-date and aware of general fire safety. Employees shall be made aware of all evacuation procedures including escape routes, fire extinguisher locations, fire alarm box locations, and designated assembly areas outside of the facility.

Fire drills are necessary to:

- Ensure that employees and visitors can quickly evacuate in the event of a fire or other emergency.
- Give employees with specific fire fighting duties an opportunity to practice those duties.
- Point out bottlenecks in emergency evacuation plans.
- Keep employees aware of the importance of fire prevention and fire safety.

An overall evaluation shall be conducted following the fire drill to appraise and discuss the performance during the drill. It will include a complete evaluation of the drill and the signatures of participating personnel. The report should be given to the Fire Prevention Coordinator for documentation.

All fire drills will be documented. The documentation will include:

- The date and time of the drill;
- The simulated location of the fire;
- The evacuation response time;
- The evaluation report.

FIRE PROCEDURES

When any fire occurs, the Palm Springs Fire Department shall be notified immediately. Employees shall not hesitate to call because the fire seems too small. It's better to be safe than sorry. The fire may amount to nothing, but a fire extinguisher will not always do the job.

Employee Evacuation

Evacuation is the removal of all occupants in a building from a potentially dangerous area to one of safety. The need to move people to the outside is determined by the seriousness of the emergency.

Occupants, in a calm and orderly manner, should evacuate the building to be removed from unsafe areas to a designated area of safety. Occupants will exit the structure when there is any activation of the Fire Alarm System.

ALWAYS EXIT BY STAIRS IF ON UPPER LEVEL, NEVER USE ELEVATORS. Route maps will indicate a predetermined assembly area safe from the building and out of the way of incoming emergency response. Additionally, fire extinguisher locations, fire alarm boxes, assembly areas, water and gas shut-off valves shall be included on the map. A copy of the evacuation map for each facility is located in Appendix D.

Accounting for Personnel

During fire evacuation, accounting for all personnel can be very difficult, for the number of people who come and go from the facility during the day varies and some people, such as visitors, are not always accounted for. The Fire Prevention Coordinator for each site will designate one person to account for personnel and to inform the fire department or other response team members of those who is believed to be missing.

Recovery Operations

Care for the injured is the first and most important step after a fire. Employees will be particularly careful when transporting or moving victims in case the victims have other injuries. Trained medical personnel will be called to help immediately.

After a fire, the site will be left site intact except for movement necessary to remove the injured. Fire Personnel will ensure all fires, regardless of size and damage, will be thoroughly investigated to determine the cause and the actions necessary to prevent recurrence. The investigation will be documented

As soon as practical, the condition of the fire fighting equipment in the area will be checked. Repairs and replacements of any equipment that has been damaged or utilized will be made as soon as practical.