# Development Authority of the North Country

## Health & Safety Manual

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SECTION 1.0 GENERAL

1.1 SAFETY POLICY

A. Statement of Policy

The Development Authority of the North Country (Authority) is committed to maintaining the health and safety of employees. It is the policy of the Authority to take appropriate measures to protect the health and safety of employees in the performance of their assigned work, giving full regard to evolving industry practices and regulatory requirements. The Authority shall follow operating practices that will safeguard employees and the public.

B. Responsibility and Authority

The overall responsibility for employee safety at all Authority facilities is with the Authority Board of Directors, Executive Director, and the Division Managers.

The Authority will provide appropriate professional advice and counsel to help meet the health and safety policies and responsibilities when applicable.

The Safety Committee, as described in Section 2.1, makes recommendations to assist and guide communication in health and safety policies.

Employees are responsible for following the health and safety program, complying with all rules and regulations. Employees will work in a safe manner while performing all normal and emergency or unusual activities. Employees are expected to use sound judgment during all activities to promote job safety at all times.

C. Goals and Objectives

The Authority is committed to the goal of maintaining a safe workplace, with the ultimate goal being no injuries at the workplace. The Authority believes all accidents are preventable and, therefore, everyone will make every effort to prevent accidents and comply with all established safety and health laws and regulations.

1.2 SAFETY MANUAL INTRODUCTION

A. Governing Agency

Authority employees are covered by the New York State Department of Labor Public Employee Safety & Health (PESH) rules and regulations. This organization administers regulations set forth by the Occupational Safety & Health Administration (OSHA).

B. General
This Health and Safety Manual was developed as a general guide to outline policies and procedures as they relate to health and safety at Authority facilities. This manual provides a guideline for expected behavior of all employees in regard to health and safety.

C. Implementation of the Manual

A copy of the Health and Safety Manual will be available and accessible to each employee. All new employees will be shown how to access this manual on OnBase during the new employee orientation process. All employees must complete Form 1- Acceptance & Acknowledgement of Updates Form included in Section 13 indicating they have read the information within the manual. The form will be submitted to their Supervisor within one (1) week of receiving the manual to review.

On an annual basis, or as changes occur, this manual will be updated and these changes will be reviewed with all employees. Employees will be required to sign Form 1 for each document revision, indicating that they have been notified of changes to the document.

SECTION 2.0 ADMINISTRATION

2.1 SAFETY COMMITTEE

A. Introduction

The Safety Committee is a working peer group that receives and evaluates safety issues and makes recommendations. The Safety Committee will perform periodic safety reviews of each site. In addition, the Safety Committee will receive complaints and suggestions.

B. Committee Members

The Committee is made up of a combination of employees from all divisions. It is the intent of the Committee to rotate members to provide additional safety exposure to other employees. The minimum term for a Committee member is one year, and there is no limit to the time a member can remain on the team. Members will be rotated such that no two members will leave the Committee within six (6) months of each other. The Committee will maintain a list of Committee members, length of service and make recommendations to the Executive Director on the length of time each Committee member remains on the team.

C. Meetings

The Safety Committee will meet periodically throughout the year to review policies, inspections, upcoming compliance items, and discuss accidents or incidents that affect employees. The Committee will also determine applicable
safety standards and apprise management of recommendations to ensure the Authority is operating within the framework of these requirements.

D. Minutes

The Committee will prepare a written summary of each meeting and make this available for employees to review. The minutes will be maintained on the shared file server.

2.2 HEALTH AND SAFETY RECORDS

A. Introduction

Health and safety records will be maintained and information will be disseminated pertaining to employee health and safety in accordance with regulatory requirements. The records shall be maintained and information disseminated by the appointed health care provider, only with written direction from the Division Manager.

B. Procedures

1. Human Resources will coordinate, with the appointed health care provider, to determine what medical data is to be maintained in the employee’s file. Access to these files will be restricted and held in confidence. These records will be kept for the employee’s employment period, plus 30 years.

2. The following information on all health and safety training will be maintained by Human Resources:

   a. Training session title
   b. Employee’s name
   c. Date of training
   d. Location of training

3. Employees may request to review their file.

2.3 HEALTH AND SAFETY TRAINING

A. Introduction

Employees must recognize and understand the potential hazards to health and safety associated with the tasks they perform. The objectives of safety training programs are:

1. To make employees aware of the potential hazards they may encounter;

2. To provide employees with the knowledge and skill necessary to perform the work with minimal risk to employee health and safety;
3. To make employees aware of the purpose and limitations of equipment;

4. To provide employees with information to follow in the event of an emergency.

The Authority maintains a Personnel Safety Training Matrix that identifies the required safety training by job title. This tool is utilized by Division Managers to ensure that their staff complete required safety training. The Personnel Safety Training Matrix is maintained by Human Resources.

B. New Employee Orientation

New employees, both permanent and temporary, will receive orientation that will provide an introduction to the Health and Safety Program, employee rights and responsibilities.

C. Ongoing Safety Training

1. Employee Safety Meetings

   Employees will attend periodic safety meetings that will cover relevant and required safety issues and training as determined by the Safety Committee members.

2. Other Safety Training

   Periodically, employees will be sent to safety training courses relevant to their duties.

2.4 INJURY/ACCIDENT REPORT PROCESS

A. Introduction

All workplace injuries and/or accidents shall be reported immediately. The procedures set out in this section of the Health and Safety Manual is designed to comply with appropriate regulations.

B. Procedures

1. Injured Employee

   a. Notify immediate supervisor.

   b. Obtain necessary first aid or emergency medical treatment.

   Except in emergency situations, the treating health care provider must be authorized by the Workers’ Compensation Board.
Information about authorization can be located on the Workers’ Compensation Board’s (WCB) website.

If medical treatment is sought, then a Workers’ Compensation C-3 Form must be completed and submitted to the WCB by Human Resources within 10 days of the accident. Failure to complete this form could result in penalties of up to $2,500. To facilitate this submittal, employees may need to provide additional information and the Form should be completed within 7 days.

c. File completed Form 2- Accident Report Form of Section 13 with employee’s immediate supervisor within 24 hours. This form must be completed even if medical treatment is not required at the time of the injury. A copy of the completed accident report must be forwarded electronically to Human Resources. An original of the form shall be filed in the employee’s personnel file at the Main Office. The Human Resources Department (HR) will review and process the reports, and then forward them on to the Safety Committee.

2. Customer, Vendor, Contractor or Visitor. [Only applies to accidents involving non-employees].

a. All vendors, customers, contractor’s or visitors shall have an Authority employee point of contact who is responsible for them while onsite.

b. The Authority point of contact is responsible for notifying the appropriate supervisor of any safety incident that occurs involving a non-Authority employee.

c. Form 8 – Non-Employee Accident Report Form of Section 13 must be completed by a supervisor.

d. The Authority point of contact or supervisor should assist in obtaining any necessary medical treatment needed for the injured person.

e. The Contractor Safety Policy should be referenced for any incidents involving contractors to ensure compliance with all Authority protocols.

C. Accident Investigation Policy

1. Accident investigation and analysis is one of the means used by management to prevent accidents. Therefore, the purpose of an investigation is to produce information that leads to corrective actions that reduce or eliminate the possibility of a future accident. All accidents must be reported as soon as practically possible and within 24 hours from
occurrence. Following any vehicular accident, the vehicle shall not be moved until the investigation is complete provided there is no immediate hazard posed. The immediate supervisor or Division Manager must complete an investigation with input from the employee, as appropriate. The investigation should identify the root cause of the accident and ways in which to prevent future accidents from occurring. Only through effective corrective actions can similar future accidents and injuries be prevented. Supervisors will submit a copy of the accident report to HR within 48 hours of the incident.

2. The Safety Committee will convene to review accidents and make recommendations to management regarding corrective actions. Recommendations will consider the following: a) the extent of property damage; b) the extent of personal injury; c) whether the accident was preventable; and d) historic patterns of accidents and the employee’s safety record. Depending on the severity of the accident, the Safety Committee may convene a special meeting to complete an accident investigation.

3. The focus of investigations is on fact-finding, not fault-finding. This is not to say that responsibility may not be fixed where individual actions have caused injury, or that such persons should be excused from the consequences of their actions.

4. The Authority shall notify PESH within 8 hours after the occurrence of an accident which is fatal to one or more employees or which results in hospitalization of three (3) or more employees.

5. The Authority shall notify PESH within 24 hours after the occurrence of a work related incident which results in any in-patient hospitalization of one or more employees or an employee’s amputation or an employee’s loss of an eye.

6. The Authority will maintain records of occupational injuries and illnesses in accordance with 29 CFR 1904 standards.

D. Return to Work Policy

1. It is the Authority’s policy to return injured workers to productive work, although not necessarily to their pre-injury duties, as early as possible during their recovery. This type of work is often referred to as “light duty work.” Within the requirements of the injured employee’s treating medical providers, the limitations of the law, and the economic and physical limitations of the facilities, the Authority will make every effort to provide meaningful work wherever and whenever possible. Any recovering employee, who is offered a physician-approved, light duty position, will be required to accept the offer.

2. A copy of the employee’s current position description will be provided to the treating physician. At the Executive Director’s discretion in consultation with the Division Manager and Human Resources, he or she may identify
a light duty position to offer the employee that is within their physician’s restrictions.

E. Workers’ Compensation

1. By law, the Authority is required to obtain workers’ compensation insurance. Because workers’ compensation insurance is a substantial cost of doing business, our goal is to prevent and manage accidents.

If the injury is minor, requiring two or fewer treatments by a person rendering first aid, and with lost time of less than one day beyond the end of the working shift on which the accident occurred, the employer may choose to pay for the first aid treatments directly. In this instance, the HR department completes an Employer’s Report of Work Related Injury/Illness (Form C-2), but does not send it to the Board or the insurance carrier. Instead, the employer maintains the form in their files for the statutory 18-year period.

2. What benefits are employees entitled to?

When an employee is injured during the course of employment, workers’ compensation insurance provides payments to the injured worker or the treating physician(s) for medical treatment, disfigurement, death benefits, and indemnity (lost wages) payments. State law determines the scope and amount of these payments. Payments are denied if 1) the employee tests positive for drugs or alcohol following the accident, 2) a pre-existing injury or non-work related injury was the cause of the accident, or 3) fraud exists.

3. Workers’ Compensation Fraud

a. Filing false workers’ compensation claims is punishable with a substantial fine and imprisonment. Any employee who knows of a co-worker who is abusing the workers’ compensation system or has filed false workers’ compensation claims should call 1-800-643-LOSS. You will not be asked to identify your name, and the call will not be recorded. This is an anonymous call to our insurance company.

b. The insurance company has many red flags to identifying workers’ compensation fraud, and will investigate any accident they suspect may be fraudulent. They can deny or reduce benefits whenever they suspect a fraudulent claim was filed or an employee is abusing the workers’ compensation system.

The following is considered workers’ compensation fraud or abuse:

- Faking an accident or injury;
- Exaggerating the seriousness of an accident or injury;
- Taking more time off than is really needed for recovery;
- Attempting to collect benefits for an injury that is not job-related;
- Submitting false or exaggerated medical bills for payment;
- Working at another, equally demanding job while collecting workers’ compensation benefits;
- Conspiring with, or being persuaded by, another person to do any of the above.

c. When people abuse workers’ compensation benefits, we all pay. The Authority is charged higher insurance premiums, which increase our expenses. The best way to safeguard against fraud is to prevent accidents from happening.

4. Authority Workers’ Compensation Policy (refer to the Personnel Policy).

2.5 SAFETY BULLETINS

The Authority may subscribe to safety-related bulletins and make copies available for employees to review. From time to time, other pertinent safety information will also be made available to employees.

2.6 SAFETY COMPLIANCE/SUGGESTION PROCESS

The effectiveness of the Health and Safety Program at Authority facilities is dependent upon individual employees. It is also understood that individual employees may have special insight into the health and safety of a particular task or issue. Suggestions for improving health and safety are always welcome, and may be directed to the employee’s immediate supervisor or to Safety Committee members.

The Division Manager will receive confidential concerns from employees regarding any health and safety issues. Confidential concerns may also be directed to Human Resources. These concerns will be treated with sensitivity.

2.7 MEDICAL SERVICES

1. The Authority has designated first aid and emergency medical providers, a list can be found on the Authority Intranet website.

2. The Authority has a designated health care provider as its primary medical advisor and for consultation on matters of occupational health.

3. First-aid supplies will be easily accessible. First-aid kits will consist of materials in a container with individual sealed packages for each type of item. The contents of first-aid kits will be checked periodically. Each Authority operations vehicle (i.e., non-pool/administrative vehicle) and facility will have an appropriate First Aid Kit.
4. The Division Managers at each site are responsible for obtaining proper equipment for prompt transportation of the injured person to a physician or hospital, or implementing a communication system for contacting necessary ambulance service.

2.8 EMERGENCY EVACUATION PLAN

A. Introduction

The MMF, WQ and Recycling Transfer Station facility must have documented procedures that describe the actions employees must take in the event of an emergency situation and/or evacuation.

The Authority Administrative, Information Technology, and Regional Development offices at the State Office Building are owned and operated by a separate agency. Emergency procedures are therefore handled by the Dulles State Office Building Manager.

The Authority’s Canton Satellite Office is owned by St. Lawrence County. Emergency procedures are therefore handled by the County.

The Authority’s Telecommunication Division is located in leased space at the Barton & Loguidice Building on Washington Street in Watertown.

The following sections describe the applicable procedures for each facility.

B. Emergency Procedures

1. Escape procedures and evacuation routes

   a. Employees located at Authority-Owned Facilities

   Emergency evacuation plans will be posted in every room at the MMF, WPS, and Recycling Transfer Station. Plans will show a general layout of the building floor plan, including locations of fire extinguishers, pull stations, and exits. As changes occur, these plans will be updated and reposted.

   Each employee should become familiar with the evacuation routes that they would use if there were an evacuation from various locations within the facility. Sample Evacuation Maps are included in Section 14 Figures 1 and 2.

   Any employee realizing that a serious safety threat exists should proceed in the following manner:

   - Initiate an evacuation by activating the nearest fire alarm pull station.
• If no pull station is immediately available then the employee should proceed to exit the facility and notify all employees of the evacuation on his or her way out of the building.

• Employees should close doors behind them when evacuating the building to help isolate the fire and minimize its spread to other areas.

• Upon initiation or responding to an evacuation alarm all employees must immediately leave their work area. Do not go back to your office or try to gather personal belongings before exiting the facility.

• Upon exiting the facility go immediately to the designated gathering point as indicated on the evacuation map for your facility. If applicable, call 911 for emergency response. Do not leave the vicinity of the facility until you have been accounted for and directed to do so by your supervisor or their designee in charge at the site if your supervisor is not present.

• Employees working in the active landfill will call immediate supervisor on their way to the designated gathering point. Supervisor will survey the scene for appropriate course of action at that time.

b. Employees located at the Dulles State Office Building

• Pull nearest fire alarm upon discovering fire or smoke.

• Don't use fire extinguishers or hoses. Marshall or other trained personnel will do this job if the fire is minor.

• Terminate phone conversations. Do not answer incoming calls. You may call the Building Superintendent's Office only to report information.

• Assist visitors - take them with you.

• Put on outer clothing promptly, only if readily accessible.

• Last person out of the room needs to close the door in case of fire. In case of bomb threat, leave doors open.

• Walk to your preassigned assembly point for evacuation using the stairwells only. Be calm, prompt, orderly and quiet so Marshall's instructions may be heard. DO NOT ATTEMPT TO USE ELEVATORS. Do not attempt to reach parking areas.

• When you leave the building, proceed immediately to the assembly area. You are to remain in the assembly areas pending further instructions.
• You should learn the locations of fire alarms and identity of your Marshall and Wardens.
• You should know both stairwells end at the Lobby 1st Floor level.
• Familiarize yourself with the layout of the building.
• Saturdays, Sundays, and holidays - there is no one available to assist you in evacuation except the Building Guard.
• If you note anything at all that may endanger the personnel working in the building or visitors, please notify the Building Superintendent’s Office as soon as possible at the phone numbers listed.

2. Accounting for employees during an emergency evacuation

2.1 MMF

In the event of an evacuation it is critical to identify any employees, vendors, contractors, or other personnel that could be trapped within the facility as quickly as possible. The first person to arrive at the gathering point should immediately begin taking roll of all employees and other personnel as they exit the facility.

Only trained and qualified personnel can re-enter the facility to perform emergency response measures. If any personnel are unaccounted for, do not attempt to re-enter the facility to locate them unless you are a trained emergency responder. Call 911 and wait for emergency response personnel to assist.

2.2 Recycling Transfer Station

In the event of an evacuation it is critical to identify any employees, vendors, contractors, or other personnel that could be trapped within the facility as quickly as possible. The first person to arrive at the gathering point should immediately begin taking roll of all employees and other personnel as they exit the facility.

Only trained and qualified personnel can re-enter the facility to perform emergency response measures. If any personnel are unaccounted for, do not attempt to re-enter the facility to locate them unless you are a trained emergency responder. Call 911 and wait for emergency response personnel to assist.

2.3 WPS

In the event of an evacuation of the Warneck Pump Station it is critical to identify any employees, vendors, contractors, or other personnel that could be trapped within the facility as quickly as possible. Since two divisions
share space at the WPS, and that Authority employees that work for Water Quality and Engineering often perform field work outside the office, it is important that each division has procedures in place to ensure that staff can be accounted for during an evacuation and that it’s clear who is in charge should the respective division manager not be present during an evacuation.

The Administrative Associates shall maintain a copy of the current Emergency Evacuation Procedures, a call list that includes current employee contact information, and an Authority-vehicle list that shows the truck numbers and employees that are assigned to each vehicle. Additionally, there will be a blank roll-call sheet that shows each employee sorted by division so a roll can be taken as soon as the evacuation begins to assist in accounting for employee’s whereabouts and ensuring that all employees working within the WPS have been accounted for during an emergency.

Only trained and qualified personnel can re-enter the facility to perform emergency response measures. If any personnel are unaccounted for, do not attempt to re-enter the facility to locate them unless you are a trained emergency responder. Call 911 and wait for emergency response personnel to assist.

3. The means of reporting fires and other emergencies

All fires and chemical emergencies should be reported by calling 911. The Division Manager will decide the necessary steps to address emergency situations that do not directly pose a threat to human health or the environment.

4. Names and job titles of persons responsible for elements of the plan

The order of authority for directing emergency response activities at each facility follows. In the event that there are multiple staff in a single classification, the employee with the most seniority will be in charge. Specific contact information for these employees is available at all sites and through the main office of the Authority.

1. WQ (WPS) & Engineering
   1st Contact, Water Quality Division Manager
   2nd Contact, Lead WQ Operator
   3rd Contact, Administrative Associate

2. MMF
   1st Contact, Materials Management Division Manager
   2nd Contact, Landfill Superintendent
   3rd Contact MMF Assistant Landfill Superintendent
3. Recycling Transfer Station

1\textsuperscript{st} Contact, MEO II \\
2\textsuperscript{nd} Contact, MEO I \\

5. Safe distances and places of refuge

The safe distance to gather from the facility will depend on the nature and extent of the emergency situation. Employees should proceed to their designated gathering point. If this location does not appear safe then relocate the gathering point to a new area that is a safe distance from the facility. Once 911 responders arrive, they will advise employees of the area boundaries.

C. Training

1. This emergency action plan will be reviewed with employees prior to starting activities at the job site.

2. The plan will be reviewed with employees annually and when conditions of the plan change.

3. The plan will be reviewed individually whenever a new employee starts work at the job site.

2.9 MEDICAL SURVEILLANCE

A. Introduction

The Authority provides medical and environmental surveillance for its employees, in accordance with applicable regulatory requirements.

B. Medical Examinations

1. Field Employees

The extent and nature of medical examination will be based on the type of duties being performed by the employee.

Employees that are required to wear a respirator or self-contained breathing apparatus (SCBA) must have an annual medical examination that includes a pulmonary function test in addition to the basic physical with audiogram, vitals, and vision.

Employees that are required to use their commercial driver’s license (CDL) in operating Authority owned equipment or vehicles will be given an exam consistent with NYS Department of Transportation (DOT) requirements. This exam will be conducted every other year or by physician’s evaluation.
2. All other employees (administrative, office) will not receive routine annual medical examinations unless directed by the Division Manager based on their job duties and potential exposure.

C. Frequency

1. Baseline Examinations

Individuals who are permanent Authority employees will receive a baseline examination prior to starting work.

2. Periodic Examinations

Routine exams will be conducted in accordance with regulatory requirements as indicated above.

3. Non-Periodic Examinations

An Employee may receive a medical examination when that employee has:

a. Been injured on the job.

b. Developed signs or symptoms indicating possible exposure to health hazards.

D. Examination Results

All medical testing records are to be submitted directly to Human Resources. These records must state the parameters of the examination and whether or not the individual is able to work with or without restriction. All medical testing records must be sent to HR, which will retain them in the employee’s personnel file and will be available to employees upon request. Results will be shared with the respective Division Manager if there is an issue that could impact the employee’s ability to safely perform their job functions.

2.10 DRUG-FREE WORKPLACE

A. Drug-free Workplace Policy

1. Purpose

a. The Authority values its employees and recognizes the need for a safe and healthy work environment. Furthermore, employees abusing drugs and alcohol are less productive and are often a risk to the safety, security, and productivity of our organization. The establishment of a Substance Abuse Policy is consistent with the Authority’s desired culture, and is in the best interest of the organization.
b. It is the policy of the Authority to maintain a workplace free from the use and abuse of drugs and alcohol. Compliance with this policy is a condition of continued employment. At any time, the Authority may unilaterally, at its discretion, amend, supplement, modify, or change any part of this policy. The policy does not represent an expressed or implied contract, and it does not affect your status as an at-will employee. If you have any questions about this policy, please direct them to your supervisor.


c. To maintain a Drug and Alcohol-Free Workplace, the Authority has established a policy with regard to the use, possession, and sale of drugs and alcohol. Drug and alcohol testing practices will be adopted to identify employees or applicants using drugs and/or alcohol.


2.11 NEW EMPLOYEE SAFETY

1. Safety training will be provided for all new employees. The employee’s immediate supervisor is responsible for ensuring that general safety training is completed prior to performing regular job duties. Form 6 - New Employee Safety Training & Orientation Checklist in Section 13 contains a checklist to be completed by the employee and supervisor within two weeks of start date. Form 6 will be submitted to the Human Resources Department. Human Resources will verify that all training required for the employee’s job description has been completed and a copy of Form 6 will be maintained in the employee’s personnel file.

2. New employees must review the Health and Safety Manual with their supervisor within their first week of employment. Extra time should be spent on accident and hazard reporting procedures, emergency procedures, first aid, personal protective equipment, drug-free workplace policy, and return to work policy.

3. Specific training needs, based on the employee’s job duties, should be identified at the start of work by the employee’s supervisor, and a six-month schedule developed to ensure all necessary training is completed within this time frame. Examples of specific training needs for certain employees may include; confined space; lock-out tag-out training; SCBA training; respiratory fit testing and training.

4. Supervisors should encourage and motivate employee involvement in safety, and hold each employee accountable for their safety and the safety of their co-workers.
5. Supervisors should explain the workers’ compensation system and fraud prevention system to new employees.

6. Supervisors must review any known workplace hazards with new employees.

2.12 AUDITS

A. Introduction

In order to continually evaluate the Authority’s on-going Health and Safety Program, procedures for auditing health and safety have been established. The results of the audits are used to determine areas that can be targeted for improvement. The objective of auditing is to anticipate and discover hazards and correct them before they lead to accidents, injuries, and job-related illnesses. Results from audits will be reviewed and corrective actions implemented.

B. Procedures

The Division Managers are expected to make periodic job site inspections to verify compliance with the provisions of the Health and Safety Program. Any deficiencies noted during these inspections will be resolved as soon as practicable. Forms 5 and 7 Safety & Housekeeping Inspection Form and the Telecom Safety, Housekeeping & Security Inspection Form of Section 13 may be used in job site assessments. Completed Forms should be submitted to the respective Division Manager for review/response, and then will be shared with the Safety Committee.

C. Follow-Up

If immediate action is not feasible, the deficiency should be brought to the attention of the Executive Director to eliminate or control the deficiency in a timely manner. Division Managers, or their designee, shall respond to written inspections noting corrective actions taken to address deficiencies.

SECTION 3.0 OPERATIONAL SAFETY PROCEDURES

3.1 GENERAL SAFETY PROCEDURES

All employees are responsible for safety. The following applies to all employees:

1. Comply with established safety rules, regulations, procedures, and instructions.

2. Promptly report all accidents, hazards, incidents, and near-miss occurrences to your immediate supervisor, regardless of whether or not injury or property damage was involved.
3. Do not visit, talk to, or distract another employee who is operating a machine, or who is engaged in a work activity where the possibility of injury exists.

4. Do not participate in horseplay, scuffling, pushing, fighting, throwing things, or practical jokes.

5. Do not run on Authority premises.

6. Use handrails on steps, elevated platforms, scaffolds, or other elevations.

7. Assist others and ask for assistance in lifting and carrying heavy or awkward objects.

8. Authority employees working at the Materials Management Facility will be required to comply with the “Landfill Safety Procedures” (Section 3.2).

3.2 LANDFILL SPECIFIC SAFETY PROCEDURES

A. Overview

All Authority employees, customers and vendors are expected to follow these requirements unless directed otherwise by the MMF Division Manager.

B. Responsibility

**Division Manager**

The Division Manager has overall responsibility for all site operational issues including the landfill area.

**Landfill Superintendent**

The Landfill Superintendent is responsible for the day-to-day direct supervision of all landfill activities. He or she will closely monitor waste disposal operations to ensure compliance with this plan and will oversee facility and equipment maintenance procedures to ensure they are followed.

**Landfill Equipment Operators**

Landfill equipment operators are responsible for performing waste handling and other landfill operations under the direct supervision of the Landfill Superintendent.

C. Operating Clearances

In order to provide a safe disposal area for customers, landfill equipment shall maintain a minimum operating clearance of 1 blade width from waste hauling vehicles except when performing tasks requested by driver, such as providing assistance to open or close rear doors, unloading stuck loads, etc.
D. Unloading Assistance

Waste hauling vehicles are required to be self-unloading. At times customers may experience difficulties unloading vehicles. The MMF may, depending on equipment availability, provide assistance based on the following conditions.

E. The customer’s driver must request assistance.

Assistance opening or closing rear doors must be requested by the driver and have the same conditions as unloading assistance.

The customer assumes full liability for damage to the waste hauling vehicle resulting from waste unloading assistance by the MMF.

Unloading assistance may delay the customer’s vehicle due to availability of equipment and personnel.

The MMF may at its discretion refuse to provide unloading assistance to a customer due to vehicle condition, safety concerns or other issues.

Unloading assistance must be performed in accordance to the MMF Unload Assistance / Dig out policy.

All customers receiving dig out assistance must have a signed “Dig Out Agreement” on file with the MMF.

F. Stuck Vehicle Retrieval

If a customer’s waste hauling vehicle becomes stuck in the landfill, the MMF may provide assistance based on the following conditions:

Tow hooks (front and back) are required on all waste hauling vehicles.

The vehicle driver must request assistance.

The vehicle driver must attach the towing device (chain/cable) to the stuck vehicle.

The driver shall remain in the vehicle during the retrieval process and apply slight power as the tow devices start to pull.

The MMF shall not be liable for damages resulting from a retrieval operation.

The MMF reserves the right to refuse assistance and require the customer to obtain professional towing/retrieval service from an outside vendor.

G. General Safety Guidelines
The following guidelines should be observed by all MMF employees, customers and vendors:

**NO SMOKING** is allowed in the active landfill area at any time.

PPE including ANSI certified High visibility clothing, hard hats, and puncture resistant protective footwear that meets ANSI Z 2412 with “PR” designations (formerly Z41-1991) are to be worn by all employees, customers and vendors who are on the ground at the working face area.

It is the driver’s responsibility to be sure that the vehicle is on firm-level ground before dumping. It is the responsibility of the working face operators to provide the proper surface.

When exiting a waste hauling vehicle, the driver should make eye contact with landfill equipment operators before approaching any piece of equipment.

Drivers should not stand near the rear of the waste hauling vehicle during the unloading operation.

Unless required to operate vehicle unloading controls, drivers should stay in the vehicle at the working face of the landfill.

If drivers must exit the vehicle they should stay as close to the truck as possible and watch for equipment working in the vicinity.

Spacing between trucks should be adequate to provide safe area around each truck for doors, gates, access, etc. The minimum will be 15 feet each side of truck.

Dump trailers should have a minimum of 25 feet on each side of truck.

Equipment operators are responsible to ensure safe clearance around their machine at all times. An operator must perform a walk-around inspection when boarding a machine prior to engaging it for work.

**H. Distribution**

A copy of the Solid Waste Disposal Permit Requirements, Permit Application and Landfill Site Rules is made available to all employees and is located on the Authority OnBase and website. All permitted customers are provided a copy at the time of permit renewal and when it is updated.

**3.3 CONTRACTOR/CONSULTANT SAFETY**

This H&S Manual contains references to contractor safety requirements because our employees are responsible for communicating certain safety information to contractors when they perform work at our facilities. Detailed procedures are included in the Authority’s Contractor Safety Procedure, located on OnBase.
In certain circumstances a consultant or contractor working for the Authority may need to use a piece of Authority owned equipment. These instances will be limited to projects where it is financially impractical for the consultant or contractor to provide the required piece of equipment. Use of Authority owned equipment shall be limited to items that allow access to remote areas of the property or facilities. Under no circumstances will a contractor or consultant be permitted to use Authority owned over the road vehicles, or landfill operations heavy equipment. Any use of Authority owned equipment shall be specifically permitted in writing by the Executive Director.

The consultant or contractor using Authority owned equipment shall agree to: (1) hold the Authority harmless for any injury while using our equipment; (2) name the Authority as an additional insured on their liability insurance policy; and; (3) sign a waiver of subrogation form provided by the Authority.

3.4 CONFINED SPACE PROCEDURE

A. Introduction

The purpose of this section is to outline procedures to reduce hazards to employees when entering permit and non-permit required confined spaces. This program is in general accordance with the OSHA permit required confined space standards (29 CFR 1910.146). It applies to Authority employees involved with confined space entry, as well as all consultants, contractors, and sub-contractors of the Authority.

On an annual basis the Authority will review the confined spaces at all facilities to ensure that no changes have occurred.

B. Confined Space Definition

In order for an area to be defined as a confined space, three conditions must be satisfied. If a space does not meet all three of these conditions, the area is not classified as a confined space according to OSHA and the requirements described below do not apply.

1. Large enough and so configured that an employee can bodily enter and perform assigned work; and

2. Have limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults and pits are spaces that may have limited means of entry/egress.); and

3. Not be designed for continuous employee occupancy.

C. Non-Permit Confined Space Definition

A non-permit confined space means a confined space (according to the definition above) that does not contain or, with respect to atmospheric hazards, have the
potential to contain any hazards capable of causing death or serious physical harm.

In order for a space to be classified as a non-permit confined space, the only hazard posed by the space must be an actual or potentially hazardous atmosphere AND the employer must be able to demonstrate that through forced air ventilation alone the space is safe. A confined space meeting these criteria may be entered without the need for a written permit. Entry to these spaces does not require an attendant or non-entry retrieval equipment. Continuous forced air ventilation and atmospheric monitoring are required.

The alternate entry procedure for entering a space is as follows:

1. Survey entry site for hazards such as operating vehicle exhaust, unauthorized personnel, or loose debris that could pose a hazard during entry.

2. Apply continuous forced air ventilation.

3. Before any employee enters the confined space the internal atmosphere shall be tested with a calibrated direct reading instrument for the following:
   - Oxygen (O₂)
   - Combustible Gases (LEL)
   - Carbon Monoxide (CO)
   - Hydrogen Sulfide (H₂S)

4. Employee must record the reading on Form 3 - Confined Space Entry Permit in Section 13 along with Space Name, Date, Space Location and Name of Entrant. Additional readings will be taken periodically when duration of entry exceeds two hours. No other information is required for entry under attendant procedures.

D. General Requirements for All Confined Spaces (non-permitted and permitted)

1. Guarding of Entry: When entrance covers are removed, a railing or other temporary barrier shall promptly guard the opening. The barrier must prevent accidental falls and prevent foreign objects from entering the space and causing injury to employees below.

2. Look for any foreign objects that may be present in the area before entering.

3. Notify co-worker prior to entering and after exiting the confined space.

E. Non-Permit Required Confined Spaces

The table below is a list of Non-Permit Confined spaces that have been assessed to date. Table 1 contains the customer, location including longitude & latitude
coordinates, type of space, and permit class. A list of confined space assessments is available for employee review.

**CONFINED SPACE TABLE 1**  
**Non-Permit Required**

<table>
<thead>
<tr>
<th>Customer</th>
<th>Location</th>
<th>Type of Confined Space</th>
<th>Permit Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>None Identified at this Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 2 contains a list of Non-Permit Required - “Alternate Entry” Confined spaces that have been assessed to date.

**CONFINED SPACE TABLE 2**  
**Non-Permit Required - “Alternate Entry”**

<table>
<thead>
<tr>
<th>Customer</th>
<th>Location</th>
<th>Type of Confined Space</th>
<th>Permit Class</th>
</tr>
</thead>
</table>
| Army Water Line | Booster Pump Station 1 (BPS1)  
25115 NYS Rte. 3  
-75.870341, 43.980272 | Flow Meter Pit (outside bldg.) | Alternate Entry |
| Army Water Line | Booster Pump Station 1 (BPS1)  
25115 NYS Rte. 3  
-75.870341, 43.980272 | Pipe Gallery (inside bldg.) | Alternate Entry |
| Army Water Line | Booster Pump Station 1 (BPS1)  
25115 NYS Rte. 3  
-75.870341, 43.980272 | Sump Pump Pit (inside bldg.) | Alternate Entry |
| Army Water Line | Booster Pump Station 2 (BPS2)  
Fort Drum  
Fifth Street West  
-75.758346, 44.038861 | Flow Meter Pit (inside bldg.) | Alternate Entry |
| Army Water Line | Booster Pump Station 2 (BPS2)  
Fort Drum  
Fifth Street West  
-75.758346, 44.038861 | Pipe Gallery (inside bldg.) | Alternate Entry |
| Army Water Line | Booster Pump Station 2 (BPS2)  
Fort Drum  
Fifth Street West  
-75.758346, 44.038861 | Sump Pump Pit (inside bldg.)  
Alternate Entry |
|-----------------|-------------------------------------------------|
| RWL Town of Brownville | Star School Road  
16431 Star School House  
-76.044159, 44.028784 | Water Meter Pit  
Alternate Entry |
| RWL Town of Brownville | Water District 1  
17643 Cemetery Rd  
-76.020050, 44.013634 | Water Meter Pit  
Alternate Entry |
| RWL Town of Brownville | 25168 NYS Rte 180  
-76.045807, 44.029993 | Water Meter Pit  
Alternate Entry |
| RWL Town of Champion | Burnup Road (TPPS1)  
-75.781970, 44.007411 | Water Meter Pit  
Alternate Entry |
| RWL Village of Chaumont | Village of Chaumont  
Water Storage Tank  
-76.130599, 44.068289 | Water Meter Pit  
Alternate Entry |
| RWL Town of Lyme | CR 8 Millens Bay Rd  
Water District 1  
-76.149237, 44.076362 | Water Meter Pit  
Alternate Entry |
| RWL Town of Lyme | Water District 1  
Old Town Springs Road  
-76.135744, 44.079364 | Water Meter Pit  
Alternate Entry |
| RWL Town of Lyme | Water District 4  
10909 CR 8  
-76.149741, 44.079079 | Water Meter Pit  
Alternate Entry |
| RWL Town of Lyme | Water District 5  
Old Town Springs Road  
-76.135729, 44.079366 | Water Meter Pit  
Alternate Entry |
| RWL Hamlet of Three Mile Bay | Water District 2  
29565 Ashland Rd  
-76.195466, 44.094948 | Water Meter Pit  
Alternate Entry |
| Village of Heuvelton | Heuvelton Wastewater  
Treatment Plant  
Clarifier  
Alternate Entry |
| Town of DeKalb | Hermon Wastewater  
Treatment Plant CR 17  
-75.234931, 44.470202 | DeKalb Junction  
Water Meter  
Chlorination Pit  
Alternate Entry |
| Town of DeKalb | DeKalb Ridge Road Water Tower  
-75.268471, 44.502611 | Water Meter Pit  
Alternate Entry |
<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
<th>Access</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Village of Dexter</td>
<td>Village of Dexter Water Storage Tank Water Meter</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of Edwards</td>
<td>Edwards Wastewater Treatment Plant</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of Edwards</td>
<td>Town of Edwards Water Tower -75.251136, 44.323328</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of LeRay</td>
<td>Black River CR 129 to WD4</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of LeRay</td>
<td>Black River Howe Street WD4</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of LeRay</td>
<td>Black River Maple Street WD4 -75.782209, 44.017455</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of LeRay</td>
<td>Black River Water Treatment Plant NYS Rte. 3 -75.772847, 44.012688</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of LeRay</td>
<td>Water District 1 -75.857894, 43.985759</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of LeRay</td>
<td>Village of Evans Mills To WD3 Peck St. -75.803402, 44.082766</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of LeRay</td>
<td>DANC Connection To WD2 Calcium Fire Department -75.847099, 44.021524</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of LeRay</td>
<td>Water Districts 2 to 4 24527 CR 138 -75.847184, 44.021801</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of LeRay</td>
<td>Water District 3 8650 Leray St -75.803402, 44.082766</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of Pamela</td>
<td>Water District 1 22566 CR 32 -75.881316, 44.995070</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of Pamela</td>
<td>Water District 2 25037 NYS Rte. 3 -75.870894, 43.981664</td>
<td></td>
<td>Alternate Entry</td>
</tr>
<tr>
<td>Town of Pamela</td>
<td>Water District 4 Patterson Rd. -75.883546, 44.005981</td>
<td></td>
<td>Alternate Entry</td>
</tr>
</tbody>
</table>
F. Permit Required Confined Spaces

1. Permit-required confined space (permit space) means a confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere
- Contains a material that has the potential for engulfing an entrant
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section
- Contains any other recognized serious safety or health hazard.

Table 2 and 3 contains a list of Permit Required Confined spaces that have been assessed to date.

### CONFINED SPACE TABLE 3
Permit Required

<table>
<thead>
<tr>
<th>Customer</th>
<th>Location</th>
<th>Type of Confined Space</th>
<th>Permit Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>All WQ Customers</td>
<td>Manholes - Authority owned or contract operated sanitary sewer structures greater than 5' feet deep</td>
<td>Manholes</td>
<td>Full Permit Required</td>
</tr>
<tr>
<td>Army Sewer Line</td>
<td>Contract 3 Manhole 1 Washington Loop -75.8301175, 44.04925919</td>
<td>Air Release Manhole</td>
<td>Full Permit Required</td>
</tr>
<tr>
<td>Army Sewer Line</td>
<td>Contract 3 Manhole 2 King Loop -75.83143322, 44.0465925</td>
<td>Air Release Manhole</td>
<td>Full Permit Required</td>
</tr>
<tr>
<td>Army Sewer Line</td>
<td>Contract 3 Manhole 3 Fitzsimmons Loop -75.83404029, 44.04199124</td>
<td>Air Release Manhole</td>
<td>Full Permit Required</td>
</tr>
<tr>
<td>Army Sewer Line</td>
<td>Contract 3 Manhole 4 Forsythe Loop -75.83615856, 44.03619443</td>
<td>Air Release Manhole</td>
<td>Full Permit Required</td>
</tr>
<tr>
<td>Army Sewer Line</td>
<td>Contract 5 Manhole 1 -75.928481, 43.992495</td>
<td>Air Release Manhole</td>
<td>Full Permit Required</td>
</tr>
<tr>
<td>Army Sewer Line</td>
<td>Contract 5 Manhole 2</td>
<td>-75.924898, 43.996941</td>
<td>Air Release Manhole</td>
</tr>
<tr>
<td>Army Sewer Line</td>
<td>Contract 5 Manhole 3</td>
<td>-75.919662, 43.999750</td>
<td>Air Release Manhole</td>
</tr>
<tr>
<td>Army Sewer Line</td>
<td>Contract 5 Manhole 4</td>
<td>-75.911165, 44.000769</td>
<td>Air Release Manhole</td>
</tr>
<tr>
<td>Army Sewer Line</td>
<td>Contract 5 Manhole 5</td>
<td>-75.908483, 44.006079</td>
<td>Air Release Manhole</td>
</tr>
<tr>
<td>Army Sewer Line</td>
<td>Warneck Pump Station</td>
<td>23557 NYS Route 37</td>
<td>Watertown, NY</td>
</tr>
<tr>
<td>RT 3 Sewer</td>
<td>Hamlet of Felts Mills</td>
<td>Felts Mills PS-1</td>
<td>(Gleasons FM01)</td>
</tr>
<tr>
<td>RT 3 Sewer</td>
<td>Hamlet of Felts Mills</td>
<td>Felts Mills PS-3</td>
<td>(Back Street FM03)</td>
</tr>
<tr>
<td>RT 3 Sewer</td>
<td>Hamlet of Rutland</td>
<td>Burnup Road</td>
<td>(Taylor Park TPPS1)</td>
</tr>
<tr>
<td>RT 3 Sewer</td>
<td>Town of Champion</td>
<td>Great Bend PS2</td>
<td>(Bills Feed GB02)</td>
</tr>
<tr>
<td>RT 3 Sewer</td>
<td>Town of Champion</td>
<td>Great Bend PS3</td>
<td>(Stewart GB03)</td>
</tr>
<tr>
<td>RT 3 Sewer</td>
<td>Town of Champion</td>
<td>Great Bend PS4</td>
<td>(SH 26 GB04)</td>
</tr>
<tr>
<td>RT 3 Sewer</td>
<td>Town of Champion</td>
<td>Great Bend PS4</td>
<td>(SH 26 GB04)</td>
</tr>
<tr>
<td>RT 3 Sewer</td>
<td>Town of LeRay</td>
<td>Black River PS2A</td>
<td>(BR2A)</td>
</tr>
<tr>
<td>RT 3 Sewer</td>
<td>Town of LeRay</td>
<td>Black River SD3</td>
<td>(Legion BR01)</td>
</tr>
<tr>
<td>RT 3 Sewer</td>
<td>Town of LeRay</td>
<td>Black River PS1</td>
<td>(Legion BR01)</td>
</tr>
<tr>
<td>RT 3 Sewer</td>
<td>Town of LeRay</td>
<td>Black River PS3</td>
<td>(BR03)</td>
</tr>
<tr>
<td>RT 3 Sewer Town of LeRay</td>
<td>Black River PS2 (BR02) 28100 Howe ST</td>
<td>Sewer Wetwell</td>
<td>Full Permit Required</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------</td>
<td>----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>RT 3 Sewer Town of LeRay</td>
<td>Black River PS6 (BR06) Parkview ST -75.795995, 44.011205</td>
<td>Sewer Wetwell</td>
<td>Full Permit Required</td>
</tr>
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<td>RT 3 Sewer Town of LeRay</td>
<td>L-PS1 (Renaissance) 5833 NYS Rte. 3 -75.855230, 43.986305</td>
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<td>L-PS2 (Admirals Walk) 21934 Admirals Walk -75.851594, 43.984648</td>
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<td>L-PS3 (Twin Oaks Dr) 26360 NYS Rte. 3 -75.844367, 43.98932</td>
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<td>L-PS4 (Duffy Rd) 22657 Duffy Rd. -75.839285, 43.994975</td>
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<td>Village of Heuvelton</td>
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</tr>
<tr>
<td>Recycling Transfer Station</td>
<td>Harrisville 8023 Washington Street -75.332566, 44.154965</td>
<td>RRC Manhole 1</td>
<td>Full Permit Required</td>
</tr>
<tr>
<td>Recycling Transfer Station</td>
<td>Harrisville 8023 Washington Street -75.331713, 44.157226</td>
<td>RRC Manhole 4 (Septic Tank)</td>
<td>Full Permit Required</td>
</tr>
</tbody>
</table>

**Note:** Carthage Water Pollution Control Facility, Clayton Water/Wastewater, Malone WWTP and Ogdensburg WWTP confined spaces are listed in their respective Health & Safety manuals.

2. **Duties and Responsibilities**
Employees are responsible for complying with all confined space protocol. Direct supervisors are responsible for ensuring that their employees and contractors have received proper training and that they comply with the requirements of the confined space program during each entry (see specific criteria below). Division Managers are responsible for the overall implementation and maintenance of the Authority’s confined space program.

The Director of Engineering, or a qualified designee, will conduct a review of the program, at least annually. This process will utilize canceled entry permits to identify and correct any inadequacies. Figure 3 - Confined Space Decision Flow Chart in Section 14 identifies the process necessary for reviewing each space.

a. Entrant Duties

- Entry into a permit required confined space requires that an attendant be present throughout the entire entry. The attendant is assigned to monitor the space and may not enter the space to perform any rescue response until relieved by another attendant.

- Do not enter space until pre-entry checks have been completed and are within acceptable levels on the entry permit (Form 3, Section 13).

- Know the hazards of the confined space (i.e. atmosphere, engulfment, etc.).

- Use equipment properly.

- Maintain communication at all times with the attendant.

- Alert the attendant of any hazards.

- Exit as quickly as possible when ordered by attendant or supervisor, when entrant recognizes any warning sign or symptom, detection of prohibited condition or alarm is activated.

- Complete confined space training prior to entering a permit required confined space.

b. Attendant Duties

- The attendant will follow the requirements outlined in the Duties and Responsibilities section, including maintaining communication with the entrant(s) throughout the entire entry and initiating an evacuation of the space if any conditions occur that could impact the safety of the entrant(s).
• Know the hazards of the confined space (i.e. atmosphere, engulfment, etc.).

• Be aware of possible behavioral effects caused by the presence of hazardous substances.

• Maintain an accurate headcount of all entrants.

• Remain outside the confined space until relieved by another properly trained attendant.

• Communicate at all times with the entrant.

• Monitor activities inside and outside the confined space and order evacuation if: a prohibited condition is detected, behavioral effects in the entrant(s) is detected, danger outside confined space is detected, or if attendant feels he/she can no longer perform his/her duties as an attendant.

• Summon rescue and emergency services.

• Keep unauthorized persons away from and out of the confined space and inform entrants and the entry supervisor of unauthorized people.

• Perform non-entry rescue duties.

• Perform no duties that interfere with the monitoring and protection of the entrant(s).

• The attendant cannot also be the entrant.

• Complete confined space training prior to acting as an attendance at a permit required confined space.

c. Confined Space Supervisor Duties

• Know the hazards of confined space (i.e. atmosphere, engulfment, etc.).

• Verify testing was performed, procedures were followed, and equipment was used properly. Confined Space Supervisor must review and sign permit prior to entry.

• Terminate entry.

• Complete the permit forms and complete processing of all permit documentation.
- Cancel permits. Confined space supervisor must review permit to ensure entry was performed in accordance with requirements and sign cancellation of permit.

- Verify rescue means are available and operational.

- Remove unauthorized individuals.

- The Confined Space Supervisor may also act as the attendant, but may not act as the entrant.

- Only designated employees with training in Confined Space Procedures are authorized to act as Confined Space Supervisors. Supervisors must complete onsite confined space training and additional external training specific to confined space safety, as approved by the Safety Officer, or completion of the 10-Hour OSHA safety training course.

- The following list identifies individuals that are authorized as Confined Space Supervisors:

1. Jason Akins (MMF)
2. Andrew Bishop (WQ)
3. Mike Blackwell (MMF)
4. Megan Ervay (Eng.)
5. Alan Fleming (WQ)
6. Christian Fout (Eng.)
7. Joshua Doyle (MMF)
8. Dan Jackson (WQ)
9. Norman (Bill) Jones (WQ)
10. Kenneth Kizzer (WQ)
11. Brian LaRock (MMF)
12. Steve Marshall (WQ)
13. Brian Mantle (WQ)
14. Scott McConnell (WQ)
15. Ben Millard (MMF)
16. Brian Nutting (WQ)
17. Neil O’Dell (WQ)
18. Patricia Pastella (MMF)
19. Larry Pete (WQ)
20. David Rohe (Eng.)
21. Jerame Roux (WQ)
22. Chris Sullivan (MMF)
23. Rob Stevenson (Eng.)
24. Michael Taber (WQ)
25. Stuart Tamblin (MMF)
26. Carrie Tuttle (Eng.)
27. Mark Tyo (MMF)
3. Labeling/Communication to Employees

All employees must be informed of permit required confined spaces through labeling or other equally effective means. If possible the spaces should be posted with a sign such as, “DANGER – PERMIT REQUIRED CONFINED SPACE, DO NOT ENTER” or other similar language.

4. Atmospheric Testing and Control of Hazards

Before entering a permit required confined space, the internal atmosphere must be tested with a calibrated instrument. During the entry continuous monitoring is required to ensure that a hazardous atmosphere it not present.

Atmospheric testing is required for two distinct purposes:

- The evaluation of the hazards in the permit space, and
- Verification that acceptable entry conditions exist.

Confined space atmosphere shall be tested prior to entry to determine whether dangerous air contamination and/or oxygen deficiencies exist. A direct reading gas monitor shall be used. Minimum parameters to be monitored are oxygen deficiency, lower explosive limits, carbon monoxide, and hydrogen sulfide concentrations. A written record of the pre-entry test results shall be made and kept at the work site for the duration of the job and entered on the appropriate location on the permit entry form. If the entry exceeds 2 hours, additional readings shall be recorded. All affected employees in this work shall be able to review the testing results. All work shall be governed by the most hazardous condition present when work is being performed in adjoining spaces.

a. Evaluation Testing - The atmosphere of a permit required confined space will be analyzed utilizing equipment of sufficient sensitivity and specifically to identify any hazardous atmospheres that may reasonably be expected to exist or arise.

b. Verification Testing - The atmosphere of a permit required confined space will be evaluated and determined to be within an acceptable range before entry is permitted. Results of atmospheric testing are to be recorded on the entry permit.

c. Duration of the atmospheric testing for each parameter will be made in at least a minimum response time of the test instrument as specified by the manufacturer. All instrument operation will be
conducted in strict accordance with the manufacturer’s recommendations.

d. Testing of Stratified Atmospheres is monitoring entries involving descent into atmospheres that may be stratified; the atmosphere will be tested at four (4) foot intervals in the direction of travel. The entrant does not enter into the permit required confined space until said testing is completed and acceptable entry levels are realized.

e. Control of Atmospheric Hazards is required once a confined space entry is underway. Through surveillance, testing, and ventilation, the risk of impact to the entrant(s) can be minimized.

f. Surveillance - The surrounding areas will be supervised to identify and avoid hazards, such as drifting vapors from surrounding areas.

g. Space Ventilation - If mechanical ventilation is utilized, systems shall be set at 100% outside air. Where it is possible, additional manholes and hatches should be opened to increase circulation. Use portable blowers to augment natural circulation if needed. Perform continuous air quality monitoring. All employees shall reference specific confined space entry procedures for their respective facilities.

h. Validation of Operation for Direct Reading Portable Gas Monitors

1. Definitions

Bump Test (Function Check) - A qualitative function check where a challenge gas is passed over the sensor(s) at a concentration and exposure time sufficient to activate all alarm indicators to present at least their lower alarm setting. The purpose of this check is to confirm that gas can get to the sensor(s) and that all the alarms present are functional. This is typically dependent on the response time of the sensor(s) or a minimum level of response achieved, such as 80% of gas concentration applied. Note this check is not intended to provide a measure of calibration accuracy.

Calibration Check - A quantitative test utilizing a known traceable concentration of test gas to demonstrate that the sensor(s) and alarms respond to the gas within manufacturer’s acceptable limits. This is typically ±10-20% of the test gas concentration applied unless otherwise specified by the manufacturer, internal company policy, or a regulatory agency.

Full calibration – The adjustment of the sensor(s) response to match the desired value compared to a known traceable concentration of test gas. This should be done in accordance with the manufacturer’s instructions.
2. Recommended Frequency

A bump test (function check) or calibration check of portable gas monitors should be conducted before each day’s use if recommended in accordance with the manufacturer’s instructions.

Any portable gas monitor which fails a bump test (function check) or calibration check must be adjusted by means of a full calibration procedure before further use, or removed from service.

A full calibration should be conducted at regular intervals in accordance with instructions specified by the instrument’s manufacturer, internal company policy, or a regulatory agency.

Validation of an instrument’s operability should be conducted if any of the following conditions or events occurs during use:

i. Chronic exposures to, and use in, extreme environmental conditions, such as high/low temperature and humidity, and high levels of airborne particulates.

ii. Exposure to high (over range) concentrations of the target gases and vapors.

iii. Chronic or acute exposure of catalytic hot-bead LEL sensors to poisons and inhibitors. These include volatile silicones, hydride gases, halogenated hydrocarbons, and sulfide gases.

iv. Chronic or acute exposure of electrochemical toxic gas sensors to solvent vapors and highly corrosive gases.

v. Harsh storage and operating conditions, such as when a portable gas monitor is dropped onto a hard surface or submerged in liquid. Normal handling/jostling of the monitors can create enough vibration or shock over time to affect electronic components and circuitry.

vi. Change in custody of the monitor.

vii. Change in work conditions that might have an adverse effect on sensors.

viii. Any other conditions that would potentially affect the performance of the monitor.

5. Permit Process
Before entry into a confined space, a confined space permit must be completed and signed by a trained and authorized employee. (Reference Form 3 of Section 13 for a blank permit.) This permit will identify the steps necessary to mitigate any hazards of the space prior to entry. The permit must be posted at the confined space entry point throughout the entry. Once the permit required confined space work is completed, the entry supervisor must cancel the permit. Completed permits must be kept for one year and reviewed annually.

6. Rescue and Emergency Procedures

In the event of an incident while an entrant is working in a permit required confined space, the following steps will be followed:

a. General Procedures

- Evaluate the situation.

- Notify the entry supervisor & the nearest emergency medical unit, and call 911.

- Do not enter the permit required confined space until another trained attendant can take your position and it is determined that you can enter the space safely. If possible remove the entrant utilizing the safety line attached to the harness.

- Do not allow untrained EMS personnel to enter the permit required confined space.

b. MMF Specific Rescue & Emergency Procedures

MMF employees trained and qualified to perform confined space rescue are:

- Jason Akins
- Mike Blackwell
- Joshua Doyle
- Brian LaRock
- Benjamin Millard
- Chris Sullivan
- Stuart Tamblin
- Monty Phinney

i. Prior to entry, the confined space rescue team will be notified of the space being entered by entrant. If multiple spaces are being entered in same day the entrant will inform the team of such activities. At least one team member must be notified so he or she can communicate information with other members on site. It is the responsibility of the confined
space entry supervisor to ensure the team has been notified.

ii. Confined space rescue team members and acting supervisor will assemble at the site of entry with all emergency equipment (davit arm, retrieval winch, SCBA and body harness) and make observations of emergency.

iii. Attendant will make all calls necessary to aid in the emergency situation (911, supervisor, confined space rescue team).

c. WQ Specific Rescue & Emergency Procedures

WQ employees trained and qualified to perform non-entry confined space rescue are:

- Andrew Bishop
- Alan Fleming
- Dan Jackson
- Norman (Bill) Jones
- Kenneth Kizzer
- Brian Mantle
- Steve Marshall
- Scott McConnell
- Neil O’Dell
- Jerame Roux
- Larry Pete
- Michael Taber

i. All facilities operated by Authority employees: At least two team members must be trained and qualified to perform non-entry confined space rescue. It is the responsibility of the confined space entry supervisor to ensure the team includes two members of the confined space rescue team.

ii. A confined space rescue team member and acting supervisor (may be the same person) will assemble at the site of entry with all emergency equipment (retrieval winch, SCBA and body harness) and make observations of emergency.

iii. Attendant will make all calls necessary to aid in the emergency situation (911, supervisor, confined space rescue team)

7. Retrieval Equipment and Personal Protective Equipment
To facilitate non-entry rescue, retrieval systems shall be used whenever an entrant enters a permit required confined space, unless the retrieval equipment would increase the overall risk of the entry and would not contribute to the rescue of the entrant. The determination to not use retrieval equipment must be made by a Confined Space Supervisor.

Appropriate retrieval equipment consists of a full body harness with a retrieval line attached at the center of the entrants back near shoulder level. The harness must be connected to a retrieval line attached to a mechanical device or fixed point outside the space. For any vertical entry over 5’ deep, a mechanical device shall be available at the space at the time of entry.

8. Confined Space Procedure For MMF Leachate Manhole Entry

   a. Purpose

      This section outlines the specific confined space entry procedures required for entering all leachate manholes at the MMF. This procedure should be used in conjunction with the Authority’s written Confined Space Plan.

   b. Entrance Procedures

      1. Once at the site and prior to entry, the entrant will remove the manhole cover. The manhole will then be surveyed from outside for foreign objects that may impede entry and exit.

      2. Ventilation equipment will be utilized for all leachate monitoring manhole entries.

      3. The entrant will utilize the confined space air monitor to test the atmosphere inside of the manhole. The pre-entry check will be logged on the confined space permit. Air monitoring must continue throughout the entire duration of confined space entry.

      4. Non entry retrieval equipment is required for all leachate manhole entries unless it has been determined to be detrimental to the safe entry. (see section 3.4, F, 9).

      5. After a Completed Permit has been issued by a confined space supervisor AND the Confined Space Rescue Team has been notified of entry, work may proceed.

      6. Care should be taken when entering leachate manholes that are not equipped with a fixed ladder extension outside the hatch. Employees are at greater risk of a fall while entering these spaces and non-entry retrieval equipment should be
kept taut to provide fall protection while the employee is descending into these spaces.

7. After the entrant has reached the floor of the manhole the entrant, with assistance from the attendant as required, will reposition the lanyard to ensure it is free from obstructions. It is the attendant’s responsibility to ensure that the non-entry retrieval equipment is positioned such that the entrant could be hoisted out of the space without another person having to enter the space should the entrant lose consciousness or become injured.

8. The entrant and the attendant will maintain continuous communication. The entrant will exit the manhole immediately if conditions become unsafe or if notified by the attendant that the confined space entry has been terminated.

9. Once the confined space entry is complete the space will be returned to its normal condition and the completed permit will be returned to the confined space supervisor to close out and file.

G. Training

All employees who will be involved in confined space entry for any reasons will be properly trained prior to performing this work. This training will be conducted in accordance with CFR 1910.146, to provide adequate information regarding the hazards potentially present in confined spaces, safety precautions and measures available to mitigate these hazards and all emergency equipment and procedures regarding self-rescue, non-entry rescue, and entry rescue. All such training shall be documented and placed in the employee’s personnel file or a “Confined Space Safety Training” file. This training shall be updated on a regular basis whenever the hazards or permit required confined spaces are changed. Specific training will include confined space entry, use of fall protection devices, and use of the air monitoring equipment.

In addition to the standard training provided to confined space entrants and attendants, those individuals that will be expected to perform emergency response and rescue duties during confined space entries must have received current training in the following areas:

- CPR Training (every two years)
- First Aid Training (every two years)
- Annual SCBA Training
- Annual medical approval to wear a respirator (pulmonary function testing)
- Annual Respirator Fit Testing
- Annual Confined Space Rescue Training
- Initial training in the use of fall protection equipment
H. Contractors

All contractors or consultants to the Authority that perform work involving permit required confined spaces entry shall comply with the safety requirements contained within this health and safety manual or their own.

The consultants and/or contractors shall complete entry permit forms similar to those contained within this manual. These forms must be submitted to the Division Manager or designee after the permit is canceled. The respective employer for each of these consultants or contractors shall be responsible for training and implementing safety programs for their respective employees. The Division Manager or designee will be available to provide contractors and consultants with appropriate information on the hazards present in these confined spaces prior to their start of work.

Authority employees working with contractors shall comply with the provisions of the Authority’s Contractor Safety Procedure. This document is available through OnBase.

3.5 LOCKOUT/TAGOUT

A. Introduction

The purpose of this section is to outline procedures to eliminate the risks associated with working on or near machinery and pipelines in which “unexpected” start-up of machinery or release of stored energy could cause injury to employees. Further guidance is available in 29 CFR 1910.147.

B. General Information

1. Each employee involved with performing work on any mechanical, electrical, etc., system will be trained in appropriate lockout/tagout procedures.

2. Follow procedures to totally isolate the equipment from its energy sources prior to work. Energy sources may include:
   a. Motor Control Centers
   b. Instrumentation/Computer Networks
   c. Hydraulic Systems
   d. Pneumatic Systems
   e. Process Fluid Systems
   f. Vacuum Systems

3. Place a lock on each energy isolating device prior to work. The locks must hold the energy-isolating device in a “safe” or “off” position. Attach “Danger Do Not Operate” tags to each lock. On the tag write the name of the employee, and date of attachment.
EACH EMPLOYEE WORKING ON THE MACHINE OR EQUIPMENT MUST PLACE A SEPARATE LOCK AND TAG ON EACH ENERGY ISOLATING DEVICE.

NO EMPLOYEE MAY REMOVE THE LOCK OF ANOTHER EMPLOYEE.

4. After verifying that no personnel are exposed, operate the push button or other normal operating controls to verify the equipment will not operate. Return operating controls to “neutral” or “off” position after the test.

5. If a lock cannot be utilized, a tag indicating that the operation or movement of energy isolating devices from the “safe” or “off” position is prohibited. Notify your supervisor immediately of any equipment that cannot be locked out. Where a tag cannot be attached directly to the energy isolating device, the tag will be located as close as safely possible to the device in a position immediately obvious to anyone attempting to operate the device. Employees will be trained on the following limitations:
   a. Tags are warning devices and do not provide the physical restraint a lock does.
   b. Tags are not to be removed without authorization of the authorized person responsible for them.
   c. Tags must be legible, understandable, and made of a material that will withstand environmental conditions.
   d. Tags are to be securely attached so that they cannot be inadvertently or accidentally detached during use.

C. Lockout/Tagout Restrictions

1. Isolating devices that are locked and/or tagged will include all those that control an energy source.

2. Locks and tags utilized will be able to withstand any adverse conditions in which they may be used. Tags that are located in adverse conditions must not deteriorate making the written message illegible.

3. Removal of fuses does not satisfy lockout requirements.

4. The individual who applied the locks and tags is the only person who will remove said locks and tags.

5. No employee will rely on another employee’s lock and tag.

D. Removal of Lock and Tag
1. In the event the individual who placed the lock and tag on the equipment is unavailable to remove the lock and tag, the following steps will be followed:

   a. The supervisor determines if it is safe to restore the energy to the system.

   b. Determined that the employee who applied the lock and tag is not at the facility.

   c. Make a reasonable effort to contact said employee.

   d. Notify employee that the lock and tag was removed upon his/her return to the facility.

E. Typical Lockout/Tagout Procedure:

Certain equipment that requires a multi-step procedure to isolate energy sources will have a specific written lockout tagout procedure that describes the specific steps that employees will take to properly de-energize. Copies of these SOPs will be linked to the equipment in the Authority’s Computerized Maintenance Management System. In general all lockout tagout procedures will contain the following information.

1. Prepare:

   a. Know the types and amounts of energy that power the machine or equipment to be shut down;

   b. Know the hazards of that energy;

   c. Know how the energy can be controlled;

   d. Locate all switches, valves and energy sources that pertain to this machine or piece of equipment.

2. Lockout/Tagout Procedure:

   a. Notify all affected employees that the lockout/tagout system is being utilized;

   b. Shut down the machine as you normally do;

   c. Operate all energy isolating devices so that the equipment is isolated from its energy sources. Be sure to isolate all energy sources-secondary power supplies as well as the main power source;

   d. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic system,
and air, gas, steam or water pressure, etc.) must be dissipated or
restrained by grounding, repositioning, blocking, bleeding down,
etc.;

e. Apply lockout/tagout devices to the machinery or equipment;

f. Retrace your steps to make sure all switches, valves and energy
sources are isolated and locked out;

g. Ensure that the equipment is disconnected from the energy
source(s). First check that no personnel are exposed, then verify
the isolation of the equipment by operating the push button or
other normal operating control(s).

h. Return operating control(s) to neutral or "off" position after verifying
the isolation of the equipment.

i. The machine or equipment is now locked out.

3. Return to Normal Operations:

a. Make sure the machine or equipment and immediate area around
the machine or equipment have been cleared of all nonessential
items and that the machine or equipment components are
operationally intact.

b. Check the work area to be sure that all employees have been
safely positioned or removed from the area.

c. Verify that the controls are in neutral.

d. Replace all guards.

e. Remove the lockout devices and energize the machine or
equipment. The removal of some forms of blocking may require re-
energizing the machine before safe removal.

f. Notify affected employees that the servicing or maintenance is
completed and the machine or equipment is ready for use.

E. Location of Locks and Tags

1. Booster Pump Station #1 - Locks and tags are located on the workbench in
the pump room.

2. Booster Pump Station #2 - Locks and tags are located on the wall in the
motor control center.
4. Warneck Pump Station - Locks and tags are located on the wall between the MCC and Generator Room.

5. Limerick Booster Pump Station

6. Water Quality vehicles are equipped with locks and tags.

7. MMF O&M Building – Locks and tags are located in the maintenance shop.

8. Recycling Transfer Station  Locks and tags are available in the maintenance shop adjacent to the tipping floor.

F. Inspections

The direct supervisors will conduct periodic inspections of the energy control procedure at least annually to verify that the procedures & requirements of this section are being followed. Records of these inspections will be maintained at the facility.

G. Training

Each employee will be trained in lockout/tagout procedures prior to conducting the work. Authority will maintain records of this training in accordance with OSHA requirements.

H. Coordination with Outside Vendors

This lockout/tagout safety program applies to all Authority employees and outside contractors working on Authority facilities. All outside contractors are responsible for ensuring that their employees follow all OSHA requirements and the Authority’s Contractor Safety Procedure.

3.6 OCCUPATIONAL NOISE EXPOSURE

A. Introduction

OSHA, in 29 CFR 1910.95 specifies that whenever employees are exposed to occupational noise levels which are equal to or exceed eight (8) hour time-weighted average of 85 decibels, a continuing, effective hearing conservation program will be administered. Sound level surveys conducted to date indicate that some employees may be exposed to noise levels exceeding this threshold.

B. Permissible Noise Exposures

Engineering or administrative controls are utilized, where feasible, to reduce sound levels to acceptable levels wherever employees are exposed to sound levels which exceed the permissible noise exposures outlined in Table G-16. Where such controls are not feasible, hearing protection devices will be provided and will be required to be worn by employees to reduce sound levels to acceptable levels.
TABLE G-16 - PERMISSIBLE NOISE EXPOSURES

<table>
<thead>
<tr>
<th>Duration per day (hours)</th>
<th>Sound level, dBA slow response</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>90</td>
</tr>
<tr>
<td>6</td>
<td>92</td>
</tr>
<tr>
<td>4</td>
<td>95</td>
</tr>
<tr>
<td>3</td>
<td>97</td>
</tr>
<tr>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td>1 ½</td>
<td>102</td>
</tr>
<tr>
<td>1</td>
<td>105</td>
</tr>
<tr>
<td>½</td>
<td>110</td>
</tr>
<tr>
<td>1/4 or less</td>
<td>115</td>
</tr>
</tbody>
</table>

C. Designated Areas that Exceed Permissible Exposure Areas

The following areas have been tested and found to be above 85 decibels. As such employees are required to wear hearing protection whenever they are in these areas. Periodic testing will be conducted to determine other potential hearing protection required areas.

HEARING PROTECTION REQUIRED AREAS

<table>
<thead>
<tr>
<th>Location</th>
<th>Required When</th>
<th>Sound level, dBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPS1 Generator Room</td>
<td>Generator is running</td>
<td>107 dBA</td>
</tr>
<tr>
<td>BPS2 Generator Room</td>
<td>Generator is running</td>
<td>107 dBA</td>
</tr>
<tr>
<td>Dekalb Generator Room</td>
<td>Generator is running</td>
<td>89 dBA</td>
</tr>
<tr>
<td>Edwards Wastewater Treatment Plant Blower Room</td>
<td>Blower is running</td>
<td>92 dBA</td>
</tr>
<tr>
<td>Heuvelton Wastewater Treatment Plant Blower Room</td>
<td>Blower is running</td>
<td>87 dBA</td>
</tr>
<tr>
<td>LeRay A-Site Generator Room</td>
<td>Generator is running</td>
<td>96 dBA</td>
</tr>
<tr>
<td>LeRay Carey Well Site Generator Room</td>
<td>Generator is running</td>
<td>95 dBA</td>
</tr>
<tr>
<td>LeRay Farash Pump Station Generator Room</td>
<td>Generator is running</td>
<td>95 dBA</td>
</tr>
<tr>
<td>LeRay Irving Generator Room</td>
<td>Generator is running</td>
<td>91 dBA</td>
</tr>
<tr>
<td>LeRay Wood Creek Pump Station, Generator Room</td>
<td>Generator is running</td>
<td>96 dBA</td>
</tr>
<tr>
<td>Limerick Booster Pump Station Generator Room</td>
<td>Generator is running</td>
<td>98 dBA</td>
</tr>
<tr>
<td>Equipment</td>
<td>Location</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>---------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>MMF New Holland TN 704 Tractor</td>
<td></td>
<td>While operating tractor</td>
</tr>
<tr>
<td>Route 3 Sewer Corridor and LeRay Route 11 Gorman-Rupp Pump Stations with Back-up Engines</td>
<td>Back up motor is running</td>
<td>90 dBA</td>
</tr>
<tr>
<td>MMF Inch Impact Wrench (1/2” – 1”)</td>
<td>In Maintenance Shop</td>
<td></td>
</tr>
<tr>
<td>MMF Bench Grinder</td>
<td>In Maintenance Shop</td>
<td></td>
</tr>
<tr>
<td>MMF 4.5” Hand Grinder</td>
<td>In Maintenance Shop</td>
<td></td>
</tr>
<tr>
<td>MMF Oil Storage Room</td>
<td>Anytime entering space</td>
<td></td>
</tr>
<tr>
<td>MMF Compressor Room</td>
<td>Compressor is running</td>
<td></td>
</tr>
<tr>
<td>MMF Emergency Generator Room</td>
<td>Generator is running</td>
<td></td>
</tr>
<tr>
<td>WPS Generator Room</td>
<td>Generator is running</td>
<td></td>
</tr>
<tr>
<td>WPS Pump Gallery</td>
<td>Pumps are running</td>
<td></td>
</tr>
<tr>
<td>WPS Shop Area</td>
<td>Air Compressor is running</td>
<td></td>
</tr>
<tr>
<td>WPS Backup Diesel Pump Room</td>
<td>Pump is running</td>
<td></td>
</tr>
</tbody>
</table>

In addition to the areas listed above, hearing protection is required when employees are working in close proximity to equipment that is suspected to exceed 85 dBA. This includes equipment like impact wrenches, compressors, portable diesel pumps, diesel generators, lawn mowers, heavy equipment, etc.

D. Monitoring

The Project Engineer will periodically survey work areas to determine background sound levels, as well as personal exposure levels to identify duties, tasks, or operations where hearing protectors are to be used. Employees may observe any noise measurements conducted, if they so desire.

E. Employee Notification

Employees will be notified of the results of the monitoring performed. All employees who may be exposed to noise levels exceeding the eight (8) hour time-weighted average of 85 dBA will actively participate in the hearing conservation program. The Division Managers will notify these employees of potential noise levels. This noise exposure will be calculated in accordance with OSHA, Section 1910.95.

F. Audiometric Testing

The appointed primary health care provider will perform audiometric tests during yearly physicals. A certified technician or other qualified individual will evaluate the audiograms. An audiologist, otolaryngologist, or a physician will review problem audiograms, based on comparison of annual audiogram and baseline audiogram. A baseline audiogram will be conducted during the initial physical or within six (6) months of exposure to noise levels.
Should a problem audiogram be determined to be work-related by a qualified professional the following procedures will be followed:

1. Employees not using hearing protectors will be fitted with hearing protectors, trained in their use and care, and required to use them.

2. Employees already using hearing protectors will be refitted and retrained in the use of hearing protectors and provided with hearing protectors with greater attenuation, if necessary.

3. The employee will be referred for additional medical examinations and hearing tests as appropriate. The employee will be appropriately informed of the need for additional medical examinations.

All testing and test equipment shall be in accordance with OSHA 1910.95 G&H.

G. Hearing Protectors

Hearing protection will be provided to all employees exposed to noise levels exceeding the thresholds contained in this section. Due to the short timeframes of work in a specific area, engineering controls may not be feasible, in which case the use of suitable hearing protection must be utilized to protect employees. The methods used to estimate the adequacy of hearing protection attenuation will be conducted in accordance with OSHA, Section 1910.95.

H. Training Program

Training will be conducted annually. All employees that participate in the Hearing Conservation Program will be informed on:

1. The effects of noise on hearing.

2. The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types of devices and instructions on selection, fitting, and care.

3. The purpose of audiometric testing and an explanation of the test procedure.

I. Record Keeping

Authority will maintain a record of all noise level measurements and audiometric testing described in this section. These records will be available to affected employees.

3.7 BLOODBORNE PATHOGENS & POISONOUS PLANTS

A. Introduction
The purpose of this section is to outline procedures to minimize the risks associated with bloodborne pathogens while or after working in or near solid and liquid wastes. Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Needlesticks and other sharps-related injuries may expose workers to bloodborne pathogens.

B. Exposure Control Plan

1. It has been determined by the Authority that there is a possibility for health effects to its employees when good personal hygiene habits are not practiced during and after handling liquid or solid wastes.

2. Engineering and work practice controls are in place to minimize employee exposure.

   a. Personal protective equipment shall be utilized.

   b. Engineering and operational controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

   c. Hand-washing sites or hand sanitizer are readily accessible to employees. Employees are required to wash their hands or any exposed area frequently, or as soon as possible after contact with sewage or other wastes.

   d. Employees are also required to wash their hands after handling equipment, solid waste, debris, etc., frequently, or as soon as possible after completion of a task.

   e. Goggles are available and recommended for use by employees working in and around wastewater to reduce exposure.

   f. Gloves are required to minimize the possibility of punctures by sharps and should be worn when handling sludges, screenings or while unclogging equipment.

   g. Employees working in active landfill are required to wear puncture resistant work shoes and gloves to minimize the possibility to exposure by sharps.

   h. Employees with potential exposure to needles or other sharps are required to wear puncture resistant gloves and to use tools or other equipment, where practical, to avoid handling sharps/needles.

3. The Authority will provide, at no cost to the employee, appropriate personal protective equipment.
4. The Authority makes available, to their employees, the Hepatitis A, B, and tetanus vaccines. These vaccinations are provided to offer employees an increased level of protection against infection in the event that Hepatitis A and B contaminated waste is encountered in the workplace. Employees should consult with their personal physician to determine whether these vaccines are appropriate for them considering their individual health history. If employees elect not to receive the vaccine they will be required to sign Form 9.

3.7.1 TICK & LYME DISEASE

A. Introduction

The purpose of this section is to outline procedures to minimize the risks associated with ticks while or after working in or near tall grass and brush.

1. Lyme disease is the most common tick/insect-borne disease in the US, this disease can cause skin, joint, heart and nervous system problems that can affect people of all ages. Lyme disease is transmitted by the bite of an infected blacked legged (or deer) tick or flea with a specialized type of bacteria called spirochete.

2. Protective measures employees can use when outdoor are wearing light colored clothing, tuck pants into boots or socks, use a repellant containing DEET, walking in the center of trails, and avoid contact with high grass and brush at trail edges.

3. The Authority makes available to all employees tick safety kits which contain a repellant containing 25% DEET, lint rollers, tick removal device, and literature on ticks and lyme disease.

4. For more information on Lyme Disease and its symptoms, visit the Authority’s Intranet or the Center for Disease Control website at: http://www.cdc.gov/lyme/prev/on_people.html.

3.7.2 POISONOUS PLANTS

Authority personnel may come in contact with poisonous plants such as poison ivy, giant hogweed, and wild parsnip. It is important for employees to recognize these plants and to avoid contact with the plants. The Authority provides employees with information periodically so employees can recognize the plants, and to properly protect themselves from exposure. If employees suspect contact with a poisonous plant while at work, they should report the location of the suspected plants to their supervisor. The Authority also works proactively to remove poisonous plants from its publically accessible areas, where practical, to limit exposures. Information about poisonous plants ia also available on the Authority’s Intranet.
3.8 FALL PROTECTION

A. Introduction

The purpose of this section is to outline procedures to reduce hazards to employees exposed to falls while working from fixed ladders, portable ladders and/or other related equipment. This program is in general accordance with the Occupational Safety and Health Administration (OSHA) fall protection standards. It applies to Authority employees when working 4 feet or more above a lower level, as well as all consultants, contractors, and sub-contractors of the Authority when working more than 6 feet.

B. General Information

1. The fall protection standard does not apply to employees working on approved scaffolds, portable ladders, and extension ladders.

2. The following conventional fall protection systems are most commonly used to protect employees: guardrail systems, and personal fall protection system.

3. Under certain circumstances, other methods of fall protection may be required, but are based on specific types of hazards and must be approved by the Division Manager.

4. Fall protection devises do not have to be utilized when the employer can clearly demonstrate that it is not feasible, or creates a greater hazard to use these systems.

C. System Criteria and Practices

1. The Authority will provide to its employees fall protection systems in accordance with the standard.

2. All fall protection systems must comply with OSHA standards described in 1926.502. These standards provide very specific requirements for guardrail systems, personal fall arrest systems, lifelines and other harnesses.

3. Only qualified individuals can design and approve fall arrest systems.

4. Fixed ladders, guardrails and stairs must be inspected on a periodic basis to identify potential hazards such as loose rungs, broken/missing kick plates, damaged grating, etc.

5. Personal fall arrest systems must be inspected for damage prior to each. Only systems purchased from approved vendors are acceptable for use by Authority employees. Any personal fall arrest system that receives a load from a fall must be immediately removed from service and sent back to the supplier to re-certify the safety of the system.
6. Tying off to guardrails and hoists is not permitted. Lines used on scaffolds or similar platforms must be equipped with attachment devices that will lock in both directions. Each worker must be attached to a separate vertical lifeline.

7. A fall protection system must be in place before employees begin work.

D. Fall Protection Plan

1. All Authority employees must follow the fall protection standard for work 4’ or more above a lower level. Contractors working at Authority-owned or operated facilities must comply with the OSHA construction standard which requires fall protection at heights of 6’ or more.

2. Fall protection is required when working on or near the following areas:
   a. On or within 15 feet of the edge of a building roof edge without a fixed fall protection system on the edge of a building. Employees are prohibited from going within 15’ of a roof edge without using an approved fall protection system.
   b. Working on or around a removed grating without a fixed fall protection system.
   c. Working on or around a catwalk system or platform without a fixed fall protection system.
   d. While climbing or working from a fixed ladder for access to work around water tanks.
   e. While working from a fixed ladder on the side of a building or structure.
   f. While working from a ladder in a manhole or Pit.
   g. While working on a steep slope of which an employee cannot stand or balance himself easily.
   h. While working on or around large equipment.
   i. While working around the edge of excavations with greater than 6 feet vertical drop.
   j. While working around wall openings and/or holes of any kind.

E. Training

1. All workers exposed to fall hazards must be trained to recognize fall hazards and how to minimize the hazard.

2. A competent person must perform training.
3. Training must include the following information:
   a. The nature of the fall hazards in the work area.
   b. The correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems to be used.
   c. The use and operation of the fall protection system to be used.
   d. The employee role in the fall protection plan and safety monitoring system when used.
   e. The requirements of the fall protection standard.

4. A certificate of training will be supplied to each employee who has been trained in the fall protection systems.
   a. Employer must prepare a written record of certification.
   b. Record must include the worker’s name, date of training, and the signature of the trainer or employer.
   c. Employer need not re-train employees who have been trained by another employer providing the employee demonstrates a clear understanding of the skills necessary to minimize fall hazards and ensure compliance with the standard. The employee must provide certificate of former training.
   d. The latest training certification must be maintained.
   e. Training must be repeated when changes in the workplace conditions, fall protection systems, or equipment render the training obsolete.
   f. Employees that do not retain the knowledge, understanding, or skill necessary to comply, must be re-trained as needed.

3.9 RESPIRATORY PROTECTION PROGRAM

A. Introduction

   The purpose of this respiratory program is to establish standard operating procedures to ensure the protection of all employees from respiratory hazards through proper selection and use of respirators. This program applies to all employees who are wearing either required or voluntary use respirators during normal operations or non-routine tasks. Respirator use must be in accordance with the OSHA Respiratory Protection Standard, 29 CFR 1910.134.
B. Responsibilities

The Authority has designated the Director of Engineering & Environmental as the Program Administrator to oversee the respiratory protection program. Duties of the Program Administrator include:

1. Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
2. Selection of respiratory protection options.
3. Arranging for and/or conducting employee training.
4. Arranging for fit testing.
5. Administering the medical surveillance program.
6. Evaluating the program.
7. Updating written program as needed.
8. Monitoring work areas and operations to identify respiratory hazards.

C. Supervisor Duties

Division Managers are responsible for ensuring that the Respiratory Protection Program is implemented in their particular areas. In addition to being knowledgeable about the program requirements, Division Managers must also ensure that the program is understood and followed by the employees under their charge. Specific duties of the Division Manager include:

1. Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and medical evaluation.
2. Ensuring the availability of appropriate respirators and accessories.
3. Being aware of tasks requiring the use of respiratory protection.
4. Enforcing the proper use of respiratory protection when necessary.
5. Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan.
6. Ensuring that respirators fit well and do not cause discomfort.
7. Maintaining records required by the program.
8. Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.
D. Employee Duties

Each employee has the responsibility to wear his or her respirator when and where required and in the manner in which they were trained. Employees must also:

1. Care for and maintain their respirators as instructed and store them in a clean sanitary location.

2. Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly.

3. Inform their supervisor or the Program Administrator of any respiratory hazards that they feel may not be adequately addressed in the workplace and of any other concerns that they have regarding the program.

E. Respirator Selection

1. Respirators are selected on the basis of the hazards to which the employees are exposed and in accordance with OSHA requirements. Only NIOSH certified respirators will be selected and used.

2. The Program Administrator will conduct a hazard evaluation for each operation process, or work area where airborne contaminants may be present in routine operations or during an emergency.

3. The hazard evaluation will include:
   a. Identification of the hazardous substances used in the workplace, department or work process;
   b. Review of work processes to determine where potential exposures to these hazardous substances may occur; and
   c. Exposure monitoring to quantify potential hazardous exposures.
   d. The Program Administrator will establish a respiratory hazard assessment table and will revise and update the hazard assessments as needed (i.e., any time work process changes which may potentially affect exposure).

4. Respirators for Immediately Dangerous to Life and Health (IDLH) Atmospheres

   The employer shall provide a full facepiece pressure demand SCBA certified by NIOSH for a minimum service life of thirty minutes.
IDLH respirators are currently provided for WPS emergency responses due to the potential for a chlorine release and confined space rescue events. SCBAs are available at the MMF for an IDLH emergency.

5. Respirators for Atmospheres that are not for IDLH Atmospheres

The employer shall provide a respirator that is adequate to protect the health of the employee and ensure compliance with all other OSHA statutory and regulatory requirements, under routine and reasonably foreseeable emergency situations.

Employees responsible for MIG or stick welding, and Plasma Cutting must wear a Powered Air Purifying Respirator (PAPR) 3M Adflo combination welding helmet with a flip up grinding shield. All welding shall be performed with the use of local and general building exhaust ventilation.

F. Voluntary Respirator Usage

The Authority will provide respirators to employees for voluntary usage for the following work processes:

1. Grinding Metals
2. Hay Spreading
3. Floor Sweeping
4. Cleaning chlorine injectors with muriatic acid

There are two types of respirators approved for voluntary use.

For tasks 1, 2 and 3 above, the respirator provided for voluntary use is a filtering facepiece equivalent to the 3M 8293 Particulate Respirator Mask with valve.

For task 4, a Scott Model AV2000 full facepiece respirator with Scott 742 twin series acid gases/p100 air-purifying cartridges is approved for voluntary use while cleaning with muriatic acid. On June 12, 2012, Colden Corporation performed industrial hygiene testing at the Town of LeRay’s A-Site Water Treatment Plant. The testing was comprised of one WQ operator performing tasks associated with cleaning the water treatment chlorination injector while donning a personal breathing zone sampler. The purpose of the testing was to determine whether the concentration of Hydrochloric Acid was above the permissible exposure level. Two tests were completed and the results indicated levels <0.8 ppm of Hydrochloric Acid, which is less than both the OSHA permissible exposure limit of 5 ppm and the ACGIH TLV of 2 ppm. As such, no respiratory protection is
required. Operators choosing to wear a respirator may do so under the voluntary use program.

The Division Managers will provide all employees who voluntarily choose to wear a Powered Air Purifying Respirator (PAPR), filtering facepiece or Scott model AV-2000 full facepiece respirator with Scott 742 Twin Series Acid Gases/P100 cartridges and a copy of Appendix D of 29 CFR 1910.134. Appendix D details the requirements for voluntary use of respirators by employees. Employees must comply with the procedures for medical evaluation annual fit testing, respirator use, and cleaning, maintenance and storage.

The Program Administrator shall authorize voluntary use of respiratory protective equipment as requested on a case-by-case basis, depending on specific workplace conditions.

Hay spreading is not a regulated activity under OSHA that requires respiratory protection. Employees spreading hay may wear a 3M 8293 Particulate Respirator Mask. Employees in the voluntary respiratory protection program that are utilizing a 3M 8293 Particulate Respirator Mask are not required to complete a fit test or medical evaluation annually. These employees are required to have training on respiratory protection and receive a copy of Appendix D of 29 CFR 1910.134.

G. Maintenance and Care Procedures

In order to ensure continuing protection from the respirators being used, it is necessary to establish and implement proper maintenance and care procedures and schedules. A lax attitude toward maintenance and care will negate successful selection and fit because the devices will not deliver the assumed protection.

1. Cleaning & Disinfecting
   a. The Authority provides each user with a respirator that is clean, sanitary, and in good working order. Employees ensure that respirators are cleaned and disinfected as often as necessary to be maintained in a sanitary condition. Respirators are cleaned and disinfected using the procedures specified in manufacturer’s recommendations.
   b. Respirators are cleaned and disinfected:
      - As often as necessary when issued for the exclusive use of one employee;
      - Before being worn by different individuals;
      - After each use for emergency use respirators; and
      - After each use for respirators used for fit testing and training.

2. Storage
Storage of respirators must be done properly to ensure that the equipment is protected and not subject to environmental conditions that may cause deterioration. Respirators are stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals. They are packed and stored in accordance with applicable manufacturer’s instructions.

3. Respirator Inspection

All respirators will be inspected after each use and at least monthly. Should any defects be noted, the respirators will be taken to the supervisor. Damaged respirators will be either repaired or replaced.

a. Respirators shall be inspected as follows:
   - All respirators used in routine situations shall be inspected before each use and during cleaning;
   - All respirators maintained for use in emergency situations shall be inspected at least monthly and in accordance with manufacturer’s recommendations, and shall be checked for proper function before and after each use; and
   - Emergency escape-only respirators shall be inspected before being carried into the workplace for use.

b. Respirator inspections shall include the following:
   - A check of respirator function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube, and cartridges, canisters or filters; and
   - Check of elastomeric parts for pliability and signs of deterioration.

c. The following checklist will be used when inspecting respirators:

**Facepiece:**
- Cracks, tears, or holes
- Facemask distortion
- Cracked or loose lenses/face shield

**Head straps:**
- Breaks or tears
- Broken buckles

**Valves:**
- Residue or dirt
- Cracks or tears in valve material

**Filters/Cartridges:**
- approval designation
- gaskets
- Cracks or dents in housing
- proper cartridge for hazard

**Air Supply Systems:**
- breathing air quality/grade
- condition of supply hoses
- hose connections
- settings on regulators and valves

**H. Respirator Filter & Canister Replacement/Change Schedule**

An important part of the Respiratory Protection Program includes identifying the useful life of canisters and filters used on air purifying respirators. Each filter and canister shall be equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the contaminant; or If there is no ESLI appropriate for conditions, a change schedule for canisters and cartridges that is based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life. **Cartridges/Filters shall be changed** based on the most limiting factor below:

a. Prior to expiration date;
b. Manufacturer’s recommendations for use and environment;
c. When requested by employee; or
d. When restriction to air flow has occurred as evidenced by increased effort by user to breathe normally.

**I. Medical Evaluation**

Employees who are required or voluntarily choose to wear respirators must be medically evaluated before being permitted to wear a respirator on the job. Employees are not permitted to wear respirators until a physician has determined that they are medically able to do so.

A licensed health care professional must provide the medical evaluation to employees. Medical evaluation procedures are as follows:

1. **The medical evaluation will be conducted using medical questionnaire provided in Appendix C of 29 CFR 1910.134 Respiratory Protection Standard. Program Administrator or designee will provide a copy of this questionnaire to all employees requiring medical evaluation.**

2. **To the extent feasible, the Authority will assist employees who are unable to read the questionnaire. When this is not possible, the employee will be**
sent directly to the health care professional for assistance and medical evaluation.

3. All affected employees will be given a copy of the medical questionnaire to fill out and deliver the questionnaire to the health care professional. Employees will be permitted to fill out the questionnaire on Authority time.

4. Follow up medical exams will be provided to employees as required by the OSHA standard, and/or as deemed necessary by the health care professional.

5. All employees will be allowed the opportunity to speak with the health care professional about their medical evaluation if they so request.

6. The Authority’s HR Manager will provide the health care professional with a copy of this program. For each employee requiring evaluation, the health care professional will be provided with information regarding the employee’s work area or job title, proposed respirator type length of time required to wear the respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.

7. After an employee has received clearance to wear a respirator, additional medical evaluations will be provided under any of the following circumstances:

   a. The employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;

   b. The health care professional or supervisor informs the Program Administrator that the employee needs to be reevaluated;

   c. Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation; and

   d. A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

   NOTE: All examinations and questionnaires are to remain confidential between the employee and the physician. Records of these physicals will be maintained in employee personnel files.

J. Fit Testing Procedures

The Program Administrator or designee will ensure that a fit-test will be administered using an OSHA-accepted qualitative fit test (QLFT), or quantitative
fit test (QNFT) protocol. The OSHA-accepted QLFT and QNFT protocols are contained in Appendix A of the Respiratory Standard (1910.134). The Authority requires employees to be fit tested at the following times and with the same make, model, style, and size of respirator that they will be using.

1. Before being allowed to wear any respirator with a tight-fitting facepiece and at least annually thereafter;

2. Whenever a different respirator facepiece (size, style, model, or make) is used.

3. Whenever visual observations or a change in the employee’s physical condition that could affect respirator fit. Such conditions include, but are not limited to, facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight; and

4. Upon employee notification that the fit of the respirator is unacceptable.

5. The Authority has established a record of the fit tests administered to employees including:
   a. The name or identification of the employee tested;
   b. Type of fit test performed;
   c. Specific make, model, style, and size of respirator tested;
   d. Date of test; and
   e. The pass/fail results

K. Use Of Respirators

1. General Use Procedures
   a. Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or its manufacturer.

   b. All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix B-1 of the OSHA Respiratory Protection Standard.

   c. Employees are not permitted to wear tight fitting respirators if they have any condition, such as facial hair, facial scars, or missing dentures that prevents them from achieving a good seal.
Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece to face seal.

d. Voluntary or required respirator use chart listing includes the following:

**AUTHORITY RESPIRATORY HAZARD ASSESSMENT TABLE**

<table>
<thead>
<tr>
<th>Department/Task</th>
<th>Contaminant</th>
<th>Exposure Level 8 Hrs TWA(^1) (mg/m(^3))</th>
<th>PEL (mg/m(^3))</th>
<th>TLV (mg/m(^3))</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMF Maintenance</td>
<td>Copper</td>
<td>0.19</td>
<td>0.1</td>
<td>0.2</td>
<td>Local and general ventilation, PAPR 3M Adflo combination welding helmet with grinding shield.</td>
</tr>
<tr>
<td></td>
<td>Iron Oxide</td>
<td>17</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manganese</td>
<td>1.8</td>
<td>5</td>
<td>0.2</td>
<td></td>
</tr>
<tr>
<td>MMF Maintenance</td>
<td>Copper</td>
<td>0.017</td>
<td>0.1</td>
<td>0.2</td>
<td>Local and general exhaust ventilation, **voluntary use** of 3M 8293 Particulate Respirator Mask with valve.</td>
</tr>
<tr>
<td></td>
<td>Iron Oxide</td>
<td>0.97</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manganese</td>
<td>0.26</td>
<td>5</td>
<td>0.2</td>
<td></td>
</tr>
<tr>
<td>MMF Maintenance</td>
<td>Copper</td>
<td>0.43</td>
<td>0.1</td>
<td>0.2</td>
<td>Local and general ventilation, PAPR 3M Adflo combination welding helmet with grinding shield.</td>
</tr>
<tr>
<td></td>
<td>Iron Oxide</td>
<td>38</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manganese</td>
<td>0.26</td>
<td>5</td>
<td>0.2</td>
<td></td>
</tr>
<tr>
<td>WQ</td>
<td>Muriatic Acid(^2)</td>
<td>&lt;0.8</td>
<td>5</td>
<td>2</td>
<td>**Voluntary use** of Scott Model AV2000 Full Facepiece Respirator w/ Scott 742 acid gases/P100 cartridges</td>
</tr>
<tr>
<td>Hay Spreading</td>
<td>Possible bacteriological, dust, allergens and mold</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>**Voluntary use** of Filtering facepiece, 3M 8293 Particulate Respirator Mask</td>
</tr>
</tbody>
</table>

\(^1\) Definition: American Conference of Governmental Industrial Hygienists (Time Weighted Average)

\(^2\) No PEL exists for Muriatic Acid; contaminant of concern is Hydrochloric Acid
L. Respirator Malfunction

For any malfunction of a respirator (e.g., such a breakthrough, facepiece leakage, or improperly working valve), the respirator wearer should inform his or her supervisor that the respirator no longer functions as intended, and go to a safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator, or is provided with a new respirator. Respirators that do not meet safety requirements will be destroyed by the supervisor to prevent reuse.

M. Other Air Quality Requirements

1. Ventilation is an important part of any respiratory protection program. Employees should ensure that all exhaust equipment is functional prior to beginning a job that requires the use of respiratory protection. All ventilation systems will be inspected periodically for proper operation by maintenance staff and, tested and approved for use on an annual basis by a qualified vendor or contractor. Any personnel who feel that available protection is inadequate to perform the work task safely must report the situation to their immediate supervisor.

2. At the MMF, the following environmental controls will be used to provide air quality control:
   - Powered roof ventilators
   - Powered wall ventilators
   - Powered, local exhaust ventilators
   - Powered, exhaust hose system (for internal combustion engines)
   - Open bay doors (add portable fans as needed)

   Typical maintenance shop tasks requiring the **minimum** of these engineering controls for maintaining air quality:
   - **Hot Work / Grinding / Welding any metal:**

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3 The MMF will be making modifications to the leachate tanks which will improve the facility’s ability to clean the tanks remotely, and to remove sludge and other materials that could generate a hazardous atmosphere. After that project is completed, a Certified Industrial Hygienist will conduct 8-Hr TWA testing to determine if respiratory protection is required when entering these leachate tanks.

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Any work involving the use of open flame or spark-producing tools. This can include welding (stick, MIG and MIG welding of metals), cutting, grinding, and/or burning.

- **Internal Combustion Engines:**

  Performing work requiring the operation of equipment that produce(s) carbon monoxide exhaust. All internal combustion equipment will be hooked to the powered, hose ventilation system where possible.

- **Creating Dust or airborne particulates:**

  Any work being performed that Creates nuisance dusts or particulates to the air (floor sweeping, machine cleaning, etc.)

- **Creating Inhalation Hazards:**

  Tasks that generate any inhalation hazard, (i.e. chemical sprays, paints, etc.). Any products being used must be Authority approved.

**L. Training**

The Program Administrator or designee will be responsible to provide respirator training to users or their supervisors on the contents of the Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection Standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising of employees that must wear respirators.

1. **The training will cover the following topics:**

   - The Authority’s Respiratory Protection Program
   - The OSHA Respiratory Protection Standard
   - Respiratory hazards encountered and their health effects
   - Proper selection and use of respirators
   - Limitations of respirators
   - Respirator donning and user seal (fit) checks
   - Fit testing
   - Emergency use procedures
   - Maintenance and storage
   - Medical signs and symptoms limiting the effective use of respirators

Employees will be retrained annually or as needed (e.g., if they need to use a different respirator). Employees must demonstrate their understanding of the topics covered in the training utilizing a hands-on exercise and a written test. Respirator training will be documented by the Program Administrator and the documentation will include the type, model, and size of respirator for which each employee has been trained and fit tested.
M. Program Evaluation

The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluation will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and review of records.

Identified problems will be noted and addressed by the Program Administrator. These findings will be reported to management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementations of those corrections.

N. Documentation and Recordkeeping

A written copy of this program is part of the Authority’s Health and Safety Manual and is available to all employees who wish to review it.

Copies of employee fit test records are maintained in employees’ personnel files. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

Medical records for all employees covered under the respirator program will also be maintained in employees’ personnel files. The completed medical questionnaire and the physician’s documented findings are confidential and will remain at Dulles State Office Building. The Authority will only retain the physician’s written recommendation regarding each employee’s ability to wear a respirator.

3.10 HOT WORK PROGRAM

A. Purpose

The purpose of a hot work program is to establish a procedure for the control of hazards associated with welding, cutting, or the use of spark producing tools for the prevention of fire or subsequent injury to personnel.

B. Responsibility

It is the responsibility of all employees, supervisors, and Division Managers who will either perform or oversee hot work operations to adhere to the requirements of this program. It will be the responsibility of the direct supervisor to evaluate all jobs prior to the work beginning to assess hazards and necessary controls required before any work will begin. This assessment will include evaluating the respiratory hazards of the materials used, as well as the potential for fire.

C. Scope
1. This procedure applies to any hot work performed by any Authority employee or contractor. This procedure does not apply to hot work performed in designated safe work areas.

2. Definitions:

**Hot Work** - Work involving the use of open flame or spark-producing tools such as, but not limited to, welding, cutting, burning, grinding, and heat related producing jobs that could ignite combustibles.

**Safe Work Areas** - These areas have been designated/designed specifically for cutting, welding, and grinding activities. The Division Manager is responsible for designating all safe work areas once he/she is assured of proper protection against combustibles.

The following areas have been designated as “hot work areas” and do not require a permit to conduct hot work.
- Maintenance Shop at the MMF
- Maintenance Shop at the Warneck Pump Station

D. Procedures

All hot work outside a designated safe work area requires that a hot work permit be completed prior to the start of work. Components of a hot work program include the following:

1. Due to the potentially poisonous vapors that are created from hot work on galvanized metal, this type of hot work is prohibited without the express written consent from the Division Manager.

2. A visual inspection must be performed prior to initiating any hot work outside of a designated hot work area. This site will be evaluated for potential fire and safety hazards by the supervisor prior to starting the job. The Foreman/Supervisor will carefully review activities to determine if a less hazardous mechanical method, such as cutting with a hack saw, can be used instead of more heat and spark producing methods.

3. Where practical, all flammable and combustible materials shall be relocated at least 35 feet from the work area. Where relocation is impractical, combustibles and flammables shall be protected with flameproof covering or otherwise shielded with metal or flameproof curtains.

4. The person conducting the hot work will have a fire extinguisher within sight during all hot work operations.

5. Where potential for flammable or combustible vapors or gases might be present in the area, these concentrations must be determined before work begins. The supervisor will determine the concentration of the vapors or gases and record this measurement.
6. Hot works **shall not** be permitted if the concentration reaches 10% of the lower explosive limit (LEL). If combustibles gas meter indicates any concentration of flammable vapor, the work shall not be authorized until the supervisor:

- Understands the source of the flammable-combustible vapors.
- Can assure that concentration will not increase to a dangerous level while work is underway.

7. When performing hot work overhead, if combustibles could inadvertently be moved into the area, or people enter the area, the area below must be roped off and posted.

8. Where possible, non-combustible barriers should be placed around and under hot works area to confine sparks.

9. Open drains which lead to underground drainage systems which could contain flammable or combustible vapors, should:

- Have testing for the presence of any flammable or combustible vapors done before starting work;
- Have drains covered with fire blanket or similar protection to prevent access to sparks even if the atmosphere is safe; and/or
- If determined to contain flammable or combustible vapors, the system must be purged with nitrogen to below 5% (LEL).

10. In areas immediately hazardous to life, hose masks, hose masks with blowers, or a self-contained breathing apparatus shall be used in addition to suitable rescue equipment for confined space entry situations. Only trained and authorized employees may use respiratory equipment.

11. Employees are required to wear the proper personal protective equipment, such as overalls, safety goggles, face shield, welding hood, welding jacket, etc., as demanded by the type of work completed and required by the immediate supervisor.

12. A welding screen must be used to prevent flash turn to other employees.

E. Contractors

Contractors are required to follow site hot work procedures as outlined. The Division Manager is responsible for ensuring that all procedures are followed.

F. Record Keeping

Form 4-Hot Work Permits in Section 13 must be completed and returned to the Division Managers for review and filing. Completed permits will be reviewed on a
periodic basis to ensure accuracy and thoroughness. Hot work permits will be retained on file for one year from the permit completion date.

3.11 SMOKING POLICY

A. Purpose

The purpose of this policy is to establish guidelines whereby the Authority provides a smoke-free work environment for our employees and is in compliance with all federal and state indoor Clean Air Acts.

B. Scope

This policy applies to all employees, vendors, visitors, and contractors.

C. Policy

Smoking is prohibited throughout all Development Authority owned and/or operated buildings; within 25 feet of all Development Authority owned and/or operated buildings; and in Authority vehicles. Smoking is also prohibited on the working face of the landfill.

D. Discipline

All employees share in the responsibility for adhering to and enforcing the policy. In all cases, the right of the non-smoker to protect his/her health and comfort will take precedence over an employee desiring to smoke. Employees who violate this policy may receive a written safety violation notice and may be disciplined, up to and including termination of employment, based on the severity of the violation.

E. Employee Assistance

The Authority provides an Employee Assistance Program for its employees. This Program includes assistance with smoking cessation. In addition, community-based programs are available and the Authority will assist any interested employees (Reference Personnel Policy Section 2. E., Employee Assistance Program).

3.12 VIOLENCE-FREE WORKPLACE POLICY

A. Purpose

The Authority has a separate written Workplace Violence Prevention Policy and a Domestic Violence in the Workplace Policy. These policies establish guidelines to protect employees against violence or threats of violence and are available to all employees through OnBase. Employees receive training on these policies annually.
3.13 SEXUAL HARASSMENT PREVENTION POLICY

A. Purpose

The Authority has a separate written Sexual Harassment Prevention Policy. This policy establishes guidelines to protect employees and is available to all employees through OnBase and the Intranet. Employees receive training on this policy annually.

3.14 FIREARM POLICY

A. Purpose

The purpose of this policy is to establish guidelines to protect employees from the inherent dangers of firearms.

B. Policy

Firearms (shotguns and rifles) are very dangerous and must be handled with extreme care at all times. Firearms are prohibited on Authority property, with the exception of special situations at the MMF which may require the use of a firearm to euthanize injured and/or nuisance wildlife. Under these situations, the MMF Division Manager may authorize the use of a firearm. The following are mandatory requirements for all MMF employees required to utilize firearms for vector control:

1. Manufacturer provided instructions and warnings shall be followed at all times.

2. Vectors to be controlled include birds (gulls) and stray domestic or wild animals with a potential for rabies.

3. The use of firearms shall be limited as much as possible while still providing adequate vector control.

4. The number of employees authorized to utilize firearms shall be limited.

5. Only employees specifically authorized in writing by the Division Manager shall use any type of firearm or ammunition.

6. The use of firearms shall be treated as very serious at all times. horsing around, inappropriate remarks or any display of carelessness will not be tolerated.

7. The issue and use of firearms and ammunition shall be carefully controlled by supervisors as designated by the Division Manager. All firearms and ammunition shall be stored in secure (locked) cabinets when not in use. Trigger locks shall be installed and in the locked position when any firearm is stored.
8. Firearms shall not be fired from any vehicle or equipment.

9. Firearms shall never be discharged towards any person, vehicle or equipment.

10. Firearms shall never be discharged in a direction that does not have a clear and unobstructed line of sight, such as over a slope where someone could be working below.

11. Unless specifically authorized by MMF management, firearms shall not be discharged in the landfill area during operating hours when customers and employees are present.

12. When using any firearm, the employee shall wear MMF approved hearing protection and eye protection.

13. Any firearm found to be unserviceable or unsafe in any way shall NOT BE USED and must be turned in to the supervisor immediately.

14. All firearms shall be thoroughly cleaned after each use by the user. It shall be the responsibility of the supervisor to ensure that cleaning is performed and documented on a log that also indicates any problems with firearms. This log must show the date, employee name, firearm serial number, cleaning or other service performed and any corrective action if required.

15. Only MMF provided firearms shall be used on the MMF site.

16. Supervisors shall conduct initial and annual operation and safety training for all employees who will use any firearm. This training shall be acknowledged by signature, documented and placed in the personnel record for each employee.

17. Failure by any employee to follow this policy will result in disciplinary action up to and including termination of employment.

3.15 HANDLING PYROTECHNICS FOR VECTOR CONTROL

Pyrotechnics (launchers, bird bangers, siren screamers, shell crackers, etc.) are potentially dangerous and must be handled with extreme care at all times. Mandatory requirements for all MMF employees who utilize pyrotechnics for vector control (specifically, gulls) are:

1. Pyrotechnic devices include hand launchers, cartridges and blank propulsion rounds.

2. Manufacturer’s instructions (attached) shall be followed at all times.

3. Vectors to be controlled are birds (gulls).
4. The use of pyrotechnic devices shall be limited while still providing adequate vector control.

5. Only employees designated by MMF Supervisors or Managers shall operate or use any type of pyrotechnics device.

6. All pyrotechnic equipment and supplies shall be kept in secure locations when not in use.

7. Pyrotechnics shall not be fired from inside any vehicle or equipment.

8. Pyrotechnics devices shall never be discharged towards any person, vehicle or equipment.

9. When using any pyrotechnics device, the employee shall wear MMF approved hearing protection and eye protection.

10. All launchers shall be inspected, cleaned and maintained in accordance with manufacturers’ instructions.

11. Only MMF provided pyrotechnic devices shall be used on the MMF site.

12. Supervisors shall conduct initial and annual operation and safety training for all employees who will use any pyrotechnics device.

13. Failure by any employee to follow this policy will result in disciplinary action up to and including termination of employment.

### 3.16 OPERATING AERIAL LIFTS

The purpose of this section is to define the requirements and procedures for operating aerial lifts. All employees who operate aerial lifts must adhere to the following safety rules:

1. Any defects found must be reported immediately to the Site Safety Coordinator.

2. A full body harness shall be worn and a lanyard attached to the boom or basket when working from any aerial lift.

3. Employees shall always stand firmly on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders or other devices for a work position.

4. Report any accident immediately to your supervisor.

### SECTION 4.0 HAZARDOUS MATERIALS
4.1 HAZARD COMMUNICATION

A. Introduction

The purpose of this section is to outline procedures to reduce hazards to employees when working around or with potential hazardous chemicals.

This program includes guidelines on identification of chemical hazards and the preparation and proper use of containers, labels, placards and other types of warning devices.

B. Chemical Inventory and Safety Data Sheets (SDSs)

1. The Division Managers will designate a responsible employee at each site to be the Hazard Communication Subject Matter Expert (SMEs) in terms of initial screening of new hazardous materials that may be used at the facility. The Engineering & Environmental division will be consulted when new hazardous materials are considered to ensure that products conform to the Authority’s Environmental Policy Statement, Green Cleaning Procurement Policy, Pesticide Use Policy, and other sustainability goals throughout the organization. This employee will also maintain an inventory of all known chemicals in use on the worksite, if required for the particular division.

A list of the SMEs by division follows:

- Admin/Telecom – Nick Moulton
- MMF – Ben Millard
- WQM – Andy Bishop

2. Employees working with hazardous chemicals must have 24-hour access to the safety data sheets (SDSs) for these chemicals. The Authority subscribes to an outside service, 3E Company, for MSDSs. Employees should call 1-800-451-8346 for any SDS. Employees can also access MSDSs through the website http://www.3eonline.com/eeeOnlinePortal/DesktopDefault.aspx. A link to the 3e service is located on the Intranet.

The Authority’s general login identification is “DANCMSDS”. The password is “danc”. SMEs have a higher level of security with the 3E system that allows them to update their chemical inventories, print reports, etc. Administration of the 3E system is managed by the Engineering & Environmental division.

3. Any hazardous chemicals received or handled by Authority personnel must have a safety data sheet (SDS) and be included in the hazardous chemical inventory list. SDSs received with hazardous chemicals must be given to the SME. If the SDS is already listed on the chemical inventory, then no action is needed. If the SDS is not currently on file, the site SME will update...
the inventory. The SME will also notify the division manager when new hazardous materials are added to ensure that employees are trained on the use of the product prior to use. No new hazardous materials will be purchased without the approval of the site SME and the Engineering & Environment division.

4. The chemical inventory will be reviewed and updated as changes occur and as scheduled annually on the Environmental and Safety Compliance Matrix. Items no longer found at the facility will be removed from the inventory. The SDSs for items no longer found at the facility are maintained in the 3E online catalog in accordance with regulatory requirements for 30 years.

5. Annually Engineering and Environmental Division shall review the chemical inventories and disposal lists, provide any needed HMIS codes and report progress on hazardous chemical reduction efforts.

C. Container Labeling

1. All chemicals on site will be stored in their original or approved containers with a proper label attached, except small quantities for immediate use. Notify a supervisor if any container is not properly labeled. The supervisor will ensure the container is labeled and/or disposed.

2. Workers may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical left after work is completed, must be returned to the original container or to the Supervisor for proper handling.

3. No unmarked containers of any size are to be left in the work area unattended.

4. The Authority will rely on manufacturer applied labels whenever possible and will ensure that these labels are maintained. Containers that are not labeled, or on which the manufacturer’s label have been removed will be re-labeled.

5. All facility personnel are responsible for ensuring that containers in their work areas are labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings.

D. Employee Training

1. Employees will be trained to work safely with hazardous chemicals prior to being exposed to these materials.

2. Employee training will include:

   a. Methods that may be used to detect a release of a hazardous chemical(s) in the workplace.
b. Physical and health hazards associated with chemicals.

c. Protective measures to be taken.

d. Safe work practices, emergency responses and use of personal protective equipment.

e. Information on Hazard Communication Standard, including labeling and warning systems and an explanation of the Globally Harmonized System for SDSs.

3. SMEs will receive annual training on the 3E system the Authority uses to manage its chemical inventory, Authority procedures for purchasing hazardous materials and OSHA Hazard Communication requirements.

E. Personal Protective Equipment (PPE)

1. Employees must comply with the PPE requirements listed on the SDS or as specified in other more detailed operating procedures.

2. Required PPE is available from the Division Managers and supervisors.

F. Emergency Response

1. Any incident or overexposure or spill of a hazardous chemical/substance must be immediately reported to a supervisor or manager.

2. An Environmental Incident Report is required for all hazardous material spills that could impact employee health or the environment. This form is located on OnBase or can be provided by the Engineering & Environment division.

G. Hazards of Non-Routine Tasks

1. Employees will be informed of any special tasks that may arise which would involve possible exposure to hazardous chemicals.

2. Review of safe work procedures and use of required PPE will be conducted prior to the start of such tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

H. Informing Contractors

1. Other contract/consulting employees performing work at an Authority facility is required to adhere to the provisions of the Hazard Communication Standard. These procedures are detailed in the Contractor Safety Policy which should be provided to all contractors prior to the start of onsite work.
2. The Development Authority is responsible for providing outside agencies with information on the hazardous chemicals that contract employees may come in contact with. This communication should include copies of SDSs and any other relevant emergency response procedures and protocols.

SECTION 5.0 PERSONAL PROTECTIVE EQUIPMENT

5.1 CLOTHING & PERSONAL PROTECTIVE EQUIPMENT

A. Clothing

All technical personnel are required to wear uniforms, if provided. Office personnel should dress appropriately for the job they are doing. Technical personnel performing hot work, that work around moving machinery, etc. should be sure that clothing worn is not highly flammable. Neckties and loose, torn, or ragged clothing should not be worn while working around machinery with moving parts.

B. Shoes

Safety shoes must be worn by all employees that could be exposed to foot injuries and should be worn in the designated areas (i.e., MMF cells, constructions areas), or when performing tasks where the risk of foot injury is present (lifting heavy objects, etc.). All safety footwear shall comply with the American Standards Institute (ANSI) Standard F 2412, formerly Z41-1991. Those employees that work in the open face of the Landfill must wear safety shoes or shoe inserts that are puncture resistant. Safety shoes or shoe inserts meeting this requirement will have a “PR” designation, for example the tag may look like this “ANSI F 2412 I/75 C/75 PR”. The Authority will allocate $150 for non-puncture resistant safety footwear and up to $200 for the purchase of approved puncture resistant footwear at the start of employment and every year thereafter. Employees shall not utilize the Authority purchase card for safety shoe purchases. Purchases may be made through the approved Authority Vendor(s) or purchased directly by the employee and submitted on an expense report through OnBase for supervisor approval. It is the employee’s responsibility to gain supervisor approval prior to purchasing safety shoes to ensure the purchase qualifies as a reimbursable expense and to ensure that the safety shoes meet the appropriate ANSI standard.

C. Jewelry

Do not wear rings or any form of jewelry or ornamentation when working around machinery or exposed electrical equipment.

D. Head

Hard hats must be worn in all designated areas or whenever a head-hazard is present. This requires that hardhats be used when operating or working around an overhead crane, working near excavation or other heavy equipment, and when using screening equipment.
E. Eyes

Safety glasses are required when working around operations exposing you to eye injuries. To assist employees in complying with this requirement, the Authority will provide safety glasses meeting ANSI 87.1-2010 requirements. Goggles, helmets, and shields provide the maximum eye protection and should be worn when welding, cutting, grinding, using concrete or metal saws, or like situations. Contact lenses should not be worn where the potential hazards of liquids, dust, fumes, or vapors exist.

Employees that need corrective lenses will be provided with one pair of prescription safety glasses per two year time period. Requests for replacement glasses at an interval less than two years will be handled on a case-by-case basis and will be at the Division Manager’s discretion based on the circumstances requiring replacement. Employees will be permitted to select the type and style of the glasses provided that the cost to the Authority does not exceed $200 per pair. A service provider chosen by the Authority will provide the safety glasses to employees.

F. Hands

Gloves shall be worn whenever handling objects or substances that could cut, tear, or burn the hands. Gloves should NOT be worn while operating lathes, drill presses, reamers, and other machines with revolving spindles or cutting tools.

G. Ears

Hearing protection is required in designated areas or when operating loud equipment such as lawn mowers, chain saws, while working around generators, etc.

H. Long Hair / Facial Hair

Employees wearing long hair, beards, or mustaches will not work with rotating machinery or equipment, or use respiratory equipment if their hair, beard, or mustache constitutes a potential hazard. The Division Manager will make judgment if an issue is raised.

I. High Visibility Apparel

High visibility apparel, meeting ANSI 107 Class II Standards, is required for all persons (employees, customers, contractors, and visitors) while outside their vehicle in the active landfill area. Employees working on or within ten (10) feet adjacent to State, County, or local roads, must also wear high visibility apparel, and must follow the requirements for “flagging” described in Section 7.2.

J. Winter Wear
Carhartt or other comparable coveralls and coats are required for many Authority employees that work outdoors. Employees that are eligible for reimbursement for winter wear are established by each Division Manager based on the requirements of the job classifications. The Authority will allocate up to $200.00 at the start of employment and once every three years thereafter to purchase approved winter wear. Eligible winter wear items include insulated bib overalls, insulated Carhartt pants, and insulated winter coats/jackets with or without hoods. An employee must obtain prior written approval from their supervisor before purchasing eligible winter wear. Employees shall not utilize the Authority purchase card for winter wear purchases. Purchases may be made through an approved Authority Vendor(s) or purchased directly by the employee and submitted on an expense report through OnBase for supervisor approval. It is the employee’s responsibility to gain supervisor approval prior to purchasing winter wear to ensure the purchase qualifies as a reimbursable expense.

SECTION 6.0 FIRE PROTECTION AND PREVENTION

6.1 FIRE PROTECTION

A. Introduction

The purpose of this section is to outline procedures to reduce hazards to the employee for fire and to develop a fire protection program.

B. General Requirements:

1. Access to available fire extinguishers will be maintained at all times.

2. All fire extinguishers provided by Authority, will be conspicuously located.

3. In accordance with 29 CFR 1910.157, Authority employees working at a facility that has portable fire extinguishers will be trained on their proper use on an annual basis. Staff are not to utilize or operate fire extinguishers at the State Office Building. Therefore, fire extinguisher training is not required for staff whose primary work location is the State Office Building.

C. Portable Fire Equipment:

For each 3,000 sq. ft. of the protected building area, the following will be provided:

1. A fire extinguisher, rated not less than 2A.

2. Travel distance from any point of the protected area to the nearest fire extinguisher will not exceed 100 feet.

3. One or more fire extinguishers, rated at not less than 2A, will be provided on each floor.

4. Extinguishers will be protected from freezing.
5. Fire extinguishers must be listed or approved by a nationally recognized testing laboratory.

D. Maintenance of Portable Fire Extinguishers

1. Authority employees will inspect portable fire extinguishers monthly, and the inspection card on the fire extinguisher filled out accordingly.

2. Each fire extinguisher will be inspected and certified yearly by a qualified vendor in the business of fire protection inspection and equipment.

E. Fire Alarm Devices

1. Fire alarm devices will be maintained at all Authority owned buildings.

2. Each building fire alarm will automatically activate, utilizing direct dial or vendor alarm monitoring to the local fire department.

3. Fire alarm devices will be maintained and inspected on a bi-yearly basis by a licensed employee in security and fire alarm systems.

6.2 FIRE PREVENTION

A. Introduction

An important part of the fire protection program is fire prevention. This section outlines procedures to be followed to prevent fires.

B. Indoor Storage

1. Stored materials shall not obstruct, or adversely affect, means of exit.

2. All materials shall be stored, handled, and piled with due regard to their fire characteristics.

3. Non-compatible materials, which may create a fire hazard, shall be segregated by a barrier having the fire resistance of at least one hour.

4. Materials shall be piled to minimize the spread of fire internally and to permit convenient access for firefighting. Stable piling shall be maintained at all times. Aisle space shall be maintained to safely accommodate the widest equipment that may be used within the building for firefighting purposes.

5. Clearance of at least 36 inches shall be maintained between the top level of the stored material and the smoke and heat detectors.

6. Clearance shall be maintained around lights and heating units to prevent ignition of combustible materials.
7. A clearance of 24 inches shall be maintained around the path of travel of fire
doors unless a barricade is provided, in which case no clearance is needed.
Materials shall not be stored within 36 inches of a fire door opening.

C. Ignition Hazards

1. Electrical wiring and equipment for light, heat, or power purposes shall be
installed in compliance with the appropriate regulations.

2. Internal combustion engine powered equipment shall be located so that the
exhausts are well away from combustible materials. When the exhausts are
piped to outside the building under construction, a clearance of at least six
inches shall be maintained between such piping and combustible material.

D. Open Yard Storage

1. Combustible materials shall be piled with due regard to the stability of piles,
and in no case higher than 20 feet.

2. Driveways between and around combustible storage piles shall be at least
15 feet wide and maintained free from accumulation of rubbish, equipment,
or other articles or materials.

3. The entire storage site shall be kept free from accumulation of unnecessary
combustible materials. Weeds and grass shall be kept down and periodic
cleanup of the entire area completed on an as-needed basis.

4. Where there is danger of an underground fire, that land shall not be used for
combustible or flammable materials storage.

5. Piles shall be orderly and regular. No combustible material shall be stored
outdoors within 10 feet of a structure.

6.3 FLAMMABLE AND COMBUSTIBLE LIQUIDS, GASES AND EXPLOSIVE
MIXTURES

A. Introduction

The purpose of this section is to outline procedures to reduce hazards to employees
in handling flammable and combustible liquids, gases and explosive mixtures.

B. Safety Cans

1. Approved metal safety cans are required for the handling and use of
flammable liquids in quantities greater than one gallon, except those
flammable liquids that are highly viscous (extremely hard to pour), which
may be used and handled in the original shipping containers.
2. For quantities one gallon or more, only the approved metal safety containers shall be used for storage, use, and handling of flammable liquids.

C. Indoor Storage of Flammable and Combustible Liquids

1. Flammable or combustible liquids shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people.

2. No more than 25 gallons of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet.

3. Quantities of flammable and combustible liquids in excess of 25 gallons shall be stored in an acceptable or approved cabinet labeled in conspicuous lettering, “Flammable -- Keep Fire Away”.

4. Not more than 60 gallons of combustible liquids shall be stored in any one storage cabinet. Not more than three such cabinets may be located in a single storage area. Quantities in excess of this shall be stored in an inside storage room constructed to comply with the test specifications set forth in NFPA 251-1969.

5. Materials that will react with water and create a fire hazard will not be stored in the same room with flammable and combustible liquids.

6. Electrical wiring and equipment located inside flammable storage rooms shall be approved for Class I, Division 1, Hazardous Locations.

7. Every inside storage room shall be provided with either a gravity or a mechanical exhausting system. Such a system shall commence not more than 12 inches above the floor and be designed to provide for a completed change of air within the room at least six times per hour.

8. Inside each storage room there shall be maintained one clear aisle at least three feet wide.

9. Containers over 30 gallons capacity shall not be stacked one upon the other.

10. Flammable and combustible liquids in excess of that permitted in inside storage rooms shall be stored outside of the building in accordance with Section C of this section.

11. At least one portable fire extinguisher, having a rating of not less than 20-B units, shall be located outside of, but not more than 10 feet from, the door opening into any room used for storage.

D. Storage Outside Building

1. Flammable or combustible liquids shall not be stored in areas used for exits, stairways, or normally used for the safe passage of people.
2. Storage containers (not more than 60 gallons each) shall not exceed 1,100 gallons in any one pile or area. Piles or groups of containers shall be separated by a five-foot clearance. Piles or groups of containers shall not be nearer than 20 feet to a building.

3. The storage area shall be graded in a manner to divert possible spills away from buildings or other exposures.

4. Portable tanks shall not be closer than 20 feet from any building.

5. Storage areas shall be kept clear of weeds, debris, and other combustible material not necessary to the storage.

6. Portable tanks shall be provided with the appropriate emergency venting devices.

7. At least one portable fire extinguisher having a rating of not less than 20-B units shall be located as near as 25 feet, but no further than 75 feet away from the portable storage tanks.

E. Fire Control for Flammable or Combustible Liquid Storage

At least one portable fire extinguisher having a rating of not less than 20-B:C units shall be provided on all tank trucks or other vehicles used for transporting and/or dispensing flammable or combustible liquids.

F. Handling Liquids at Point of Use

1. Flammable liquids shall be kept in closed containers when not actually in use.

2. Leakage or spillage of flammable or combustible liquids shall be cleaned and disposed of promptly and safely.

Flammable liquids may be used only where there are no open flames or other sources of ignition within 50 feet of the operation, unless conditions warrant greater clearance.

G. Procedures for Backfilling Gas Wells

1. Soil should be thoroughly compacted in a five foot radius around gas well piping at a minimum of one foot 6 inch layers. This procedure will greatly reduce fugitive gases around the gas well pipe and promote a safer environment for use of passive flares.

2. The use of a propane torch to ignite passive flares is prohibited.
6.4 LANDFILL - FIRE PREVENTION AND CONTROL

This section is specific to MMF fire prevention and control in outdoor (i.e., non-building areas) of the landfill.

A. Responsibilities

1. Landfill Division Manager:
   - Direct fire response procedures at the landfill. When fire department arrives this responsibility will be transferred to them.
   - Ensure that ALL safety and emergency response equipment is available and ready, (water truck, extinguishers, bulldozer, dirt, etc.).
   - Ensure that all employees are properly trained and aware of this plan.
   - Ensure that the responding fire department is familiar with conditions at the landfill and the parameters of landfill fires.
   - Keep historical logs of events surrounding each fire.
   - Confirm that all employees and persons are evacuated to the gathering area.

2. Landfill employees:
   - Understand their role in responding to fires.
   - Notify the responsible supervisor whenever an emergency situation exists.
   - Alert any nearby persons and report to the gathering area.
   - Maintain an open communication with the firefighting team.

B. Prevention

The landfill facility will operate in a manner that will minimize the potential for landfill fires. This will include properly screening waste to prevent ‘HOT’ loads from entering, thoroughly compacting all waste, applying daily cover to completely cover each day’s waste, and employee training to recognize fires or potentials for fires.

As part of incoming waste screening practices, waste loads will be screened for any indication that a waste load is smoldering or on fire.

C. Response
The Authority does not have a fire brigade. As such, personnel may only respond to incipient fires. An incipient fire is defined, according to 29 CFR 1910.155(c)(26), as a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, class II standpipe or small hose systems without the need for protective clothing or breathing apparatus.

Landfill personnel will respond to incipient fires with extinguishers, dirt and/or water as necessary, provided that they respond in a safe manner without donning protective clothing or breathing apparatus. Landfill personnel will not respond to fires that are beyond initial stages or cannot be extinguished safely without protective clothing or breathing apparatus.

All landfill heavy equipment and vehicles are equipped with a fire extinguisher.

1. Upon discovering a hot load or incipient landfill fire, immediately notify the Landfill Superintendent or Division Manager. The Division Manager, or supervisor in charge if the Division Manager is not onsite, will notify 911 if appropriate given nature of incident.

2. In the event that a hot load has been identified upon entry into the facility, the Scale Operator will IMMEDIATELY instruct the driver to the proper area for unloading.

   The Scale Operator will notify the appropriate supervisor who will direct the driver to empty the load and move the vehicle away from the hot load.

   During this time, the water truck and soil will be moved to the area for extinguishing the load. The supervisor will coordinate the activities of operators to apply water and/or soil to the hot load.

3. Notify all personnel to evacuate the area and secure the site, as appropriate.

4. Assess whether you are able to safely extinguish the fire without the use of protective clothing or breathing apparatus using portable fire extinguishers, small hose systems, etc.

5. Do not attempt to extinguish the fire alone; make sure there is another employee present to observe and assist.

6. Do not place yourself or others in danger when trying to extinguish the fire.

7. Stay upwind of fire and smoke.

8. If it can be accomplished safely – remove all equipment from the area.

9. If it can be accomplished safely, use the dozer to push dirt around the fire as a fire break.
10. NEVER drive a machine onto burning material.

11. If the Fire Department responds follow their direction.

12. During this time, the water truck and soil will be moved to the area for extinguishing the load. The supervisor will coordinate the activities of operators to apply water and/or soil to the hot load. The Rodman Fire Department will be notified, as appropriate based on the magnitude and risk associated with the “hot load”.

All attempts will be made to minimize personal injury, property damage and traffic congestion so that normal work routines may resume once the incident has been resolved.

SECTION 7.0 SIGNS, SIGNALS AND BARRICADES

7.1 SAFETY TAGS

A. General

Signs and symbols are required by OSHA to indicate certain hazards. These signs must be visible at all times when work is being performed, and shall be removed or covered promptly when the hazards no longer exist.

B. Danger Signs

1. Danger signs will be used only where an immediate hazard exists.

2. Danger signs will have red as the predominating color for the upper panel; black outline on the borders; and a white lower panel for additional sign wording.

C. Caution Signs

1. Caution signs will be used only to warn against potential hazards or to caution against unsafe practices.

2. Caution signs will have yellow as the predominating color; black upper panel and borders; yellow lettering of “caution” on the black panel; and the lower yellow panel for additional sign wording. Black lettering will be used for additional wording.

D. Exit signs

Exit signs, when required, will be lettered in legible red letters, not less than 6 inches high, on a white field and the principal stroke of the letters will be at least three-fourths inch in width.

E. Safety Instruction Signs
Safety instructions signs, when used, will be white with green upper panel with white letters to convey the principal message. Any additional wording on the sign will be black letters on the white background.

F. Directional Signs

Directional signs, other than automotive traffic signs, will be white with a black panel and a white directional symbol. Any additional wording on the sign will be black letters on the white background.

G. Traffic Signs

Construction areas shall be posted with legible traffic signs at points of hazard. All traffic control signs or devices used for protection of construction workmen shall conform to the New York Department of Transportation (NYSDOT), Manual of Uniform Traffic Control Devices.

7.2 TRAFFIC CONTROL

A. Flag person

When operations are such that signs, signals, and barricades do not provide the necessary protection on or adjacent to a highway or street, a flag person or other appropriate traffic controls shall be provided.

Flag persons will use orange flags at least 18 inches square or sign paddles.

Flagging during darkness or periods of limited visibility will be conducted using orange lights or other approved illuminated devices.

Flag persons will wear a hardhat and high visibility clothing meeting ANSI 107 standards. Flag persons will be trained in traffic control and direction in accordance with NYSDOT Manual or Uniform Traffic Control Devices.

B. Barricades

Barricades for the protection of employees shall conform to the portions of the NYSDOT manual of uniform traffic control devices relating to barricades.

SECTION 8.0 MATERIALS HANDLING, STORAGE, USE AND DISPOSAL

8.1 STORAGE

A. Introduction

The purpose of this section is to outline specific procedures for storage of materials at the facilities owned by the Authority.
This section will be used in conjunction with Section 6.2 - Fire Prevention, which provides specific storage requirements to prevent fire hazards.

B. General

1. All materials stored in tiers will be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.

2. Maximum safe load limits of floors within building structures, in pounds per square foot (psf) will be conspicuously posed in all storage areas, except for floor or slab on grade. Maximum safe loads will not be exceeded.

3. Aisles and passageways will be kept clear to provide for the free and safe movement of material handling equipment or employees. Such areas will be kept in good repair.

4. When a difference in road or working levels exists, means such as ramps, blocking, or grading will be used to facilitate the safe movement of vehicles between the two levels. All ramps or grading will be designed to the latest safety standards.

C. Material Storage

1. Material stored inside buildings will not be placed within 6 feet of any equipment.

2. Non-compatible materials will be segregated in storage.

3. Bagged and bundled materials will be stacked, interlocked, and limited in height so they are stable and secure against sliding and/or collapse.

4. Lumber:
   a. Used lumber will have all nails withdrawn before stacking.
   b. Lumber will be stacked on level and solidly supported sills.
   c. Lumber will be so stacked as to be stable and self-supporting.
   d. Lumber piles will not exceed 5 feet in height.

5. Structural steel, poles, pipe, bar stock, and other cylindrical materials, unless racked, will be stacked and blocked so as to prevent spreading or tilting.

6. Storage of materials shall not create a hazard. Materials that could create a hazard must be stored in a secure room, building, or fenced area that is lockable.
7. Storage areas will be kept free from accumulation of materials that constitute hazards from tipping, fire, debris, and/or potential collapse. Outside storage area vegetation will be maintained and controlled.

8.2 MATERIAL HANDLING

A. Introduction

The purpose of this section is to outline specific procedures for material handling.

B. Use of Mechanical Equipment

Where mechanical handling equipment is used, sufficient safe clearance will be allowed for aisles, at loading docks, through doorways, and wherever turns or passages must be made. Aisles and passageways will be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard. Permanent aisles and passageways will be appropriately marked.

C. General

1. All equipment, aisles, doorways, and docks will have clearance signs to warn of clearance limits.

2. Covers and/or guardrails shall be provided to protect personnel from the hazards of open pits, tanks, vats, ramps, ditches, etc., as per Section 3.5 - Fall Protection of this Health and Safety Manual.

3. All lifting equipment, straps, cranes will have a weight rating which exceeds the material to be lifted.

4. All lifting straps and slings must be inspected prior to and after use. Damaged equipment must immediately be destroyed.

5. All straps used to tie down equipment of trailers must have a weight capacity rating which exceeds the equipment being transported.

6. All equipment being transported on trailers must be tied down or secured.

7. Know the approximate weight of your load and make certain your equipment is rated to handle it. (All powered equipment and rigging is rated as to safe working load. This rating is posted on the equipment. Never exceed the manufacturer’s recommended safe working load).

8. Lift heavy objects as instructed, with the leg muscles and not with the back. On average, do not manually lift over 50 pounds.

9. Use an appropriate, approved lifting device (i.e., special trucks, racks, hoists, and other devices) for lifting very heavy, bulky or large objects.
10. All ropes, chains, cables, slings, etc., and other hoisting equipment must be inspected each time before use.

11. A load should never be lifted and left unattended.

12. Properly stack and secure all materials prior to lifting or moving to prevent sliding, falling, or collapse.

13. Protruding nails or staples must be bent or pulled away whenever stripping forms or opening materials.

14. Avoid moving or lifting loads by hand whenever possible.

15. Back supports are available upon request.

16. Tips for manual lifting:
   - Get a good footing
   - Place feet about shoulder width apart
   - Bend at the knees to grasp the weight
   - Keep back as straight as possible
   - Get a firm hold
   - Lift gradually by straightening legs
   - Do not twist your back to turn. Move your feet
   - When the weight is too heavy or bulky for you to comfortably lift - GET HELP
   - When putting the load down, reverse the above steps

NOTE: If lifting stacked materials, materials should be carefully piled and stable. Piles should not be stacked as to impair your vision or unbalance the load. Materials should not be stacked on any object (i.e., floor, scaffold) until the strength of the supporting members has been checked.

8.3 DISPOSAL OF WASTE MATERIAL

A. Introduction

The purpose of this section is to outline specific requirements in the disposal of waste material.

B. General

1. All waste material and rubbish shall be removed from immediate work area as necessary and after the completion of the assigned task(s).

2. Waste material and rubbish will be stored in designated waste cans or dumpster. Dumpster removal is to be maintained at least weekly which trash/waste cans emptied as needed.
3. All solvent waste, oily rags and flammable liquids shall be kept in fire resistant covered containers until removed from the site.

4. Any recycled materials will be separated and stored in designated areas or labeled containers. Cardboard will be disassembled, crushed and stacked.

5. Hazardous and Universal Waste

The MMF or the WQ division may have a need to dispose of waste materials that require special handling as hazardous waste. Examples of potentially hazardous wastes include obsolete chemicals such as paints, solvents, degreasers, or other materials. These materials should be segregated from standard solid waste and evaluated by the Authority Engineer to determine applicable disposal requirements.

Batteries, fluorescent light bulbs, and mercury containing temperature controls should not be disposed of in regular trash. These materials should be collected and separated from regular trash and disposed of by an authorized service provider as they may contain heavy metals.

C. Recycling

All Authority employees are required to practice recycling. The Authority has a written “Recycling Guidance & Procedure” which details the specific requirements for different materials.

SECTION 9.0 HAND AND POWER TOOLS

9.1 HAND AND POWER TOOLS

A. Introduction

The purpose of this section is to outline specific procedures to reduce hazards to employees when utilizing hand and power tools.

B. General

1. All hand and power tools and similar will be kept cleaned and stored in a proper location, which is free from moisture or dust.

2. All hand and power tools will be inspected and maintained before use to ensure they are in safe, working condition.

3. All power tools will be purchased with a grounding wire or be double insulated. If power tools do not have a grounding wire check for the square within a square icon on the nameplate to determine if it is double insulated. If needed a qualified electrician must install a grounding wire or the tool will not be utilized.
4. An inventory of all hand and power tools will be maintained.

5. When operating tools are designed to accommodate guards, they shall be equipped with such guards when in use.

6. All hand-held powered platform sanders, grinders with wheels, 2 inch diameter or less, routers, planers, shears, scroll saws, and jigsaws will be equipped with only a positive "on-off" control.

7. All hand-held powered drills, tappers, fastener sanders, reciprocating saws, saber saws, and other similar powered tools shall be equipped with a momentary contact on-off control and may have a lock-on control provided that turnoff can be accomplished by a single motion of the same fingers.

8. All other hand-held power tools, such as circular saws, chain saws, and percussion tools without positive accessory holding means shall be equipped with a constant pressure switch that will shut off the power when the pressure is released.

9. Power machines that are located in a fixed area shall be securely anchored to prevent walking or moving.

9.2 OVERHEAD HOISTS

A. Introduction

The purpose of this section is to outline specific procedures to reduce hazards to employees and provide specific operating procedures when utilizing overhead hoists.

B. Locations

1. WQ Hoists/Cranes

   a) Overhead powered hoist systems are located in the following areas:

      - Warneck Pump Station Chlorine Room
      - Warneck Pump Station Crane Room
      - Warneck Pump Station Shop
      - Booster Pump Station #1 Pump Room (over pumps)
      - Booster Pump Station #2 Pump Room (over pumps)

   b) Overhead non-powered hoist systems are located in the following areas:

      - Fixed hoist in WPS Wetwell
      - Fixed hoist at Town of Cape Vincent/Authority Pump Station
      - Portable Hoist owned by the Town of LeRay and used by the Authority WQ Operators
- Portable Electric Pick-Up Truck Mounted Hoist

c) Carthage, Clayton, Malone and Ogdensburg specific devices are listed in their respective Health & Safety Manuals.

2. MMF Hoists/Cranes
   - MMF Maintenance Shop
   - MMF Main Pump Station

C. General

1. All hoist systems will be inspected prior to use. Any deficiencies will be noted.

2. All hoist systems will also have a visual inspection before each use.

3. All hoist systems will have an annual inspection, to include checking connection, railings, bolts, chains, and hooks.

4. The safe working load of the overhead hoist, as determined by the manufacturer, shall be indicated on the hoist, and this safe working load shall not be exceeded.

5. The supporting structure to which the hoist is attached shall have a safe working load equal to that of the hoist.

6. The support shall be arranged so as to provide for free movement of the hoist and shall not restrict the hoist from lining itself up with the load.

7. The hoist shall be installed only in locations that will permit the operator to stand clear of the load at all times.

8. All overhead hoists in use shall meet the applicable requirements for construction, design, installation, testing, inspection, maintenance, and operation, as prescribed by the manufacturer.

9. All powered cranes will be inspected on an annual basis in accordance with OSHA requirements. Inspections will be performed by a qualified crane/hoist agency. Results of these inspections will be documented and any deficiencies corrected.

9.3 JACKS

A. Introduction

The purpose of this section is to outline specific procedures to reduce hazards to employees when utilizing level and ratchet, screw, and hydraulic jacks.

B. General
1. The manufacturer's rated capacity shall be legibly marked on all jacks and shall not be exceeded.

2. All jacks shall have a positive stop to prevent over travel.

3. When it is necessary to provide a firm foundation, the base of the jack shall be blocked or cribbed. Where there is a possibility of slippage of the metal cap of the jack, a wood block shall be placed between the metal cap and load.

4. Hydraulic jacks exposed to freezing temperatures shall be supplied with adequate antifreeze liquid.

5. All jacks shall be properly lubricated at regular intervals and inspected for safe operation every 6 months.

6. Jacks that are out of order will be tagged accordingly, and shall not be used until repairs are made.
SECTION 10.0 COMMON CONSTRUCTION-RELATED OPERATIONS

10.1 CIVIL/MECHANICAL

Construction activities will be performed in accordance with the requirement identified in 29 CFR 1926.

Authority employees working in or around designated construction areas will wear safety shoes, hardhats and safety glasses.

Authority employees supervising construction activities will ensure that contractors follow all applicable safety requirements.

10.2 ELECTRICAL

A. Introduction

The purpose of this section is to outline specific procedures for electrical safety-related work practices.

B. General

1. No employer shall permit an employee to work in such proximity to any part of an electric power circuit that the employee could contact the electric power circuit in the course of work, unless the employee is protected against electric shock by de-energizing the circuit and grounding it or by guarding it effectively by insulation or other means.

2. In work areas where the exact location of underground electric power lines is unknown, employees using jackhammers, bars, or other hand tools that may contact a line shall be provided with insulated protective gloves.

3. Before work is begun, the employee shall ascertain by inquiry or direct observation, or by instruments, whether any part of an energized electric power circuit, exposed or concealed, is so located that the performance of the work may bring any person, tool, or machine into physical contact with the electric power circuit. The employer shall post and maintain proper warning signs where such a circuit exists. The employer shall advise employees of the location of such lines, the hazards involved, and the protective measures to be taken.

4. Work on energized equipment. Only qualified persons may work on electric circuit parts or equipment that has not been de-energized. Such persons shall be capable of working safely on energized circuits and shall be familiar with the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools.

5. In existing installations, no changes in circuit protection shall be made to increase the load in excess of the load rating of the circuit wiring.
6. When fuses are installed or removed with one or both terminals energized, special tools insulated for the voltage shall be used.

7. Worn or frayed electric cords or cables shall not be used. Extension cords shall not be fastened with staples, hung from nails, or suspended by wire.

8. Routine opening and closing of electric power and lighting circuits. Load rated switches, circuit breakers, or other devices specifically designed as disconnecting means shall be used for the opening, reversing, or closing of circuits under load conditions. Cable connectors not of the load break type, fuses, terminal lugs, and cable splice connections may not be used for such purposes, except in an emergency.

9. Reclosing circuits after protective device operation. After a circuit is de-energized by a circuit protective device, the circuit protective device, the circuit may not be manually reenergized until it has been determined that the equipment and circuit can be safely energized. The repetitive manual reclosing of circuit breakers or reenergizing circuits through replaced fuses is prohibited.

10. Test instruments and equipment and all associated test leads, cables, power cords, probes, and connectors shall be visually inspected for external defects and damage before the equipment is used. If there is a defect or evidence of damage that might expose an employee to injury, the defective or damaged item shall be removed from service, and no employee may use it until repairs and tests necessary to render the equipment safe have been made.

11. Test instruments and equipment and their accessories shall be rated for the circuits and equipment to which they will be connected and shall be designed for the environment in which they will be used.

12. Conductive articles of jewelry and clothing (such as watch bands, bracelets, rings, key chains, necklaces, metallic aprons, cloth with conductive thread, or metal headgear) may not be worn if they might contact exposed energized parts. However, such articles may be worn if they are rendered nonconductive by covering, wrapping, or other insulating means.

13. Housekeeping duties. Where live parts present an electrical contact hazard, employees may not perform housekeeping duties at such close distances to the parts that there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided. Electrically conductive cleaning materials (including conductive solids, such as steel wool, metallic cloth, and silicon carbide, as well as conductive liquid solutions) may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.
10.3 STAIRWAYS AND LADDERS

A. Introduction

The purpose of this section is to outline procedures in reducing hazards to employees when utilizing stairways and ladders.

B. General - Ladders

1. Inspect all ladders before use. Do not use any ladders with missing safety feet, missing or broken rungs, etc. Tag defective ladders with a “DO NOT USE” sign and report the defects immediately to a supervisor.

2. All portable ladders should be placed so that the base is away from the horizontal plane by one-fourth the ladder length (i.e., 12 foot ladder would be 3 feet from the wall).

3. Never climb a ladder that is unstable.

4. Never place a ladder in front of a door, unless the door is locked, guarded or otherwise blocked.

5. All ladders placed up against a stationary object must be tied off at the top to a secure point.

6. Ladders must extend at least three feet beyond the step off point.

7. Do not place a ladder close to live electrical wiring or against piping. Beware of overhead wires when moving an extended ladder. Do not use metal ladders near electrical power lines.

8. Portable ladders must be equipped with non-slip bases.

9. Face the ladder when ascending or descending.

10. Never stand at the top rung of a stepladder.

C. General - Stairways

1. All stairways less than 44 inches wide with one open side must have one stair railing on the open side.

2. All stairways less than 44 inches wide with both sides open must have a stair railing on both sides.

3. All stairways more than 44 inches wide, but less than 88 inches wide, must have on each enclosed side a stair railing or one stair railing on each open side.
4. All stairways more than 88 inches must have railings on both sides and one intermediate stair rail located midway of the width.

5. All stairways will be installed using OSHA regulations and guidelines for new installation or temporary construction use.

10.4 FLOOR AND WALL OPENINGS

A. Introduction

The purpose of this section is to outline procedures to reduce hazards to employees when working around floor and wall opening.

B. General

1. All floor openings shall be guarded with a standard railing exposed on all sides, except at an entrance to a stairway, or have a hinged opening cover of standard strength construction.

2. All floor opening rail systems shall be guarded by a standard toe board exposed on all sides, except at an entrance to the opening.

3. All floor opening hinged covers will be closed when the opening is not in use.

4. A standard manhole cover that need not be hinged in place shall guard all manhole openings. All manhole covers must be placed back into the opening after use of the opening.

5. Every wall opening from which there is a drop of more than 4 feet shall be guarded by an extension platform with a rail system.

6. Standard slats, grillwork, or rail system shall guard every wall opening from which there is a drop of more than 4 feet.

10.5 MOTOR VEHICLE GENERAL RULES

A. All employees who drive an Authority car or truck must abide by the following safety rules:

1. Any defects in the Authority vehicle should be reported promptly.

2. Employees are required to obey all state, local, and Authority traffic regulations, to include use of hands-free telephone units.

3. Section 1210, Sub. a, of the NYS Vehicle & Traffic Law reads as follows: "No person driving or in charge of a motor vehicle shall permit it to stand unattended without first stopping the engine, locking the ignition, removing the key from the vehicle, and effectively setting the brake thereon and, when standing upon any grade, turning the front wheels to the curb or
side of the highway, provided, however, the provision for removing the key from the vehicle shall not require the removal of keys hidden from sight about the vehicle for convenience or emergency.

4. Employees are not permitted to use personal cars or motorcycles for Authority business, unless specifically authorized by the supervisor.

5. Employees should drive safely. All employees must practice defensive driving.

6. Seat belts and shoulder harnesses are to be worn at all times.

7. Vehicles must be locked when unattended to avoid criminal misconduct.

8. Vehicles must be parked in legal spaces and must not obstruct traffic.

9. Employees should park their vehicles in well-lit areas at or near entrances to avoid criminal misconduct.

10. Employees should keep their headlights on at all times when driving a vehicle.

11. A vehicle when loaded with any material extending 4 feet or more beyond its rear shall have a red flag or cloth 12 inches square attached by day, or a red light visible for 300 feet by night, on the extreme end of the load.

12. Articles, tools, equipment, etc. placed in cars or truck cabs are to be hung or stored in such a manner as not to impair vision or in any way interfere with proper operation of the vehicle.

13. The most common type of vehicle accident is a backing accident. Due to limited vision out of the back windows drivers may not see other vehicles, obstacles, or even coworkers and pedestrians when they are driving their vehicles backward. Whether in a parking lot, on the road, or construction site, workers who learn the proper techniques can prevent backing accidents. Drivers should not put themselves into unnecessary backing situations, when possible drivers should choose parking spaces where you can drive in and drive out of, avoid parking too close to a corner, driveway, construction site, or in a place where your vehicle will crowd other vehicles, if possible choose a parking location away from moving or parked vehicles, plan ahead to avoid backing wherever possible.

When a situation requires backing your vehicle perform a vehicle walk around to check underneath and all around it for obstacles and other dangerous situations. Inspect the doors and tailgates for proper closing and safe and secure storage for items and materials. Ensure that there is plenty of clearance around vehicle for backing, back slowly and check surroundings often.
At times, spotters can assist you with a backing maneuver by sharing the responsibility for watching the rear of the vehicle. If possible don’t ask the spotter to exit the vehicle. If you must use a spotter outside the vehicle, make sure that you can see each other in the side-view mirror at all times. Do not proceed with backing if you lose sight of the spotter.

14. When you cannot see behind your vehicle, the driver shall walk behind the vehicle prior to backing.

15. Personal use of vehicles is not permitted without approval of management. Children are prohibited from being in Authority vehicles.

16. Operating an Authority vehicle while under the influence of alcohol and other drugs is prohibited. Violators are subject to termination of employment.

B. Commercial Driver License (CDL)

1. Drivers, who operate a commercial vehicle, as defined below, are required to obtain a commercial driver’s license.
   a. A vehicle with a gross vehicle weight rating of 26,001 or greater pounds, or
   b. A vehicle designed to transport 15 or more passengers (including the driver), or
   c. A vehicle of any size transporting hazardous material in sufficient quantities meeting the hazardous materials transportation regulations posting requirements.

2. Drivers must meet the following requirements:
   a. All commercial drivers must be in good health and pass a DOT physical. The doctor will provide the driver a medical examiner’s certificate that must be carried at all times when driving. The certificate must be renewed every 2 years or as required by physician.
   b. All commercial drivers must comply with the Authority’s Drug and Alcohol-Free Workplace Policy and consent to testing as defined by DOT and the Authority.
   c. Be at least 21 years of age.
   d. Speak and read English well enough to do his/her job and respond to official questions.
   e. Have a valid driver’s license and pass a commercial driver’s road test.
f. Take a DOT written exam for drivers.

g. Not be disqualified to drive a commercial motor vehicle.

h. Be able to determine whether the vehicle is safely loaded and know how to block, brace, and tie down cargo.

### 10.6 OPERATING OFF ROAD VEHICLES

#### A. General

The following is a list of requirements for motor vehicles that operate within an off-highway jobsite, not open to public traffic:

1. All vehicles shall have a service brake system, an emergency brake system, and a parking brake system. These systems may use common components, and shall be maintained in operable condition.

2. Whenever visibility conditions warrant additional light, all vehicles, or combinations of vehicles, in use shall be equipped with at least two headlights and two taillights in operable condition. All vehicles or combination of vehicles shall have brake lights in operable condition regardless of light conditions.

3. All vehicles shall be equipped with an adequate audible warning device at the operator’s station and in an operable condition.

4. No employee shall use any motor vehicle equipment having an obstructed view to the rear unless:

   a. The vehicle has a reverse signal alarm audible above the surrounding noise level, or

   b. The vehicle is backed up only when an observer signals that it is safe to do so.

5. All vehicles with cabs shall be equipped with windshields and powered wipers. Cracked and broken glass shall be replaced. Vehicles operating in areas or under conditions that cause fogging or frosting of the windshields shall be equipped with operable defogging or defrosting devices.

6. All haulage vehicles, whose payload is loaded by means of cranes, power shovels, loaders, or similar equipment, shall have a cab shield and/or canopy adequate to protect the operator from shifting or falling materials.

7. Tools and material shall be secured to prevent movement when transported in the same compartment with employees.
8. Vehicles used to transport employees shall have seats firmly secured and adequate for the number of employees to be carried.

9. If motor vehicle contains a seat belt then employees must utilize this device.

10. Trucks with dump bodies shall be equipped with positive means of support, permanently attached, and capable of being locked in position to prevent accidental lowering of the body while maintenance or inspection work is being done.

11. Operating levers controlling hoisting or dumping devices on haulage bodies shall be equipped with a latch or other device that will prevent accidental starting or tripping of the mechanism.

12. Trip handles for tailgates of dump trucks shall be so arranged that, in dumping, the operator will be in the clear.

13. All rubber-tired motor vehicle equipment manufactured on or after May 1, 1972, shall be equipped with fenders. Mud flaps may be used in lieu of fenders whenever motor vehicle equipment is not designed for fenders.

14. All vehicles in use shall be checked at the beginning of each workday to assure that the following parts, equipment, and accessories are in safe operating condition and free of apparent damage that could cause failure while in use: service brakes, including trailer brake connections; parking system (hand brake); emergency stopping system (brakes); tires; horn; steering mechanism; coupling devices; seat belts; operating controls; and safety devices. All defects shall be corrected before the vehicle is placed in service. These requirements also apply to equipment such as lights, reflectors, windshield wipers, defrosters, fire extinguishers, etc., where such equipment is necessary.

15. Only employees of the Authority and designated personnel are authorized to ride in or operate “off-road” vehicles such as ATVs, snowmobiles, etc.

16. Employees must receive training of the safe use of the specific “off-road” vehicles prior to operation.

B. All employees that operate an off-road vehicle must adhere to the following safety rules:

1. Manufacturer’s recommendations must be followed for the safe operation of off-road vehicles. All drivers must read and follow the owner’s manual carefully.

2. Drivers and passengers of all-terrain vehicles (ATV’s), utility vehicles (UTV’s) and snowmobiles must wear a NYS DOT approved safety helmet. Other protective clothing may be required depending on the terrain (i.e. safety goggles for brush and debris, etc.)
3. Drivers of off-road vehicles that are equipped with seat belts must wear them at all times.

4. Operation on public roads or posted property is prohibited.

5. Passengers may not be carried on single use vehicles.

6. Only properly trained Authority employees are permitted to operate off-road vehicles.

7. Drivers will not leave a running vehicle unattended.

8. Drivers will not leave keys in an unattended vehicle.

9. Drivers will exercise caution while operating the vehicle. Carelessness is dangerous and will not be permitted.

10. Drivers will immediately report any defect in the vehicle.

11. All accidents, regardless of the seriousness must immediately be reported to your supervisor and an accident report completed.

10.7 POWERED INDUSTRIAL TRUCKS

A. Introduction

The purpose of this section is to outline the safety requirements related to the operation of powered industrial trucks (PITs). PITs are commonly called forklifts or fork trucks that are used in many industries primarily to move materials. PIT types include: electric motor trucks, electric motor narrow aisle trucks, electric motor hand trucks or hand/rider trucks, internal combustion engine trucks, electric and internal combustion engine tractors and rough terrain forklift trucks. Employees under 18 years of age are prohibited from operating specified hazardous machines and equipment, including forklift trucks in non-agricultural operations.

B. Requirements

All employees required to operate a PIT must be trained in accordance with OSHA standard 29 CFR 1910.178 (1)(2)(ii). The OSHA standard requires employers to develop and implement a training program based on the general principles of safe truck operation and the types of vehicle(s). Formal and practical training must be provided; the employer must certify each operator has received the training and evaluate each operator at least once every three years.

C. General Training Information

1. Types, Features and Physics
   a. Familiarize each operator with the basic types and functions of PITs.
b. Develop an understanding of the information shown on the data plate.

c. Understand the critical truck measurements that affect safety.

d. Understand the forces that cause tip-overs.

2. Inspecting the vehicle
   a. Understand the purpose and importance of pre-operational checkouts.
   b. Provide a basic understanding of areas covered during a pre-operational checkout.
   c. Familiarize each operational checkout, and what to do if a problem is discovered.

3. Driving the truck
   a. Understand the elements of safe movement of a PIT.
   b. Understand the differences between an automobile and a PIT.
   c. Recognize the safety hazards associated with operating a PIT.

4. Specific truck and workplace training/hands-on.
   a. Review features of specific PIT to be operated.
   b. Review operating procedures of specific PIT to be operated.
   c. Review safety concerns of specific PIT to be operated.
   d. Review workplace conditions and safety concerns of areas where PIT’s will be operated.
   e. Learn/practical actual operation of specific PITs to be operated and specific safety concerns where PITs will be operated.
   f. Demonstrate proficiency performing the PIT operator duties specific to the trainee’s position and workplace conditions.

5. Safety concerns
   b. Review/reinforce safety procedures in your facility.

SECTION 11.0 - MOTOR VEHICLE DRIVING POLICY

A. Purpose
Operating motor vehicles is essential to the Authority operations. Vehicle operation skills and safe driving practices ensure that health and public property are preserved. The safety of Authority employees and the general public is the primary emphasis of this policy. This priority will be reflected in all decisions and determinations made under this policy. This policy ensures that Authority employees, required to drive Authority-owned vehicles, meet the Authority driving standards as set forth in this policy and are in compliance with state and local laws. This is not a disciplinary policy; it does not impose discipline but rather establishes the standards used to determine what qualifies/disqualifies an employee to perform driving duties for the Authority.

B. Responsibility

Division Managers shall ensure that their staff follows the requirements set forth in this policy. Compliance with this policy is the responsibility of all Authority employees.

C. Definitions

1. **Driving Duties**: Job functions that require operation of a motor vehicle, whether or not operated on a roadway.

2. **Driving Improvement Plan**: Training provided by qualified Authority staff or third party. Training should include a video and class discussion followed with a short test. All training will be signed off by the employee and their supervisor.

3. **Employee**: A person employed by the Authority to conduct official business.

4. **Major Violation**: Conviction of a motor-vehicle-related offense that is considered a misdemeanor or felony or that could result in revocation or suspension of driving privileges. Driving while impaired, reckless driving, and driving without a valid license are some examples; not limited to Authority vehicles and/or Authority business.

5. **Motor Vehicle**: Means a vehicle which is self-propelled except a vehicle moved by human or animal power.

6. **Motor Vehicle Accident/Incident (MVA)**: Any unintended contact between a motor vehicle owned by the Authority or operated by a Authority employee during the course of duty and any other motor vehicle, any fixed or moving object, any person, or any animal where there is any damage or suspected damage to the vehicle or the object contacted, or any injury to a person or animal. This includes unintended contact with road surface or surrounding public works, terrain or body of water, such as sliding into a ditch or temporary physical barrier.
7. **Motor Vehicle Record Review (MVRR):** A periodic review of the employee’s New York State Department of Motor Vehicles driving record.

8. **Moving Violation:** Conviction of a state law or ordinance while vehicle is actually moving, but excluding no registration, no proof of insurance, or failure to change address and not limited to Authority vehicles and/or Authority business.

9. **Preventable Accident:** One in which the driver failed to do everything that reasonably could have been done to avoid the accident as defined in *A Guide to Determine Accident Preventability*, published by the National Safety Council at [http://www.ped.state.nm.us/div/fin/trans/dl/adjudicate.pdf](http://www.ped.state.nm.us/div/fin/trans/dl/adjudicate.pdf). Preventable accidents include, but are not limited to: Speed not reasonable or prudent for road conditions; Unsafe backing; Reckless driving resulting in vehicle accident involving one or more vehicles; Vehicle accident resulting from improper cell phone usage.

10. **Non-Preventable Accident:** Non-preventable accidents include, but are not limited to: Vehicle accident involving one or more vehicles with no operator negligence; Accidents involving wildlife (deer, etc.); Accidents that operator has no control over.

11. **Required Driver:** Job Classifications in which driving is an integral or necessary function of the position. An employee in this classification would be unqualified to hold the position should they lose their driving privileges or fails to meet Authority driving standards.

**D. Policy**

1. Employees authorized by their Division Manager to drive in the course and scope of their employment shall use Authority owned vehicles when available and practical. Employees permitted to occasionally drive privately owned vehicles on Authority business must, in addition to other applicable requirements of this policy, ensure that statutorily required insurance, inspection and registration for their privately owned vehicle is valid and current.

2. A Motor Vehicle Record Review (MVRR) must be conducted on all employees before they are assigned driving duties. Upon notice from HR that an employee is approved to drive Authority owned vehicles, the Division Manager or his or her designee will ensure that each employee is familiar with the features of specific Authority vehicles before the employee is assigned driving duties.

3. While driving on Authority business, Authority employees shall obey all state and local laws including proper seat belt usage, cell phone usage, etc.; and make every effort to fully concentrate on vehicle operation. Smoking in Authority vehicles is prohibited.
4. MVAs that occur while an employee is driving on Authority business must be reported to their Supervisor and HR immediately so that they may be investigated promptly. These accidents/incidents will be reviewed by the Safety Committee to determine whether the accident was preventable or non-preventable.

5. Any motor vehicle conviction, involving the Authority employee that is assigned driving duties, must be reported to the employee’s Supervisor within ten working days of conviction. To clarify, reporting includes convictions for personal or work related moving violations regardless of whether the employee was functioning in an Authority related capacity at the time of the incident. Employees are required to immediately advise their Supervisor of an administrative and/or court suspension, revocation or withdrawal of their driver's license.

E. Procedure

1. Motor Vehicle Record Review
   a. At the time of interview for employment, applicants will be required to produce a current driver's license. MVR will be obtained and reviewed by the Division Manager prior to an employment offer.
   b. Employees assigned to perform driving duties for the Authority must be authorized by the Authority to obtain copies of MVRs in accordance with this policy.
   c. Periodically, but not less than once per calendar year and/or upon reports of accidents/incidents, HR will obtain and review MVRs for the prior three-year period.

2. Motor Vehicle Operations Standards
   a. The following motor vehicle operation standards are used to determine driver eligibility. The motor vehicle operations standards address the insurability requirements and are not intended to usurp or circumvent any disciplinary actions that may arise from violations/accidents/incidents.
   b. No employee shall perform driving duties for the Authority unless they have a valid driver's license. Individuals who fail to maintain these standards are unqualified to perform driving duties for the Authority depending upon the job classification of the driver, the inability to perform driving duties may result in employment action.
   c. Pre-hire
Applicants for positions that require driving duties may not be considered for employment if within the past three years the applicant was convicted of more than 3 Moving Violations, or consistent with NYS limits; or one or more major violation(s).

d. Current employees

Employees may not be eligible to perform Driving Duties if within the past three years, counted from the conviction date specified on the MVR, the employee was:

1. Convicted of three or more Moving Violations; or
2. Convicted of one or more Major Violation(s); or
3. Determined to have three Preventable Accidents while performing duties in the course and scope of their Authority employment and where a disciplinary suspension was imposed for one or more of the Preventable Accidents.

3. Driving Improvement Plan

a. The intent of the Driving Improvement Plan is to provide a mechanism to correct deficiencies by providing training or achieving a period without further violations or preventable MVAs. In addition, it will serve as notice to current employees that they are at risk of failing to meet the Motor Vehicle Operations Standards. Employees participating in the Driving Improvement Plan are still required to meet the Motor Vehicle Operations Standards.

b. An employee will be placed on a Driving Improvement Plan if, during the three year period immediately preceding the review, the driver:

1. Was convicted of a total of two Moving Violations; or
2. Was found responsible for a total of two preventable accidents while performing driving duties in the course and scope of their Authority employment.

c. The Division Manager will notify the employee in writing of their required participation and placement on a Driving Improvement Plan.

d. The Division Manager, in conjunction with the Safety Committee, will identify the appropriate training and direct the employee placed on the Driving Improvement Plan to complete training or other remedial activity to improve driving skills and performance as necessary or deemed appropriate.
4. Reporting Motor Vehicles Accidents/Incidents (MVAs)

a. In addition to following all laws regarding reporting of MVAs, employees performing driving duties must report all MVAs occurring in the course and scope of employment to their supervisor or Division Manager from the scene of the accident, if possible, or as soon as practical, but no later than the end of the business day of the MVA, unless prevented by the driver's own injury. Initial reporting may be by radio, telephone or in person.

b. Drivers shall complete the "Accident Report" provided by the Authority before leaving the scene of the MVA, unless prevented by their own injury, or other extenuating circumstances. This form is located in the Health and Safety Manual and should be maintained in the glove boxes of all the Authority owned/leased vehicles. After the employee has completed their section of the form, they should provide the document to their supervisor who will finish completing the form and immediately forward a copy to Human Resources. HR will review and forward to the Safety Committee. Accidents involving Authority vehicles will also be reported to Finance.

5. Accident Investigation

a. The Division Manager will review MVAs which occur during the course and scope of Authority employment to determine whether or not the MVA could have been prevented by the employee. Should the accident involve a division manager, the Executive Director will initiate the investigation.

b. The Safety Committee will review accident reports and may also recommend corrective action(s) to prevent future similar MVAs. A minimum of five representatives are required for each Committee meeting which should include the respective Division Manager or his/her designee. The Authority will make a good faith effort to have both management and non-management representatives serving at each Committee meeting. The direct Supervisor's participation may be waived for action on any subordinate employee.

c. For reconvened meetings every effort will be made to have the same representatives in attendance.

d. The Committee will receive and review accident forms, police reports, and other related documents, or witness accounts of incident. The Committee may make an immediate finding of "non-
preventable accident" when supported by a police report or other facts. Non-preventable accident findings will be made using the National Safety Council’s Guide to Determine Accident Preventability. Decisions are based on a simple majority of Committee members present and voting.

e. When a MVA report is received, HR will send the employee involved a notice of the Committee meeting date and copies of the supervisor's report, the official traffic report when applicable, and any photos of the accident scene. Committee meetings will be scheduled as soon as Practicable following the accident date, but generally no more than 21 working days following the date the report is received by Committee members.

f. An employee at their option may make a presentation to the Committee which can include any relevant evidence the employee wishes to have considered as well as witnesses to the MVA.

F. Disciplinary Actions

This section is intended to provide general guidelines for employee discipline for driving related accidents that occur while employees are performing Authority related driving duties so that incidents are handled consistently within the Authority.

Accidents will be reviewed by the Safety Committee in accordance with this Policy and the Health and Safety Manual. Employees involved in accidents that are determined by the Committee to be preventable are subject to disciplinary action. Discipline is dependent on the severity of the accident, and the employee’s accident history, and may include mandatory attendance at a Committee Meeting, reprimand memo placed in employee’s personnel file, suspension from work without pay, completion of Driving Improvement Plan, or termination. Decisions regarding disciplinary action shall be rendered by the Executive Director.

SECTION 12.0 GENERAL OFFICE SAFETY

A. Introduction

The protection of employee health and safety is of utmost importance to the Authority. It extends to all work areas, including office space. This section outlines safety and health guidelines for all Authority office areas. Employees are expected to maintain office and administrative spaces in a safe condition. Any unsafe conditions noted during normal work activities must be reported to a supervisor for correction.

B. Office Environment

The following office conditions will be maintained:
1. Unobstructed stairways.
2. Handrails on stairs, firmly attached.
3. Carpets, if applicable, free of tears, lumps, and loose pieces.
4. All equipment guards shall be maintained in original, working condition.
5. Extension cords should not be used unless absolutely necessary and as temporary power until a permanent outlet is provided.
6. All equipment connected with 3-prong plugs.
7. All electrical outlet face plate covers shall be in place and in good condition.
8. Exits and emergency exit procedures well marked.
9. Fire extinguishers in place and operative.
10. Bookcases and shelves secured.
11. Illumination adequate (replace bulbs & clean fixtures).
12. Ventilation adequate (maintain grills & filters to provide uninterrupted air flow).

C. Safe Work Practices
1. No water, oil, soap, or excess wax on floor.
2. Standing on chairs or boxes is prohibited.
3. Office machine cords are to be kept out of aisles and work areas to prevent tripping, unless encased by floor molding.
4. Aisles are to be kept clear of obstructions.
5. Broken or splintered chairs will be removed from use and replaced.
6. Running in aisles or stairwells is prohibited.
7. Lifting or moving bulky or heavy equipment materials alone is prohibited. Obtain assistance.
8. Lift with legs, not back, to prevent back injuries.
9. Caution must be used in operating paper cutters, trimmers, and power punches. Keep fingers clear of the cutting blades. Blades of paper cutter must not be left open after use.
10. Filing cabinets and desk drawers will be closed when not being accessed.

11. Contents of filing cabinets will be arranged so as not to overbalance the cabinet. Contents will be distributed through the entire cabinet rather than the top drawer.

12. Chairs will be adjusted so that thighs are horizontal, feet rest flat, and arms are comfortable. A footrest may be needed to achieve this posture.

13. Chair backrests will be utilized to support the lower back and fit the curvature of the spine.

14. Display screens will be positioned to minimize glare and reflections from overhead lights. Glare screens are available to aid in reducing glare.

15. Display screen will be positioned so top is slightly above eye level when seated.

16. Screen contrast or brightness control will be set at a comfortable level.

17. Heavy objects will be stored on lower shelves.

18. Sharp objects will be stored where they can’t fall or be handled accidentally.

19. A first aid kit will be readily available.

20. Emergency phone numbers will be made readily available.

D. Ergonomics

OSHA has developed industry specific guidelines to provide specific guidance for employers to help minimize the injuries associated with muscular-skeletal disorders (MSDs). Some common examples of MSDs include carpal tunnel syndrome, rāynāud’s syndrome, and tendonitis. Employers have an obligation to implement effective programs or other measures to reduce ergonomic hazards and associated MSDs under the General Duty Clause, Section 5(a)(1).

Through risk assessment, engineering controls and proper design of workstations, the risks of encountering MSDs in the workplace can be minimized.

The Authority believes that training employees to be aware of these risks can help them to identify potentially harmful situations before they occur. Periodic training on ergonomics, back-safety, proper lifting and other MSD related topics are offered to all employees.

Periodic ergonomic assessments are performed to identify high-risk work practices. Through these assessments, improvements can be implemented that will reduce the potential for future MSDs to occur.
Form 1 – ACCEPTANCE & ACKNOWLEDGEMENT OF UPDATES FORM

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
HEALTH AND SAFETY MANUAL

I have reviewed this Health and Safety Manual and have read its contents. I have working knowledge of the safety programs, and will follow the safety practices of the Development Authority. I understand I can discuss the contents of this manual with my manager at any time. I understand that as an employee, I am responsible for having a safe attitude and practicing safe behavior at all times.

Date of Document Revision: __________________

Department: _______________________________

<table>
<thead>
<tr>
<th>Employee Name (Printed)</th>
<th>Employee Name (Signature)</th>
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Form 2 – ACCIDENT REPORT FORM  
(Page 1 of 2)  
**THIS FORM MUST BE COMPLETED AND FILED WITHIN 24 HOURS OF INCIDENT**  
(If more than one employee is involved, a form must be completed for each)

Insurance Carrier: The State Insurance Fund  
Policy No. G 1331 998-3  
1045 Seventh North Street  
Liverpool, NY 13088  
Phone: 315/453-6500  
CASE NO. ______________

Section 1 – Accident Overview

<table>
<thead>
<tr>
<th>1. Type of Accident</th>
<th>☐ Vehicle (complete Sec.4) ☐ Non-Vehicle (skip Sec.4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Was Property Damage Involved?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>3. Was anyone injured?</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

Section 2 – General Employee Information

| 4. Employee Name: |
| 5. Employee’s Home Phone #:___________________; email address:__________________ |
| 6. Employee’s Title: |
| 7. Normal Authority Work Location: State Office Bldg, MMF, WPS, Other:_______________ |
| 8. Employee’s Home Address: |
| 9. Normal hours worked per day:_____ |
| 10. Normal hours worked per week:_____ |
| 11. Employee’s Date of Hire: ____/____/____ |

Section 3 – Accident Details

| 12. Date and time of accident | ____/____/____ | ____:____ am/pm |
| 13. Time employee began work on day of accident | ____:____ am/pm |
| 14. Location of accident (street, city and county) |
| 15. Did the accident occur on Authority property? | ☐ Yes ☐ No, if no list property owner(s): __________________ |
| 16. Were there witnesses to the accident? | ☐ Yes, please list below ☐ No |
| 17. Have you ever suffered a similar injury at work or away from work? (Your answer will not affect your benefits, but could allow your employer to recover funds) | ☐ Yes, if yes please describe: __________________ |
| ☐ No |
| 18. Notification of incident | Date: ______/_____/____ Person Notified: __________________ |

Health and Safety Manual  
Development Authority of the North Country
## Section 4 – Vehicle Accident Details

19. How was notification made?  
   In-Person, By Phone, By Email, Other:________________

20. Describe weather/road conditions at time of accident (i.e., snow, rain, fog, temp. etc.)

21. Was there a vehicle owner other than Authority owned or machinery involved in the accident?  
   □ Yes, please list below □ No

22. Describe nature of injury and what part of the body was injured during the accident. (Right leg, Left arm, etc.)

23. Cause of Injury:

24. Was an object involved in the injury?  
   □ Yes □ No; If yes, what was the object?__________________________

## Section 5 – Medical Treatment

25. Did employee stop work?  
   □ Yes, if yes date:____/____/____ □ No

26. Was employee paid in full for day?  
   □ Yes □ No

27. Was medical treatment provided?  
   □ Yes, if yes date:____/____/____ □ No

28. Did EMT or doctor provide service?  
   □ Yes, if yes see below □ No □ NA
   - Name of Dr. if known:________________
   - Address of hospital/office:________________
   - Phone #:________________

29. Is future treatment required?  
   □ Yes □ No □ NA

30. Has employee returned to work  
   □ Yes, provide date____/____/____ □ No □ NA

31. Total days off work:_______________  
   28. Total days of *restricted duty:_____________

## Section 6 – Employee/Supervisor Statements

32. Description of accident:__________________________________________________________
    _______________________________________________________________________________
    _______________________________________________________________________________

33. How could the accident have been prevented?________________________________________
    _______________________________________________________________________________
    _______________________________________________________________________________
    _______________________________________________________________________________

34. Employee’s statement:____________________________________________________________
    _______________________________________________________________________________
    _______________________________________________________________________________

   Employee Signature/Date:____/____/____

35. Supervisor’s comments:____________________________________________________________
    _______________________________________________________________________________
    _______________________________________________________________________________

   Supervisor’s Signature/Date:____/____/____

36. Form completed By:  
   Date:____/____/____

37. Division Manager’s signature:  
   Date:____/____/____

Copy to: □ Human Resources

Health and Safety Manual  
Development Authority of the North Country
Form 3 – CONFINED SPACE ENTRY PERMIT
(Page 1 of 2)

This permit must be posted at confined space during entry. Once entry is complete, this form must be returned to the Division Manager for review/filing.

Call 911 in case of emergency.

<table>
<thead>
<tr>
<th>Name of confined space to be entered:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date/time space will be entered: <em><strong>/</strong></em>/___  <strong>:</strong> am/pm to <em><strong>/</strong></em>/___  <strong>:</strong> am/pm</th>
</tr>
</thead>
</table>

Purpose of entry:

<table>
<thead>
<tr>
<th>List Employees/Contractors entering space</th>
<th>Verified employee has Confined Space Training Certificate in his/her personnel file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee signatures required</td>
<td></td>
</tr>
<tr>
<td>1.____________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>2.____________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>3.____________________________</td>
<td>□ Yes □ No</td>
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<tr>
<td>4.____________________________</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>5.____________________________</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

List others on page 2 of permit.

<table>
<thead>
<tr>
<th>Name of Attendant:________________________</th>
<th>Verify Employee has Training Certificate □</th>
</tr>
</thead>
</table>

How will communication be maintained with entrants? (radio, line of site, other___________)

Pre-Entry Check: Date/Time: _____/_____/_____  ___:____ am/pm

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Oxygen (19.5-23.5%)</td>
<td>_______ %</td>
</tr>
<tr>
<td>2. Hydrogen Sulfide</td>
<td>_______</td>
</tr>
<tr>
<td>3. CO</td>
<td>_______</td>
</tr>
<tr>
<td>4. LEL</td>
<td>_______</td>
</tr>
</tbody>
</table>

Safety Precautions Necessary Before Entering Space: Yes No NA

<table>
<thead>
<tr>
<th>1. Were all energized systems locked out prior to entry?</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>2. Is hot work going to be performed in space? (Attach completed hot work form to this permit)</td>
<td></td>
</tr>
<tr>
<td>3. Is respiratory protection necessary?</td>
<td></td>
</tr>
<tr>
<td>4. If respirator is required, what type of respirator will be used? Type = ___________</td>
<td></td>
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<tr>
<td>5. Is mechanical ventilation necessary / required?</td>
<td></td>
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</table>

**Mechanical ventilation is always required at the MMF**

<table>
<thead>
<tr>
<th>6. Is entry over 5 feet vertical depth?</th>
<th></th>
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<tbody>
<tr>
<td>- If Yes, harness and emergency retrieval equipment are required</td>
<td></td>
</tr>
<tr>
<td>- If No, full body harness and tie rope are required</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Is lighting required and utilized? If so, it must be explosion proof.</th>
<th></th>
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</thead>
</table>
Gas Tester Name and Serial Number:
- MMF Industrial Scientific MX4 SN: 14030V7-001
- MMF Industrial Scientific MX4 SN: 16053UW-001
- WQ Jefferson County Industrial Scientific M40, SN: 1204910-020
- WQ Jefferson County Industrial Scientific MX4, SN: 14082MN-001
- WQ St. Lawrence County Industrial Scientific MX4, SN: 19022PV-001

Continuous Atmospheric Testing Results (Record every 2 hours; Place X through boxes that are not used upon completion of work)

<table>
<thead>
<tr>
<th>Testers Initials</th>
<th>Time</th>
<th>1. Oxygen (19.5-23.5%)</th>
<th>2. Hydrogen Sulfide (&lt;10ppm)</th>
<th>3. CO (&lt;35 ppm)</th>
<th>4. LEL (&lt;10%)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Testers Initials</td>
<td>: am/pm</td>
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<tr>
<td></td>
<td>1. Oxygen (19.5-23.5%)</td>
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<td></td>
<td>3. CO (&lt;35 ppm)</td>
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<td></td>
<td>4. LEL (&lt;10%)</td>
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</table>

I have reviewed the work authorized by this permit and the information contained herein. Instructions and safety procedures have been received and are understood. Entry is not approved if any blocks in the pre-entry checklist are not checked or if LEL is above 10%. If gas levels are not within permissible limits, Self-Contained Breathing Apparatus must be used.

Entry Permit Supervisor: ________________________________

The following list identifies individuals that are authorized as Confined Space Supervisors:
- Jason Akins, Mike Blackwell, Joshua Doyle, Brian LaRock, Ben Millard, Patricia Pastella, Brian Wohnsiedler, Chris Sullivan, Stuart Tamblin, Henry Waite, Howard Widrick, Monty Phinney, Leonard Tibbetts, Scott Worden, Christopher O’Conner, Mark Tyo
- Andrew Bishop, Norman (Bill) Jones, Ken Kizzer, Brian Mantle, Steve Marshall, Scott McConnell, Brian Nutting, Neil O’Dell, Larry Pete, Jerame Roux, Michael Taber, Dan Jackson, Alan Fleming
- David Rohe, Megan Ervay, Christian Fout, Rob Stevenson, Carrie Tuttle

After completion of confined space entry, this permit will be returned to Admin and kept on file for 1 year.

This confined space entry permit has been canceled.

<table>
<thead>
<tr>
<th>Permit Entry Supervisor Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Health and Safety Manual
Development Authority of the North Country
Form 4 – HOT WORK PERMIT

1. **Description of Work to Be Performed**

2. **Location where work is being performed**
   Will work be done in any areas where chlorine gas is used? (Warneck Pump Station)

3. **Time and date of work to be performed**

4. **Name of Authority employee or contractor performing the work**

5. **Type of Hot Work Performed**
   - Cutting/Mechanical
   - Cutting/Torch
   - Brazing
   - Soldering
   - Grinding/Mechanical
   - Welding (if checked, list weldment & type)

6. **List Type of Material/Metal that Hot Work is being performed on**
   - Stainless Steel
   - Ductile Iron
   - Carbon Steel
   - Galvanized Steel (Written Mgr. approval must be attached)
   - Aluminum
   - Copper
   - Other: ___________________________

7. **Name of firewatch that will be present during work.**

8. **Is the firewatch trained on hot work procedures and how to use the extinguisher?**
   - Yes
   - No – Work Cannot Proceed

9. **Is there overhead work?**
   - Yes – List precautions_________________
   - No

10. **Have any portable combustible materials been relocated prior to the start of work?**
   - Yes
   - No
   - NA

11. **Has protective covering been used?**
   - Yes – Where & What Type: _____________
   - No
   - NA

12. **Type of fire extinguisher required and available at hot work area**
   - ABC
   - B
   - C
   - D

13. **Describe any special precautions needed for floors, walls, ceilings, roof or atmosphere (if flammable gases present)**

14. **Name of supervisor that has been trained on hot work procedures and has inspected the area prior to the start of work**
   Name: ___________________________
   Signature: ________________________

15. **Has equipment being used been inspected for damage prior to start of work?**
   - Yes
   - No

16. **Time that hot work is completed**

17. **Name and signature of employee that inspects the hot work area 30 minutes after the last hot work is completed**
   Name: ___________________________
   Signature: ________________________
   Date and Time: ____________________
## Form 5 – SAFETY & HOUSEKEEPING INSPECTION FORM

### INSPECTION ITEMS

<table>
<thead>
<tr>
<th>INSPECTION ITEMS</th>
<th>Not Ins.</th>
<th>No Further Action</th>
<th>Action</th>
<th>Main Office</th>
<th>WQ Facilities</th>
<th>MMF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inspect active cell at MMF for proper use of high visibility PPE. (Observe at least 3 trucks)</td>
<td>X</td>
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<tr>
<td>2. Observe employee transferring chemicals (i.e., chlorine, defoamer, electrolyte, parts cleaners) to ensure PPE is being used</td>
<td>X</td>
<td>X</td>
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<tr>
<td>3. Check a Hearing Protection Required Area to see if employees are using PPE: Reference section 3.6 of H&amp;S manual.</td>
<td>X</td>
<td>X</td>
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<tr>
<td>5. Inspect maintenance shop or other work areas for housekeeping (Flammable storage, tripping hazards, unsafe material stacking)</td>
<td>X</td>
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<tr>
<td>6. Inspect maintenance shop or other work areas for protective light fixture lenses (minimizes light fixture glass shattering)</td>
<td>X</td>
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<tr>
<td>7. Check for properly stored compressed gas cylinders (cylinders must be secured to wall with caps installed &amp; stored separate from other gas cylinder)</td>
<td>X</td>
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<tr>
<td>8. Inspect power tool cords for proper grounding, frayed cords, and guarding. (Hand grinders, drill presses, hand drills, bench grinders etc.)</td>
<td>X</td>
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<tr>
<td>9. Check for proper usage of ground fault circuit interrupters in wet areas</td>
<td>X</td>
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<tr>
<td>10. Check that electrical panels are unobstructed (48” clearance)</td>
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<tr>
<td>11. Check emergency exit lights</td>
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<td>12. Check Emergency lighting for proper operation</td>
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<td>13. Check exit routes are clear of any obstructions</td>
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<tr>
<td>INSPECTION ITEMS</td>
<td>Not Insp.</td>
<td>No Further Action</td>
<td>Action</td>
<td>Main Office</td>
<td>WQ Facilities</td>
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<td>14. Check for posted emergency evacuation maps</td>
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<td>15. Check samplings of fire extinguishers to ensure monthly inspections are being completed &amp; documented on tag</td>
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<td>16. Check eye wash stations to ensure weekly inspections are being completed &amp; documented on tag</td>
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<td>17. Inspect harnesses for general housekeeping practices (proper storage, deformed snaps, frayed webbing, etc.)</td>
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<td>18. Observe Confined Space signage</td>
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<td>19. Observe active lock-out /tag-outs are being completed properly</td>
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<td>20. If hot work is being performed during inspection review copy of permit</td>
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<td>21. Ask employees some general questions concerning safety: SDS's; Confined Space; Emergency Evacuation; Hot Work, etc.</td>
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<td>22. Spot check use of seatbelts</td>
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<td>23. Inspect ladders for broken rungs, damaged sides, etc. Reference section 10.3 of H&amp;S Manual</td>
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<td>24. Check stair railings and width of stairs. Reference section 10.3 of H&amp;S Manual</td>
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<td>26. Check for posted 3E SDS poster (contains emergency phone numbers)</td>
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<td>27. Inspect hazardous materials containers for proper labeling</td>
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<tr>
<td>INSPECTION ITEMS</td>
<td>Not Insp.</td>
<td>No Further Action</td>
<td>Main Office WQ Facilities</td>
<td>MMF</td>
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<td>28. Check for posting of emergency phone list</td>
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<td>29. Inspect AED unit for properly charged battery, verify pad &amp; Battery expiration dates.</td>
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<td>30. Check to see if first aid supplies are available (inspect first aid supply cabinets)</td>
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<td>31. Check for posted PESH SH 900.1 log (log to be posted conspicuously at MMF O&amp;M, Warneck Pump Station &amp; SOB)</td>
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<tr>
<td>32. Check for posting of Homeland Security signage, Reference Vulnerability Assessment for AWL &amp; RWL only</td>
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<td>33. Check condition of installed fire/smoke alarms for proper operation</td>
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</table>
Form 6 – NEW EMPLOYEE SAFETY TRAINING & ORIENTATION CHECKLIST  
(Page 1 of 2)

NAME OF EMPLOYEE: ______________________

This form is required to be completed by the Supervisor and the Employee within two weeks of starting work. Training will be tracked in BambooHR.

<table>
<thead>
<tr>
<th>Description of Activity</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read Health &amp; Safety Manual. Complete and sign Form 1 of Health and Safety Manual and returned to Supervisor for filing.</td>
<td>Completed Form 1</td>
</tr>
<tr>
<td>Review Hepatitis A &amp; B Vaccination benefit (schedule first series of three shots if employee elects to complete); Review Tetanus Vaccination benefit.</td>
<td>Employee signs acknowledgment form declining vaccines or shots are scheduled</td>
</tr>
<tr>
<td>Reviewed accident injury-reporting process with supervisor and reporting forms located in Health &amp; Safety Manual.</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Employee has reviewed Hazard Communication procedures (i.e., SDS protocols, etc.)</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>If employee will be required to wear a respirator, then respiratory protection program training, and a medical evaluation must be completed including pulmonary function test, medical screen, and respirator fit testing. NOTE: 1) Employees that are required to participate on Confined Space Rescue Team must be qualified to wear respirator; 2) Employees electing to voluntarily wear a 3M dust mask respirator must receive training and sign Appendix D of 29 CFR 1910.134; 3) WQ Employees electing to voluntarily wear a tight fitting respirator for chlorine injection cleaning must be fit tested, receive medical evaluation, and receive Appendix D.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>If an employee will be required to use a commercial driver’s license, then they must complete a medical evaluation consistent with NYS DOT requirements.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>Review emergency evacuation routes and is familiar with location of pull stations, and gathering point. Employee knows procedure for calling 911 in case of emergency.</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Employee is familiar with the Authority’s Drug and smoke free workplace policies in Personnel Policy</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If employee will be required to enter confined spaces, then they must have received confined space training.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>Employee has been trained in Lock-out tag out training</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>Employee has reviewed Lyme &amp; Tick Prevention Materials and Poisonous Plant Materials</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>Review of hearing protection required areas and program. Issue employee personal hearing protection.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>Review of the Authority’s prescription safety eyeglass policy. Employee provided with appropriate level of safety glasses to perform job functions.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>Employee has been trained in Fall protection training.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>Employee has been trained in Hot work training.</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>Employee has been trained on how to use a fire extinguisher (PASS and different classes) and knows where they are located in their facility?</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
<tr>
<td>Employee has reviewed the firearm and pyrotechnics policy</td>
<td>☐ Yes ☐ No ☐ NA</td>
</tr>
</tbody>
</table>
### Form 6 – NEW EMPLOYEE SAFETY TRAINING & ORIENTATION CHECKLIST

(Date: Page 2 of 2)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
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<tbody>
<tr>
<td>Employees must know where flammable materials are to be stored and where flammable rags must be kept</td>
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<tr>
<td>Employee has reviewed DANC’s recycling policy and knows where to dispose of paper, cardboard, plastics, glass and returnable cans.</td>
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<tr>
<td>Employees at WQ must review the following site specific safety procedures:</td>
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<tr>
<td>- SOP for Sewer Emergency</td>
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<tr>
<td>- SOP for Receiving Bulk Petroleum Shipments</td>
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<tr>
<td>- SOP for Sodium Hypochlorite System at WPS</td>
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<tr>
<td>If an employee works at the MMF they must review the following site specific safety procedures</td>
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<tr>
<td>- SOP for Operating Heavy Equipment</td>
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<tr>
<td>- Landfill Safety Procedures</td>
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<tr>
<td>Employee is familiar with Safety Shoe requirements and has been provided with ANSI F 2412 approved shoes, if required for job.</td>
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<tr>
<td>Employee knows the location of first aid equipment, and knows which employees have received CPR and First Aid Training at their respective facility. Intranet list CPR and First Aid trained employees.</td>
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<td>Yes</td>
<td>No</td>
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<tr>
<td>Employee has been trained in safe operation of Off Road Vehicles</td>
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<tr>
<td>Employee has been trained in safe operation of Powered Industrial Trucks</td>
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<tr>
<td>Employee has been trained in safe use of hoists and cranes, if needed. Employee has been trained in the proper inspection of the cranes and hoists prior to each use.</td>
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<tr>
<td>Employee has reviewed safety and inspection requirements for portable ladders.</td>
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<td>Employees required to operate Authority vehicles must attend defensive driving course.</td>
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<tr>
<td>Employee has reviewed Universal Waste procedures</td>
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<tr>
<td>Aerial Lift Training</td>
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</tr>
<tr>
<td>Employee has reviewed required Workplace Violence Prevention and Sexual Harassment Prevention training</td>
<td>Yes</td>
<td>No</td>
<td>NA</td>
</tr>
</tbody>
</table>

**SIGNATURE’S INDICATING ALL TRAINING WAS COMPLETED.**

Employee: ___________________________ Date: ________________

Supervisor: __________________________ Date: ________________

Training Conducted By (if different than Spvs.): __________________________ Date: ________________
**Form 7 - TELECOM SAFETY, HOUSEKEEPING & SECURITY INSPECTION FORM**

<table>
<thead>
<tr>
<th>INSPECTION ITEMS</th>
<th>Completed</th>
<th>Not Comp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inspect all CO entrance doors for functional locks and door frames. Ensure no visible signs of forced entry.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Inspect all cable entrances to ensure ducts are plugged and no signs of rodent penetration. Spare inner-ducts must also be plugged.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Inspect floors for liquids and cleanliness. Mop and sweep as required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Inspect all contact alarm points. IE: Door alarm, temp sensors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Visually inspect FM-200 system for defects. Ensure agent gauge indicates proper level.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Inspect Battery terminals for corrosion and ensure plexiglass cover is present.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Inspect First Aid Kit and ensure items are stocked sufficiently</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Inspect eye wash bottle to ensure solution is within shelf life date. Date/_________/ Inspect gloves, eye protection and blankets for excessive wear.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Inspect step ladder for cracks and unsafe conditions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Visually inspect electrical sub panels for defects.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Visually inspect communications equipment surfaces and dust as required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Inspect lighting and change bulbs as required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Test and Inspect emergency exit lighting.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*RETURN ALL COMPLETED INSPECTION FORMS TO SAFETY COMMITTEE*
Form 8 – NON-EMPLOYEE ACCIDENT REPORT FORM

FORM MUST BE COMPLETED AND FILED WITHIN 24 HOURS OF ACCIDENT AND IS FOR ACCIDENTS INVOLVING CUSTOMERS, VENDORS, OR VISITORS ON SITE.

DATE OF ACCIDENT: ________________ TIME OF ACCIDENT: __________

LOCATION OF ACCIDENT: ____________________________________________

TYPE OF ACCIDENT: (VEHICLE____)     (NON-VEHICLE____)

DAMAGE INVOLVED? (PROPERTY____)      (PERSONAL INJURY____)

PERSON(S) INVOLVED IN ACCIDENT: ______________________________

DESCRIBE ACCIDENT: ___________________________________________
________________________________________________________________
________________________________________________________________

IF APPLICABLE, BRIEFLY DESCRIBE ROAD AND WEATHER CONDITIONS AT TIME OF ACCIDENT: ________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

CONTRACTOR/CONSULTANT/VENDOR’s STATEMENT: ____________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

CONTRACTOR/CONSULTANT/VENDOR’S SIGNATURE____________________
DATE: __________________

SAFETY COMMITTEE REP. COMMENTS: ________________________________
________________________________________________________________
________________________________________________________________

FORM COMPLETED BY: _____________________________________________

SAFETY COMMITTEE REP’S SIGNATURE/DATE: _________________________

DIVISION MANAGER’S SIGNATURE/DATE: _____________________________

Copy to: □ Safety Committee
I understand that due to my occupational exposure to blood or other potentially infectious materials (OPIM), I may be at risk of acquiring hepatitis A, B or tetanus virus infection. The Authority has given me the opportunity to be vaccinated at no charge to myself.

I am declining the following vaccinations as noted below:

HEPATITIS A

☐ I decline hepatitis A vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis A, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with hepatitis A vaccine, I can receive the vaccination series at no charge to me.

☐ I have already received the hepatitis A vaccination series.

HEPATITIS B

☐ I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

☐ I have already received the hepatitis B vaccination series.

TETANUS

☐ I decline tetanus vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring tetanus, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with tetanus vaccine, I can receive the vaccination series at no charge to me.

☐ I have already received the tetanus vaccination series.

Employee’s Name (Print) ____________________________________________

Employee’s Signature ____________________________________________ Date __________
Figure 1 – Warneck Pump Station Sample Evacuation Map

This is a sample Evacuation Map that shows the emergency exit from Corridor 117. Posted within each room is the quickest egress route to the primary gathering point.
Figure 2 – MMF Maintenance and Operations Building Sample Evacuation Map

Posted within each room is the quickest egress route to the primary gathering point.

Administration Office Evacuation Plan

Materials Management Facility Evacuation Map
Figure 3 – Confined Space Decision Flow Chart
### SECTION 15.0 PLAN UPDATES

The Health & Safety Manual is updated as changes occur such as dictated by personnel, phone numbers, technology, system additions or modifications. A record of updates follows:

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Subject</th>
<th>Date</th>
<th>Entered By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Modification on Page 3-3</td>
<td>8/25/03</td>
<td>S. Fitzpatrick</td>
</tr>
<tr>
<td>2</td>
<td>Modification on Page 1-1</td>
<td>9/9/03</td>
<td>S. Fitzpatrick</td>
</tr>
<tr>
<td>3</td>
<td>Added Safety Glasses Policy to Section 5.1.5</td>
<td>11/3/03</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>4</td>
<td>Major Rewrite:</td>
<td>2/26/04</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td></td>
<td>&gt; Added State Office Building employees</td>
<td></td>
<td>S. Fitzpatrick</td>
</tr>
<tr>
<td></td>
<td>&gt; Updated Hot Work Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt; Added new sections of Firearms, Pyrotechnics, and High Visibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt; Editorial changes throughout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Added Inspection Form; Added New Employee Orientation Checklist; Added</td>
<td>6/14/04</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td></td>
<td>list of employees authorized for Confined Space Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Updated confined space permit based on annual review</td>
<td>6/17/04</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>7</td>
<td>Added Steve Marshall to list of authorized employees to act as confined</td>
<td>6/21/04</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td></td>
<td>space supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Added Landfill Gas Well Safety and updated MMF evacuation procedure</td>
<td>3/8/05</td>
<td>J. Mothersell</td>
</tr>
<tr>
<td>9</td>
<td>Added language to Section 2.1 B.</td>
<td>8/29/05</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>10</td>
<td>Updated Shoe and Winter Wear policy for reimbursement; replaced D.</td>
<td>1/23/06</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td></td>
<td>Evans with Steve McElwain; updated section 7.2 part A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Deleted hepatitis and tetanus declination forms; rewrote section on</td>
<td>3/27/06</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td></td>
<td>requirements for vaccinations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Added Steve McElwain as Confined Space Supervisor</td>
<td>5/17/06</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>13</td>
<td>Clarified Class II for High Visibility ANSI 107 Standards</td>
<td>7/14/06</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>14</td>
<td>Removed J. Condino; added Bryon Perry; updated Form 6; added new Form</td>
<td>8/31/06</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td></td>
<td>7; added Section 6.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Added new sections for off road vehicles and aerial lifts</td>
<td>12/14/06</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>16</td>
<td>Updated Pages 9 and Form 6</td>
<td>3/19/07</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>17</td>
<td>Miscellaneous editorial annual updates</td>
<td>4/18/07</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td></td>
<td>Change Description</td>
<td>Date</td>
<td>Author</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>18</td>
<td>Removed Debbie Henry from doc.</td>
<td>5/04/07</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>19</td>
<td>1) Changed Water/Sewer division references to WQ; 2) Modified Form 1 to include acknowledgements of updates; 3) Added reference to Landfill Safety Procedure is section 3.1 and added to Form 6 (New Employee Orientation); 4) Updated section 2.4 to clarify Safety Committee process for reviewing accidents and recommending discipline</td>
<td>9/14/07</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>20</td>
<td>Added MH9 to MMF confined spaces in section 3.2; fixed page numbering</td>
<td>10/12/07</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>21</td>
<td>1) Added Text to Section 2.4.B.2 2) Added Form 8, Section 12</td>
<td>12/11/07</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>22</td>
<td>1) Added text to section 2.4.C.1 2) Added text to section 10.5.15 3) Added text to form 6</td>
<td>1/07/08</td>
<td>J. Mothersell</td>
</tr>
<tr>
<td>23</td>
<td>Added text to Section 2.4.C.1 and Section 10.6 to clarify 24 hour accident reporting requirement, fleet manager notification and responsibilities; clarified confined space descriptions for MMF</td>
<td>6/10/08</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>24</td>
<td>Modified Accident Form to remove confidential information; added MMF new confined spaces</td>
<td>11/7/08</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>25</td>
<td>Changed Carhartt Clothing Allowance from $150 to $200 every 3 years (Section 5.1)</td>
<td>12/15/08</td>
<td>S. Fitzpatrick</td>
</tr>
<tr>
<td>26</td>
<td>Entire Plan update; includes incorporation of Motor Vehicle Safety Policy</td>
<td>8/14/09</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>27</td>
<td>Added additional hearing protection required areas to Section 3.4, added language on confined space rescue protocol</td>
<td>6/10/10</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>No.</td>
<td>Changes</td>
<td>Date</td>
<td>Author</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
<td>--------------</td>
</tr>
<tr>
<td>28</td>
<td>Added the Generator Rooms in BPS1 and BPS2 as hearing protection required areas (Section 3.5); added Vactor Debris Body to the list of Confined Space Entry Permit required areas at the MMF (3.3); added contractor use of Authority-owned equipment (3.2); clarified difference between fall protection General Industry and Construction standard (3.7); updated list of confined space supervisors (3.3); updated workers compensation requirements (2.4); updated emergency response procedures for WPS (2.8); updated Confined Space Permit (Form 3) with current trained supervisors; updated New Employee Training Checklist reference to Chlorine System SOP (Form 6); fixed references to incorrect sections</td>
<td>11/9/2010</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>29</td>
<td>Added alternate confined space entry procedure</td>
<td>4/27/2011</td>
<td>J. Mothersell</td>
</tr>
<tr>
<td></td>
<td>Updated Water/Wastewater to WQ</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Updated smoking policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Added additional Sections to 3.0 Operational Safety Procedures to include: (3.2) Landfill Specific Safety Procedures; (3.4) Confined Space; to include Confined Space Procedure For Leachate Manhole Entry (3.9) Respiratory Protection Program; Authority DANC Respirator Use Table; DANC Hazard Assessment Table; Updated Section 14.0 Figures 1 &amp; 2 Evacuation Maps for Warneck Pump Station, MMF and Figure 3 Confined Space Decision Flow Chart.</td>
<td>01/30/12</td>
<td>J. Mothersell</td>
</tr>
<tr>
<td>31</td>
<td>Section 3.4, added additional facilities to Water Quality Permit Required Confined Spaces &amp; Created Confined Space Tables 1 &amp; 2; Section 3.6, added additional sites to the Hearing Protection Required Areas Chart; Section 3.9 Respiratory Protection Program) added reference to voluntary use for muriatic acid; Section 13, updated gas meters Test Name &amp; Serial #’s to Form 3, removed inactive WPS employees from list of confined space supervisors, updated Section 9.2 added additional hoist/cranes for WQ and reference to Carthage and Clayton H&amp;S</td>
<td>07/31/2012</td>
<td>J. Mothersell</td>
</tr>
<tr>
<td>32</td>
<td>Annual Plan Update; Minor editorial and staff updates to include Section 3.2G, added puncture resistance safety boots to first bullet, increased truck spacing to 15 feet in 8th bullet, Added MMF MPS secondary containment to Confined Space Table 2</td>
<td>3/13/2013</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>33</td>
<td>Revised title of document to include subtitle “Standards and Procedures; Updated Sections 3.2 G (ANSI Z41-1991 with “PR” designations), 3.4-CPR &amp; First Aid every two years, 5.1 G Safety Shoe revised allowable cost from $150 to $200 for PR shoes; Accident Report Form updated to include question #20; Updated Form 5 – SAFETY &amp; HOUSEKEEPING INSPECTION FORM, Confined Space Entry Permit Form; Updated HazCom SME and Confined Space Supervisor list based on personnel changes</td>
<td>08/26/2013</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>34</td>
<td>Section 3.4 Confined Space, Revised Confined Space Tables 1, 2 &amp; added table 3; Added to Section 10.5 Motor Vehicle General Rules – language regarding minimizing backing; Added language to section 10.6 regarding authorized personnel operating off road ATV’s; Added Section 10.7 Power Industrial Trucks; Modified accident form #2 to include additional spaces for reporting information; Updated confined space permit form #3 to include new gas monitor.</td>
<td>05/15/2014</td>
<td>C. Tuttle</td>
</tr>
<tr>
<td>35</td>
<td>Section 3.4 Confined Space, Revised List of Confined Space Supervisors, updated Confined Space Meters model &amp; serial number</td>
<td>06/4/2014</td>
<td>J.Mothersell</td>
</tr>
<tr>
<td>36</td>
<td>Section 3.4 Confined Space, Revised WQ Confined Space Supervisors List; Section 3.7 Personal Hygiene renamed Bloodborne Pathogens; Section 3.7.1 added Ticks &amp; Lyme Disease; Section 4. Hazard Communication, updated WQ</td>
<td>9/3/2014</td>
<td>J.Mothersell</td>
</tr>
<tr>
<td>SME</td>
<td>Section 5 added safety puncture resistant shoe inserts language; Confined Space Entry Permit Form 3, Revised List of WQ Confined Space Supervisors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Updated Section 2.2, 2.4, 2.6, 2.11 to include Human Resources Department reference; Updated list of confined spaces to remove Chaumont spaces and add Clifton spaces and confined space team members; Updated Section 3.6 to include additional MMF sound pressure readings for shop tools; Updated Section 3.9 Respiratory Protection Program to include description of the Scott Full Facepiece respirator; Updated Confined Space Entry Permit to include current model &amp; serial numbers for gas meters; Form 6 New Employee Safety Training &amp; Orientation Checklist, added Powered Industrial Truck &amp; Off Road Vehicles training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>3/27/2015</td>
<td>C.Tuttle</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Updated to reflect personnel changes and replacement of ANSI standard Z41 with F2412 and F2413</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>11/20/2015</td>
<td>C.Tuttle</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Updated Section 2.3 A to include Personnel Safety Training Matrix; updated Section 2.8 to add detail to evacuation procedures; updated Section 3.4 confined space supervisors list to include B. Crary and J. Overstrom; updated Section 3.9 F to clarify requirements for voluntary respirator usage; updated Section 3.9 to switch personnel responsible for providing health care professional with copy of H&amp;S Manual from Program Administrator (i.e., Project Engineer) to HR Manager; updated Section 5.1 to reference new ANSI Standard Z87.1-2010 for Eye and Face Protection Devices; updated Section 6.1 B to include statement that Fire Extinguisher training is required annually; updated Section 10.6 to include requirement for training on off-road vehicles prior to use; updated Form 3 Confined Space Permit to remove K. Wallace; updated Form 6 New Employee Orientation Checklist to include Aerial Lift, and Off Road Vehicle Safety Training.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>3/22/2016</td>
<td>C. Tuttle</td>
<td></td>
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<tr>
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</tr>
<tr>
<td><strong>1.</strong></td>
<td>Replaced all references to Solid Waste Management Facility and SWMF to Material Management Facility and MMF.</td>
<td>12/5/16</td>
<td>T. McDonald</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>Removed Valve Pit No.4 from MMF confined space listing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>Added Containment Manhole, Containment Catchbasin, Recirculation Tank Manhole, Leachate Tank No. 1, Leachate Tank No. 2, Overflow Tank, Electrical Manhole, Transfer Manhole, Scale 1 and Scale 2 to MMF confined space listing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td>Added Jill Cuppernell, Robert Henninger and Tyler McDonald to Confined Space Supervisor listing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>Removed Robert Stevenson from WQ confined space rescue team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td>Added Andrew Bishop to WQ confined space rescue team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>7.</strong></td>
<td>Updated WPS generator dBA reading to reflect new NG generator.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.</strong></td>
<td>Updated the confined space entry permit to reflect new tester at MMF.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>9.</strong></td>
<td>Added Jason Akins, Brian LaRock and Ben Millard to confined space entry permit as confined space supervisors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>10.</strong></td>
<td>Removed Rob Stevenson from confined space entry permit as confined space supervisors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>11.</strong></td>
<td>Revised the MMF Evacuation Map for new office layout.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>12.</strong></td>
<td>Added dBA readings for MMF leachate loadout building Blower Room.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>13.</strong></td>
<td>Addition of Typical Lockout/Tagout Procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>14.</strong></td>
<td>Updated Business Portal references to state OnBase.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 41 | 1. 2.8 Emergency Evacuation Plan – Updated job titles  
2. 2.9 Medical Surveillance – Updated examination results procedure.  
3. 3.4 Confined Space Procedures – Updated to reflect current staffing.  
4. 3.5 Lockout Tagout – added paragraph regarding equipment specific procedures.  
5. Added 3.7.2 on Poisonous Plants.  
6. 3.9 Respiratory Protection Program – Updated to reflect current staffing. Added MMF Leachate Tank Cleaning to Hazard Assessment Table.  
7. 3.10 Hot Work - Updated to reflect that combustibles must be relocated 35’ away from hot work vs. 25’.  
8. 6.1 Fire Protection – Revised language to exclude SOB staff from annual fire extinguisher training.  
9. 10.6 Operating Off Road Vehicles – Added helmet requirements for UTVs.  
10. Updated New Employee Orientation Checklist.  
11. Deleted Telecom from Form 5 | 12/1/18 | C. Tuttle |
2. Removed references to Chlorine Gas at WPS throughout document since this system was decommissioned.  
3. Added references to Canton, NY Satellite office and Recycling Transfer Station in Harrisville, NY.  
4. Updated list of Confined Spaces: removed spaces for V/Alex Bay facilities since the Authority no longer has a contract with the Village, added RTS confined spaces.  
5. Updated qualified Confined Space personnel in Section 3.4 and on Form 3 with current personnel.  
6. Updated Section 3.8 to prohibit employees from going within 15’ of a roof edge without using an approved fall protection system. | 2/3/2020 | C. Tuttle |
| 43 | 1. Section 2.8 Updated Emergency Response Procedures for Dulles State Office Building, Telecommunications new leased space, and Warneck Pump Station.  
2. Updated qualified Confined Space personnel in Section 3.4 and on Form 3 with current personnel.  
3. Updated list of Confined Spaces: removed spaces to add Town of Lisbon, Morrisotown, and Thousand Island Boldt Castle due to new contracts. | 8/27/2020 | C. Tuttle |