CITY COUNCIL REGULAR MEETING AGENDA

Wednesday, November 13, 2024 at 6:00 PM

Kerman City Hall, 850 S. Madera Avenue, Kerman, CA 93630

LEVINE ACT DISCLOSURE. Pursuant to the Levine Act (Govt Code Section 84308), any party to a permit, license, contract, or other entitlement before the City Council is required to disclose on the record any campaign contribution, including aggregated contributions, of more than $250 made by the party or the party's agents within the preceding 12 months to any City official. Participants and agents are requested to make this disclosure as well. The disclosure should be made when the agenda item is called and must include the name of the party, participant, or agent, and any other person making the contribution, the name of the recipient, the amount of the contribution, and the date the contribution was made. Council Members are also required to make such disclosures and recuse themselves.

CONFLICT OF INTEREST. City Council Members with a conflict of interest under the Political Reform Act are required to make disclosure of financial interest when the item is called and recuse themselves.

1. **OPENING CEREMONIES**

   A. Call to Order

   B. Roll Call

   C. Invocation

   D. Flag Salute

2. **AGENDA APPROVAL/ADDITIONS/DELETIONS**
   To accommodate members of the public or convenience in the order of presentation, items on the agenda may not be presented or acted upon in the order listed.

3. **PRESENTATIONS/CEREMONIAL MATTERS**

   A. Proclamation - Native American Heritage Month

   B. Certificate Presentation: Kerman Christian School

   C. Introduction of New Police Officers (SW)

   D. Honoring Jessica Silva - Years of Service (TJ)

   E. Proclamation - Small Business Saturday

4. **PUBLIC FORUM** (*for matters not on agenda)*
This portion of the meeting is reserved for members of the public to address the Council on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Council. Speakers shall be limited to three minutes. It is requested that no comments be made during this period on items on the Agenda. Members of the public wishing to address the Council on items on the Agenda should notify the Mayor when that Agenda item is called, and the Mayor will recognize your discussion at that time. It should be noted that the Council is prohibited by law from taking any action on matters discussed that are not on the Agenda. Speakers are asked to please use the microphone, and provide their name and address.

5. **CONSENT CALENDAR**
Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, a member of the audience or a Council Member may request an item be removed from the Consent Calendar and it will be considered separately.

A. **SUBJECT:** Minutes - October 23, 2024

RECOMMENDATION: Council approve minutes as presented.

B. **SUBJECT**: Payroll (JA)

9/29/24 to 10/12/24: $239,417.76; Retro Pay & Other: $3,138.36; Overtime: $9,559.38; Standby: $1,781.86; Comp Time Earned: 33.60

RECOMMENDATION: Council approve payroll as presented.

C. **SUBJECT:** License Agreements with Property Owners for Mural Locations (TJ)

RECOMMENDATION: Council by motion to adopt;

1. A resolution approving the license agreement with Eloy Coronado, property owner of 602 South Madera Avenue Kerman, CA 93630, APN: 023-241-015S, to install a mural and authorize the City Manager to sign the agreement; and

2. A resolution approving the license agreement with Russel D. Lindquist and Rebecca B. Linquist, property owners of 681 South Madera Avenue Kerman, CA 93630, APN: 023-148-07S, to install a mural and authorize the City Manager to sign the agreement.

D. **SUBJECT:** Community Organization Grant Program Supplemental Award – S.B.F. Kerman Portuguese Hall (JAJ)

RECOMMENDATION: Council by motion adopt resolution approving waiver of $467.01 in cost for facilitating S.B.F. Kerman Portuguese Hall - 2024 Portuguese Parade.

E. **SUBJECT:** Update of Safety Policies and Procedures and Adoption of Injury and Illness Prevention Program – Administration (JAJ)

RECOMMENDATION: Council by motion adopt resolution approving new Injury and Illness Prevention Program.

6. **PUBLIC HEARINGS**

These hearings are scheduled at the time stated and will be heard by the Council as close to the time stated as possible.

A. **SUBJECT:** Public Hearing and Authorization of Submission of Application for CDBG Funds for Fiscal Year 2025-2026 (JG)

RECOMMENDATION: Council conduct a public hearing and adopt the resolution authorizing the submission of an application for Community Development Block Grant (CDBG) funds for Fiscal Year 2025-2026 for the Kerckhoff Park Improvements.

7. **DEPARTMENT REPORTS**

A. **SUBJECT:** Discussion-Study Session on West Fresno County Solar Projects (JAJ)

RECOMMENDATION: That Council hear a brief presentation regarding solar development in West Fresno County, including that of Westlands Water District, to become informed about current development proposals and any impacts to Kerman, with possible direction to staff.

B. **SUBJECT:** Award of Contract for the Hart Ranch Community Park Project to Avison Construction, Inc. (JG)

RECOMMENDATION: Council by motion adopt the resolution:

1. Awarding the Hart Ranch Community Park Project contract to Avison Construction, Inc. in the amount of $12,453,125.00; and

2. Authorizing a 5% construction contingency in the amount of $622,700.00; and

3. Authorizing the City Manager to sign the construction contract on behalf of the City; and

4. Authorizing the City Manager to sign change orders, up to the additional contingency amount, on behalf of the City.

C. **SUBJECT:** Third Amendment to Employment Agreement with City Manager (HCM)

RECOMMENDATION: Council is asked to consider and determine whether to adopt a resolution approving a third amendment to Employment Agreement with City Manager.

8. **CITY MANAGER/STAFF COMMUNICATIONS**

9. **MAYOR/COUNCIL REPORTS/ANNOUNCEMENTS/FUTURE AGENDA ITEMS**
(This portion of the meeting is reserved for the Mayor and Council Members (i) to make brief reports on boards, committees, and other public agencies, and at public events, (ii) to request updates, (iii) to initiate future agenda items at the request of a Council Member, and (iv) to take action on matters initiated under this section of the agenda items. Under this section the Council may take action only on items specifically agendized and which meet other requirements for action.)

10. **CLOSED SESSION**
If desired, members of the public may comment on Closed Session items. Members of the public wishing to address Council on Closed Session items should notify the Mayor when that item is called, and the Mayor will recognize your discussion at that time. It should be noted that Council is prohibited from discussing or addressing comments on Closed Session items.

A. Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9)
Eric Antuna, Appellant v. City of Kerman, Respondent
Court of Appeal, Fifth Appellate District Case No. F086661

11. **ADJOURNMENT**

NOTICE OF AVAILABILITY OF AGENDA MATERIALS: Any writings or documents provided to a majority of the City Council within 72 hours of the meeting regarding any item on this agenda will be made available for public inspection at the City Clerk's Office located at 850 S. Madera Ave., Kerman, CA 93630 and on the City website at www.cityofkerman.net.

ADA Compliance and Reasonable Accommodation. The Council has adopted a Reasonable Accommodation Policy, which is available on the City website at www.cityofkerman.net or upon request by emailing the City Clerk at publicmeeting@cityofkerman.org or calling (559) 550-1414. The Policy provides a procedure for receiving and resolving requests for accommodation to participate in this meeting. If you need assistance in order to attend this Council meeting or require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Council, please contact the City Clerk at (559) 550-1414 or email at publicmeeting@cityofkerman.org so such aids or services can be arranged. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation. The meeting room is accessible to persons with physical disabilities.

AGENDA POSTING CERTIFICATION

I, Josie Camacho, City Clerk for the City of Kerman, do hereby declare under penalty of perjury that I caused the above agenda to be posted at City of Kerman Council Chambers at 850 S. Madera Ave., Kerman, CA 93630 and on the City website at www.cityofkerman.net.

Date: November 8, 2024 /s/ Josie Camacho, City Clerk

PROCLAMATION
Kerman City Council

NATIVE AMERICAN HERITAGE MONTH

WHEREAS, in 1990, President George H. W. Bush approved a joint resolution designating November as "National American Indian Heritage Month"; and

WHEREAS, the City of Kerman, California throughout the month of November, recognizes National Native American Heritage Month; and

WHEREAS, National Native American Heritage Month gives cause to celebrate the rich ancestry and traditions of Native Americans and Indigenous peoples; and

WHEREAS, Native American and Indigenous roots are deeply embedded in this land – a homeland loved, nurtured, strengthened, and fought for with honor and conviction, through enduring cultures and contributions of all Native American and Indigenous peoples; and

WHEREAS, with more than 500 federally-recognized Native American tribes, this month offers an opportunity to learn more about Native American tribes and to raise awareness about the unique challenges Native American and Indigenous people have faced both historically and in the present; and

WHEREAS, despite these challenges, and painful history, Native and Indigenous peoples, their governments, and their communities have persevered and flourished as teachers and scholars, scientists and doctors, writers and artists, business leaders and elected officials, and so much more.

NOW, THEREFORE BE IT RESOLVED that the Kerman City Council hereby proclaims the month of November 2024 as "National Native American Heritage Month".

I have hereunto set my hand and caused the Official Seal of the City of Kerman to be affixed on this 13th day of November 2024.

_____

Maria Pacheco
Mayor

PROCLAMATION
Kerman City Council

"SMALL BUSINESS SATURDAY"

WHEREAS, according to the United States Small Business Administration, there are currently 32.5 million small businesses in the United States; and

WHEREAS, small businesses are responsible for over 60% of net new jobs created since 1995; and

WHEREAS, small businesses employ nearly 47% of the employees in the private sector in our country, and contribute positively to the local community by supplying jobs and generating tax revenue; and

WHEREAS, along with advocacy groups, public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday, today Kerman celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, it is important to support our City's valued small businesses, which create jobs, boost our local economy, support the community, and preserve our small town charm and character.

NOW, THEREFORE BE IT RESOLVED that the Kerman City Council hereby proclaims November 30, 2024 as Small Business Saturday, and urges the residents of our community to support small businesses and merchants today and throughout the year.

I have hereunto set my hand and caused the Official Seal of the City of Kerman to be affixed on this 13th day of November 2024.

_____

Maria Pacheco
Mayor

CITY COUNCIL REGULAR MEETING MINUTES

Wednesday, October 23, 2024 at 6:00 PM

Kerman City Hall, 850 S. Madera Avenue, Kerman, CA 93630

1. OPENING CEREMONIES

A. Call to Order - **6:01 p.m.**

B. Roll Call - **All present except Councilmember Yep**

C. Invocation - **Performed by Mayor Pacheco**

D. Flag Salute – **Performed**

2. AGENDA APPROVAL/ADDITIONS/DELETIONS

Motion to approve agenda as presented, with the stipulation to return to the ceremonial matters at a later time during the meeting, made by Councilmember Coleman, Seconded by Councilmember Herrera.

Ayes: Coleman, Herrera, Nijjer, Pacheco
Noes: None
Abstain: None
Absent: Yep
Motion passes 4-0-0-1

3. PRESENTATIONS/CEREMONIAL MATTERS

A. Sikh American Awareness and Appreciation Month - **6:35 p.m.**

Presented to Raj Pannu. Luis Martinez also presented certificates from Senator Caballero's office as well as Oneida Escobar from Assemblywoman Soria's office.

4. PUBLIC FORUM - None.

5. CONSENT CALENDAR

A. **SUBJECT:** Minutes - October 9, 2024

RECOMMENDATION: Council approve minutes as presented.

B. **SUBJECT:** Warrants (JA)

1. Nos.30249-30460 $992,039.78 ACH $112,359.63.

RECOMMENDATION: Council approve warrants and electronic bank transfers as presented. (Pursuant to Government Code 37208)

C. **SUBJECT**: Payroll (JA)

09/15/24 - 09/28/24: $267,179.88; Retro Pay & Other: $$24,260.41; Overtime: $27,657.16; Standby: $1,678.30; Comp Time Earned: 100.50

RECOMMENDATION: Council approve payroll as presented.

D. **SUBJECT:** Monthly Investment Report (JA)

RECOMMENDATION: Council accept monthly investment report as presented.

E. **SUBJECT:** Auditing Services Proposal and Selection of Consultant (JA)

RECOMMENDATION: Staff recommends Council adopt resolution approving consultant contract with Bryant L. Jolley, CPA Consultants in the amount not to exceed $52,000 for conducting the auditing services for Fiscal Year 2023/2024, not to exceed $54,000 for Fiscal Year 2024/2025, not to exceed $55,000 for Fiscal Year 2025/2026, not to exceed $57,000 for Fiscal Year 2026/2027 and not to exceed $58,000 for Fiscal Year 2027/2028 and authorize the City Manager to sign the Consultant Agreement. – **Res. 24-90**

F. **SUBJECT:** Ratification of Emergency Water Line Repair (MB)

RECOMMENDATION: Council by motion adopt resolution ratifying emergency repairs to water line and the procurement of services for the repairs from Haydon Construction Inc. in the amount of $36,794.11. – **Res. 24-91**

G. **SUBJECT:** Revised Title and Job Description for Parks Maintenance Technician Position in Community Services Department (JAJ)

RECOMMENDATION: Council by motion adopt resolution approving revised position title of Parks Maintenance Technician I to Maintenance Worker II – Parks and Facilities and approving new job description. – **Res. 24-92**

H. **SUBJECT:** Resolution Accepting the Lions Park Recharge Project and Filing of the Notice of Completion (JG)

RECOMMENDATION: Council by motion adopt resolution accepting the Lions Park Recharge Project and authorizing the City Engineer to record the Notice of Completion. – **Res 24-93**

Motion made by Mayor Pro Tem Nijjer, Seconded by Councilmember Coleman.
Ayes: Nijjer, Coleman, Herrera, Pacheco
Noes: None
Abstain: None
Absent: Yep
Motion passes 4-0-0-1

6. PUBLIC HEARINGS – None.

7. DEPARTMENT REPORTS

A. **SUBJECT:** Approve a reimbursement agreement with Kerman Unified School District (KUSD) for the construction of a segment of 12-inch water main across State Route 180 in the amount of $230,000 (JG)

RECOMMENDATION: Council by motion adopt a resolution approving reimbursement agreement with Kerman Unified School District for installation of 12-inch water main and authorizing the City Manager to sign. – **Res 24-94**

Motion made by Councilmember Herrera, Seconded by Mayor Pro Tem Nijjer.
Ayes: Herrera, Nijjer, Coleman, Pacheco
Noes: None
Abstain: None
Absent: Yep
Motion passes 4-0-0-1

8. CITY MANAGER/STAFF COMMUNICATIONS

Councilmember Yep arrives at 6:30 p.m.

Presentation of Item 3.A at this time.

9. MAYOR/COUNCIL REPORTS/ANNOUNCEMENTS/FUTURE AGENDA ITEMS

Staff given direction to bring forth an item to discuss creation of an Ad Hoc committee for the Darden project at the next meeting.

10. CLOSED SESSION - 6:47 p.m.

Mayor Pacheco recuses herself for item 10.A.

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - (Gov. Code § 54956.8)
Property: APN 023-481-01S
Agency Negotiator: John Jansons, City Manager
Negotiating Party: Moore Trust
Under Negotiation: Price and Terms

B. 1. Public Employee Performance Evaluation pursuant to Government Code Section 54957
Title: City Manager

2. Conference with Labor Negotiators pursuant to Government Code Section 54957.6
City Designated Representatives: Mayor Pacheco and Council Member Yep
Unrepresented Employee: City Manager

Reconvene at 8:30 p.m. - Concluded with a successful evaluation of City Manager John Jansons, which includes a 5% raise and 3-year contract extension, and staff direction for City Attorney to return with a contract amendment.

11. ADJOURNMENT - 8:31 p.m.

MINUTES CERTIFICATION

I, Josie Camacho, City Clerk for the City of Kerman, do hereby declare under penalty of perjury that the above minutes are a true depiction of all actions taken at the City Council meeting held on the first date above written at Kerman City Hall, 850 S. Madera Ave, Kerman, CA.

Date: October 24, 2024 /s/ Josie Camacho, City Clerk

CITY OF KERMAN
PAYROLL REPORT

PAY PERIOD: September 29, 2024 -October 12, 2024

	Salary	RETRO PAY & OTHER	OVERTIME Hours	OVERTIME Amount	HOLIDAY at 1/2 TIME Hours	HOLIDAY at 1/2 TIME Amount	STANDBY Hours	STANDBY Amount	GROSS SALARY	COMP TIME EARNED
Grand Total	$239,417.76	$ 3,138.36	178.65	$ 9,559.38	2.00	$ 1.00	66.00	$ 1,781.86	$255,924.23	33.60

STAFF REPORT

MEETING DATE: November 13, 2024

PRESENTER: Theresa Johnson, Community Services Director

SUBJECT: License Agreements with Property Owners for Mural Locations (TJ)

RECOMMENDATION: Council by motion to adopt;

1. A resolution approving the license agreement with Eloy Coronado, property owner of 602 South Madera Avenue Kerman, CA 93630, APN: 023-241-015S, to install a mural and authorize the City Manager to sign the agreement; and

2. A resolution approving the license agreement with Russel D. Lindquist and Rebecca B. Linquist, property owners of 681 South Madera Avenue Kerman, CA 93630, APN: 023-148-07S, to install a mural and authorize the City Manager to sign the agreement.

EXECUTIVE SUMMARY:

The City of Kerman applied for and was awarded Clean California grant funding from the State Department of Transportation, intended to fund local projects beautifying California highways through several eligible activities and programs. The project scope under the Clean California grant, with assistance from local City funds, included the rehabilitation of the center medians from West C Street up to West Whitesbridge Road, removal and replacement of trees and tree wells, wayfinding signage, streetlight banners, replacement of street furniture, and installation of two murals.

On March 13, 2024, the City Council approved two professional service agreements with mural artists Jose Elias and Veyna Design Studios, Inc. to commission two murals for two pre-selected locations.

Mr. Eloy Coronado owns the La Ramada Restaurant where the mural commissioned by Veyna Design Studios is to be installed on the standalone south facing wall of 602 S. Madera Avenue. Staff met with Mr. Coronado in October and presented the license agreement for his review and comment. Mr. Coronado accepted the agreement and authorized staff to proceed with Council approval.

Mr. Russel D. Lindquist and Mrs. Rebecca B. Lindquist own the Valley West Properties building where the mural commissioned by Jose Elias is to be installed on the south facing wall of 602 S. Madera Avenue. Staff met with Mr. & Mrs. Lindquist in October and presented the license agreement for his review and comment. Mr. and Mrs. Lindquist accepted the agreement and authorized staff to proceed with Council approval.

FISCAL IMPACT:

Measure M monies are funding the professional services agreements with Mural Artists and installation of murals.

ATTACHMENTS:

A. Resolution w/Exhibits (Eloy Coronado)
B. Resolution w/Exhibits (Russell D. Lindquist and Rebecca B. Lindquist)

Attachment 'A'

RESOLUTION NO. 24-___

A RESOLUTION OF THE CITY OF KERMAN CITY COUNCIL APPROVING A LICENSE AGREEMENT WITH ELOY CORONADO PROPERTY OWNER OF 602 S. MADERA AVENUE KERMAN, CA 93630 APN: 023-241-01S

WHEREAS, the City of Kerman was awarded Clean California grant funding from the State Department of Transportation, District 6; and

WHEREAS, Clean California grant funding will be used towards numerous downtown revitalization efforts including the design and installation of two murals; and

WHEREAS, the Planning Commission approved CUP 2024-02 with specifications and conditions relating to the mural design and size at the La Ramada Restaurant, located at 602 South Madera Avenue Kerman, CA 93630 APN: 023-241-01S; and

WHEREAS, the City Council approved a Professional Service Agreement with Veyna Design Studios for the design and preparation of a mural; and

WHEREAS, Eloy Coronado property owner of 602 South Madera Avenue, has provided input and agreed to the mural design, and consents to the installation of the mural at 602 South Madera Avenue; and

WHEREAS, a license agreement is necessary to determine the terms and conditions of allowing the City to install the mural at 602 South Madera Avenue.

NOW THEREFORE, the City of Kerman City Council resolves as follows;

Section 1. The recitals are true and correct and incorporated herein as reference.

Section 2. The City of Kerman City Council the license agreement with Eloy Coronado, 602 South Madera Avenue property owner, included as **Exhibit 'A'**.

Section 3. The City Manager is authorized to sign the License Agreement on behalf of the City.

Section 4. This resolution is effective upon adoption.

The foregoing resolution was adopted by the City Council of the City of Kerman at a regular meeting held on the 13th day of November of 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing resolution is hereby approved.

_____
Maria Pacheco
Mayor

ATTEST:

_____
Josie Camacho
City Clerk

Exhibit 'A'

RECORDED
Fresno County Recorder's Office
1250 Van Ness Avenue
Fresno, CA 93721

RETURN TO:
City of Kerman
City Clerk
850 S Madera Ave.
Kerman, CA 93637

LICENSE AGREEMENT BETWEEN THE CITY OF KERMAN AND ELOY CORONADO, (OWNER) OF 602 SOUTH MADERA AVENUE KERMAN, CA 93630 APN: 023-148-075

THIS LICENSE AGREEMENT ("Agreement") is entered into by and between the City of KERMAN ("City") and Eloy Coronado, Property Owner name as shown on grant deed ("Property Owner") of 602 South Madera Avenue Kerman, CA 93630, APN:023-148-075 ("Premises" or "Property").

WHEREAS, the City of Kerman, a municipal corporation in the County of Fresno, State of California, has commissioned the design and preparation of mural to be installed at 602 South Madera Avenue; and

WHEREAS, Property Owner of 602 South Madera Avenue, agrees to allow the City to install the mural at 602 South Madera Avenue, Kerman, CA consistent with the design and dimensions approved under CUP 2024-02.

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

1. Description of Property. Eloy Coronado is the owner of certain real property situated in the City of Kerman, and more commonly described as La Ramada, located at 602 South Madera Avenue, Kerman, CA 93630, with APN 023-241-015 ("Property or Premises"), and in **Exhibit 'A-1'** which is attached to this Agreement, and hereby incorporated by reference.

2. Grant of License. In consideration of the sum of one dollar ($1) per year, Property Owner grants City a license ("License") on an exclusive use basis to install a mural on the Property on the south-facing wall of La Ramada standalone wall.

3. Incidental Rights. The License includes the following rights to use the Property: access to thewall and/or property to perform any installation, restoration, or maintenance necessary

between the hours of 7:00 AM and 6:00 PM. In exercising these rights, City must use reasonable care and may not unreasonably increase the burden on the Property Owner.

4. Installation and Maintenance. City shall have exclusive use of the premises as described above. During mural installation, any installation, restoration, and maintenance shall be the responsibility of the City including, but not limited to the following:

    A. Installation of mural, panel sections and related hardware.
    B. Restoration of the wall where the mural's panels have been installed.
    C. Maintenance to mural and wall including natural weathering, graffiti, or other act of god.

    Upon completion of the mural installation, any later installation, restoration, or maintenance necessary due to damages to the mural or wall caused by the Property Owner or the site's tenant(s) shall be the responsibility of the Property Owner.

    City acknowledges that it is using the Premises on an "as-is" basis. City shall, at all times during the term of this License Agreement, make its best efforts to keep and maintain areas of the Premises affected by the mural installation (including improvements thereto) in good and safe manner and condition. During the term of this License Agreement, the City further agrees to assume responsibility for any repairs to the wall necessary and as a direct result of the installation of the mural. City's responsibility for maintenance of the mural shall be limited to; repainting mural area and slurry sealing installation points on wall surface.

    By commencing the mural installation, City shall be deemed to have accepted the Premises as being in acceptable condition. City agrees on the last day of the term of this License Agreement, or sooner termination of this Agreement, to clear the Premises associated with the mural installation of any debris and installation hardware, leave wall and Premises in orderly and clean condition and in the same or similar condition as when received, reasonable use and wear and tear excepted.

5. Term and Termination. This License shall commence on November 13, 2024 ("Effective Date") and terminate on November 13, 2029.

6. Termination of Occupancy. On or before the termination date for this License specified in paragraph 6 of this Agreement, City shall remove all of mural panels and installation hardware from the Property and shall surrender possession of the Property to Property Owner in good condition.

7. Ownership. This Agreement runs with the real property. In the event there is a change in ownership, the successor Property Owner shall be responsible for assuming all terms of this agreement.

8. Indemnification. Property Owner shall indemnify, defend, and hold harmless City, its officers, agents, employees and representatives from and against any and all claims, losses, liabilities or damages, demands and actions, including payment of reasonable attorney's fees, arising out of or resulting from its negligence under this Agreement. The foregoing obligation of Property Owner shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises from the sole negligence or willful or active misconduct of the City, its officers, agents, employees or representatives and (2) the actions of Property Owner or its officers, agents, employees or representatives have contributed in no part to the injury, loss of life, damage to property, or violation of law.

   City shall indemnify, defend, and hold harmless Property Owner, its officers, agents, employees and representatives from and against any and all claims, losses, liabilities or damages, demands and actions, including payment of reasonable attorney's fees, arising out of or resulting from negligent performance under this Agreement. The foregoing obligation of City shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises from the sole negligence or willful or active misconduct of the Property Owner, its officers, agents, employees or representatives and (2) the actions of City, its officers, agents, employees or representatives have contributed in no part to the injury, loss of life, damage to property, or violation of law.

9. Insurance. Property Owner further agrees to maintain in full force during the term of this License,at Eloy Coronado own expense, a policy of commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, including property damage and bodily injury, which will insure Eloy Coronado against liability for injury to persons,damage to property, and death of any person occurring in or about the Property. The policy shall be approved as to form and insurance by City. The insurance shall not be less than $1,000,000.00 per occurrence, $2,000,000.00 general aggregate.

10. Attorneys' Fees. If any legal action or proceeding arising out of or relating to this Agreement is brought by either party to this Agreement, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable attorneys' fees, costs, and expenses incurred in the action or proceeding by the prevailing party.

11. Entire Agreement. This Agreement constitutes the entire agreement between City and property owner as stated in grant deed relating to the License. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. Any amendment to the Agreement shall be of no force and effect unless it is in writing and signedby City and property owner as stated in grant deed.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as follows:

CITY OF KERMAN

_____

John Jansons,
City Manager

DATE: _____

PROPERTY OWNER

_____

Eloy R. Coronado

DATE: _____

‘Exhibit A-1’

Mural Location – 602 S Madera Ave; surface - masonry block wall



Attachment 'B'

RESOLUTION NO. 24-___

A RESOLUTION OF THE CITY OF KERMAN CITY COUNCIL APPROVING A LICENSE AGREEMENT WITH RUSSELL D. LINDQUIST AND REBECCA B. LINDQUIST, PROPERTY OWNERS OF 681 S MADERA AVENUE KERMAN, CA 93630 APN: 023-148-07S

WHEREAS, the City of Kerman was awarded Clean California grant funding from the State Department of Transportation, District 6; and

WHEREAS, Clean California grant funding will be used towards numerous downtown revitalization efforts including the design and installation of two murals; and

WHEREAS, the Planning Commission approved CUP 2024-01 with specifications and conditions relating to the mural design and size at the Valley West Properties, located at 681 South Madera Avenue Kerman, CA 93630 APN: 023-148-07S and

WHEREAS, the City Council approved a Professional Service Agreement with Jose Elias for the design and preparation of a mural; and

WHEREAS, Russel D. Lindquist and Rebecca B. Lindquist property owners of 681 South Madera Avenue, has provided input and agreed to the mural design, and consent to the installation of the mural at 681 South Madera Avenue; and

WHEREAS, a license agreement is necessary to determine the terms and conditions of allowing the City to install the mural at 681 South Madera Avenue.

NOW THEREFORE, the City of Kerman City Council resolves as follows;

Section 1. The recitals are true and correct and incorporated herein as reference.

Section 2. The City of Kerman City Council the license agreement with Russell D. Lindquist and Rebecca B. Lindquist, 681 South Madera Avenue property owner, included as **Exhibit 'A'**.

Section 3. The City Manager is authorized to sign the License Agreement on behalf of the City.

Section 4. This resolution is effective upon adoption.

The foregoing resolution was adopted by the City Council of the City of Kerman at a regular meeting held on the 13th day of November of 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing resolution is hereby approved.

_____
Maria Pacheco
Mayor

ATTEST:

_____
Josie Camacho
City Clerk

Exhibit 'A'

RECORDED
Fresno County Recorders Office
1250 Van Ness Avenue
Fresno, CA 93721

RETURN TO:
City of Kerman
City Clerk
850 S Madera Ave.
Kerman, CA 93637

LICENSE AGREEMENT BETWEEN THE CITY OF KERMAN AND RUSSELL D LINQUIST AND REBECCA B LINDQUIST (OWNERS) OF 681 SOUTH MADERA AVENUE KERMAN, CA 93630 APN: 023-148-07S

THIS LICENSE AGREEMENT ("Agreement") is entered into by and between the City of KERMAN ("City") and Russell D. Lindquist and Rebecca B Lindquist, Property Owners name as shown on grant deed ("Premises" or "Property") of 681 South Madera Avenue Kerman, CA 93630, APN: 023-148-07S.

WHEREAS, the City of Kerman a municipal corporation in the County of Fresno, State of California, has commissioned the design and preparation of mural to be installed at 681 South Madera Avenue; and

WHEREAS, Property OwnerS of 681 South Madera Avenue, agrees to allow the City to install the mural at 681 South Madera Avenue, Kerman, CA consistent with the design and dimensions approved under CUP 2024-01.

NOW, THEREFORE, THE PARTIES HERETO DO MUTUALLY AGREE AS FOLLOWS:

1. Description of Property. Russell D. Lindquist and Rebecca B. Lindquist is the owner of certain real property situated in the City of Kerman, and more commonly described as Valley West Properties located at 681 South Madera Avenue, Kerman CA 93630, with APN 023-148-07S ("Property" or "Premises"), and in **Exhibit 'A-1'** which is attached to this Agreement and hereby incorporated by reference.

2. Grant of License. In consideration of the sum of one dollar ($1) per year, Property Owners grants City a license ("License") on an exclusive use basis to install a mural on the Property on the south-facing wall of Valley West Properties.

3. Incidental Rights. The License includes the following rights to use the Property: access to thewall and/or property to perform any installation, restoration, or maintenance necessary

between the hours of 7:00 AM and 6:00 PM. In exercising these rights, City must use reasonable care and may not unreasonably increase the burden on the Property Owners.

4. Installation and Maintenance. City shall have exclusive use of the premises as described above. During mural installation, any restoration, and maintenance shall be the responsibility of the City including, but not limited to the following:

    A. Installation of mural, panel sections and related hardware.
    B. Restoration of the wall where the mural's panels have been installed.
    C. Maintenance to mural and wall including natural weathering, graffiti, or other act of god.

    Upon completion of the mural installation, any later installation, restoration, or maintenance necessary due to damages to the mural or wall caused by the Property Owners or the site's tenant(s) shall be the responsibility of the Property Owners.

    City acknowledges that it is using the Premises on an "as-is" basis. City shall, at all times during the term of this License Agreement, make its best efforts to keep and maintain areas of the Premises affected by the mural installation (including improvements thereto) in good and safe manner and condition. During the term of this License Agreement, the City further agrees to assume responsibility for any repairs to the wall necessary and as a direct result of the installation of the mural. City's responsibility for maintenance of the mural shall be limited to; repainting mural area, and slurry sealing installation points on wall surface.

    By commencing the mural installation, City shall be deemed to have accepted the Premises as being in acceptable condition. City agrees on the last day of the term of this License Agreement, or sooner termination of this Agreement, to clear the Premises associated with the mural installation of any debris and installation hardware, leave wall and Premises in orderly and clean condition and in the same or similar condition as when received, reasonable use and wear and tear excepted.

5. Term and Termination. This License shall commence on November 13, 2024 ("Effective Date") and terminate on November 13, 2029.

6. Termination of Occupancy. On or before the termination date for this License specified in paragraph 6 of this Agreement, City shall remove all of mural panels and installation hardware from the Property and shall surrender possession of the Property to Property Owners in good condition.

7. Ownership. This Agreement runs with the real property. In the event there is a change in ownership, the successor Property Owner shall be responsible for assuming all terms of this agreement.

8. Indemnification. Property Owners shall indemnify, defend, and hold harmless City, its officers, agents, employees and representatives from and against any and all claims, losses, liabilities or damages, demands and actions, including payment of reasonable attorney's fees, arising out of or resulting from its negligence under this Agreement. The foregoing obligation of Property Owners shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises from the sole negligence or willful or active misconduct of the City, its officers, agents, employees or representatives and (2) the actions of Property Owners or its officers, agents, employees or representatives have contributed in no part to the injury, loss of life, damage to property, or violation of law.

   City shall indemnify, defend, and hold harmless Property Owners, its officers, agents, employees and representatives from and against any and all claims, losses, liabilities or damages, demands and actions, including payment of reasonable attorney's fees, arising out of or resulting from negligent performance under this Agreement. The foregoing obligation of City shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises from the sole negligence or willful or active misconduct of the Property Owners, its officers, agents, employees or representatives and (2) the actions of City, its officers, agents, employees or representatives have contributed in no part to the injury, loss of life, damage to property, or violation of law.

9. Insurance. Property Owner further agrees to maintain in full force during the term of this License, at Russell D. Lindquist and Rebecca B. Lindquist's own expense, a policy of commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form CG 00 01, including property damage and bodily injury, which will insure Russell D. Lindquist and Rebecca B. Lindquist against liability for injury to persons,damage to property, and death of any person occurring in or about the Property. The policy shall be approved as to form and insurance by City. The insurance shall not be less than $1,000,000.00 per occurrence, $2,000,000.00 general aggregate.

10. Attorneys' Fees. If any legal action or proceeding arising out of or relating to this Agreement is brought by either party to this Agreement, the prevailing party shall be entitled to receive from the other party, in addition to any other relief that may be granted, the reasonable attorneys' fees, costs, and expenses incurred in the action or proceeding by the prevailing party.

11. Entire Agreement. This Agreement constitutes the entire agreement between City and property owners as stated in grant deed relating to the License. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. Any amendment to the Agreement shall be of no force and effect unless it is in writing and signedby City and property owner as stated in grant deed.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as follows:

CITY OF KERMAN

_____
John Jansons,
City Manager

DATE: _____

PROPERTY OWNERS

_____
Russell D. Lindquist

_____
Rebecca B. Lindquist

DATE: _____

‘Exhibit A-1’

Mural Location – 681 S Madera Ave; surface – CMU wall



STAFF REPORT

MEETING DATE: November 13, 2024

PRESENTER: John Jansons, City Manager

SUBJECT: Community Organization Grant Program Supplemental Award – S.B.F. Kerman Portuguese Hall (JAJ)

RECOMMENDATION: Council by motion adopt resolution approving waiver of $467.01 in cost for facilitating S.B.F. Kerman Portuguese Hall - 2024 Portuguese Parade.

EXECUTIVE SUMMARY:

In April of 2024, the City Council approved sponsorship of S.B.F. Kerman Portuguese Hall 2024 Portuguese Parade in the amount of $1,000. Upon final reconciliation, City support costs totaled $1,467.01. At the request of the Kerman S.B.F. Portuguese Hall, the recommendation is to waive or "forgive" the additional $467.01 over the $1,000 granted to S.B.F. Kerman Portuguese Hall for the 2024 Parade.

The current request continues to fulfill City grant criteria that includes:

- Benefit the City of Kerman residents and businesses.
- Applicant successfully explained how the proposed program/project will serve the City of Kerman residents.
- S.B.F. Kerman operates as a registered 501(c) (3) non-profit
- Event is held within Kerman City limits and is open to the public.
- Serves a charitable, cultural, or educational purpose.
- Grant funds are being requested to comply with applicable permits and regulations.

FISCAL IMPACT:

If approved, the additional $467.01 will be transferred from the Community, Employee and Public Relations Account to the Public Works Department budgets.

ATTACHMENTS:

A. Resolution
B. April 2024 Staff Report, Resolution and 2024 Community Organization Grant Program Application – S.B.F. Kerman Portuguese Hall
C. Invoice

Attachment 'A'

RESOLUTION NO. 24-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING GRANT OF $467.01 TO THE S.B.F. KERMAN PORTUGUESE HALL FOR CITY SUPPORT SERVICES FOR THE 2024 PORTUGUESE PARADE

WHEREAS, on April 2024, the City Council of the City of Kerman adopted Resolution No. 24-28 awarding the S.B.F. Kerman Portuguese Hall $1,000 to defray City costs to facilitate a Kerman Portuguese Community Parade; and

WHEREAS, the City Council made that award under the guidelines of the City's Community Organization Grant Program; and

WHEREAS, an after-event reconciliation revealed the City's support costs to total $1,467.01; and

WHEREAS, now the S.B.F. Kerman Portuguese Hall respectfully requests wavier of the remaining balance of City costs in the amount of $467.01; and

WHEREAS, the completed event fulfilled the goals of the Community Organization Grant Program and is in the public interest of the City of Kerman.

NOW, THEREFORE, the City Council of the City of Kerman resolves as follows:

Section 1. The forgoing recitals are true, correct, and incorporated by reference.

Section 2. The Council approves a supplemental grant award of $467.01 to the S.B.F. Kerman Portuguese Hall to retire the costs of city permits and city staffing for the Annual Portuguese Parade.

Section 3. Staff is authorized to transfer the funds from the Community, Employee, and Public Relations Account to the Public Works Department.

Section 4. This resolution is effective upon adoption.

The foregoing resolution was adopted by the City Council of the City of Kerman at a regularly scheduled meeting held on the 13th day of November 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing resolution is hereby approved.

_____
Maria Pacheco
Mayor

ATTEST:

_____
Josie Camacho
City Clerk

STAFF REPORT

MEETING DATE: April 10, 2024

PRESENTER: Theresa Johnson, Community Services Director

SUBJECT: Community Organization Grant Program Application – S.B.F. Kerman Portuguese Hall (TJ)

RECOMMENDATION: Council by motion adopt resolution approving up to $1,000 to the S.B.F. Kerman Portuguese Hall to Defray City-Related Costs for the 2024 Portuguese Parade.

EXECUTIVE SUMMARY:

The S.B.F. Kerman Portuguese Hall submitted a Community Organization Grant Program application requesting an in-kind donation for the approximate cost of City personnel from the Police and Public Works departments to assist with traffic control for the annual Portuguese Parade to be held on Sunday, May 12, 2024. The application was reviewed by the Ad hoc committee consisting of interim City Clerk, Josie Camacho, the Community Services Director, Theresa Johnson and City Manager, John Jansons. It was determined that the S.B.F. Kerman Portuguese Hall application adheres to following criteria:

- Benefit the City of Kerman residents and businesses.
- Applicant successfully explained how the proposed program/project will serve the City of Kerman residents.
- S.B.F. Kerman operates as a registered 501(c) (3) non-profit
- Event is held within Kerman City limits and is open to the public.
- Serves a charitable, cultural, or educational purpose.
- Grant funds are being requested to comply with applicable permits and regulations.

Bases on these criteria the Ad hoc committee is recommending approval of the S.B.F. Kerman Portuguese Hall Community Organization Grant application.

In 2023 City Council approved a similar request in the amount of $1,000.00 for personnel and permitting requirements for the parade.

FISCAL IMPACT:

Approximately $1,000.00 from the Community, Employee and Public Relations Account will be transferred to the respective department budgets.

ATTACHMENTS:

A. Resolution w/Community Organization Grant Program Application – S.B.F. Kerman Portuguese Hall

RESOLUTION NO. 24-28

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING UP TO $1,000 TO THE S.B.F. KERMAN PORTUGUESE HALL TO DEFRAY CITY-RELATED COSTS FOR THE 2024 PORTUGUESE PARADE

WHEREAS, on December 13, 2023, the City Council of the City of Kerman adopted Resolution No. 24-28 establishing the Community Organization Grant Program for the permissible use of the Community Services Account; and

WHEREAS, the City Council has an established Community, Employee, and Public Relations Account that designates funds for the fiscal year; and

WHEREAS, at April 10, 2024, Council meeting; the S.B.F. Kerman Portuguese Community Grant Program Application has met the criteria for financial assistance.

NOW, THEREFORE, the City Council of the City of Kerman resolves as follows:

Section 1. The forgoing recitals are true, correct, and incorporated by reference.

Section 2. The Council approves a grant of up to $1,000 to the S.B.F. Kerman Portuguese Hall to defray the cost of city permits and city staffing for the Annual Portuguese Parade.

Section 3. Staff is authorized to transfer the funds from the Community, Employee, and Public Relations Account to the respective departments.

Section 4. This Resolution is effective upon adoption.

The foregoing resolution was adopted by the Kerman City Council at a regular meeting held on the 10th day of April, 2024, by the following vote:

AYES:	Herrera, Yep, Nijjer, Pacheco
NOES:	None
ABSENT:	Coleman
ABSTAIN:	None

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Josie Camacho
Interim City Clerk

COMMUNITY ORGANIZATION GRANT PROGRAM APPLICATION

2024 Fiscal Cycle

Please print or type and attach additional paper if needed.

DUE ON OR BEFORE 5:00 P.M. on FEBRUARY 28

1. GENERAL INFORMATION			Date: 4-1-2024	
Applicant: Kerman S.B.F.				
Type of Applicant:	Public Agency_____	Private_____	Non-Profit ✓	Other_____
Contact Person: Rhonda Tate			Title: Member	
Address: 4110 N. Sycamore Ave			City, Zip Code Kerman CA	
Phone: 559-567-6143			Email: rhodaracer@gmail.com	
Agency website:				
Geographical area(s) the organization serves: Kerman				
Provide a description of the organization and its general functions: To celebrate annually the feast of the Holy Ghost according to the Portuguese tradition. Also for social entertainment, improvement, and benefits derived by its members				
What is your agency's budget for the current fiscal year?			$ N/A	
I have received a copy of the Kerman Community Organization Grant Program Policy.			Initial RT	

I affirm that I am authorized by the organization to make this request and that the answers in this application are completely truthful and that the City may rely without hesitation on my answers?

Signature: Rhonda Tate Date: 4-1-2024

Print Name, Position: Rhonda Tate Board Member of Hall of Directors

2. PROGRAM DESCRIPTION

Please indicate the type of funding request: Parades route to St. Patricks Church endback

Special Event ✓	Program/Project	Facility Fees

Name the program or project for which you are requesting funding: Sunday
Kerman Portuguese Celebration 5/12, 2024

Amount of Funding Requested: $ [redacted] not sure of the cost

Is this a new or existing program?	New	Existing ✓

Provide a detailed description of the proposed program/project explaining what is to be accomplished with the requested funds.

Identify and describe the target population.
local community and surrounding Portuguese communities

How will this program/project be promoted among the target population?
Thru social media, Mail, & Newspaper

Identify the facility at which the proposed program/project will take place, including hours and days. Portuguese Hall - Kerman
St. Patricks Catholic Church

3. PROGRAM FINANCIAL INFORMATION

List the year(s), and amount(s) of past funding the program/project has received from the City of Kerman: ~~2023, $600~~ - about 100 years
We have never paied.

List funding the program receives from other sources, including any other applied City non-profit rates. N/A

Supply the following information regarding funding the specific program/project you are proposing. For City if funding is awarded what category, would requested funds cover?

the labor & cost of help w/ the parade route

Expenses		Revenues	
Categories	Expenditures	Other Sources	From City
Salaries and Benefits	N/A		
Supplies	N/A		
Rent	N/A		
Communications (phone, postage)	N/A		
Travel Expenses	N/A		
Insurance	N/A		
Other			
Total Budget:			

4. ATTACHMENTS	
Please attach the following with your application:	✓
Evidence of non-profit status 501c (3)	✓
Copy of Bylaws	✓
Evidence of Liability Insurance; amount of $1,000,000	Been turned in
Evidence of Worker's Compensation Insurance (if applicable)	
Board of Directors roster/stipend/amount	N/A
Copy of the agency's most recent total budget	N/A

Funding for the City's Community Organization Grant Program is limited and some applications, while worthy, may not be funded due to limited resources.

Deadline for current fiscal year funding requests is February 28, 5:00 p.m.

Incomplete applications or ones not submitted by the deadline will not be considered during this year's grant review process.

SUBMIT ORIGINAL APPLICATION WITH ATTACHMENTS TO:

Attention: City Clerk
Kerman City Hall
850 S. Madera Ave.
Kerman, CA 93630

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 21 2019

SOCIADADE BOA FE
C/O JOE PORTO
PO BOX 23 149 W C ST
KERMAN, CA 93630

Employer Identification Number:
23-7187295
DLN:
29053231329039
Contact Person:
MS. FOUNTAIN ID# 32066
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
August 12, 2019
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

We further determined you qualify as a private operating foundation under IRC Section 4942(j)(3). We'll treat you as a private operating foundation as long as you continue to meet the requirements of Section 4942(j)(3).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 1076

DATE	INVOICE NO
10/23/2024	0001001

BILL TO

SOCIADADE BOA FE
PO BOX 23
KERMAN, CA 93630-0023

DUE DATE
11/23/2024

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS OUTSTANDING BALANCE						0.00
Employees Hours for Portuguese Parade 2024 Total is $1467.01 Includes City Donation of $1000. Total to Pay $467.01:						
Emp Hrs A.Morales J Lopez C Ortiz A Garcia	1.00	467.01	467.01	0.00	0.00	467.01
		INVOICE TOTAL:	**467.01**	**0.00**	**0.00**	**467.01**

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (559) 846-9384

DUE DATE	INVOICE NO
11/23/2024	0001001

Customer Name: SOCIADADE BOA FE
Customer No: 009443

Account No: 0000148

Please remit payment by the due date to:

City of Kerman
850 S. Madera Ave.
Kerman, CA 93630-1741

Invoice Total:	467.01
Discounts:	0.00
Credit Applied:	0.00
Ending Balance:	467.01
INVOICE BALANCE:	**$467.01**
AMOUNT PAID:	_____

STAFF REPORT

MEETING DATE: November 13, 2024

PRESENTER: John Jansons, City Manager, Personnel Director

SUBJECT: Update of Safety Policies and Procedures and Adoption of Injury and Illness Prevention Program – Administration (JAJ)

RECOMMENDATION: Council by motion adopt resolution approving new Injury and Illness Prevention Program.

DISCUSSION:

The City recently conducted a review of the Safety Policies and Procedures - Injury and Illness Prevention Program. Human Resources first sought assistance from the CSJVRMA Risk Control Manager to go through the document page by page to find any outdated details and provide overall advice on updating the document. Human Resources then provided each department citywide with the document to then review its department specific details to ensure the document is current. Human Resources then met with each department representative to go over the details to make any necessary adjustments.

The proposed Injury and Illness Prevention Program is presented as **Exhibit 'A'** and is built on the current Safety Policies and Procedures. **Attachment 'B'** represents the outdated version, which was called Safety Policies and Procedures with recommended mark-ups.

FISCAL IMPACT:

The fiscal impact would be an increase to Boot Allowance by $150 to make the allowance $250 per year. This would be a total increase of $4,500.00. There are currently 30 employees on the list from Public Works, Community Services and Community Development.

ATTACHMENTS:

A. Resolution w/Exhibit
B. Redline Strike-Out w/Changes

Attachment 'A'

RESOLUTION NO. 24-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING CITY OF KERMAN INJURY AND ILLNESS PREVENTION PROGRAM

WHEREAS, the City recently conducted a thorough audit of Safety Policies and Procedures - Injury and Illness Prevention Program; and

WHEREAS, the existing Safety Policies and Procedures - Injury and Illness Prevention Program is outdated; and

WHEREAS, a clear and current version is required for optimal employee safety performance and to comply with OSHA standards; and

WHEREAS, the proposed update does result in a total increase of $4,500.00 fiscal impact to the city.

NOW, THEREFORE, the City Council of the City of Kerman resolves as follows:

Section 1. The above recitals are true and correct and incorporated herein by reference.

Section 2. The City Council approves of the Injury and Illness Prevention Program attached as **Exhibit 'A'** and incorporated by reference.

Section 3. The Injury and Illness Prevention Program supersedes any prevision versions of the City's Safety Policies and Procedures.

Section 4. This resolution is effective upon its adoption.

The foregoing resolution adopted by the City Council of the City of Kerman at a regularly scheduled meeting held on the 13th day of November 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing resolution is hereby approved.

_____
Maria Pacheco
Mayor

ATTEST:

_____
Josie Camacho
City Clerk

Exhibit 'A'

2024

SAFETY POLICIES AND PROCEDURES

SUPERCEDES 05-17-17
EFFECTIVE 11-13-24

CITY OF KERMAN SAFETY POLICIES AND PROCEDURES

Table of Contents

INJURY AND ILLNESS PREVENTION PROGRAM 1
I. Policy Statement 1
II. Purpose 2
III. Responsibility 2
A. IIPP Administrator 2
B. Safety Coordinator 2
C. Department Heads and Supervisors 2
D. Employees 2
IV. Compliance 3
A. Management Responsibility 3
B. Employee Responsibility 3
C. Performance Evaluations 3
D. Employee Correction 3
V. Communication 3
A. Two-Way Communication 3
B. System of Communication 3
C. Safety Suggestions and Hazard Reporting 4
VI. Hazard Assessment 4
A. Safety Inspections 4
B. Additional Inspections 4
VII. Accident/Exposure Investigations 5
A. Investigation 5
B. Reporting 5
C. Reporting to Cal-OSHA 5
VIII. Hazard Correction 5
IX. Training and Instruction 6
A. Orientation for Establishment of IIPP and/or Substantial Amendment 6
B. New Employee Initial On-The-Job Training 6
C. Specific Kerman Training Programs 6
D. Retraining 6
E. Specialized Training 6
X. Recordkeeping 7
XI. Injury and Illness Prevention Forms 8
Hazard Alert Form 9

Hazard Alert Response Form 10
Employee's Report of Incident 11
Supervisor's Report of Employee Injury 13
Orientation Safety Check List 14
Office Hazard Inspection Checklist/Action Form 15
MODULE 1 - BLOODBORNE PATHOGEN PROGRAM 17
I. Purpose 17
II. Scope 17
III. Definitions 17
IV. Exposure Determination 18
A. Police Department 18
B. Public Works Department 19
C. Parks & Recreation Department 19
V. Methods of Compliance 19
A. Universal Precautions 19
B. Hand washing and Other General Hygiene Measures 19
C. Sharps Management 20
D. Personal Protective Equipment 20
E. Protection for Hands 20
F. Protection for Eyes/Nose/Mouth 21
G. Equipment, Environmental and Working Surfaces 21
H. Special Sharps Precautions 21
VI. Hepatitis B Vaccination 21
A. General Statement of Policy 21
B. Hepatitis B Vaccination 21
VII. Reporting and Treatment of Exposure Incidents 22
A. City's Reporting Responsibility 22
B. Exposure Treatment 22
C. Documentation 23
VIII. Procedures for Evaluation and Follow-Up of Exposure Incidents 23
IX. Employee Training 24
X. Recordkeeping Procedures 24
A. Medical Records 24
B. Training Records 25
XI. Bloodborne Pathogen Forms 26
Hepatitis B Vaccine Consent/Declination 27
First Aid Incident Report for Bloodborne Pathogens 28
Sharps Injury Log 29

MODULE 2 - HAZARD COMMUNICATION PROGRAM 30
I. General Information 30
A. Container Labeling 30
B. Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) 30
C. Employee Training and Information 30
II. Hazardous Non-Routine Tasks – Confined Spaces Entry 31
III. Informing Contractors 31
IV. Emergency Spill Procedures 32
MODULE 3 - EMERGENCY ACTION PLAN 33
I. Scope and Application 33
II. Emergency Action Plan Information Sheet 34
III. Definitions 35
IV. Elements 35
A. Emergency Evacuation Procedures & Route Assignments 35
B. Procedures for Employees Who Remain to Operate Critical Operations Before Evacuation 35
C. Evacuation of Persons with Disabilities 36
D. Employee Accountability Procedures after Evacuations 36
E. Rescue and Medical Duties 37
V. Alarm System 37
VI. Evacuation for Emergencies 37
A. Fire Emergency 37
(Do not attempt any action that places you or another person at risk or injury) 37
B. Earthquake 37
C. Lockdown 38
D. Other Emergencies 38
VII. Training 38
MODULE 4 - HEAT ILLNESS PREVENTION PLAN (Effective 05/01/15) 39
I. Purpose 39
II. Monitoring the Weather 40
A. Weather forecast 40
B. Weather Monitoring Prior To Workday During Times Of Risk 40
III. Monitoring Employee Acclimatization For Working Outdoors In Heat 40
IV. Providing Clean Drinking Water 41
V. Providing Adequate Shade 41
VI. Addressing High-Heat Procedures 42
VII. Handling An Ill Employee And Emergency Procedures 42
VIII. Providing Supervisor and Employee Training 43
A. Employees 43

B. Supervisors 43
IX. Definitions 44
City of Kerman Heat Illness Employee - Training Handout 45
Types of Heat Illness 46
MODULE 5 - FIRE PREVENTION PLAN 47
I. Scope and Application 47
II. Elements 47
A. Potential Fire Hazards 47
B. Personnel Responsible for Maintenance of Fire and Emergency Equipment 47
C. Personnel Responsible for Control of Flammable/Combustible Materials 47
III. Housekeeping 47
IV. Training 48
V. Maintenance 48
MODULE 6 - CITY HALL ROBBERY PROCEDURE 49
MODULE 7 - ERGONOMIC PROGRAM 50
I. Purpose 50
II. Policy 50
III. Ergonomic Program Coordinator 50
IV. Identifying Workstation Risk Factors 50
V. Hazard Prevention and Control 51
VI. Medical Management 51
VII. Training 51
Ergonomic Symptoms Survey 53
Office Ergonomic Evaluation Form 54
Helpful Stretches 56
MODULE 8 - OCCUPATIONAL NOISE EXPOSURE PROGRAM 58
I. Purpose 58
II. Requirements 58
III. Responsibilities 58
IV. Monitoring Limits & Testing Procedure 58
V. Recordkeeping 59
VI. Training 59
MODULE 9 - LOCKOUT AND TAGOUT SAFETY PROGRAM 60
I. Purpose 60
II. Lockout 60
III. Tagout (Hazard Safety Tag) 60
IV. Restoring Equipment (Lockout/Tagout Removal) 61
V. Procedure for More Than One Person 61

VI. Things to Remember 61
VII. Documentation 61
VIII. Lockout and Tagout Program List of Source 62
MODULE 10 – PERSONAL PROTECTIVE EQUIPMENT POLICY (ADOPTED 08-07-2013) 63
I. Purpose ..... 65II. Applicability 65
III. Policy 65
IV. Responsibilities 65
A. Safety Officer and Risk Management Officer Shall 65
B. Supervisors Shall 65
C. Employee Shall 65
D. Safety Officer Shall 66
V. Procedure 66
A. Hazardous Assessment and Equipment Selection 66
B. Protective Devices 66
C. Eye and Face Protection 67
D. Voluntary Respirator Use 67
E. Emergency Eyewash and Safety Shower Facilities 67
F. Head Protection 67
G. Hand Protection 67
H. Foot Protection 68
I. Body Protection 68
J. Life Rings and Personal Flotation Devices 69
K. Cleaning and Maintenance 69
L. Signage 69
M. Training 69
N. Recordkeeping 69
VI. PERSONAL PROTECTIVE EQUIPMENT POLICY FORMS 70
Hazard Assessment Certification Form 71
Personal Protective Equipment Issuance Form 72
EMPLOYEE ACKNOWLEDGEMENT FORM 73
SIGNS FOR POSTING 74

INJURY AND ILLNESS PREVENTION PROGRAM

I. Policy Statement

It is the policy of the City of Kerman to provide a safe and healthful environment for our employees and general public. We strive to eliminate unnecessary hazards by providing specific safety policies and procedures and creating an atmosphere that promotes safety.

The following Injury and Illness Prevention Program (IIPP) has been developed to provided safety and loss control guidelines to protect people from injury or illness; to reduce the risk of loss to real property and business assets; and to meet the regulatory requirements of federal, state and local governmental agencies.

_____ _____

John Jansons, City Manager Date

II. Purpose

Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIPP) Program and a copy must be maintained at each worksite. The requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203). This program complies with the requirements of the California Code of Regulations and consists of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazardous Correction
- Training and Instruction
- Recordkeeping

III. Responsibility

A. IIPP Administrator

The City's representative on the Risk Management Authority shall be the IIPP Administrator. The IIPP Administrator is Josefina Alvarez, Finance Director,559-550-0714 or jalvarez@cityofkerman.org has the authority and the responsibility for ensuring the implementation and maintenance of the City's Injury and Illness Prevention Program and for answering questions about the Program.

B. Safety Coordinator

The City's Safety Coordinator will direct the City's safety programs, conduct hazardous inspections, update the Material Safety Data Sheet binders, and insure that Federal and State regulation updates are added to the IIPP program. The Safety Coordinator will also be the Chair of the Safety Committee and advise the IIPP Administrator of problems, concerns, and corrections. Akayla Cheema, 559-550-2080 or acheema@cityofkerman.org currently holds the position of Safety Coordinator.

C. Department Heads and Supervisors

Department Heads and Supervisors are responsible for training employees to perform their jobs properly and safely and shall teach, demonstrate, observe and enforce compliance with established safety standards.

D. Employees

Each employee is responsible to comply with the IIPP and to perform their work duties in a safe manner at all times. Employees should ask for additional training or assistance when they feel there is a gap in their ability, knowledge or training with respect to safely performing their duties.

IV. Compliance

A. Management Responsibility

Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by employees. Managers and supervisors are also expected to enforce these rules fairly and uniformly.

B. Employee Responsibility

All employees are responsible for using safe work practices, assisting in the maintenance of a safe work environment and for following directives, policies and procedures regarding safety and health.

C. Performance Evaluations

Employee performance evaluations include an evaluation of compliance with safe work practices and procedures.

D. Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate safety rules or directives, will be subject to disciplinary action, in accordance with the Personnel Rules & Regulations (Section 4.1/4.2) and/or the applicable memorandum of understanding.

V. Communication

A. Two-Way Communication

Management recognizes that open, two-way communication between management and staff on safety and health issues is essential to maintaining an injury-free, productive workplace.

B. System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a readily understandable manner:

1. An orientation program will be provided to all new employees by the designee appointed by the Department Head (See Orientation Safety Check List) that includes a review of the IIPP and a discussion of safety policies and procedures that the employee is expected to follow.

2. The City will conduct safety meetings where safety is freely and openly discussed. Employees are expected to attend and are encouraged to participate in such meetings.

3. From time to time, written safety notifications will be distributed or posted on bulletin boards.

4. Other appropriate methods of communicating pertinent safety and health information will be implemented as such methods are identified.

C. Safety Suggestions and Hazardous Reporting

1. All employees are requested and encouraged to inform their supervisors or other management personnel of any matter which they perceive to be an actual or potential workplace hazardous. Employees are also encouraged to make suggestions for safety improvements to the City. While the City prefers that safety reports and suggestions are made in writing, employees can also make such suggestions and reports orally. All safety reports or suggestions should be made to the reporting employee's supervisor, the IIPP Administrator, or to other management personnel.

2. If an employee wishes to report a hazardous, safety suggestion, or other safety problem anonymously, he or she can complete a "Hazardous Alert Form" which does not require the employee's name or job title.

3. No employee shall be retaliated against for reporting potential or actual hazardous or for making safety suggestions.

4. Management will review all safety suggestions and hazardous reports.

5. If an employee's name is included with a hazardous report or safety suggestion, the reporting employee will be notified about any non-confidential corrective action that is taken with respect to the hazardous report or safety suggestion.

6. The resolution of safety issues will be communicated to employees through "Hazardous Response Forms" and/or communication at Safety Meetings.

7. A folder on the City's public employee drive may be used for program documents and safety information. This folder is to be accessible to all employees. The safety folder will consist of the following:

   - Blank "Hazardous Alert Forms"
   - PDF Program/Plan Documents
   - Directions to access Internet based safety training materials

VI. Hazard Assessment

Inspection of the workplace is the primary tool used to identify unsafe working conditions and practices. While the City encourages all employees to continuously identify and correct workplace hazards and poor safety practices, certain situations require formal evaluation and documentation on the "Hazardous Inspection Checklist/Action Form".

A. Safety Inspections

Safety inspections will be conducted by a manager and/or supervisor and at least one non-supervisory employee. When possible, it is the intent of the City to abate any hazard which gives rise to a risk of imminent harm to any person. Any recommendations for future corrective action will be timely filed with the IIPP Administrator or the assigned safety representative for the specific area.

B. Additional Inspections

Inspections will also be conducted in accordance with the following:

1. Whenever new substances, processes, procedures, or equipment presenting a new safety or health hazard are introduced into the workplace.

2. Whenever management becomes aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.

VII. Accident/Exposure Investigations

A. Investigation

All workplace accidents resulting in injury or property damage, however slight, will be timely investigated to determine the primary and contributing causes. The primary and contributing causes will be documented and analyzed to assist the City in taking corrective action to prevent similar accidents from occurring in the future. The IIPP Administrator is responsible for ensuring that workplace accidents are reported on the "Employee Report of Incident Form" and properly investigated.

B. Reporting

All facts, findings, and recommendations uncovered during workplace investigations will be documented on the "Supervisor's Report of Employee Injury Form". Management will review all reports with a view towards determining adequacy of corrective action.

C. Reporting to Cal-OSHA

The following incidents must be directly reported to the closest area office of Cal-OSHA within 8 hours of occurrence by the IIPP Administrator or designee:

1. Accidents causing fatalities;
2. Accidents causing hospitalization and
3. Amputation of any body part.

The following information must be provided with any such report:

- Establishment name;
- Location of incident;
- Time of the incident;
- Number of fatalities or hospitalized employees;
- Contact person;
- Phone number; and
- Brief description of the incident.

VIII. Hazard Correction

Unsafe or unhealthy working conditions, practices, or procedures shall be corrected in a timely manner depending upon the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When hazards are observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employees and/or property.
    - The City will ensure that all exposed workers are removed from the area except the personnel necessary to correct the hazard; who have been provided with the necessary safeguards and training to correct the hazard.

All corrective actions taken shall be documented on the appropriate City incident forms.

IX. Training and Instruction

A. Orientation for Establishment of IIPP and/or Substantial Amendment

The IIPP Administrator or designee will conduct the initial orientation of the IIPP. Employees will sign acknowledgement forms for all safety materials that they receive during such an orientation. When substantially amended, additional training will be conducted and copies of the amended IIPP provided.

B. New Employee Initial On-The-Job Training

Shortly after an employee begins their employment with the City, a manager or supervisor will provide the employee with access to an electronic copy of the IIPP (hard copies available in each department) and train the employee in all aspects of required safety procedures that are designed to mitigate hazardous of their job.

This training will be documented on the "Orientation Checklist". The manager or supervisor conducting the training and the new employee will both sign the Checklist when the training is completed. The Checklist will become a permanent part of the employee's personnel file.

C. Specific Kerman Training Programs

The following describes training programs applicable to certain Kerman employees:

- Emergency Action Plan - This training includes a discussion of Kerman's disaster preparedness structure and how the employee fits within the structure (i.e., what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency). Refresher training/evacuation drills will take place annually.
- First Aid, CPR and Bloodborne Pathogens Training - All employees will receive training in First Aid, CPR and/or Bloodborne Pathogens.
- Defensive Driver Training - City Employees required to drive pursuant to their job duties will participate in defensive driver training. Additional safe driving subjects will be covered in safety meetings on an as-needed basis.
- Hazardous Communication Program - Employees will receive training on: hazardous chemicals they may be exposed to in their workplace operations; proper labeling requirements for these chemicals; physical and health effects of the hazardous chemicals; ways to lessen or prevent exposure and the steps the City has taken to achieve reduction in exposure; as well as where to obtain and how to read the Safety Data Sheets (SDS).

D. Retraining

Retraining will be conducted by managers, supervisors and/or the IIPP Administrator or designee when an existing employee changes job functions as refresher training. Retraining shall cover general workplace safety, job-specific hazards, and/or hazardous materials, as applicable.

E. Specialized Training

1. Supervisors will be trained to understand their responsibilities with respect to the safety and health of the employees that they supervise, as well as training in the hazards and risks faced by the employees under their immediate direction. Such training will include both safety management and technical subjects.

2. Managers/Supervisors and/or IIPP Administrator are responsible for:
   - Determine safety-training needs;

- Implement new training programs; and
- Evaluate the effectiveness of these programs

In addition, training will be provided whenever:

- New substances, processes, procedures, or equipment pose a new hazardous and there is a lack of adequate skill or knowledge to deal with the new hazardous;
- Management and/or the IIPP Administrator become aware of a previously unrecognized hazardous and there is a lack of adequate skill or knowledge to with the hazardous; and
- A new facility or a new part of a facility is opened.

X. Recordkeeping

The City maintains records for the purpose of:

- Tracking and evaluating the City's loss experience and loss exposures.
- Tracking and evaluating the safety activities that have been accomplished.
- Documenting Safety Activities.

All such documentation will be maintained in accordance with the City's records retention schedule.

XI. Injury and Illness Prevention Forms

Hazard Alert

Date: _____

Department Where Hazard is Located: _____

Supervisor or Recipient of Hazardous Alert Form: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor, the IIPP Administrator or other manager.

Location of Hazard (i.e. building, room area) _____

_____

Description of Hazard (include whether it is chemical, biological, physical etc.) _____

_____

_____

_____

Recommendation for correction: _____

_____

_____

Has this hazard been reported to your supervisor ☐ Yes ☐ No

OPTIONAL (if employee would like to remain anonymous, leave this area blank):

Employee Name: _____

Department/Location: _____

Telephone Number: _____

NOTE: It is illegal for any employer to take action against employees who exercise their right under the law to report unsafe conditions. Employees are encouraged to report hazards and are commended for their safety awareness.

Hazard Alert Response

To be completed by the Department Manager where the hazard is located, and reviewed by the IIPP Administrator.

Manager description and evaluation of hazard reported: _____

_____

_____

_____

Corrective Action:

Corrective Action Taken (describe): _____

_____

_____

_____

Date corrective action was completed: _____

Who carried out corrective action? _____

_____

_____

_____

Discussed at Safety Meeting – Date: _____

Response provided to Hazard Report: _____ Date: _____

Manager Signature: _____ Date: _____

IIPP Administrator Signature: _____ Date: _____

Employee's Report of Incident

Date: _____ Supervisors Name: _____

Employee Name: _____

Date of Incident: _____ Time of Incident: _____

Address and description of where/how incident occurred: _____

_____

_____

_____

Describe symptoms and specific part(s) of body affected: _____

_____

_____

_____

Please check '*Yes*' or '*No*' to the following questions relating to the incident being reported:

I lost time from my normal work shift after the day the incident occurred. ☐Yes ☐No

I anticipate losing time from work as a result of symptoms from this incident. ☐Yes ☐No

I need or desire medical treatment beyond on-site first aid. ☐Yes ☐No

The incident involved exposure to a hazardous substance. ☐Yes ☐No

If **ALL** answers to the above questions are **'No'** an injury, as defined by the Labor Code, has not occurred. A report to Workers' Compensation is not required at this time. If any answer is **'Yes'** an injury may have occurred. A DWC-1 Employee's Claim for Workers' Compensation Benefits is needed so that a report to Workers' Compensation can be made.

If, as a result of this incident, you subsequently develop (1) symptoms for which you require, or desire medical care; **or** (2) symptoms that cause you to be unable to report for work, **you must notify your Supervisor or Human Resource Department immediately.** You should also contact AMC Call Connect at 844-691-4111 to report the incident/injury. If medical care is requested or required, AMC Call Connect will direct you to appropriate medical care. You will be provided with an Injury Claim Form and we will direct you to appropriate medical care.

Be advised that certain Statute of Limitations apply to Workers' Compensation benefits. Labor Code 5400 provides that no claim to recover compensation shall be maintained unless within 30 days after the occurrence of the injury which is claimed to have caused disability or death there is served upon the employer notice in writing, signed by the person injured or someone on his behalf.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

ONE COPY TO EMPLOYEE **ORIGINAL TO HUMAN RESOURCES FILE**

Supervisor's Report of Employee Injury

Name of Employee: _____

Job Title: _____

Date of Injury: _____ Time _____ ☐ am ☐ pm

Date Reported: _____ Time _____ ☐ am ☐ pm

Accident Location (full address): _____

_____

Specific Injury/Illness with part of body affected: _____

_____

_____

Time employee began work: _____ ☐ am ☐ pm

Did injured leave work? ☐ Yes ☐ No Date:_____ Time _____ ☐ am ☐ pm

Did injured return to work? ☐ Yes ☐ No Date:_____ Time _____ ☐ am ☐ pm

Did employee seek medical attention? ☐ Yes ☐ No

Name of medical facility/physician: _____

Describe activity performing when event/exposure occurred: _____

_____

_____

Describe how accident occurred and materials used: _____

_____

_____

Name(s) of witnesses: _____

_____

What steps have been taken to prevent similar accidents? _____

_____

_____

Supervisors Name (printed) _____ Dept. Head Initials: _____

Supervisors Signature: _____

Employer: City of Kerman, 850 S. Madera Avenue, Kerman, CA 93630

Orientation Safety Check List

Employee Name (print): _____ Date: _____

Key Points discussed during Orientation:

- ✓ Promote a safe & healthy workplace

Line crew –
- ✓ Back safety
- ✓ Ladder safety
- ✓ Power Tool safety
- ✓ Personal Protective Equipment Policy
- ✓ Compressed air - Gas tank must be chained, even empty ones
- ✓ Forklift – If not certified, do not drive. Seatbelts are required at all times

Office –
- ✓ Ergonomics Factors
- ✓ Stair safety - Slow, use handrail, keep handheld items to a minimum
- ✓ Transporting items – Use stairs; make as many trips as necessary
- ✓ Holdup - Give them what they want, don't be a hero
    - Remember information/description of incident/people
    - If safe to do, push emergency button

OSHA Requirements –
- ✓ Report Areas of Safety Hazard Infringements
- ✓ Complete Monthly Fire Extinguisher check; review for signatures

Vehicle Safety –
- ✓ Annual training/meeting on vehicle safety
- ✓ Obey all traffic laws
- ✓ Seatbelts – Always wear
- ✓ Speed limits – Follow all speed limits

Trenches and Excavation Safety
- ✓ Ditches – Do not enter without proper sloping
- ✓ Hard hats - Required, especially ground work, as required in the Personal Protective Equipment Policy (PPE)

Employee Signature: _____

Trainer/Department Representative Signature: _____

Office Hazardous Inspection Checklist/Action Form

Date Inspected _____ 3-Year Retention after inspection date.

Department: _____ Location _____

	Item to be Checked (Use the last page to record a brief description of necessary repairs)	OK	Deficiency Noted	Dated Corrected
General Work Area				
1	Are all telephone or power cords covered or routed as to prevent tripping hazards			
2	Are all work areas equipped with First Aid Kits			
3	Is an equipped Lockout/Tagout station available for use in all buildings			
4	Is the lighting in all work areas in working condition and provide good working light			
5	Are there stepstools or stepladders available for use in all buildings and do they have safety treads			
6	Are all scissors, letter openers, or any other sharp objects stored safely with points facing away from user			
7	Are materials stored on top of cabinets or shelves in an orderly fashion or at heights that do not create a potential hazard			
8	Is the ventilation system properly maintained and are vents cleaned regularly			
9	Are emergency phone numbers posted			
10	Are evacuation signs identifying escape routes and emergency information in place			
Housekeeping Hazards				
1	Are all floors, aisles, exits, and fire extinguishers unobstructed			
2	Are all floor mats and/or rugs placed in a location or position that does not create an unsafe condition			
3	Is the lounge area in a neat and sanitary condition			
4	Are the restrooms in a neat and sanitary condition and in good working order			
5	Are all chemicals and/or liquids stored in a neat and safe manner			
Electrical Hazard				
1	Are all electrical outlets or strips utilized in a neat and safe manner			
2	Is the electrical equipment in good condition, properly grounded and turned off when not in use			
3	Are electrical switch cover plates and outlets in good condition			
4	Are electric outlets safe and not overloaded			
5	Are conduit properly attached to all supports and tightly connection to junction and outlet boxes (visual inspection only)			
6	Are the lighting fixtures in good condition and working			
Fire Hazard				
1	Are all work areas equipped with fire extinguishers			
2	Are the monthly and annual inspections of fire extinguishers performed and documented			
3	Are combustibles properly stored in work areas			
4	Is the fire suppression system inspected annually			
5	Is the emergency lighting operable			
6	Other -			
7	Other -			
8	Other			

Office Hazard Inspection Checklist/Action Form

Item #	Deficiency	Corrective Action Taken

MODULE 1 - BLOODBORNE PATHOGEN PROGRAM

I. Purpose

This exposure control program has been established in order to minimize and to prevent, when possible, the exposure of City of Kerman employees to disease-causing microorganisms transmitted through human blood or other potentially infectious materials. This program identifies employees who are subject to occupational exposure to bloodborne pathogens, establishes information and training standards for those employees, and establishes an immunization program for the Hepatitis B virus. This program will comply with the Bloodborne Pathogens Standard, Title 8, California Code of Regulations, §5193.

II. Scope

All City employees who may be exposed to blood and other potentially infectious materials as part of their job duties are identified and included in this program. Those who have been identified by the City as "reasonably anticipating" exposure to bloodborne pathogens will follow an exposure control plan designed to minimize exposure. The term "employees" includes all full-time, part-time, and temporary status personnel who are employed by the City of Kerman. Any employee, who believes that the exposure exists for them, and has not been identified, should bring their concerns to the attention of their supervisor.

III. Definitions

- "Blood" means human blood, human blood components, and products made from human blood.
- "Bloodborne Pathogens" means Pathogenic microorganisms that are present in human blood and can cause disease in humans. These Pathogens include, but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
- "Contaminated" means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- "Contaminated Laundry" means laundry, which has been soiled with blood or other potentially infectious materials or may contain sharps.
- "Contaminated Sharps" means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
- "Decontamination" means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
- "Engineering Controls" means controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogen hazard from the workplace.
- "Exposure Incident" means a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.
- "Hand washing Facilities" means a facility providing an adequate supply of running potable water, soap, and single use towels or hot air drying machines.
- "HBV" means Hepatitis B Virus.
- "HIV" means Human Immunodeficiency Virus.
- "Occupational Exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- "Other Potentially Infectious Materials" (OPIM) means:

  - The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
  - Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
  - HIV - containing cell or tissue cultures, organ cultures, and HIV - or HBV containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.
- "Parenteral" means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
- "Personal Protective Equipment" (PPE) are specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard is not considered to be personal protective equipment.
- "Regulated Waste" means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infections materials.
- "Source Individual" means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to: hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing facilities; human remains; and individuals who donate or sell blood or blood components.
- "Sterilize" means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.
- "Universal Precautions" is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- "Work Practice Controls" means controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

IV. Exposure Determination

The following tasks and procedures are reasonably anticipated to involve exposure to blood, body fluids, or other potentially infectious materials:

- Performing first aid duties and/or emergency medical treatment;
- Performing mouth-to-mouth resuscitation;
- Performing custodial duties in bathrooms, parks, or other public areas where needles may have been disposed of in trash receptacles; or
- Performing work within sewers and/or coming into possible contact with untreated sewage

All personnel in the following job classifications are identified as "reasonably anticipated to involve exposure" (determined to have Occupational Exposure or Potential Occupational Exposure):

A. <u>Police Department</u>

- Police Chief
- Lieutenant
- Corporal
- Records Clerk
- Records Manager
- Animal Control Officer

- Animal Shelter Attendant
- Police Sergeant
- Police Officer
- Police Officer Reserve
- Community Service Officer

B. Public Works Department

- Fleet Services Supervisor
- Fleet Mechanic (I, II)
- Public Works Operations Coordinator
- Public Works Lead Supervisor
- Maintenance Worker (I, II, III)
- Administrative Analyst
- WWTP Operators (Grade I, II & III)
- WWTP Maintenance Worker (I, II, III)

C. Parks & Recreation Department

- Buildings & Facilities Supervisor
- Recreation Supervisor
- Recreation Coordinator
- Senior Services Coordinator
- Parks Maintenance Worker (I, II)

V. Parks Maintenance SpecialistMethods of Compliance

The following methods of compliance are for use for all City employees not falling within the Police Department specific policy/procedures documents.

A. Universal Precautions

All blood or other potentially infectious materials shall be handled as if contaminated by a bloodborne Pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, **all body fluids shall be considered potentially infectious materials.**

B. Hand washing and Other General Hygiene Measures

Employees will wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment. When other skin areas or mucous membranes come in contact with blood or other potentially infectious materials, the skin shall be washed with soap and water, and the mucous membranes shall be flushed with water, as soon as possible.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious material. Likewise, employees should not engage in any of these activities until proper washing with soap and water is performed.

Employees shall use practices to minimize splashing, spraying, spattering, and generation of droplets during procedures involving blood or other potentially infectious materials.

C. Sharps Management

It is understood that City employees are not required to administer medication with hypodermic needles, which are generally considered sharps. However, employees should also be aware that a nail soaked with blood that has recently been stepped on or even exposed broken glass, qualifies as a contaminated sharp and should be protected and disposed of in accordance with this program.

Contaminated needles or other contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
Contaminated disposable sharps shall be discarded, as soon as possible after use, in disposable sharps containers. Contaminated broken glass is also to be placed in disposable sharps containers.

D. Personal Protective Equipment

All personal protective equipment (PPE) will be provided, repaired, cleaned, and disposed of by the employer (each department) at no cost to employees. Each department will provide instructions on appropriate use of personal protective equipment. Employees shall wear personal protective equipment when performing procedures in which exposure to the skin, eyes, mouth, or other mucous membranes are anticipated. The articles to be worn will depend on the expected exposure. Employees who have allergies to regular gloves may obtain hypoallergenic gloves.

All personal protective equipment shall be removed before leaving the work area and placed in an assigned container for storage, washing, decontamination or disposal.

If a garment is penetrated (soaked through) by blood or other potentially infectious material, the garment shall be removed as soon as possible and placed in a designated container for disposal. Garments which only are lightly splashed or dripped on where the blood or other potentially infectious material have not soaked through are to be removed as soon as possible and placed in an appropriate container for cleaning. – See Personal Protective Equipment Policy V- K.

E. Protection for Hands

Gloves shall be worn in the following situations:

- When it can be reasonably anticipated that hands will contact blood or other potentially infectious materials, mucous membranes, and non-intact skin; or
- When handling or touching contaminated items or surfaces.

Disposable Gloves

- Replace as soon as feasible when gloves are contaminated, tom, punctured or when their ability to function as a barrier is compromised.
- Do not wash or decontaminate single use gloves for re-use.

Utility Gloves

- Decontaminate for re-use if the gloves are in good condition.
- Discard when gloves are cracked, peeling, torn, punctured or show other signs of deterioration (whenever their ability to act as a barrier is compromised).

F. **Protection for Eyes/Nose/Mouth**

Employees shall wear masks in combination with eye protection devices (goggles or glasses with solid side shields) or chin-length face shields whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, mouth contamination can be reasonably anticipated.

G. **Equipment, Environmental and Working Surfaces**

Clean all contaminated work surfaces with appropriate disinfectant after completing procedures, and immediately or as soon as feasible, when overtly contaminated or after any spill of blood or other potentially infectious material.

Regularly inspect/decontaminate all reusable bins, pails, cans, and similar receptacles which may become contaminated with blood or other potentially infectious material. If these articles become visibly contaminated, they should be decontaminated immediately or as soon as feasible.

H. Special Sharps Precautions

Clean up broken glass that may be contaminated using mechanical means such as a brush and dustpan, tongs, or forceps. **DO NOT pick up directly with the hands**. Report any exposure incident on the "Sharps Injury Log".

Reusable containers are not to be opened, emptied, or cleaned manually or in any other manner which will expose employees to the risk of injury administered or absorbed through the skin. **DO NOT reach by hand** into a container which stores reusable contaminated sharps. Full containers should be dropped off at the Public Works Office, 15201 W. California Avenue.

VI. Hepatitis B Vaccination

A. General Statement of Policy

The City of Kerman complies with OSHA mandate by providing the Hepatitis B vaccination series to all City employees in a classification identified as "reasonably anticipated" to involve exposure to bloodborne pathogens at no cost to them. In addition, these employees will be offered post-exposure evaluation and follow-up at no cost should they experience an exposure incident on the job. All employees that have been identified as "reasonably anticipated" to involve exposure are encouraged to participate in the program. Although the City and/or the departments cannot require anyone to receive the immunization, it is strongly recommended.

All medical evaluations and procedures including the Hepatitis B vaccination series, whether prophylactic or post-exposure, will be made available to the employee at a reasonable time and place. This medical care will be performed by or under the supervision of a licensed physician, physician's assistant, or nurse practitioner. Medical care and vaccination series will be according to the most current recommendations to the U.S. Public Health Service.

B. Hepatitis B Vaccination

The vaccination is a series of three injections. They are as follows:

- Initial injection;
- Second injection - thirty (30) days following the initial injection; and
- Third injection - five (5) months following the second injection.

For maximum benefit from the vaccine, the second injection should be given within a seven (7) day period before or after due date (30 days following the first injection). In the event the employee does not take the initiative to have the second injection from 30 to 60 days following their first injection, **the series must be restarted.**

The vaccination will be made available to employees after they have attended training on bloodborne pathogen and within 10 working days of initial assignment to a job category with exposure.

The vaccination series will not be made available to employees who have previously received the complete Hepatitis B vaccination series, or any employee for whom the vaccine is medically contraindicated will need to retake it.

An employee, who is required to have the Hepatitis B vaccine but chooses not to, will be required to sign a "Hepatitis B Vaccine Consent/Declination". If an employee has declined the Hepatitis B vaccination, but later changes their mind and wishes to have the vaccination, the City will proceed with the vaccination series at no cost to the employee.

VII. Reporting and Treatment of Exposure Incidents

A. City's Reporting Responsibility

The City has a responsibility, under various federal and state laws and regulations to report occupational illness and injuries, existing programs in the National Institute for Occupational Safety and Health (NIOSH), Department of Health and Human Services, the Bureau of Labor Statistics, Department of Labor, and the Occupational Safety and Health Administration receive such information for the purposes of surveillance and other objectives. State Health Departments report cases of infectious disease, including HIV, HBV, HCV and TB to the Centers for Disease Control.

All post-exposure testing and treatment will be in accordance with the City's Worker's Compensation Program. Employees undergoing follow-up for post exposure reasons must attend all medical appointments and will be provided with the necessary time off to attend such appointments. Employees who experience an exposure incident must immediately report their exposure to their immediate supervisor.

B. Exposure Treatment

When an exposure has occurred, the exposed area shall be thoroughly washed immediately using water on all mucosal surfaces, and soap and running water on skin surfaces. If soap and running water are not available, a waterless skin cleaning agent shall be used until soap and running water can be obtained. When there is contamination of personal protective equipment, the personal protective equipment should be disposed of or decontaminated, if appropriate.

The City's Designated Infection Control Officer is the Injury & Illness Prevention Program Administrator. Following a "significant" exposure, contact the City's Designated Infection Control Officer. "Significant" exposure is defined as: Any situation in which the body fluids of an individual (such as blood or other potentially infectious material including synovial fluid, amniotic fluid, peritoneal fluid, pleural fluid or any fluid that contains visible blood), are suspected of having entered the employee's body through either a body opening (such as your nose, mouth, or eye), or a break in your skin (such as a cut, rash, or abrasion); a needle stick with a contaminated or used needle; intimate respiratory contact (such as CPR without a barrier); or any other situation in which an individual's body fluids may have entered the employee's body.

Did an exposure occur? The following short answer questionnaire can assist in determining if an employee should receive follow-up.

1. Is the fluid or substance with which the employee is in contact with one of the following?

    - Blood
    - Semen
    - Vaginal Secretions
    - Any body fluid/matter visibly contaminated with blood
    - Respiratory secretions (droplets, aerosolized particles)

2. Did the fluid or substance (identified above in 1) enter the employee's body through the following?

    - Needle stick injury
    - Laceration by contaminated object
    - Open cut wound, non-intact skin
    - Splash or contact with eyes, mouth or nose (mucous membrane)
    - Prolonged respiratory contact

If answers to BOTH 1 and 2 are yes, the employee should be considered to have sustained a "significant" exposure and needs to seek medical treatment.

C. Documentation

When an employee has an exposure to a communicable disease, the incident must be documented as soon as possible and a report submitted within twenty-four hours of the suspected exposure using the "First Aid Incident Report for Bloodborne Pathogens" or "Supervisor Report of Employee Injury". It is the responsibility of the employee to document the exposure.

The infection exposure report will include the details of the task being performed, the means of transmission, the portal of entry, and the type of PPE in use at the lime. The supervisor will review the exposure report and forward originals to the City's Designated Infection Control Officer/City Risk Management along with the applicable Worker's Compensation documentation.

VIII. Procedures for Evaluation and Follow-Up of Exposure Incidents

Following a report of an exposure incident, the City shall make immediately available to the exposed employee a confidential medical evaluation and post-exposure follow-up. Post-exposure follow-up medical evaluations will be conducted through the City of Kerman's designated health facility. The evaluation and follow-up will include the items listed below:

- Documentation of the significant exposure - the routes of exposure and the circumstances under which the exposure incident occurred.
- Identification of the source individual and their transport destination, unless it can be established that identification is infeasible or prohibited by law.
    - The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV, HCV and HIV infectivity.
    - If consent cannot be obtained, the employer shall document that legally required consent cannot be obtained.
    - When law does not require the source individual's consent, the source individual's blood shall be tested and the results documented.
- The exposed employee will be informed of the results of the source individual's testing.
- The exposed employee will be offered counseling and medical evaluation of any reported illness.

- The information listed below will be provided to the healthcare professional evaluating an employee after exposure.
  - A description of the exposed employee's duties as they relate to the exposure incident.
  - Documentation of the route(s) of exposure and circumstances under which the exposure occurred.
  - Results of the source individual's blood testing, if available.
  - All medical records relevant to the appropriate treatment of the employee including vaccination status.

IX. Employee Training

Employees in the classifications identified as "reasonably anticipated" to involve exposure receive training at no cost to the employee, provided during working hours. The department provides training on bloodborne pathogens at the time of initial assignment to tasks where exposure may occur and annually thereafter. Training includes, at a minimum, the following elements:

- A copy of the Bloodborne Pathogens Program and an explanation of the contents;
- A general explanation of the epidemiology and symptoms of bloodborne diseases;
- An explanation of the modes of transmission of bloodborne pathogens;
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering , administrative or work practice controls, and personal protective equipment;
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- An explanation of the basis for selection of personal protective equipment;
- Information on Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination shall be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potential infectious materials;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident, and the medical follow-up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident; and
- An opportunity for questions.

X. Recordkeeping Procedures

A. Medical Records

Medical records of all current and former employees or employees being assigned or transferred to work where there will be exposure to toxic substances or harmful physical agents will be retained for the length of employment plus thirty years (in accordance with Title 8, 3204 of CalOSHA regulations). This time period is consistent with OSHA standards for retention of employee occupational medical records. Exposure records and post-exposure follow-up records will be maintained in the individual's medical file.

The records will be kept confidential. The contents will not be disclosed or reported to any person within or outside the workplace without the employee's express written consent, except as required by law or regulation.

B. Training Records

Training records shall be maintained a minimum of three years from the date of training and in accordance with the City's records retention schedule. The training records will include: the dates of the training sessions; contents or a summary of the training sessions; names and qualifications of trainers; and names and job titles of all persons attending.

XI. Bloodborne Pathogen Forms

Hepatitis B Vaccine Declination

Date: _____

DECLINATION - RECORD OF HEPATITIS "B" VACCINE DECLINATION

(IF you Decline the Vaccine it is MANDATORY for you to complete this section)

Date: _____

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

Print Name: _____Department: _____

_____

Employee Signature: _____

Employer Representative: _____

Please check all that apply:

- ☐ I decline the hepatitis B vaccination at this time
- ☐ I have previously received a complete series of the HBV vaccinations
- ☐ Antibody testing has revealed that I am immune
- ☐ The vaccine is contraindicated for medical reasons

First Aid Incident Report for Bloodborne Pathogens

Date of incident: _____ Time: _____ a.m. ☐ p.m. ☐

Date incident reported: _____ Time: _____ a.m. ☐ p.m. ☐

Describe the first-aid incident:

Was there blood or other body fluids present? Yes ☐ No ☐

Did an exposure incident occur? Yes ☐ No ☐
If yes, please describe it.

(Cal/OSHA – "An exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of one's duties.")

Did the first aid providers use PPE? Yes ☐ No ☐

Print names of persons who provided first aid:

If there was an exposure incident as defined by Cal/OSHA, were they **immediately** referred for post-exposure evaluation and follow-up? Yes ☐ No ☐

Was there blood or other body fluids present? Yes ☐ No ☐

If unvaccinated, were they offered the hepatitis B vaccination? Yes ☐ No ☐

Supervisor's Signature: _____ Date: _____

Sharps Injury Log

Supervisors: Complete for each employee exposure incident involving a sharp. This form is to be completed with the employee but not by the employee. Fill in the most appropriate boxes. A sharp includes, but is not limited to, needles, needle devices, scalpels, lancets, X-acto blades, and broken glass.

Employee Name _____ Date/Time of Exposure Incident: _____

Job Classification/Title: _____ Department: _____

Location Where Exposure Occurred: _____

What procedure was being performed when the incident occurred?

Check all body parts that were involved

☐ Finger ☐ Hand ☐ Arm ☐ Face/Head ☐ Torso ☐ Leg

☐ Other _____

How did the exposure incident occur:

☐ During use of sharp ☐ Disassembling ☐ After use and before sharps container

☐ While putting sharp into sharps container ☐ Sharp left, inappropriate place

☐ Other _____

Identify sharp object involved:

Type: _____ Brand: _____ Model: _____

Was sharp injury protection device attached? Yes ☐ No ☐

Was protective mechanism activated? Yes ☐ No ☐

Did the exposure occur: ☐ Before ☐ During ☐ After activation

If the sharp had no engineered sharps injury protection, do you feel that such a mechanism could have prevented the injury? Yes ☐ No ☐

What other engineering, administrative, or work practice controls could have prevented this injury?

Attach this form to the "Supervisor's Report of Employee Injury Form". Send both originals to Human Resources within 24 hours of the incident.

MODULE 2 - HAZARD COMMUNICATION PROGRAM

I. General Information

This Hazard Communication Program has been established for the City of Kerman. The written program is available on the City's General Shared drive (GenShare) or a hard copy can be reviewed by any interested employee by asking their supervisor to view the binder. This program is based upon the requirements of Title 8, California Code of Regulations, Section §5194 of the General Industry Safety Orders and describes how criteria for labels and warnings, Material Safety Data Sheets (MSDS), and employee information and training will be met.

A. Container Labeling

- The Manager or designee will verify that all containers received will:
  - Be clearly labeled as to the contents
  - Note the appropriate hazard warnings,
  - List the name and address of the manufacturer.

No containers will be released for use until the above data is verified.

- The Manager or designee will ensure that all secondary containers are labeled with either:
  - An extra copy of the original manufacturer's label, or
  - A generic label which includes the identity and hazard warning.

- Exceptions - Labeling standards are not required for the following substances under the Hazardous Communication Program because these substances fall under other regulations:
  - Pesticides - when subject to the labeling requirements issued under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA);
  - Foods, food additives, color additives, drugs or cosmetics that come under the Federal Food, Drug and Cosmetic Act labeling requirements (FD&C);
  - Any distilled spirits that are subject to the labeling requirements of the Federal Alcohol Administration Act (FAA); and
  - Any consumer product or hazardous substance defined by the Consumer Product Safety Act (CPSA) and the Federal Hazardous Substances Act (FHSA) when they are subject to the labeling requirements of those acts.

B. Safety Data Sheets (SDS)

- The Manager or designee will be responsible for maintaining the SDS system for the City, and will review incoming SDS for new and significant health/safety information. He/she will see that any new information is passed on to the affected employees.
- Copies of SDS for all hazardous chemicals to which employees of the City may be exposed are available at the City Public Works Corporate Yard and at the Waste Water Treatment Plant or by contacting the Public Works Administrative Assistant.

C. Employee Training and Information

- The IIPP Administrator, Manager or their designee is responsible for the employee training program. He/she will ensure that the elements specified below are carried out.

- Prior to starting work, each new employee of the City of Kerman will attend a health and safety orientation in their department and will receive information and training on the following:

  - An overview of the requirements contained in the Hazardous Communication Program;
  - Chemicals present in their workplace operations;
  - Location and availability of the written hazardous communication program;
  - Physical and health effects of the hazardous chemicals;
  - Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
  - How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
  - Steps the City has taken to lessen or prevent exposure to these chemicals;
  - Emergency procedures to follow if they are exposed to these chemicals;
  - Location of first aid stations or first aid kit;
  - How to read labels and review SDS to obtain appropriate hazardous information; and
  - Where the SDS are located along with the hazardous chemical list.

II. Hazardous Non-Routine Tasks – Confined Spaces Entry

On occasions, employees are required to perform tasks in confined spaces. The requirements of Title 8 California code of Regulations §5157, Permit Required Confined Spaces, and §5158, Other Confined Space Operations, will be complied with. Prior to starting work in such a space, each supervisor will:

- Conduct pre-entry atmospheric testing using the oxygen analyzer. This must be done within 15 minutes of potential entry. Insure that oxygen level is in a safe range prior to entry.
- Insure all associated electrical equipment is locked out. Any electrical equipment used for working inside the confined space must be properly grounded.
- Insure any steam or liquid entry lines into the confined space are disconnected or the valves of such lines closed and pad locked with Lockout/Tagout System.
- Insure personnel entering confined space is properly trained in all duties to be performed in the confined space.
- Insure entrant is wearing appropriate personal protective equipment including eye/face protection, gloves, safety boots, hearing protection, head protection and self-contained breathing apparatus (SCBA) if necessary.
- Confined space attendant should be properly trained in communicating with the entrant and emergency procedure if problems arise.
- Entrant and Entrant Supervisor are both responsible to notify the department supervisor when the confined space project is completed so it can be properly closed out.

III. Informing Contractors

It is the responsibility of the Manager or designee to provide contractors and vendors with the following information:

- A list of hazardous chemicals to which they may be exposed while on City premises; and
- Availability of SDS for all hazardous chemicals on file, and where a copy may be obtained

The Manager or designee will also obtain from the contractor a list of hazardous chemicals, with appropriate SDS, that they will bring into City facilities.

IV. Emergency Spill Procedures

All employees who encounter a hazardous material spill will immediately evaluate if the spill requires an emergency signal for immediate evacuation. If the spill is determined to be a major health and safety hazardous, employees should follow procedures outlined in the City of Kerman Emergency Action Plan. Those procedures involve:

- Sounding the emergency signal. Pulling the nearest fire alarm.
- Contacting the emergency authorities.
  - 911- Police, Ambulance, etc.
  - Dial, as soon as safely possible, O.E.S. (Office of Emergency Services 1-800-424-8802)
- Evacuate the premises.

If the hazardous spill does not warrant an emergency signal, then a supervisor will be notified immediately so that assignment of cleanup activities can be determined. If it is necessary to use the emergency spill kit for cleanup, then it is required by law to contact O.E.S. (Office of Emergency Services) at 1-800-424-8802.

EMERGENCY SPILL KIT

The City of Kerman has strategically placed an emergency cleanup kit (Envirosorb) in our chemical storage area in the main shop at the warehouse – 15275 W. California, (big yellow bucket in the main shop). Most chemical spills can be contained by the contents of this kit. The kit contains:

First Response Equipment Kit

- 1 - Apron
- 1 - Pair Gloves
- 1 - Face Shield
- 1 - Respirator
- 1 - Accutint Litmus Indicator
- 1 - Top Gun Hand Cleaner

First Response Spill Kit

- 1 - First Response Equip Kit
- 2 – 15 lb. Bags Counteract
- 4 – 15 lb. Bags Spill Sorb
- 2 – 12 ft. Absorbent Booms

The cleanup kit shall be used as follows:

1)Put on safety equipment
2)Spread Counteract on spill area.
3)Spread SPILL-SORB over entire spill area. Give material sufficient time to absorb.
4)Sweep or shovel up absorbed material.
5)Store in disposable bags until material can be disposed of according to federal, state, and local regulations.

MODULE 3 - EMERGENCY ACTION PLAN

I. Scope and Application

This Emergency Action Plan is in compliance with the California Code of Regulations, Title 8, §3220 and covers actions that must be taken to ensure employee safety from fire and other emergencies.

Emergencies, disasters, accidents, and injuries may occur at any time, usually without warning. The purpose of this plan is to ensure accountability for all employees by providing employees with procedures for handling possible emergencies and disasters. All managers, supervisors, and employees must review the plan and familiarize themselves with the procedures contained in this plan.

The Emergency Action Plan Information Sheet is to be completed by the Supervisor of each department area/location. This information is site-specific to each working environment and will be used as a tool in the event of an emergency.

This plan defines the information and actions needed by each individual department to ensure appropriate response and procedures in the event of an emergency. See Emergency Action Plan Information Sheet.

II. Emergency Action Plan Information Sheet

(To be completed by each Department Head)

BUILDING LOCATION/FLOOR: _____

DESIGNATED RESPONSIBLE COORDINATOR/SUPERVISOR FOR _____ DEPARTMENT

Name: _____ Phone: _____

ALTERNATE RESPONSIBLE SUPERVISOR:

Name: _____ Phone: _____

CITY EMERGENCY EVACUATION COORDINATOR: _____

PREDETERMINED EMERGENCY MEETING LOCATION: _____

ALTERNATIVE MEETING LOCATION (if initial predetermined location is inaccessible): _____

_____

LIST OF INDIVIDUALS ASSIGNED TO ASSIST PHYSICALLY IMPAIRED INDIVIDUALS (if applicable)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

III. Definitions

Accountability: A system to account for all employees within a small geographical area (workplace) during an emergency.

Meeting Location: A predetermined, distinct part or section, as of a building or outdoor area, set aside for a purpose or specific function; a safe location for employees to meet during an emergency.

Alternate Meeting Location: A secondary predetermined location for meeting during an emergency. This location is a necessity in the event the initial meeting location is inaccessible.

Evacuation: An immediate exit, by all employees and visitors in the facility, due to a threat to life and safety during an emergency.

Evacuation Route: A predetermined route designed to evacuate employees and visitors to a safe meeting location.

Evacuation Route Map: A floor plan (diagram) posted in buildings/work areas identifying primary and secondary evacuation routes, building exits, fire extinguisher locations, and predetermined meeting locations.

Lockdown: An emergency protocol, closing/locking a facility/building, keeping employees/visitors within the locked facility/building away from the threat of a dangerous external event.

IV. Elements

A. Emergency Evacuation Procedures & Route Assignments

Evacuation of the building is required when the building's alarm system sounds or when employees are instructed to do so. Emergency evacuation procedures and route assignments are posted in each work area and all employees have been trained in the correct procedures to follow. New employees are trained when assigned to a work area. Evacuation route maps include: exit locations and evacuation routes; fire extinguisher locations; and predetermined meeting locations.

Building evacuation should proceed as follows:

- Determine in advance the nearest exit in your location;
- Calmly and quickly exit per the evacuation route OR proceed to the nearest safe exit;
- Instruct visitors who are present to exit with you;
- Assist anyone having difficulty exiting the building (be mindful of persons who have impairments and may need assistance in evacuating the building or reaching the meeting location);
- In case of fire, do not use the elevator (if applicable);
- After exiting the building, follow the evacuation route to the predetermined meeting location;
- Once at the meeting location, report to your supervisor or designee;
- Remain at the meeting location until the designated responsible coordinator has given the "all clear" notification to re-enter the building.

B. Procedures for Employees Who Remain to Operate Critical Operations Before Evacuation

During some emergency situations, it may be necessary for specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control. The selected individuals will receive special

instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments.

C. Evacuation of Persons with Disabilities

In cases of emergencies, individuals with mobility or sensory impairments (hearing or vision) may need assistance or guidance with evacuating a building. If there is a fire or situation that could affect electricity/power, do not use elevators.

- To Assist Visually-Impaired Persons
  - Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with an area. Tell the person what needs to be done in order to evacuate.
  - Guide the person with you. Allow the person to take your arm below the elbow and instruct them to follow you. Remember to move slowly and communicate clearly with the individual.
  - Advise the individual of any hazardous or obstacles in the path.
  - When you have reached safety, advise the individual of their location and stay with them if necessary.

- To Assist Hearing-Impaired Persons
  - To get an individual's attention, you can flash room lights, wave your arms, or tap on the individual's shoulder.
  - Gesture about what is happening and what to do (i.e. follow me, get down).
  - Write the nature of the emergency or evacuation route on a board or paper.

- To Assist Mobility-Impaired Persons
  - Ask the individual if they have medical/health needs or requirements.
  - Individuals using wheelchairs can be pushed or accompanied to safety. Do not use elevators. If needed, seek help to safely assist the person.
  - If located in a building where stairs are to be used as the emergency exit for mobility-impaired persons, take that person to a safe area (Le. stairwell landings, offices, or balconies) and explain to them that you will get help to evacuate them from the building. Do not put yourself in extra danger.
  - Individuals using canes, crutches, or walkers should evacuate themselves, except in the event that rapid evacuation is deemed essential.
  - If in need of assistance, call "911". Do not attempt to transfer a person from a wheelchair unless absolutely necessary.

D. Employee Accountability Procedures after Evacuations

- Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined meeting location and conducting a head count.
- During an evacuation, each supervisor will conduct a sweep of all cubicles, rooms, and restrooms in their area to ensure all employees and visitors have evacuated the building.
- All supervisors and employees must report to their designated location immediately following an evacuation.
- Each assigned employee must be accounted for by name and is responsible for reporting to his or her designated Emergency Evacuation Coordinator to ensure an accurate head count.
- The Emergency Evacuation Coordinator will determine the method to be utilized to locate any missing personnel in each situation.

E. Rescue and Medical Duties

Rescue and medical duties will be performed by the emergency responders.

V. Alarm System

During an emergency evacuation, employees will be notified of the emergency condition by an audible alarm or verbal notification. Emergency responders will be notified when the fire alarm system is activated or by a call placed to "911".

VI. Evacuation for Emergencies

A. Fire Emergency

(Do not attempt any action that places you or another person at risk or injury)

- When fire is discovered:
  - Activate the nearest fire alarm; and
  - Call "911 ".
- Provide the following information:
  - Brief description of the type and location of the fire;
  - Building address; and
  - Your name and phone number from which you are calling.
- Upon being notified about the fire emergency, all employees/visitors must:
  - Leave the building using the identified evacuation routes;
  - Assemble in the predetermined meeting location; and
  - Remain at the meeting location until the designated responsible coordinator has given the "all clear" notification to re-enter the building.
- Designated Coordinator/Supervisor must:
  - Coordinate an orderly evacuation of personnel;
  - Ensure that all employees and visitors have evacuated the areas/floors;
  - Perform an accurate head count of personnel reported to the meeting location;
  - Provide emergency personnel with any necessary information about the facility.
- Assistants to Physically Impaired should:
  - Assist all physically impaired individuals in emergency evacuation.

B. Earthquake

In order to minimize panic, confusion and possible injuries, it is important to know how to respond properly during an earthquake.

- During an earthquake, immediately move away from windows, tall file cabinets, bookshelves, and light fixtures. Find shelter under a sturdy desk or table, if possible. Kneel down in a hunched position. Place hands over your head for added protection. Remain there until shaking stops. Be aware of possible power outages that may affect lighting.
- Do not evacuate unless told to do so or if danger of building collapse is imminent. If instructed to leave the building, follow the evacuation route or use the nearest safe exit.
  - Be aware of the exit nearest to your workstation and the route to that exit. Establish an alternate route should your first choice be blocked or unsafe to use.
  - Move away from the building as quickly as possible to an open area away from all buildings. Stay away from power lines, windows, brick walls or any object that could topple.

- Due to possible gas leaks, do not light matches or use cigarette lighters.

- Once evacuated, do not re-enter the building until the designated responsible coordinator has given the "all clear" notification to reenter.
- After the initial earthquake:
  - Be prepared for aftershocks;
  - Report damage, fires, electrical shorts, gas and water leaks to the supervisor in charge;
  - Check for injured individuals and provide assistance - but do not attempt to move a seriously injured person unless they are in immediate danger; and
  - If instructed to re-enter a building, open doors carefully and watch for hazardous.

C. Lockdown

- If a situation arises, due to a hostile threat from an intruder or intruders, please conduct the following:
  - Call "911 ".
  - Quickly check for employees/visitors unaware of the threat and bring them inside.
  - Lock doors and close any blinds.
  - Place employees/visitors in an area that is "out of view" of the possible intruder.
  - Turn off lights and computers.
  - Keep everyone quiet.
  - Wait for police to confirm an "all clear".

D. Other Emergencies

For all other emergencies (medical, etc.), report immediately by dialing "911".

VII. Training

Managers and supervisors are responsible for ensuring that documented training is provided to their employees regarding the provisions of this plan. Also, managers and supervisors must ensure that their facility's evacuation route maps are current and posted in conspicuous places, and that all employees are aware of the locations of fire extinguishers and fire pull boxes within their sections.

Evacuation drills will be held. All employees will participate in drills. Employees will evacuate the building during the drill and will not re-enter the building until notified to do so.

MODULE 4 - HEAT ILLNESS PREVENTION PLAN (Effective 05/01/15)

I. Purpose

This program is in place to protect all employees from heat hazardous posed by working in the outdoor environment, as required by the heat illness prevention regulation (Title 8 CCR 3395), and to serve as a supplement to the City of Kerman's Injury and Illness Prevention Program (IIPP). This information is intended to be used as part of and in conjunction with the IIPP. The Heat Illness Prevention Plan ensures that City employees are knowledgeable in the prevention and recognition of heat illness to ensure their safety and the safety of others. All supervisors and employees must review the plan and familiarize themselves with the Heat Illness Prevention principles and procedures contained in this plan.

The City of Kerman is committed to preventing heat-related illnesses (see Definitions and Descriptions of Heat Illness) that can occur to employees working outdoors by implementing the following key steps:

- Identifying outdoor work environments and conditions
- Monitoring weather conditions
- Monitoring employee acclimatization for working outdoors in heat
- Providing clean drinking water
- Providing adequate shade
- Addressing high-heat procedures
- Handling an ill employee and initiating emergency procedures
- Providing supervisor and employee training; see "Heat Illness Employee Training Handout".

The following positions have been identified as working in outdoor environments that could potentially expose employees to illnesses associated with high heat.

Police Department

- Patrol Sergeants
- Police Officers
- Animal Control Officer
- Animal Shelter Attendant
- Community Service Officer

Public Works Department

- Fleet Services Supervisor
- Fleet Mechanic (I, II)
- PW Operations Coordinator
- PW Lead Supervisor
- Maintenance Worker (I, II, & III)
- WWTP Water Distribution/Waste Water Manager
- WWTP Lead Supervisor
- WWTP Maintenance Worker (I, II, & III)
- Administrative Analyst
- WWTP Operators (Grade I, II)

Parks & Recreation Department

- Building & Facilities Supervisor
- Recreation Supervisor

- Recreation Coordinator
- Senior Services Coordinator
- Parks Maintenance Worker (I, II)

Planning Department

- Building Official
- Code Enforcement Official

II. Monitoring the Weather

A. Weather forecast

When environmental risk factors create the possibility for heat illness, the supervisor will monitor the two-week forecast for the work area. The supervisor will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness. It is important to keep in mind that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

Weather information will be obtained by accessing the National Weather Service at www.weather.gov, calling the local National Weather Service office, or watching the Weather Channel TV network. Work schedules will be planned in advance, based on the forecast. Modifications will be made accordingly, especially if a heat wave is expected. This monitoring will take place all summer long.

B. Weather Monitoring Prior To Workday During Times Of Risk

Prior to each workday, the supervisor will be responsible for monitoring the weather using www.weather.gov, or with the aid of a simple thermometer at the worksite. This weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

If schedule modifications are not possible and workers have to work during a heat wave, the supervisor will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers. In addition, the supervisor will provide workers with an increased number of water and rest breaks. The supervisor will ensure workers stop and take these breaks and closely observe all workers for signs of heat illness.

The supervisor will be responsible for using a thermometer at the jobsite and periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 80° Fahrenheit (F), the shade structures are opened and accessible to the workers. Once the temperature equals or exceeds 95' F, additional preventive measures such as the high-heat procedures are implemented.

III. Monitoring Employee Acclimatization For Working Outdoors In Heat

The supervisor will watch for sudden heat waves early in the season or increases in temperatures to which employees are unaccustomed for several weeks or longer. When necessary, the workday will be cut short or rescheduled for another day. In addition, during the summer months, the work shift may start earlier in the day or later in the evening to reduce exposure. During any heat wave, we will observe all employees closely (or maintain frequent communication via phone or radio) and watch for possible signs of heat illness.

For new employees, the supervisor will try to find ways to lessen the intensity of work during a two-week break-in period. Steps taken to lessen the intensity of the workload for new employees will be documented. The supervisor will:

- Stay alert to the presence of heat-related symptoms
- Assign new employees a buddy or experienced coworker to watch for discomfort or signs of heat illness

IV. Providing Clean Drinking Water

The supervisor will provide access to potable drinking water at the beginning of each work shift so each employee can remain hydrated throughout the workday. The supervisor will remind employees to drink sufficient amounts of water, at least one quart (4 cups) per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the course of their duties. Water must be “fresh, pure, and suitably cool” and provided to employees free of charge. The water shall be located as close as practicable to areas where employees are working. Single use, disposable cups will be provided. No one should drink from the water container.

When employees do not have access to plumbed or otherwise continuously supplied water, and we cannot readily replenish the water during the shift, the supervisor will provide enough water at the start of the shift so each employee has access to one quart of water or more per hour.

V. Providing Adequate Shade

When the outdoor temperature in the work area exceeds 80° F, we will provide and maintain one or more areas with shade at all times while employees are present. These areas will either be open to the air or provided with ventilation or cooling. We will also provide shade when an employee specifically requests it, even when the temperature does not exceed 80° F. Employees will be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to protect themselves from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest (A) shall be monitored and asked if he or she is experiencing symptoms of heat illness; (B) shall be encouraged to remain in the shade; and (C) shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

Depending on the worksite, shade may be provided by trees or buildings. When natural shade is not available, we will provide other acceptable means of shade such as umbrellas, tents, canopies, etc., to block the sunlight. In these instances, we will provide chairs, benches, sheets, towels, or any other items to allow employees to sit and rest without contacting the bare ground. We will also relocate the shade structure as the work environment or location changes.

The amount of shade present will be at least enough to accommodate the number of employees on recovery or rest periods, so they can sit in a normal posture, fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working. The amount of shade present during meal periods shall be at least enough to accommodate the number of employees on the meal period who remain onsite.

In instances where natural shade is not available, supervisors will:

- Bring sufficient shade structures to the site
- Ensure sufficient shade structures are opened and placed as close as practical to the workers

- Point out the daily location of the shade structures to the workers, as well as allow and encourage employees to take a five-minute cool-down rest in the shade when they feel the need to do so to protect themselves from overheating
- Ensure the shade structures are relocated to follow along with the crew and double-check they are as close as practical to the employees so access to shade is provided at all times

If it is infeasible or unsafe to have shade structures, or to have shade present on a continuous basis, we will provide alternative procedures with equivalent protection.

In instances where natural shade such as a tree is available, supervisors will evaluate the thickness and shape of the shaded area in orchards or other areas of vegetation (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.

In situations where it is not safe to provide shade (example winds of more than 40 mph), we will document how the determination was made and identify what steps will be taken if someone requests shade, or we will identify other cooling measures with equivalent protection. Cooling measures other than shade may be used if they are as effective as shade in allowing employees to cool.

VI. Addressing High-Heat Procedures

When the outdoor temperature equals or exceeds 95° F, supervisors will:

- Conduct a pre-shift meeting to review high heat procedures
- Be available so employees at the work site can contact them when necessary; if a cell phone or two-way radio is used, reception must be validated
- Be extra vigilant with observing employees for alertness and signs of heat illness
- Remind employees to drink plenty of water and take cool-down breaks throughout the work shift
- Designate one or more employees on each worksite as authorized to call for emergency medical services, and allow other employees to call for emergency services when no designated employee is available.
- Closely monitor and observe all employees during a heat wave. Any new employee who has been assigned to a high heat area shall be closely observed for the first 14 days of employment, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for four or more hours per day.

VII. Handling An Ill Employee And Emergency Procedures

When an employee exhibits possible signs or reports symptoms of heat illness (refer to Types of Heat Illnesses) while taking a preventative cool-down rest or during a preventative cool-down rest period, a supervisor will:

- Immediately call 911
- Move the employee to a cooler/shaded area
- Remove excess layers of clothing
- Fan and mist the worker with water
- Apply ice (ice bags or ice towels)
- Provide cool drinking water, if able to drink

A supervisor will remain with the sick employee until emergency help arrives. If the area is remote, the supervisor will have a map along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to clearly communicate the location to emergency medical services, the supervisor will designate someone to physically go to the nearest road or highway where emergency responders

can see them. If necessary, the supervisor can transport employees to a place where they can be reached by an emergency medical provider.

Prior to assigning a crew to a particular worksite, the supervisor will:

- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary
- Ensure responsibility for calling emergency medical service is assigned to the best capable person at the site
- Verify all leads and supervisors carry cell phones or other means of communication to ensure emergency medical services can be called
- Ensure all communication devices are functional at the worksite prior to each shift

VIII. Providing Supervisor and Employee Training

A. Employees

All employees are required to attend a health and safety training session prior to beginning work that should be reasonably anticipated to result in exposure to the risk of heat illness. See Training Handout. The following information will be provided:

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- Our procedures for complying with the requirements of the heat illness prevention regulation
- The importance of frequent consumption of small quantities of water
- The importance of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The importance of employees immediately reporting symptoms or signs of heat illness for themselves and co-workers
- Our specific procedures for responding to possible heat illness, including how emergency medical services will be provided should they become necessary
- Our specific procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
- Our procedures for designating a person to be available to ensure emergency procedures are invoked when appropriate
- Our specific procedures for ensuring clear and precise directions to the work site will be provided as needed to emergency responders

B. Supervisors

In addition to obtaining the training required for employees listed above, supervisors will be trained before performing work that could be reasonably anticipated to result in exposure to heat illness. Training will include:

- All information provided during employee training
- Procedures for preventing heat illness, including monitoring weather reports and how to respond to hot weather advisories
- Information about how to identify heat illness
- Steps to take for emergency response to heat illness

IX. Definitions

Acclimatization: Temporary adaptation of the body to work in the heat that occurs gradually as a person is exposed to the heat. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Heat Illness: A serious medical condition resulting from the body's inability to cope with a particular heat load, and that includes heat cramps, heat exhaustion, heat syncope and heat stroke.

Heat Wave: Any day in which the predicted high temperature is at least 80° Fahrenheit and at least 10° Fahrenheit higher than the average high daily temperature in the preceding five days.

Environmental Risk Factors for Heat Illness: Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources. Conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

Personal Risk Factors for Heat Illness: Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

Preventative Recovery Period: A period of time to recover from the heat in order to prevent heat illness.

Shade: Blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade as long as it does not expose employees to unsafe or unhealthy conditions and does not deter or discourage access or use. One indicator that a blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

City of Kerman Heat Illness Employee - Training Handout

DATE: _____ DEPARTMENT: _____

We have developed a training program to increase employee awareness of the occurrence of exposures to heat illnesses when working outdoors and to motivate employees to protect themselves.

Overview of Heat Illness Prevention Regulation

The heat illness prevention regulation is intended to ensure both employers and employees understand the dangers associated with working in heat in outdoor workplaces. The following information is a review of the specific requirements of a heat illness prevention program, including water, shade, high-heat procedures, and training.

Written Heat Illness Prevention Program

We have a written program that outlines how we provide information on and control exposures that can result in heat illness while performing outdoor work in the heat. This program is available to you during our training or during your work shift from the supervisor at your location.

Water

We will provide enough fresh drinking water so you have access to at least one quart of water per hour and actively encourage you to drink it. Refrain from alcoholic beverages or beverages that contain caffeine, such as soft drinks, coffee, and tea.

Shade

Our goal is to provide shade so everyone who needs it has access to it to cool off when the weather is hot. If infeasible or unsafe to provide shade, we will provide other means to help keep you cool.

High-Heat Procedures

When the outside temperature reaches or exceed 95° F, additional precautions, to the extent they are feasible, will be taken to ensure your safety and health. This includes good communication, close supervision if you have not recently worked outdoors in the heat for four or more hours per day, observing you, and reminding you to drink plenty of water.

Training

All employees and supervisors who have potential heat exposures receive the same training so everyone understands our policy and procedures for keeping everyone safe when working outdoors. Training addresses how to acclimate to the heat, how much water to drink, the signs and symptoms of heat illness, the importance or reporting symptoms to your supervisor, and how to get help in an emergency.

You can read the California heat illness prevention regulation for additional information on any specific program element at http://www.dir.ca.gov/dosh/heatillnessinfo.html

Types of Heat Illness

Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load and includes heat cramps, heat exhaustion, heat syncope, and heat stroke.

Heat Stroke

The most life-threatening heat-related illness; heat stroke happens when the body can no longer control its temperature. The body's temperature rises fast. The body cannot sweat and is unable to cool itself. Warning signs include red, hot, dry skin; very high body temperature; dizziness; nausea; confusion; strange behavior or unconsciousness; rapid pulse or throbbing headache. Heat stroke can cause death or disability if treatment is not given.

Heat Exhaustion

Heat exhaustion is a milder illness that happens when the body has lost too much water and salt in sweat. Warning signs include heavy sweating, cramps, headache, nausea or vomiting, paleness, tiredness, weakness, dizziness, and fainting. If heat exhaustion is not treated, it can turn into heat stroke. Get medical assistance if the symptoms are severe or if the victim has heart problems or high blood pressure.

Heat Syncope

Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization. Symptoms of heat syncope include light-headedness, dizziness, and fainting.

Heat Cramps

Heat cramps are muscle pains and spasms due to heavy activity. They usually involve the stomach muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps. If you have heart problems or are on a low sodium diet, get medical attention for heat cramps.

Heat Rash

Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. Symptoms include red cluster of pimples or small blisters. Heat rash is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

Sunburn

Sunburn is when skin becomes red, painful, and unusually warm after being in the sun. Sunburn should be avoided because it damages the skin and could lead to more serious illness.

MODULE 5 - FIRE PREVENTION PLAN

I. Scope and Application

This Fire Prevention Plan is in compliance with the California Code of Regulations, Title 8, §3221 and is intended to prevent and minimize the possibility of a fire.

The plan applies to all City employees and all City facilities, whether owned, rented, or otherwise occupied. Plan copies are site-specific. All managers and supervisors are responsible for executing and enforcing the plan.

II. Elements

A. Potential Fire Hazardous

The following is a list of potential workplace fire hazardous:

- Overloaded electrical circuits;
- Incorrectly wired electrical circuits;
- Use of electrical extension cords as permanent wiring;
- Inadequate protection of electrical cords from damage;
- Accumulation of trash and waste;
- Storage of combustible materials close to water heaters, furnaces, space heaters, hot lamps, hot plates, hot irons, or outside close to buildings;
- Improper storage of flammable liquids to include storing such liquids in unapproved containers, unapproved storage cabinets and in areas where ignition sources reside, such as in rooms with natural gas operated water heaters;
- Lack of preventive maintenance and lubrication of machinery and/or equipment;
- Inadequately maintained heating, ventilation, and air conditioning systems;
- Smoking in unauthorized facilities and/or near flammable liquid storage or dispensing systems;
- Static electricity build-up during dispensing of flammable liquids;
- Use of space heaters without tip-over shut off protection;
- Lack of explosion-proof electrical apparatus in areas where there can be a buildup of flammable vapors.

B. Personnel Responsible for Maintenance of Fire and Emergency Equipment

City facilities work to ensure compliance with International Fire Code (IFC) requirements for emergency equipment. Fire protection systems within City facilities are inspected and tested by authorized service contractors on a schedule established by the Public Services Director or designee. If any system or part of a system is not working properly, action is taken promptly.

C. Personnel Responsible for Control of Flammable/Combustible Materials

Supervisors at each City location are responsible for insuring the proper storing of flammable or combustible materials.

III. Housekeeping

The City controls storage of flammable and combustible materials and residues so that they do not contribute to fire ignition. Housekeeping procedures include such activities as:

- Daily disposal of trash from waste containers;
- Immediately cleaning up and proper environmental disposal of all spills of flammable liquids;
- Maintenance of electrical equipment to include:
  - Keeping electrical circuits from becoming overloaded;
  - Adding additional electrical outlets and power if needed;
  - Avoiding the use of electrical extension cords except for temporary usage (24 hours maximum);
  - Identifying problems with electrical wiring and outlets and making the necessary repairs;
  - Ensuring that flammable vapors are kept away from electrical ignition points; and
  - Not placing anything on top of electrical cords.
- All use and storage locations (including tanks) of flammable liquids are properly posted, warning people in the area of the fire and explosion dangers;
- Keeping the quantity of flammable liquids to a minimum to reduce the risk and magnitude of fire;
- Storing flammable liquids in UL-approved safety cans and/or UL-approved flammable liquid cabinets, and in areas where there are no ignition sources;
- Keeping all containers of flammable liquids closed when not in use to prevent potential release of flammable vapors that could ignite;
- Storing oily rags in UL-approved safety cans and in areas where there are no ignition sources;
- Daily emptying of oily-rag containers;
- Not storing any combustible materials within 36" of water heaters, furnaces, space heaters, hot lamps, hot plates, and hot irons;
- Only using space heaters that have automatic "tip-over" devices that shut off the units in the event they should topple over; and
- Enforcement of "no smoking" rules in areas where flammable liquids are stored or where flammable liquids are dispensed.

IV. Training

Managers and supervisors are responsible for ensuring that documented training is provided to their employees regarding the provisions of this plan and that housekeeping procedures are implemented. Also, managers and supervisors must ensure that their facility is free from improper accumulation of flammable and combustible waste materials and residues so they do not contribute to a fire.

V. Maintenance

The City regularly and properly maintains equipment and systems installed in the workplace to prevent accidental ignition of combustible materials. These maintenance procedures are coordinated by the Public Works Director or designee and include, but are not limited to, the following:

- A regular schedule of on-going preventive maintenance of machinery and/or equipment (including HVAC systems) to ensure inspection, maintenance and proper lubrication;
- Maintenance of sufficient electrical power to handle each facility and function's electrical needs - including areas where space heaters are used; and
- Checking electrical outlets and circuits to ensure they are correctly wired.

MODULE 6 - CITY HALL ROBBERY PROCEDURE

The City of Kerman has implemented processes and procedures to handle a “hold-up” situation in the City Hall. There is a hold-up button located at the front desk of The City Hall. The main objective of front office staff is to survive the situation without incident. “Hold-up” policies and procedures will be reviewed by Safety Committee periodically.

In the event of a robbery at City Hall; do the following:

- City Hall staff is to be fully cooperative with any assailant. Give them what they want and allow them to leave the office as unhindered as possible.
- The only appropriate action is to press the “hold-up” button and it should only be done if able to do so without putting yourself in danger.
- Operators at the monitoring station will respond to the “hold-up” alarm report as described by the alarm monitoring system. This would include dispatch of the police, indicating a hold-up situation.
- After the assailant has left, front office staff should either verify that the monitoring station operator has dispatched police or they should dial 911 themselves. They should also notify management. Under no circumstances should anyone follow the suspect.

MODULE 7 - ERGONOMIC PROGRAM

I. Purpose

The purpose of the City's Ergonomic Program is to inform employees that the City is committed to improving our employee's comfort and well-being by identifying and correcting ergonomic risk factors on the job. City's goal is to reduce or eliminate hazardous that contribute to the development of musculoskeletal disorders (MSD).

II. Policy

It is the policy of the City of Kerman to maintain an ergonomic program that achieves the following goals:

- Prevent or minimize the occurrence of work-related musculoskeletal disorders such as tendonitis, low back pain, and carpal tunnel syndrome, by controlling employee exposure to the ergonomic risk factors that can cause or aggravate them;
- Ensure that affected employees are informed about work-related musculoskeletal disorders and associated ergonomic risk factors (e.g., repetitive motion, sustained postures, exertions);
- Reduce the severity of work-related musculoskeletal disorders through early medical management
- Encourage employee involvement in controlling exposure to ergonomic risk factors

III. Ergonomic Program Coordinator

The IIPP Administrator will be the Ergonomic Program Coordinator and will lead efforts to identify and resolve ergonomic related problems.

IV. Identifying Workstation Risk Factors

Risk factors are job attributes or exposures that increase the probability of developing MSDS. The Office Evaluation Form can help identify possible risk factors. These risk factors are not necessarily causation factors for MSDS, nor, does the presence of a risk factor mean that an employee performing a job is at excessive risk of injury. Rather, a combination of risk factors, coupled with individual pre-dispositions may contribute to the risk of MSD occurrence. The following are risk factors for developing MSDS:

- Repetition Rate - The current literature suggests a strong link between repetitive motion and the development of these disorders. This risk factor appears to be even more significant when sufficient recovery periods are not applied.
- Duration - When duration of a task is increased, the risk for MSDS is also increased.
- Force - Forceful exertions place loads on joint structures and tissues of the musculoskeletal system.
- Contact Stress - Contact stresses are produced when parts of the body come in contact with hard, sharp objects, resulting in forces transmitted through the skin to tendons and nerves. An example includes resting your wrists on a hard surface while using a keyboard.
- Posture - Stress to the body occurs when a body position places undue load on the musculoskeletal system or the nerves and blood vessels.
- Environment - Environmental factors such as vibration, lighting, and cold temperatures can increase the risk of developing MSDS.
- Other Stressors:
  - Time pressures, deadlines, and work overload
  - Absence of employee involvement in decision making
  - Unaccustomed work, especially during training periods or after returning from a long-term leave
- Non-Occupational Risks - Many employees have hobbies or other past times not related to work which might present any of the above-mentioned risk factors. If the muscle-tendon groups used during these activities are

the same as those used during work activities, then the individual may not be allowing for adequate recovery periods in between exposures.

V. Hazardous Prevention and Control

Engineering controls are preferred over all other control methods because they involve designing the workstation to fit the individual and not the reverse. Examples of engineering controls most commonly used include the following:

- Work Station Design - Workstations should be easily adjustable and designed for each specific task so that they are comfortable for the employee and are appropriate for the job being performed. Specific attention shall be paid to static loading of muscles, work activity height, reach requirements, force requirements, sharp or hard edges, proper seating, support for the limbs, equipment orientation, and layout of the workstation.
- Design of Work Methods - Work methods should be designed to reduce exposure to static, extreme and awkward postures, repetitive motions, excessive forces, inefficient grasps, and vibrations.

Administrative controls reduce the duration, frequency, and severity of exposures to ergonomic hazardous. An example would be to take rest pauses or breaks to relieve fatigued muscle-tendon groups. Administrative controls can be used in combination with other controls, but should not be used as the only control method for an ergonomic hazardous. The following sheet with Helpful Stretches can also alleviate some symptoms.

VI. Medical Management

The major components of a medical management program for the prevention and treatment of MSDS is employee training and education, early reporting of symptoms, appropriate medical care, and accurate recordkeeping. Early Reporting & Symptoms - All employees should report signs and symptoms on the Symptoms Survey Sheet of MSDS as soon as they occur. Pain, numbness and tingling in wrists, arms, elbows, neck, shoulders and back are early symptoms of MSDS.

VII. Training

Ergonomic training is available for all employees. This training will consist of the following:

- Overview of the Ergonomic Management Program
- Recognition of ergonomic hazardous
- Hazardous prevention and control
- Recognition of symptoms and reporting requirements

Definitions

Administrative controls are changes in the way that work in a job is assigned or scheduled that reduce the magnitude, frequency or duration of exposure to ergonomic risk factors. Examples of administrative controls for MSD hazardous include: employee rotation; job task enlargement; alternative tasks; and employer-authorized changes in work pace.

Carpal Tunnel Syndrome: The compression and entrapment of the median nerve where it passes through the wrist into the hand--in the carpal tunnel. The median nerve is the main nerve that extends down the arm to the hand and provides the sense of touch in the thumb, index finger, middle finger, and half of the fourth, or ring, finger.

Engineering controls are physical changes to a job that reduce MSD hazardous. Examples of engineering controls include changing or redesigning workstations, tools, facilities, equipment, materials, or processes.

Musculoskeletal Disorder (MSD) is a disorder of the muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels, or spinal discs. For purposes of this program, this definition only includes MSDS in the following areas of the body that have been associated with exposure to risk factors: neck, shoulder, elbow, forearm, wrist, hand, abdomen (hernia only), back, knee, ankle, and foot. MSDS include muscle strains and tears, ligaments sprains, joint and tendon inflammation, pinched nerves, and spinal disc degeneration.

MSD signs are objective physical findings that an employee may be developing an MSD. Examples of MSD signs are: decreased range of motion; deformity; decreased grip strength and loss of function.

MSD symptoms are physical indications that an employee may be developing an MSD. For purposes of this standard, MSD symptoms do not include discomfort. Examples of MSD symptoms include: pain; numbness; tingling; burning; cramping; and stiffness.

Risk Factor means, for the purposes of this program: force, awkward posture, repetition, vibration, and contact stress.

Work practice controls are changes in the way an employee performs the physical work activities of a job that reduce or control exposure to MSD hazardous. Work practice controls involve procedures and methods for safe work. Examples of work practice controls for MSD hazardous include: Use of neutral postures to perform tasks (straight wrists, lifting close to the body); use of two-person lift teams; and observance of micro breaks.

Work Related: means that an exposure in the workplace caused or contributed to an MSD or significantly aggravated a pre-existing MSD.

Ergonomic Symptoms Survey

This form shall be completed by persons who may be experiencing musculoskeletal disorders as a result of their work environment. Carefully read this form and provide the following information:

Name: _____ Date: _____

Phone: _____ Department: _____

Supervisor: _____ Phone: _____

Job Title: _____ Time at current work station: _____

Have you had pain or discomfort during the last year? ☐ Yes ☐ No (if no STOP here)

If Yes, check the item(s) below and state R = Right and L = Left

☐ Neck ☐ Shoulder ☐ Elbow/Forearm ☐ Hand/Wrist ☐ Fingers

☐ Upper Back ☐ Lower Back ☐ Thigh/Knee ☐ Lower Leg ☐ Ankle/Foot

Please put a check by the word(s) that best describe your problem

☐ Aching ☐ Numbness (asleep) ☐ Tingling

☐ Burning ☐ Pain ☐ Weakness

☐ Cramping ☐ Swelling ☐ Other: _____

☐ Loss of Color ☐ Stiffness _____

When did you first notice the problem? _____ (Month) _____ (Year)

How long does each episode last?

☐ 1 hour ☐ 1 month

☐ 1 day ☐ 6 months

☐ 1 week

How many separate episodes have you had in the past year? _____

What do you think caused the problem? _____

_____

Have you had the problem in the last 7 days? ☐ Yes ☐ No

How would you rate this problem (Mark an "X" on the line)

Now - None_____Unbearable

When it is Worst

None_____Unbearable

Have you had any medical treatment for this problem? ☐ Yes ☐ No

If no, why not? _____

If yes, where did you receive treatment?_____

Did the treatment help? ☐ Yes ☐ No

Please comment on what you thin would improve your symptons?

_____

_____

_____

_____

Office Ergonomic Evaluation Form

Name: _____ Date: _____
Phone: _____ Department: _____
Supervisor: _____ Phone: _____
Job Title: _____

Average Daily PC Usage: ☐ 0-2 Hours ☐ 2-4 Hours ☐ 4-6 Hours

CTD Symptoms ☐ Yes ☐ No
CTD = Cumulative Trauma Disorders

Follow-Up ☐ Yes ☐ No Follow up Date _____

Comments: _____

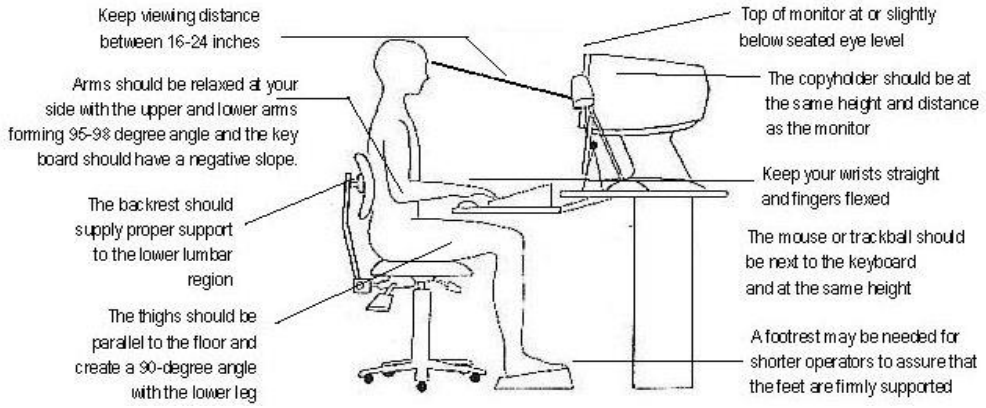
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Correct Sitting Posture



Chair			**Recommendation**
Feet flat on floor?	☐ Yes	☐ No	☐ Footrest
Upper legs parallel to floor?	☐ Yes	☐ No	☐ Raise Chair ☐ Lower Chair
Lower back supported?	☐ Yes	☐ No	☐ Adjust back rest, seat pan, arm rest
Set pan length OK?	☐ Yes	☐ No	☐ Evaluate other chairs
			☐ Other _____

Keyboard/Hands			**Recommendation**
Forearms parallel to floor?	☐ Yes	☐ No	☐ Raise keyboard ☐ Lower keyboard
Wrists straight and level?	☐ Yes	☐ No	☐ Adjust keyboard incline angle
Keying/Mouse grip force OK?	☐ Yes	☐ No	☐ Needs adjustable keyboard/mouse platform
Mouse location OK?	☐ Yes	☐ No	☐ Needs wrist rest ☐ Needs mouse wrist rest
			☐ Evaluate ergonomic keyboard
			☐ Position mouse next to keyboard at same height
			☐ Evaluate mouse hardware change
			☐ Other _____

Monitor

			Recommendation
Monitor directly in front of user?	☐ Yes	☐ No	☐ Reposition monitor
Viewing distance 16-24 inches?	☐ Yes	☐ No	☐ Lower monitor ☐ Raise monitor
top of Slightly below seated eye level ?	☐ Yes	☐ No	☐ Refocus on distant objects (30 seconds every 30 minutes)
Screen free of glare, reflection?	☐ Yes	☐ No	☐ Add task lighting
Visual control OK?	☐ Yes	☐ No	☐ Reposition entire PC workstation
Eyeglass(bifocal) RX OK?	☐ Yes	☐ No	☐ Adjust monitor tilt angle
			☐ Other _____

Copyholder

			Recommendation
Copyholder use OK?	☐ Yes	☐ No	☐ Needs copy holder
			☐ Position copy holder at same height and viewing distance as monitor
			☐ Other _____

Phone

	Recommendation
Phone use OK?	☐ Needs phone cradle device
Is phone use required while on PC?	☐ Needs headset

Average daily phone usage

☐ 0-30 minutes ☐ 30-90 minutes ☐ 90+ minutes

Work Habits

			Recommendation
Work habits OK?	☐ Yes	☐ No	☐ Mini-breaks (2-3 minutes every 45 minutes of PC work)
			☐ Alternate between typing and non-typing work
			☐ PC break software
			☐ Other _____

General Office

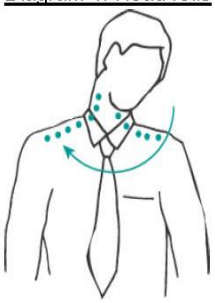
			Recommendation
Are awkward postures minimized?	☐ Yes	☐ No	☐ Lower desk work surface height
Is back twisting minimized?	☐ Yes	☐ No	☐ Needs adjustable height workstation
Can you avoid overhead reaches?	☐ Yes	☐ No	☐ Change office layout
			☐ Change drawer/shelf location
			☐ Reposition notebook, books, etc.
			☐ Other _____

Evaluation conducted by _____ Date: _____

Helpful Stretches

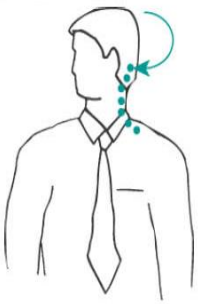
Neck

Diagram 1: Head rolls



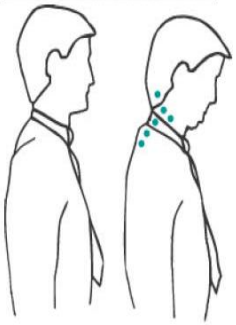
Gently lower ear to shoulder and hold for 10 seconds. Slowly roll chin to chest and up to other shoulder and hold for 10 seconds. Repeat several times and be careful not to extend your neck back too far.

Diagram 2: Head turns



Turn head to look over left shoulder and hold for 10 seconds. Turn head the other way and hold for 10 seconds. Repeat several times.

Diagram 3: Chin tucks



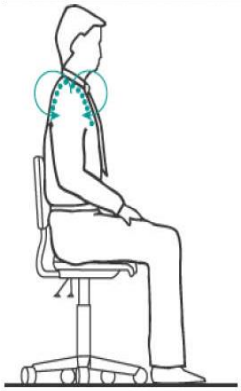
Raise the head to straighten the neck. Tuck the chin in and upwards creating a double chin. This also results in a forward tilt of the head. Hold for 10 seconds and repeat several times.

Check neck posture

- Position the top of your screen at eye level.
- Use a document holder directly beside or below the screen — it saves you looking down.

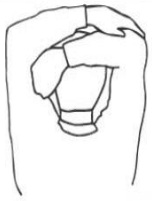
Shoulders

Diagram 4: Shoulder rolls

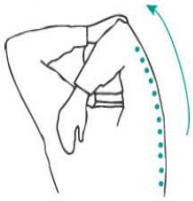


Circle shoulders forward several times, then backward. Repeat 3 to 5 times.

Diagram 5: Shoulder stretch



Stretch arm above head, cradle elbow with hand and gently pull elbow behind the head. Hold for 10 seconds and repeat several times.



Check shoulder posture

- Relax your shoulders and rest your hands on your lap. Bend your elbows to 90 degrees and check the height of your finger tips against your current work height. If the work (keyboard or desk) is higher than your hands you may be hunching your shoulders unnecessarily. If so, try and raise your chair height or lower your desk height and try and relax your shoulders while working.

Wrists, hands and arms

Diagram 6: Wrist stretch



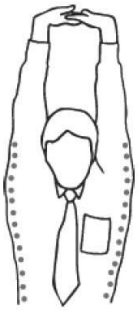
Interlace fingers, palms outward, and straighten arms in front. Hold for 10 seconds and repeat several times.

Check hand and wrist posture

• While keying, keep your wrist straight while your fingers are suspended over the keyboard.
• Keep elbows at keyboard level. This may mean adjusting the desk or chair height.
• Don't rest your wrists on the desk or keyboard. Keep hands suspended.
• Rest on the desk between periods of keying.

Upper and lower back

Diagram 7: Upper and lower back stretch



Interlace fingers and turn palms upward above head; straighten arms then slowly lean slightly from side to side. Repeat movement several times.

Diagram 8: Back arching



Stand up. Support lower back with hands and gently arch back. Gently arch back and hold for 5 to 10 seconds. Repeat as often as is needed.

Check back support

• Sit well back in your chair
. if your feet need support, use a foot rest.
• Adjust the back rest on your chair to support your lower back.

Legs

Diagram 9: Foot rotation

Hold onto the chair with hands either side.



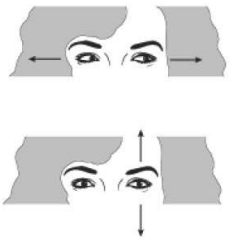
Straighten leg and lift foot a few inches off floor. Rotate foot and ankle both ways (point toes up) and extend (point toes down). Repeat several times per foot.

Check leg comfort

• If the seat of your chair is digging into the back of your thighs check that it is not too high or whether it is tilted backwards.
• If the seat is too high lower the chair and desk or use a foot rest to support your feet.
• Also check the tilt of the seat and if necessary adjust it to a horizontal position.

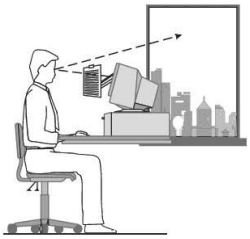
Eyes

Diagram 10: Eye exercise



Sit up straight, face forward and repeat this sequence several times without moving head. Look up, then down. Look left, then right.

Diagram 11: Visual rest



Look up and away from screen. Focus on a distant object (more than 6 feet). For example, look out of the window or at a picture on a far wall. Shift vision back to screen and refocus.

Check eye comfort

• Is there enough light falling on your documents?
• Do windows or light fittings cause glare or reflection on the screen? If so, try turning the screen or blocking the path of the light.
• Use a screen with a light background when working with text. Software with a light background for text is more comfortable for the eyes.

MODULE 8 - OCCUPATIONAL NOISE EXPOSURE PROGRAM

I. Purpose

This policy is designed to create a safe working environment for all the City of Kerman employees with regard to occupational noise exposure and the prevention of hearing loss due to work related tasks. It is the intent of the City that noise exposure levels to employees remain below the action level.

- A potential exists for employee noise exposure as outlined in California Code of Regulations, Title 8, Sections 5095-5100 (8CCR5095-5100).
- Exposure dangers can be the result of working in certain areas of the City or the result of performing certain tasks using portable/mobile equipment.
- Occupational noise exposure levels can vary over time due to equipment changes or modifications to workplace tasks, and therefore need periodic review and testing.

II. Requirements

Monitoring will be performed and noise assessed in all areas of Kerman's facilities that pose a risk. The required level of hearing protection will be posted at the site, including a time exposure limit that the employee cannot exceed. Appropriate Hearing Protection Devices (HPDs) will be issued to employees who work in areas that have been determined to have noise levels at or above the established standards of 90 dBA.

Employees need to stay 50% below the maximum time limit exposure to protect them from hearing loss.
The time-weighted average will be adjusted for the Noise Reduction Rating (NRR) printed on the hearing protection. Employees exposed to noise at or above 90 dBA action level are to participate in annual audiometric examinations (i.e., baseline and annual).

III. Responsibilities

- The Safety Committee will annually review the Occupational Noise Exposure Program (ONPP) and provide suggestions for improvements to the policy, implementation, and testing.
- The IIPP Administrator or his/her designee will perform noise monitoring as requested by the Safety Committee.
- Supervisors shall continue to periodically review Job Safety Analysis and other workplace assessments with regards to noise exposure and the required level of hearing protection.
- Conduct frequent checks and enforce the proper use of HPDs by employees
- Employees will consistently wear and care for any HPDs assigned to them.

IV. Monitoring Limits & Testing Procedure

- Noise level monitoring will be considered whenever employees have the following:
  - Difficulty communicating by speech while facing each other in the noise area at a distance of two feet.
  - Complaints such as headaches and/or ringing in the ears after working in a noise area for extended periods; or
  - Temporary loss of hearing that has the effect of muffling speech and other sounds after extended exposure to the noise.
- For steady sound, a 10-15 minute sample will be taken with a Type 1 or 2 Sound Level Meter. Readings shall be taken in the fast response, on the A-weighted scale.

- Subtract 7 decibels from the NRR value of the hearing protection. Subtract the remaining amount from the measured level of the noise source.
- The resulting value is the in-the-ear corrected decibel level.
- Check following chart for time restriction based on decibel reading.

Permissible Noise Exposures **Duration per day**, hours	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
11/2	102
1	105
1/2	110
1/4 or less	115

Taken from Table G-16A of 29CFR1910.95, Appendix A; Equivalent exposure time limits for sound levels other than 90 decibels; Action level established by OSHA (50% of standard)

- All employees identified by monitoring for inclusion in the ONPP will participate in preliminary (baseline) and subsequent (annual) audiometric tests.

V. Recordkeeping

- The (Name of Department) will maintain the following records:
  - Noise exposure measurements
  - Audiometric test results (includes audiograms, employee's name and department, audiogram date, examiner's name, audiometer calibration date, and employee's last assessment date)
  - Audiometric test facility's background noise level
- Records will be provided upon written request by employees, former employees, or representatives designated by individual employees

VI. Training

All employees will be trained initially upon hire, and as new tasks are introduced. Training on hearing protection will be included with the PPE training, and will identify the types of protection, proper employee usage, and areas/tasks where it is required.

MODULE 9 - LOCKOUT AND TAGOUT SAFETY PROGRAM

I. Purpose

This procedure establishes the requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

II. Lockout

Lockout locks shall be used on all occasions when a piece of equipment needs to be isolated from its source. Only standardized locks used specifically for lockout shall be used by all personnel. Some equipment can't be locked out, but that does not mean it can't be dangerous if it's starts or is energized. This is when a Tagout tag shall be used. State law states that a lockout lock has to be:

- Durable enough for the heat, cold, humidity, or corrosiveness in the area where it's used.
- Standardized by color, shape, or size throughout the facility.
- Strong so it can't be removed without heavy force or tools like bolt cutters.
- Identified by the name of the employee who installs and removes it

III. Tagout (Hazardous Safety Tag)

The Tagout program consists of using a special tag, (Hazardous Safety Tag) that warns people of the danger of activating an energy source. A Tagout tag has a printed warning, (i.e., "Do Not Start", "Do Not Operate", etc.) with the name of the person who is tagging out the equipment, the date/time which it was tagged out, and the piece of equipment being worked on. The Tagout tag should only be used if a lockout lock cannot be used.

The Tagout tag has to meet all the same standards that are issued for locks. They have to be durable, strong, standardized, and show the identity of the employee doing the work.

Sequence of Lockout or Tagout System Procedure:

- Notify affected employee that you will be locking or tagging out equipment and why.
- If the equipment is operating, shut it down by the normal operating procedure (i.e., depress stop button, throw switch).
- Operate the switch, valve, or other, energy isolating device so that the equipment is isolated from all potential energy source (i.e., breaker in an electrical panel).
- Lockout and/or tagout the energy isolating device with assigned standardized lock and/or tag provided by the City
- Carefully, try turning the equipment on to make certain that the equipment will not operate. This will ensure that you have locked out a piece of equipment.
- CAUTION! Remember to return operating control back to the "off" position.
- The equipment is now locked and/or tagged out. Perform any necessary services or maintenance.

IV. Restoring Equipment (Lockout/Tagout Removal)

After the maintenance and/or servicing are complete and equipment is ready for normal operation, check the area around the equipment to ensure that no one is exposed. Remove all tools from the equipment. Re-install all guards and, after all employees are in the clear, remove all lockout and/or tagout devices. Operate the energy-isolating device to restore energy to the machine or equipment.

V. Procedure for More Than One Person

In the preceding steps, if more than one person is required to lockout and/or tagout equipment, each shall place their own lockout and/or tagout device to the energy-isolating device. When an energy-isolating device cannot accept separate multiple locks or tags, then a multi-lock device will need to be purchased. The key to this lock shall be given to a supervisor who will be responsible for removing the lockout device when all the conditions, listed above, for lockout/tag out removal have been met.

VI. Things to Remember

- Always lock or tag equipment energy source before maintenance or repair.
- Use lockout whenever possible. Tagout is just a warning, not an active way to prevent accidents.
- Follow all lockout/tagout installation and removal steps.
- Be sure other workers in the area are aware of your lockout/tagout activities.
- Never ignore someone else's lock or tag.

VII. Documentation

A Lockout and Tagout Program List of Source, which qualifies for this program, will be kept with this written plan. A copy will also be posted at each workplace in a highly visible location. A sample lockout/tagout sign and equipment tag are also part of this written program.

VIII. Lockout and Tagout Program List of Source

Location	Source
City Hall – 850 S. Madera Avenue	
South side of Building	Main Breaker
South side of Building	3 Phase Panel
South side of Building	3 Phase Power Panel
5 locations in City Hall	Sub Panels
Roof on the AC	Electrical Connects
Kerman Police Department – 850 S. Madera Avenue	
North end of building	Breaker Panel
Roof on the AC	Electrical Connects
Public Works Corporation Yard – 15201 W. California Avenue	
Public Works	Breaker Panel
Shop and Warehouse Bld.	Breaker Panel
Pump / Storage	Breaker Panel
Roof on the AC	Electrical Connects
Waste Water Treatment Plant – 15485 West Church Avenue	
Inside Control Room	Breaker Panel
Control Building Store Room	Breaker Panel
Garage Building	Breaker Panel
Lock out Electrical disconnects when they are available.	
Roof on the AC	Electrical Connects
Community Center Power and Communication Room – 15101 W. Kearney Blvd.	
South West Corner of Bld.	Breaker Panel
Roof on the AC	Electrical Connects
Senior Center/Needs Building (Next to Senior Center) – 720 S. Eighth Street	
Roof on the AC	Breaker Panel
Northeast corner of the Senior Center (outside of the building)	Breaker Panel
City-Owned Building – 942 S. Madera Avenue	
Roof on the AC	Electrical Connects
Southeast Storage Room	Breaker Panel
Plaza Park Restrooms – Madera Avenue and "B" Street	
Storeroom	Main Breaker Panel
Rotary Park – 702 Vineland Avenue	
Southwest Storeroom	Main Breaker Panel
Electrical Cage	Breaker Panel
Lions Park – 744 Park Avenue	
Northwest Storeroom	Main Breaker Panel
All Well Sites & Backup Generators	
Well 9A - Lions Park-Del Norte/C St.	Breaker Panels/Backup Generators
Well 10 - Standby Rotary Park-Vineland/E St.	Breaker Panels/Backup Generators
Well 12 - Industrial Way (Near Zacky Farms)	Breaker Panels/Backup Generators
Well 14 - Vineland & Highway180	Breaker Panels/Backup Generators
Well 15 - City Yard – 15201 W. California	Breaker Panels/Backup Generators
Well 17 - Goldenrod California – 920 S. Goldenrod	Breaker Panels/Backup Generators
Well 18 Test Well – Highway 180 Behind Shopping Center	Breaker Panels/Backup Generators



MODULE 10 – PERSONAL PROTECTIVE EQUIPMENT POLICY (ADOPTED 08-07-2013)



RESOLUTION NO. 13-48

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN ADOPTING A PERSONAL PROTECTIVE POLICY TO BE INCLUDED IN THE CITY'S SAFETY POLICIES AND PROCEDURES PLAN

WHEREAS, the City Council of the City of Kerman is the body that has authority to establish the City's policies and procedures; and

WHEREAS, the City Staff has presented the Personal Protective Equipment Policy attached as Exhibit 'A' to be included in the City's Safety Policies and Procedures Plan.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF KERMAN HEREBY adopts the Personal Protective Equipment Policy and Procedures Plan as presented by City Staff and attached hereto as Exhibit A and directs that it be included in the City's Safety Policies and Procedures Plan.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Kerman held on the 7th day of August 17, 2013, and passed at said meeting by the following vote:

AYES:	Jones, Dhaliwal, Fox, Wilcox, Yep
NOES:	None
ABSENT:	None
ABSTAIN:	None

The foregoing resolution is hereby approved.

Gary Yep
Mayor

ATTEST:

Marci Reyes
City Clerk

I. Purpose

The purpose of this Policy is to protect all employees including part-time employees, community service workers and volunteers from the risk of injury by creating a barrier against workplace hazardous in compliance with Cal/OSHA Standards. Personal protective equipment is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury/or illness.

II. Applicability

This Policy applies to all City employees.

III. Policy

It is the policy of the City of Kerman that all aspects of CalOSHA's requirements for personal protective equipment, *California General Industry Safety Orders, Title 8, Subchapter* 7, *Group* 2, *Article 10,* shall be met or exceeded. This Policy addresses eye, face, head, foot and body protection. http://www.dir.ca.gov/Title8/sb7g2.html

IV. Responsibilities

A. Safety Officer and Risk Management Officer shall:

1. Ensure that the Personal Protective Equipment Policy is implemented. The Safety Officer and Risk Management Officer have the authority to delegate any or all portions of this policy to subordinates, but the Safety Officer and Risk Management Officer will be held responsible for compliance.
2. Annually budget for the department's personal protective equipment
3. Conduct workplace hazardous assessments to determine the presence of hazardous which necessitate the use of personal protective equipment

B. Supervisors shall:

1. Implement the Personal Protective Equipment Policy.
2. Ensure that employees wear personal protective equipment when appropriate.
3. Counsel employees when personal protective equipment is not worn
4. Notify the Safety Officer when new hazardous are introduced or when processes are added or changed.
5. Ensure that employees are trained on the proper use, care, and cleaning of personal protective equipment.

C. Employees shall:

1. Wear personal protective equipment as required.
2. Care for, clean, and maintain all issued personal protective equipment.
3. Inform their supervisor of the need to repair or replace personal protective equipment.

D. Safety Officer shall:

1. Update and maintain the Personal Protective Equipment Policy.
2. Assist with and review workplace hazardous assessments to determine the presence of hazards which necessitate the use of personal protective equipment.
3. Maintain records on hazardous assessments.
4. Provide assistance in training supervisors and employees on the proper use, care, and cleaning of approved personal protective equipment.
5. Provide guidance to supervisors for the selection and purchase of approved personal protective equipment.

V. Procedure

A. Hazardous Assessment and Equipment Selection

CalOSHA requires employers to conduct inspections of all workplaces to determine the need for personal protective equipment (PPE) and to help in selecting the proper PPE for each task performed. The Risk Management Officer or their designee in conjunction with the Safety Officer will conduct a walk through survey of each work area initially and whenever new hazardous are introduced into the workplace to identify sources of hazardous including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, vibration, and light radiation. Each survey will be documented using the *Hazardous Assessment Certification* form, which indicates the workplace surveyed, the person who conducted the survey, findings of potential hazardous, and the date of the survey.

Once the hazardous of a workplace have been identified, the Risk Management Officer or designee and the Safety Officer will determine the suitability of the PPE presently available; and, as necessary, select new or additional equipment ensuring a level of protection equal to or greater than the minimum required to protect the employees from the hazardous. Care will be taken to recognize the possibility of multiple and simultaneous exposures to a variety of hazardous. Adequate protection against the highest level of each of the hazardous will be provided.

B. Protective Devices

All personal protective clothing and equipment shall be of safe design and construction for the work to be performed and shall be maintained in a sanitary, safe and reliable condition. Only those items that meet NIOSH (National Institute for Occupational Safety and Health) or ANSI (American National Standards Institute), ISEA (International Safety Equipment Association) and the ASTM (American Society for Testing Material) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI, ISEA and ASTM standards which have been incorporated into the CalOSHA PPE regulations, as follows: (http://www.safetyequipment.org/c/stdz891-2009.cfm

1. Eye and Face Protection ANSI/ISEA Z87.1-2020
2. Head Protection ANSI/ISEA Z89.l-2014
3. Foot Protection ASTM F2413-18
4. Hand Protection ANSI/ISEA 1341 - 2019
5. Body Protection - Cal/OSHA Standard 3383

Careful consideration will be given to the comfort and fit of PPE in order to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

C. Eye and Face Protection

Prevention of eye injuries requires that all persons, who may be in eye hazard areas, shall wear protective eyewear. This includes employees and other persons visiting the hazardous area.

Suitable eye protectors shall be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases, vapors, aerosols, or potentially injurious light radiation.

1. Employees who wear contact lenses or prescription glasses must wear appropriate eye and face protection devices in a hazardous environment.
2. Side shields shall be used when there is a hazard from flying objects.
3. Goggles and chemical splash face shields shall be used when there is a hazard from chemical splash.
4. Face shields shall only be worn over primary eye protection (safety glasses or goggles).

D. Voluntary Respirator Use

The City may, upon request from an employee and depending on specific workplace conditions, provide a filtering facepiece-type respirator (dust mask) to the employee for voluntary use. The Safety Officer will provide all employees who voluntarily choose to wear a respirator with a copy of Appendix D of the Cal/OSHA standard http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9784

E. Emergency Eyewash and Safety Shower Facilities

Emergency eyewash (including bottled eye wash) and safety shower facilities meeting the requirements of ANSI Z358. I shall be provided in all areas where the eyes and body of any employee may be exposed to chemicals. All such emergency facilities will be located where they are easily accessible in an emergency. Permanent emergency eyewash and safety shower facilities must be flushed at least monthly and the inspection noted on a laminated "inspection tag" attached to the eyewash or safety shower.

F. Head Protection

Head protection shall be provided to and worn by any employee including part-time employees, community service workers and volunteers that may be exposed to falling, flying, or fixed objects that may fall, or to electrical shock.

G. Hand Protection

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biologicals, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and SDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and other characteristics (i.e., thickness and permeation rate and time) are known. The Safety Officer can assist in determining the specific type of glove material that should be worn for a particular chemical.

H. Foot Protection (Revised 05-17-17)

All safety footwear shall comply with ASTM F2413-18, "American Society for Testing Materials." Safety shoes or boots with impact protection are required to be worn in work areas when carrying or handling materials such as packages, objects, parts and/or heavy tools, which could be dropped; and for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection are required for work activities in which materials could potentially roll over an employee's feet. Safety shoes or boots with puncture protection are required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal, etc., could be stepped on by employees causing a foot injury.

It is the responsibility of the employee, either full time or part time status, to purchase and wear safety shoes or boots when required by their position. Procedure to complete the reimbursement for the purchase of safety shoes will be in accordance with the following terms and conditions:

a. Employees are required to wear safety shoes/boots at work. If proper shoes/boots are not worn, the employee will be reassigned to other duties or sent home to don the proper shoes/boots.

b. Reimbursement Limit – The City of Kerman will reimburse up to a maximum of $250.00 within a 12-month period for the purchase or replacement of protective footwear for permanent part time and full time employees.

c. Frequency of Reimbursement – Reimbursement for protective footwear will be provided as needed (based on the condition of existing protective footwear) but no more frequently than once in a twelve-month period of time. If an employee wears out his or her footwear in less than 12 months, he or she will be expected to show their Department Head so that the Department Head can determine if the boots will be replaced and notify Human Resources to notify Red Wing Shoes.

d. To qualify for reimbursement, protective footwear must be deemed appropriate by the respective Department Head for the work environment and functions of the respective employee. The basic requirement for protective footwear will be that is must meet or exceed an ASTM F2413-18rating.

e. Employees will be trained on the proper cleaning and maintenance procedures for their protective footwear and will be expected to follow those procedures on a regular basis, to ensure safety and to prolong the life of the footwear.

f. Employees will take their personal protective footwear home with them and will wear them to work as appropriate.

g. In the event of an on-the-job incident where an employee damages his or her footwear, the City may reimburse for the replacement of the boots even if it has been less than 12 months since the last purchase. The decision as to whether or not the City will replace the damaged boots will be made by the respective Department Head and the Finance Director and will depend on the circumstances of the incident and whether or not the employee was following city policies and procedures.

I. Body Protection

Employees will be provided with appropriate body protection whenever their job tasks expose parts of their body (otherwise not protected) to hazardous or flying substances or objects. Loose sleeves, tails, ties, lapels, cuffs, or

other loose clothing that can be entangled in moving machinery shall not be worn. All clothing saturated or impregnated with flammable liquids, corrosive substances, irritants or oxidizing agents shall be removed and shall not be worn until properly cleaned. Personal protection clothing will protect the body, back (lumbar support) and legs (chain saw chaps).

J. Life Rings and Personal Flotation Devices

At least one U.S. Coast Guard approved 30-inch life ring with not less than 90 feet of 600 pound capacity line attached shall be kept in a conveniently accessible place where employees work exposes them to the hazard of drowning. Each employee shall wear a U.S. Coast Guard approved personal flotation device when using a boat.

K. Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE shall be inspected, cleaned, and maintained at regular intervals by the employee the PPE is assigned to so that the PPE provides the requisite protection. Personal protective equipment shall not be shared between employees until it has been properly cleaned and sanitized.

PPE will be distributed for individual use whenever possible.

L. Signage

Safety signage shall be posted wherever PPE is required. Signage is not required at temporary job sites; however, the job site hazards and personal protective equipment required shall be discussed at a daily tailgate meeting. Signage shall have clear and concise wording like "Safety Glasses Required in This Area" or "Head Protection Required." Signs shall be purchased and posted by the respective department.

M. Training

Any employee required to wear PPE shall receive training in the proper use and care of the PPE. Periodic re-training shall be offered by the City to both employees and supervisors, as needed. The training shall include, but not necessarily be limited to, the following subjects:

1. When PPE is necessary to be worn
2. How to properly don, take off, adjust, and wear PPE.
3. The limitations of PPE.
4. The proper care, maintenance, useful life and disposal of the PPE.

N. Recordkeeping

The Safety Officer shall maintain the *Hazard Assessment Certification* form for each permanent work site evaluated for at least three (3) years or as required by Cal/OSHA. Training records shall be maintained by the respective Department and Safety Officer for a period of three (3) years.

VI. PERSONAL PROTECTIVE EQUIPMENT POLICY FORMS

1. Hazard Assessment Certification Form

Job/operation Title:	Department:
Job Site:	Job:
Equipment Used: (See Equipment Code below)	Supervisor:

Task No.	Describe Each Task or Activity	Hazard Associated with Task or Activity	Control Measures
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Hazard Assessment: Part of Body and Type of Protection Required (Check all that Apply)

Areas of Impact	Protective Devices	
Body ❒ **Ears** ❒ **Eyes** ❒ **Face** ❒ **Foot** ❒ **Hands** ❒ **Head** ❒	**Body** Cut Resistant Chaps ❒ | Lumbar Support ❒ **Ear Muffs/Plugs** ❒ **Face Protection**: Face Shield ❒ Safety Spectacles❒ | Goggles❒ | Welding Shield ❒ **Gloves**: Chemical Resistant ❒ | Cut Resistant ❒ Leather ❒ Rubber ❒ | Temperature Resistant ❒ Other as Required by Product ❒	***Hard Hat** –❒ **Respirator/Mask** ❒ **Safety Shoes**: Metatarsal Guards ❒ Toe Guards ❒ Safety-toe shoes ❒ Cement Boots ❒ **Flotation Device** ❒ **Other** ❒

*** City Purchases Type 1 Class E, G & C with regular brim and full brim which is equal to a Class B hat.**

Equipment Code

1	Axe	7	Compress/Air Gas Operation	13	Grader	20	Knife	26	Pavement Crack Sealer	32	Scissor Lift	38	Welder
2	Backhoe	8	Drills	14	Hand Hammer	21	Ladder	27	Propane Gas Tank	33	Shovel	39	
3	Battery Charger	9	Edger	15	Hand Pruning Shears	22	Lawn Mower	28	Rake	34	Street Grinder	40	
4	Bucket Lift	10	Electrical Tools	16	Hedger	23	Leaf Blower	29	Riding Mower	35	Stump Grinder	41	
5	Chainsaw	11	Floor Jack	17	Hoe	24	Lift Jack	30	Sander	36	Trailer	42	
6	Clippers	12	Forklift	19	Jack Hammer	25	Paint Sprayer	31	Saw	37	Weed Eater	43	

Person Certifying Assessment

Print Name _____ Signature _____ Date _____

2. Personal Protective Equipment Issuance Form

(Please Complete for each Employee)

Name: _____ Department: _____

Classification: _____ Date: _____

Type of PPE Provided:

Protective Devices	Date Provided
Body Cut Resistant Chaps ❒| Lumbar Support ❒	
Ear Muffs/Plugs ❒	
Face Protection – Face Shield ❒ | Safety Spectacles❒ |Goggles❒ | Welding Shield ❒	
Gloves – Chemical Resistant ❒ | Cut Resistant ❒ Leather ❒ | Rubber ❒ | Temperature Resistant ❒ Other as Required by Product ❒	
***Hard Hat** ❒	
Respirator/Mask ❒	
Safety Shoes – Metatarsal Guards ❒|Toe Guards ❒ | Safety-toe shoes ❒ Cement Boots ❒	
Flotation Device ❒	
Other:	

I acknowledge that while I am working for City of Kerman, I am expected to wear and take proper care of the Personal Protection Equipment issued to me (checked above). I understand that upon termination, I am expected to return all issued equipment.

_____ _____

Employee Name (Please Print) Employee Signature

_____ _____

Supervisor Name (Please Print) Supervisor Signature

*** City Purchases Type 1 Class E, G & C with regular brim and full brim which is equal to a Class B hard hat.**

EMPLOYEE ACKNOWLEDGEMENT FORM

Injury and Illness Prevention Program (IIPP)

Employee Last Name: _____

Employee First Name: _____

City Department: _____

Employee Position/Title: _____

Employee Phone Number: _____

I certify that I have received, reviewed, and read a copy of the City of Kerman “Injury and Illness Prevention Program" (IIPP) and fully understand my responsibilities with respect to the policy and procedures as outlined. I further agree to comply with safe work practice information received in this basic safety orientation and IIPP review.

Signature: _____ Date: _____

SIGNS FOR POSTING

Keep Us Safe

If an employee wishes to report a hazard, safety suggestion,
Or other safety problem anonymously,
He or she can report it anonymously on the

City of Kerman Safety Tipline

(877) 312-6149

After Calling 911

For Any Hazardous
Material Spills Pesticide Exposures
Or Accidents Involving Bodily Fluids

Please Call:
Fresno County
Emergency Response Team
At

559-600-3271
Mon – Fri (8:00 Am – 5:00 Pm)

After Hours
559-600-3111

EMERGENCY

AMBULANCE: 911

FIRE – RESCUE: 911

HOSPITAL: FRESNO COMMUNITY – 559-459-6000
SAINT AGNES MEDICAL CENTER 559-449-5000

PHYSICIAN: WORKER'S COMP

CONCENTRA

- NORTH FRESNO - 7265 N. 1ST STREET, #105; PHONE 431-8181
- SOUTH FRESNO - 2555 S. EAST AVENUE; PHONE 499-2400
- MADERA - 509 S. "I" STREET IN MADERA; PHONE 673-9020

APOLLO

- FRESNO - 6042 N FRESNO ST, STE 104; PHONE 515-6841

POLICE: 911

CAL/OSHA: 559-445-5302

POSTING IS REQUIRED BY TITLE 8 SECTION 1512 (E), CALIFORNIA CODE OF REGULATIONS

~~2014~~2024

~~SAFETY POLICIES AND PROCEDURES~~INJURY AND ILLNESS PREVENTION PROGRAM

SUPERCEDES ~~02~~05-17~~12~~-176
EFFECTIVE 05~~07~~11-~~17~~13-24~~17~~

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CITY OF KERMAN SAFETY POLICIES AND PROCEDURES

Table of Contents

~~CITY OF KERMAN SAFETY POLICIES AND PROCEDURES ..... 22~~

~~Table of Contents ..... 22~~

Formatted: TOC 4

INJURY AND ILLNESS PREVENTION PROGRAM ..... ~~11~~1

I. Policy Statement ..... ~~11~~1

II. Purpose 2

III. Responsibility 2

A. IIPP Administrator 2

B. Safety Coordinator 2

C. Department Heads and Supervisors 2

D. Employees 2

IV. Compliance ..... ~~33~~3

A. Management Responsibility ..... ~~33~~3

B. Employee Responsibility ..... ~~33~~3

C. Performance Evaluations ..... ~~33~~3

D. Employee Correction ..... ~~33~~3

V. Communication ..... ~~33~~3

A. Two-Way Communication ..... ~~33~~3

B. System of Communication ..... ~~33~~3

C. Safety Suggestions and Hazard Reporting ..... ~~44~~4

VI. Hazard Assessment ..... ~~44~~4

A. Safety Inspections ..... ~~44~~4

B. Additional Inspections ..... ~~44~~4

VII. Accident/Exposure Investigations ..... ~~55~~5

A. Investigation ..... ~~55~~5

B. Reporting ..... ~~55~~5

C. Reporting to Cal-OSHA ..... ~~55~~5

VIII. Hazard Correction ..... ~~55~~5

IX. Training and Instruction ..... ~~66~~6

A. Orientation for Establishment of IIPP and/or Substantial Amendment ..... ~~66~~6

B. New Employee Initial On-The-Job Training ..... ~~66~~6

C. Specific Kerman Training Programs ..... ~~66~~6

D. Retraining ..... ~~66~~6

E. Specialized Training ..... ~~66~~6

X. Recordkeeping ..... ~~77~~7

XI. Injury and Illness Prevention Forms ..... 8~~8~~
Hazard Alert Form ..... 9~~9~~
Hazard Alert Response Form ..... 10~~10~~
Employee's Report of Incident ..... 11~~11~~
Supervisor's Report of Employee Injury ..... 13~~12~~
Orientation Safety Check List ..... 14~~13~~
Office Hazard Inspection Checklist/Action Form ..... 15~~14~~
MODULE 1 - BLOODBORNE PATHOGEN PROGRAM ..... 17~~16~~
I. Purpose ..... 17~~16~~
II. Scope ..... 17~~16~~
III. Definitions ..... 17~~16~~
IV. Exposure Determination ..... 18~~17~~
A. Police Department ..... 18~~17~~
B. Public Works Department ..... 19~~18~~
C. Parks & Recreation Department ..... 19~~18~~
V. Methods of Compliance ..... 19~~18~~
A. Universal Precautions ..... 19~~18~~
B. Hand washing and Other General Hygiene Measures ..... 19~~18~~
C. Sharps Management ..... 21~~18~~
D. Personal Protective Equipment ..... 21~~19~~
E. Protection for Hands ..... 21~~19~~
F. Protection for Eyes/Nose/Mouth ..... 22~~19~~
G. Equipment, Environmental and Working Surfaces ..... 23~~20~~
H. Special Sharps Precautions ..... 23~~20~~
VI. Hepatitis B Vaccination ..... 23~~20~~
A. General Statement of Policy ..... 23~~20~~
B. Hepatitis B Vaccination ..... 23~~20~~
VII. Reporting and Treatment of Exposure Incidents ..... 24~~21~~
A. City's Reporting Responsibility ..... 24~~21~~
B. Exposure Treatment ..... 24~~21~~
C. Documentation ..... 25~~22~~
VIII. Procedures for Evaluation and Follow-Up of Exposure Incidents ..... 25~~22~~
IX. Employee Training ..... 26~~23~~
X. Recordkeeping Procedures ..... 26~~23~~
A. Medical Records ..... 26~~23~~
B. Training Records ..... 27~~24~~
XI. Bloodborne Pathogen Forms ..... 28~~25~~

Hepatitis B Vaccine Consent/Declination 292626
First Aid Incident Report for Bloodborne Pathogens 302727
Sharps Injury Log 312828
MODULE 2 - HAZARD COMMUNICATION PROGRAM 322929
I. General Information 322929
A. Container Labeling 322929
B. Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) 322929
C. Employee Training and Information 332929
II. Hazardous Non-Routine Tasks – Confined Spaces Entry 343030
III. Informing Contractors 343030
IV. Emergency Spill Procedures 353131
MODULE 3 - EMERGENCY ACTION PLAN 363232
I. Scope and Application 363232
II. Emergency Action Plan Information Sheet 373333
III. Definitions 383434
IV. Elements 383434
A. Emergency Evacuation Procedures & Route Assignments 383434
B. Procedures for Employees Who Remain to Operate Critical Operations Before Evacuation 383434
C. Evacuation of Persons with Disabilities 393535
D. Employee Accountability Procedures after Evacuations 393535
E. Rescue and Medical Duties 403636
V. Alarm System 403636
VI. Evacuation for Emergencies 403636
A. Fire Emergency 403636
(Do not attempt any action that places you or another person at risk or injury) 403636
B. Earthquake 403636
C. Lockdown 413737
D. Other Emergencies 413737
VII. Training 413737
MODULE 4 - HEAT ILLNESS PREVENTION PLAN (Effective 05/01/15) 423838
I. Purpose 423838
II. Monitoring the Weather 443939
A. Weather forecast 443939
B. Weather Monitoring Prior To Workday During Times Of Risk 443939
III. Monitoring Employee Acclimatization For Working Outdoors In Heat 443939
IV. Providing Clean Drinking Water 454040
V. Providing Adequate Shade 454040
VI. Addressing High-Heat Procedures 464141

Formatted: Font:

VII. Handling An Ill Employee And Emergency Procedures 464141
VIII. Providing Supervisor and Employee Training 474242
A. Employees 474242
B. Supervisors 474242
IX. Definitions 484343
City of Kerman Heat Illness Employee - Training Handout 494444
..... 494444
Types of Heat Illness 504545
MODULE 5 - FIRE PREVENTION PLAN 514646
I. Scope and Application 514646
II. Elements 514646
A. Potential Fire Hazards 514646
B. Personnel Responsible for Maintenance of Fire and Emergency Equipment 514646
C. Personnel Responsible for Control of Flammable/Combustible Materials 514646
III. Housekeeping 514646
IV. Training 524747
V. Maintenance 524747
MODULE 6 - CITY HALL "HOLD-UP" ROBBERY PROCEDURE 534848
MODULE 7 - ERGONOMIC PROGRAM 544949
I. Purpose 544949
II. Policy 544949
III. Ergonomic Program Coordinator 544949
IV. Identifying Workstation Risk Factors 544949
V. Hazard Prevention and Control 555050
VI. Medical Management 555050
VII. Training 555050
Ergonomic Symptoms Survey 575252
Office Ergonomic Evaluation Form 595353
Helpful Stretches 625656
MODULE 8 - OCCUPATIONAL NOISE EXPOSURE PROGRAM 645858
I. Purpose 645858
II. Requirements 645858
III. Responsibilities 645858
IV. Monitoring Limits & Testing Procedure 645858
V. Recordkeeping 655959
VI. Training 655959
MODULE 9 - LOCKOUT AND TAGOUT SAFETY PROGRAM 666060

I. Purpose ..... 66~~6060~~
II. Lockout ..... 66~~6060~~
III. Tagout (Hazard Safety Tag) ..... 66~~6060~~
IV. Restoring Equipment (Lockout/Tagout Removal) ..... 67~~6161~~
V. Procedure for More Than One Person ..... 67~~6161~~
VI. Things to Remember ..... 67~~6161~~
VII. Documentation ..... 67~~6161~~
VIII. Lockout and Tagout Program List of Source ..... 68~~6262~~
MODULE 10 – PERSONAL PROTECTIVE EQUIPMENT POLICY (ADOPTED 08-07-2013) ..... 69~~6363~~
I. ~~I.~~ Purpose
~~71~~6565
II. Applicability ..... 71~~6565~~
III. Policy ..... 71~~6565~~
IV. Responsibilities ..... 71~~6565~~
A. Safety Officer and Risk Management Officer Shall 64
B. Supervisors Shall 64
C. Employee Shall 64
D. Safety Officer Shall 65
V. Procedure ..... 72~~6666~~
A. Hazardous Assessment and Equipment Selection 65
B. Protective Devices 65
C. Eye and Face Protection 66
D. Voluntary Respirator Use 66
E. Emergency Eyewash and Safety Shower Facilities 66
F. Head Protection 66
G. Hand Protection 66
H. Foot Protection 67
I. Body Protection 67
J. Life Rings and Personal Flotation Devices 68
K. Cleaning and Maintenance 68
L. Signage 68
M. Training 68
N. Recordkeeping 68
VI. PERSONAL PROTECTIVE EQUIPMENT POLICY FORMS ..... 76~~7070~~
Hazard Assessment Certification Form 70

Formatted: List Paragraph, Indent: Left: 0.13", Space After: 12 pt, Line spacing: 1.5 lines, Tab stops: 0.5", Left + 6.63", Right,Leader: ...

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Formatted: Normal, Indent: Left: 0.5", Space After: 5 pt, Tab stops: 6.63", Right,Leader: ...

Personal Protective Equipment Issuance Form..... 71
EMPLOYEE ACKNOWLEDGEMENT FORM..... 827374
~~INJURY & ILLNESS PREVENTION PROGRAM TRAINING~~ 837475
~~I. Injury and Illness Prevention Program (IIPP) Quiz~~..... 8880
SIGNS FOR POSTING..... 948586

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INJURY AND ILLNESS PREVENTION PROGRAM

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I. Policy Statement

It is the policy of the City of Kerman to provide a safe and healthful environment for our employees and general public. We strive to eliminate unnecessary hazards by providing specific safety policies and procedures and creating an atmosphere that promotes safety.

The following Injury and Illness Prevention Program (IIPP) has been developed to provided safety and loss control guidelines to protect people from injury or illness; to reduce the risk of loss to real property and business assets; and to meet the regulatory requirements of federal, state and local governmental agencies.

_____

_____

~~Luis Patlan~~John Jansons, City Manager _____Date

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RETRUN TO TABLE OF CONTENTS

II. Purpose

Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIPP) Program and a copy must be maintained at each worksite. The requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203). This program complies with the requirements of the California Code of Regulations and consists of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazardous Correction
- Training and Instruction
- Recordkeeping

III. Responsibility

A. IIPP Administrator

The City's representative on the Risk Management Authority shall be the IIPP Administrator. The IIPP Administrator is ~~Toni Jones~~Josefina Alvarez, Finance Director, ~~(~~559-~~846-9382~~550-0714 or~~;~~ ~~tjones@cityofkerman.org~~jalvarez@cityofkerman.org~~)~~ has the authority and the responsibility for ensuring the implementation and maintenance of the City's Injury and Illness Prevention Program and for answering questions about the Program.

B. Safety Coordinator

The City's Safety Coordinator will direct the City's safety programs, conduct hazardous inspections, update the Material Safety Data Sheet binders, and insure that Federal and State regulation updates are added to the IIPP program. The Safety Coordinator will also be the Chair of the Safety Committee and advise the IIPP Administrator of problems, concerns, and corrections. ~~Mark Salvador~~Akayla Cheema, 559-~~846-4809~~550-2080 or ~~msalvador@cityofkerman.org~~acheema@cityofkerman.org currently holds the position of Safety Coordinator.

C. Department Heads and Supervisors

Department Heads and Supervisors are responsible for training employees to perform their jobs properly and safely and shall teach, demonstrate, observe and enforce compliance with established safety standards.

D. Employees

Each employee is responsible to comply with the IIPP and to perform their work duties in a safe manner at all times. Employees should ask for additional training or assistance when they feel there is a gap in their ability, knowledge or training with respect to safely performing their duties.

RETRUN TO TABLE OF CONTENTS

IV. Compliance

A. Management Responsibility

Management is responsible for ensuring that organizational safety and health policies are clearly communicated and understood by employees. Managers and supervisors are also expected to enforce these rules fairly and uniformly.

B. Employee Responsibility

All employees are responsible for using safe work practices, assisting in the maintenance of a safe work environment and for following directives, policies and procedures regarding safety and health.

C. Performance Evaluations

Employee performance evaluations include an evaluation of compliance with safe work practices and procedures.

D. Employee Correction

Employees who fail to follow safe work practices and/or procedures, or who violate safety rules or directives, will be subject to disciplinary action, in accordance with the Personnel Rules & Regulations (Section 4.1/4.2) and/or the applicable memorandum of understanding.

V. Communication

A. Two-Way Communication

Management recognizes that open, two-way communication between management and staff on safety and health issues is essential to maintaining an injury-free, productive workplace.

B. System of Communication

The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a readily understandable manner:

1. An orientation program will be provided to all new employees by the designee appointed by the Department Head (See Orientation Safety Check List) that includes a review of the IIPP and a discussion of safety policies and procedures that the employee is expected to follow.

2. The City will conduct safety meetings where safety is freely and openly discussed ~~at least every quarter~~. Employees are expected to attend and are encouraged to participate in such meetings.

3. From time to time, written safety notifications will be distributed or posted on bulletin boards.

4. Other appropriate methods of communicating pertinent safety and health information will be implemented as such methods are identified.

RETRUN TO TABLE OF CONTENTS

C. Safety Suggestions and Hazardous Reporting

1. All employees are requested and encouraged to inform their supervisors or other management personnel of any matter which they perceive to be an actual or potential workplace hazardous. Employees are also encouraged to make suggestions for safety improvements to the City. While the City prefers that safety reports and suggestions are made in writing, employees can also make such suggestions and reports orally. All safety reports or suggestions should be made to the reporting employee's supervisor, the IIPP Administrator, or to other management personnel.

2. If an employee wishes to report a hazardous, safety suggestion, or other safety problem anonymously, he or she can complete a "Hazardous Alert Form" which does not require the employee's name or job title.

3. No employee shall be retaliated against for reporting potential or actual hazardous or for making safety suggestions.

4. Management will review all safety suggestions and hazardous reports.

5. If an employee's name is included with a hazardous report or safety suggestion, the reporting employee will be notified about any non-confidential corrective action that is taken with respect to the hazardous report or safety suggestion.

6. The resolution of safety issues will be communicated to employees through "Hazardous Response Forms" and/or communication at Safety Meetings.

7. A folder on the City's public employee drive may be used for program documents and safety information. This folder is to be accessible to all employees. The safety folder will consist of the following:

   - Blank "Hazardous Alert Forms"
   - PDF Program/Plan Documents
   - Directions to access Internet based safety training materials

VI. Hazard Assessment

Inspection of the workplace is the primary tool used to identify unsafe working conditions and practices. While the City encourages all employees to continuously identify and correct workplace hazards and poor safety practices, certain situations require formal evaluation and documentation on the "Hazardous Inspection Checklist/Action Form".

A. Safety Inspections

~~Annual s~~Safety inspections will be conducted by a manager and/or supervisor and at least one non-supervisory employee. When possible, it is the intent of the City to abate any hazard which gives rise to a risk of imminent harm to any person. Any recommendations for future corrective action will be timely filed with the IIPP Administrator or the assigned safety representative for the specific area.

B. Additional Inspections

Inspections will also be conducted in accordance with the following:

1. Whenever new substances, processes, procedures, or equipment presenting a new safety or health hazard are introduced into the workplace.

RETRUN TO TABLE OF CONTENTS

2. Whenever management becomes aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee.

VII. Accident/Exposure Investigations

A. Investigation

All workplace accidents resulting in injury or property damage, however slight, will be timely investigated to determine the primary and contributing causes. The primary and contributing causes will be documented and analyzed to assist the City in taking corrective action to prevent similar accidents from occurring in the future. The IIPP Administrator is responsible for ensuring that workplace accidents are reported on the "Employee Report of Incident Form" and properly investigated.

B. Reporting

All facts, findings, and recommendations uncovered during workplace investigations will be documented on the "Supervisor's Report of Employee Injury Form". Management will review all reports with a view towards determining adequacy of corrective action.

C. Reporting to Cal-OSHA

The following incidents must be directly reported to the closest area office of Cal-OSHA within 8 hours of occurrence by the IIPP Administrator or designee:

1. Accidents causing fatalities;
~~2. Illnesses causing in-patient hospitalization of three or more employees;~~
~~3.~~2. Accidents causing ~~in-patient~~ hospitalization ~~for more than 24 hours other than observation;~~ and
~~4.~~3. Amputation of any body part.

The following information must be provided with any such report:

- Establishment name;
- Location of incident;
- Time of the incident;
- Number of fatalities or hospitalized employees;
- Contact person;
- Phone number; and
- Brief description of the incident.

VIII. Hazard Correction

Unsafe or unhealthy working conditions, practices, or procedures shall be corrected in a timely manner depending upon the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When hazards are observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employees and/or property.
    - The City will ensure that all exposed workers are removed from the area except the personnel necessary to correct the hazard; who have been provided with the necessary safeguards and training to correct the hazard.

All corrective actions taken shall be documented on the appropriate City incident forms.

RETRUN TO TABLE OF CONTENTS

IX. Training and Instruction

A. Orientation for Establishment of IIPP and/or Substantial Amendment

The IIPP Administrator or designee will conduct the initial orientation of the IIPP. Employees will sign acknowledgement forms for all safety materials that they receive during such an orientation. When substantially amended, additional training will be conducted and copies of the amended IIPP provided.

B. New Employee Initial On-The-Job Training

Shortly after an employee begins their employment with the City, a manager or supervisor will provide the employee with access to an electronic copy of the IIPP (hard copies available in each department) and train the employee in all aspects of required safety procedures that are designed to mitigate hazardouss of their job.

This training will be documented on the "Orientation Checklist". The manager or supervisor conducting the training and the new employee will both sign the Checklist when the training is completed. The Checklist will become a permanent part of the employee's personnel file.

C. Specific Kerman Training Programs

The following describes training programs applicable to certain Kerman employees:

- Emergency Action Plan - This training includes a discussion of Kerman's disaster preparedness structure and how the employee fits within the structure (i.e., what the employee is to do under specific circumstances, such as fire, earthquake, medical emergency). Refresher training/evacuation drills will take place annually.
- First Aid, CPR and Bloodborne Pathogens Training - All employees will receive training in First Aid, CPR and/or Bloodborne Pathogens.
- Defensive Driver Training - City Employees required to drive pursuant to their job duties will participate in defensive driver training. Additional safe driving subjects will be covered in safety meetings on an as-needed basis.
- Hazardous Communication Program - Employees will receive training on: hazardous chemicals they may be exposed to in their workplace operations; proper labeling requirements for these chemicals; physical and health effects of the hazardous chemicals; ways to lessen or prevent exposure and the steps the City has taken to achieve reduction in exposure; as well as where to obtain and how to read the ~~Material~~ Safety Data Sheets (~~M~~SDS).

D. Retraining

Retraining will be conducted by managers, supervisors and/or the IIPP Administrator or designee when an existing employee changes job functions ~~and/or at least annually~~ as refresher training. Retraining shall cover general workplace safety, job-specific hazards, and/or hazardous materials, as applicable.

E. Specialized Training

1. Supervisors will be trained to understand their responsibilities with respect to the safety and health of the employees that they supervise, as well as training in the hazards and risks faced by the employees under their immediate direction. Such training will include both safety management and technical subjects.

2. Managers/Supervisors and/or IIPP Administrator are responsible for:
   - Determine safety-training needs;

RETRUN TO TABLE OF CONTENTS

- Implement new training programs; and
- Evaluate the effectiveness of these programs

In addition, training will be provided whenever:

- New substances, processes, procedures, or equipment pose a new hazardous and there is a lack of adequate skill or knowledge to deal with the new hazardous;
- Management and/or the IIPP Administrator become aware of a previously unrecognized hazardous and there is a lack of adequate skill or knowledge to with the hazardous; and
- A new facility or a new ~~component~~ part of a facility is opened.

X. Recordkeeping

The City maintains records for the purpose of:

- Tracking and evaluating the City's loss experience and loss exposures.
- Tracking and evaluating the safety activities that have been accomplished.
- ~~Providing a documentation of the safety activities~~Documenting Safety Activities.

All such documentation will be maintained in accordance with the City's records retention schedule.

RETRUN TO TABLE OF CONTENTS

XI. Injury and Illness Prevention Forms

RETRUN TO TABLE OF CONTENTS

Hazard Alert ~~Form~~

Date: _____

Department Where Hazard is Located: _____

Supervisor or Recipient of Hazardous Alert Form: _____

Hazards posing an immediate danger to life and health should be reported as soon as possible to your supervisor, the IIPP Administrator or other manager.

Location of Hazard (i.e. building, room area) _____

_____

Description of Hazard (include whether it is chemical, biological, physical etc.) _____

_____

_____

_____

Recommendation for correction: _____

_____

_____

Has this hazard been reported to your supervisor ☐ Yes ☐ No

OPTIONAL (if employee would like to remain anonymous, leave this area blank):

Employee Name: _____

Department/Location: _____

Telephone Number: _____

NOTE: It is illegal for any employer to take action against employees who exercise their right under the law to report unsafe conditions. Employees are encouraged to report hazards and are commended for their safety awareness.

RETRUN TO TABLE OF CONTENTS

Hazard Alert Response ~~Form~~

To be completed by the Department Manager where the hazard is located, and reviewed by the IIPP Administrator.

Manager description and evaluation of hazard reported: _____

_____

_____

_____

Corrective Action:

Corrective Action Taken (describe): _____

_____

_____

_____

Date corrective action was completed: _____

Who carried out corrective action? _____

_____

_____

_____

Discussed at Safety Meeting – Date: _____

Response provided to Hazard Report: _____ Date: _____

Manager Signature: _____ Date: _____

IIPP Administrator Signature: _____ Date: _____

RETRUN TO TABLE OF CONTENTS

Employee's Report of Incident

Date: _____ Supervisors Name: _____

Employee Name: _____

Date of Incident: _____ Time of Incident: _____

Address and description of where/how incident occurred: _____
_____
_____
_____

Describe symptoms and specific part(s) of body affected: _____
_____
_____
_____

Please check *'Yes'* or *'No'* to the following questions relating to the incident being reported:

I lost time from my normal work shift after the day the incident occurred. ☐Yes ☐No

I anticipate losing time from work as a result of symptoms from this incident. ☐Yes ☐No

I need or desire ~~formal~~ medical treatment beyond on-site first aid. ☐Yes ☐No

The incident involved exposure to a hazardous substance. ☐Yes ☐No

If **ALL** answers to the above questions are **'No'** an injury, as defined by the Labor Code, has not occurred. A report to Workers' Compensation is not required at this time. If any answer is **'Yes'** an injury may have occurred. A DWC-1 Employee's Claim for Workers' Compensation Benefits is needed so that a report to Workers' Compensation can be made.

If, as a result of this incident, you subsequently develop (1) symptoms for which you require, or desire~~, formal~~ medical care; **or** (2) symptoms that cause you to be unable to report for work, **you must notify your Supervisor or Human Resource Department immediately.** You should also contact AMC Call Connect at 844-691-4111 to report the incident/injury. If medical care is requested or required, AMC Call Connect will direct you to appropriate medical care. You will be provided with an Injury Claim Form and we will direct you to appropriate medical care.

Be advised that certain Statute of Limitations apply to Workers' Compensation benefits. Labor Code 5400 provides that no claim to recover compensation shall be maintained unless within 30 days after the occurrence of the injury which is claimed to have caused disability or death there is served upon the employer notice in writing, signed by the person injured or someone on his behalf.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

ONE COPY TO EMPLOYEE **ORIGINAL TO HUMAN RESOURCES FILE**

RETRUN TO TABLE OF CONTENTS

Supervisor's Report of Employee Injury

Name of Employee: _____

Job Title: _____

Date of Injury: _____ Time _____ ☐ am ☐ pm

Date Reported: _____ Time _____ ☐ am ☐ pm

Accident Location (full address): _____

_____

Specific Injury/Illness with part of body affected: _____

_____

_____

Time employee began work: _____ ☐ am ☐ pm

Did injured leave work? ☐ Yes ☐ No Date: _____ Time _____ ☐ am ☐ pm

Did injured return to work? ☐ Yes ☐ No Date: _____ Time _____ ☐ am ☐ pm

Did employee seek medical attention? ☐ Yes ☐ No

Name of medical facility/physician: _____

Describe activity performing when event/exposure occurred: _____

_____

_____

Describe how accident occurred and materials used: _____

_____

_____

Name(s) of witnesses: _____

_____

What steps have been taken to prevent similar accidents? _____

_____

_____

Supervisors Name (printed) _____ Dept. Head Initials: _____

Supervisors Signature: _____

Employer: City of Kerman, 850 S. Madera Avenue, Kerman, CA 93630

RETRUN TO TABLE OF CONTENTS

Orientation Safety Check List

Employee Name (print): _____ Date: _____

Key Points discussed during Orientation:

- ✓ Promote a safe & healthy workplace

Line crew –
- ✓ Back safety
- ✓ Ladder safety
- ✓ Power Tool safety
- ✓ Personal Protective Equipment Policy
- ✓ Compressed air - Gas tank must be chained, even empty ones ~~($7,500 OSHA fine)~~
- ✓ Forklift – If not certified, do not drive. Seatbelts are required at all times

Office –
- ✓ Ergonomics Factors
- ✓ Stair safety - Slow, use handrail, keep handheld items to a minimum
- ✓ Transporting items – Use stairs; make as many trips as necessary
- ✓ Holdup - Give them what they want, don't be a hero
  - Remember information/description of incident/people
  - If safe to do, push emergency button

OSHA Requirements –
- ✓ Report Areas of Safety Hazard Infringements
- ✓ Complete Monthly Fire Extinguisher check; review for signatures ~~($2,500 fine)~~

Vehicle Safety –
- ✓ Annual training/meeting on vehicle safety
- ✓ Obey all traffic laws
- ✓ Seatbelts – Always wear
- ✓ Speed limits – Follow all speed limits

~~Plant Construction –~~Trenches and Excavation Safety
- ✓ Ditches – Do not enter without proper sloping
- ✓ Hard hats - Required, especially ground work, as required in the Personal Protective Equipment Policy (PPE)

Employee Signature: _____

Trainer/Department Representative Signature: _____

RETRUN TO TABLE OF CONTENTS

Office Hazardous Inspection Checklist/Action Form

Date Inspected _____ 3-Year Retention after inspection date.

Department: _____ Location _____

	Item to be Checked (Use the last page to record a brief description of necessary repairs)	OK	Deficiency Noted	Dated Corrected
General Work Area				
1	Are all telephone or power cords covered or routed as to prevent tripping hazards			
2	Are all work areas equipped with First Aid Kits			
3	Is an equipped Lockout/Tagout station available for use in all buildings			
4	Is the lighting in all work areas in working condition and provide good working light			
5	Are there stepstools or stepladders available for use in all buildings and do they have safety treads			
6	Are all scissors, letter openers, or any other sharp objects stored safely with points facing away from user			
7	Are materials stored on top of cabinets or shelves in an orderly fashion or at heights that do not create a potential hazard			
8	Is the ventilation system properly maintained and are vents cleaned regularly			
9	Are emergency phone numbers posted			
10	Are evacuation signs identifying escape routes and emergency information in place			
Housekeeping Hazards				
1	Are all floors, aisles, exits, and fire extinguishers unobstructed			
2	Are all floor mats and/or rugs placed in a location or position that does not create an unsafe condition			
3	Is the lounge area in a neat and sanitary condition			
4	Are the restrooms in a neat and sanitary condition and in good working order			
5	Are all chemicals and/or liquids stored in a neat and safe manner			
Electrical Hazard				
1	Are all electrical outlets or strips utilized in a neat and safe manner			
2	Is the electrical equipment in good condition, properly grounded and turned off when not in use			
3	Are electrical switch cover plates and outlets in good condition			
4	Are electric outlets safe and not overloaded			
5	Are conduit properly attached to all supports and tightly connection to junction and outlet boxes (visual inspection only)			
6	Are the lighting fixtures in good condition and working			
Fire Hazard				
1	Are all work areas equipped with fire extinguishers			
2	Are the monthly and annual inspections of fire extinguishers performed and documented			
3	Are combustibles properly stored in work areas			
4	Is the fire suppression system inspected annually			
5	Is the emergency lighting operable			
6	Other -			
7	Other -			
8	Other			

RETRUN TO TABLE OF CONTENTS

Office Hazard Inspection Checklist/Action Form

Item #	Deficiency	Corrective Action Taken

RETRUN TO TABLE OF CONTENTS

MODULE 1 - BLOODBORNE PATHOGEN PROGRAM

I. Purpose

This exposure control program has been established in order to minimize and to prevent, when possible, the exposure of City of Kerman employees to disease-causing microorganisms transmitted through human blood or other potentially infectious materials. This program identifies employees who are subject to occupational exposure to bloodborne pathogens, establishes information and training standards for those employees, and establishes an immunization program for the Hepatitis B virus. This program will comply with the Bloodborne Pathogens Standard, Title 8, California Code of Regulations, §5193. ~~This program will be reviewed annually.~~

II. Scope

All City employees who may be exposed to blood and other potentially infectious materials as part of their job duties are identified and included in this program. Those who have been identified by the City as "reasonably anticipating" exposure to bloodborne pathogens will follow an exposure control plan designed to minimize exposure. The term "employees" includes all full-time, part-time, and temporary status personnel who are employed by the City of Kerman. Any employee, who believes that the exposure exists for them, and has not been identified, should bring their concerns to the attention of their supervisor.

III. Definitions

- "Blood" means human blood, human blood components, and products made from human blood.
- "Bloodborne Pathogens" means Pathogenic microorganisms that are present in human blood and can cause disease in humans. These Pathogens include, but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
- "Contaminated" means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- "Contaminated Laundry" means laundry, which has been soiled with blood or other potentially infectious materials or may contain sharps.
- "Contaminated Sharps" means any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
- "Decontamination" means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.
- "Engineering Controls" means controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogen hazard from the workplace.
- "Exposure Incident" means a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.
- "Hand washing Facilities" means a facility providing an adequate supply of running potable water, soap, and single use towels or hot air drying machines.
- "HBV" means Hepatitis B Virus.
- "HIV" means Human Immunodeficiency Virus.
- "Occupational Exposure" means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- "Other Potentially Infectious Materials" (OPIM) means:

RETRUN TO TABLE OF CONTENTS

- The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
- HIV - containing cell or tissue cultures, organ cultures, and HIV - or HBV containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

- "Parenteral" means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
- "Personal Protective Equipment" (PPE) are specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard is not considered to be personal protective equipment.
- "Regulated Waste" means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infections materials.
- "Source Individual" means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee. Examples include, but are not limited to: hospital and clinic patients; clients in institutions for the developmentally disabled; trauma victims; clients of drug and alcohol treatment facilities; residents of hospices and nursing facilities; human remains; and individuals who donate or sell blood or blood components.
- "Sterilize" means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.
- "Universal Precautions" is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- "Work Practice Controls" means controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

IV. Exposure Determination

The following tasks and procedures are reasonably anticipated to involve exposure to blood, body fluids, or other potentially infectious materials:

- Performing first aid duties and/or emergency medical treatment;
- Performing mouth-to-mouth resuscitation;
- Performing custodial duties in bathrooms, parks, or other public areas where needles may have been disposed of in trash receptacles; or
- Performing work within sewers and/or coming into possible contact with untreated sewage

All personnel in the following job classifications are identified as "reasonably anticipated to involve exposure" (determined to have Occupational Exposure or Potential Occupational Exposure):

A. Police Department

- Police Chief
- Lieutenant
- Corporal
- Records Clerk
- Records Manager
- Animal Control Officer

RETRUN TO TABLE OF CONTENTS

- Animal Shelter Attendant
- Police Sergeant
- Police Officer
- Police Officer Reserve
- Community Service Officer

B. Public Works Department

- Fleet Services Supervisor
- ~~Automotive~~ Fleet Mechanic (I, II)
- Public Works Operations Coordinator
- ~~Maintenance~~ Public Works Lead Supervisor
- Maintenance Worker (I, II, III)
- ~~Water Conservation Specialist~~Administrative Analyst
- WWTP Operators (Grade I, II– & III)
- ~~Maintenance Tech~~WWTP Maintenance Worker (I, II, III)
- ~~Maintenance Specialist~~

C. Parks & Recreation Department

- ~~Community Center Coordinator~~Buildings & Facilities Supervisor
- Recreation Supervisor
- Recreation Coordinator
- Senior Services Coordinator
- Parks Maintenance Worker (I, II)
- Parks Maintenance Specialist~~General Maintenance Worker~~
- ~~Public Transit Operator~~

V. Methods of Compliance

The following methods of compliance are for use for all City employees not falling within the Police Department specific policy/procedures documents.

A. Universal Precautions

All blood or other potentially infectious materials shall be handled as if contaminated by a bloodborne Pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, **all body fluids shall be considered potentially infectious materials.**

B. Hand washing and Other General Hygiene Measures

Employees will wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment. When other skin areas or mucous membranes come in contact with blood or other potentially infectious materials, the skin shall be washed with soap and water, and the mucous membranes shall be flushed with water, as soon as possible.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious material. Likewise, employees should not engage in any of these activities until proper washing with soap and water is performed.

Employees shall use practices to minimize splashing, spraying, spattering, and generation of droplets during procedures involving blood or other potentially infectious materials.

RETRUN TO TABLE OF CONTENTS

C. Sharps Management

It is understood that City employees are not ~~usually~~ required to administer medication with hypodermic needles, which are generally considered sharps. However, employees should also be aware that a nail soaked with blood that has recently been stepped on or even exposed broken glass, qualifies as a contaminated sharp and should be protected and disposed of in accordance with this program.

Contaminated needles or other contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
Contaminated disposable sharps shall be discarded, as soon as possible after use, in disposable sharps containers. Contaminated broken glass is also to be placed in disposable sharps containers.

D. Personal Protective Equipment

All personal protective equipment (PPE) will be provided, repaired, cleaned, and disposed of by the employer (each department) at no cost to employees. Each department will provide instructions on appropriate use of personal protective equipment. Employees shall wear personal protective equipment when performing procedures in which exposure to the skin, eyes, mouth, or other mucous membranes are anticipated. The articles to be worn will depend on the expected exposure. Employees who have allergies to regular gloves may obtain hypoallergenic gloves.

All personal protective equipment shall be removed before leaving the work area and placed in an assigned container for storage, washing, decontamination or disposal.

If a garment is penetrated (soaked through) by blood or other potentially infectious material, the garment shall be removed as soon as possible and placed in a designated container for disposal. Garments which only are lightly splashed or dripped on where the blood or other potentially infectious material have not soaked through are to be removed as soon as possible and placed in an appropriate container for cleaning. – See Personal Protective Equipment Policy V- K.

E. Protection for Hands

Gloves shall be worn in the following situations:

- When it can be reasonably anticipated that hands will contact blood or other potentially infectious materials, mucous membranes, and non-intact skin; or
- When handling or touching contaminated items or surfaces.

Disposable Gloves

- Replace as soon as feasible when gloves are contaminated, tom, punctured or when their ability to function as a barrier is compromised.
- Do not wash or decontaminate single use gloves for re-use.

Utility Gloves

- Decontaminate for re-use if the gloves are in good condition.
- Discard when gloves are cracked, peeling, torn, punctured or show other signs of deterioration (whenever their ability to act as a barrier is compromised).

Protection for Eyes/Nose/Mouth

F.

Employees shall wear masks in combination with eye protection devices (goggles or glasses with solid side shields) or chin-length face shields whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, mouth contamination can be reasonably anticipated.

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RETRUN TO TABLE OF CONTENTS

~~F.~~G. **Equipment, Environmental and Working Surfaces**

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Clean all contaminated work surfaces with appropriate disinfectant after completing procedures, and immediately or as soon as feasible, when overtly contaminated or after any spill of blood or other potentially infectious material.

Regularly inspect/decontaminate all reusable bins, pails, cans, and similar receptacles which may become contaminated with blood or other potentially infectious material. If these articles become visibly contaminated, they should be decontaminated immediately or as soon as feasible.

~~G.~~H. **Special Sharps Precautions**

Clean up broken glass that may be contaminated using mechanical means such as a brush and dustpan, tongs, or forceps. **DO NOT pick up directly with the hands**. Report any exposure incident on the "Sharps Injury Log".

Reusable containers are not to be opened, emptied, or cleaned manually or in any other manner which will expose employees to the risk of injury administered or absorbed through the skin. **DO NOT reach by hand** into a container which stores reusable contaminated sharps. Full containers should be dropped off at the Public Works Office, 15201 W. California Avenue.

VI. Hepatitis B Vaccination

A. General Statement of Policy

The City of Kerman complies with OSHA mandate by providing the Hepatitis B vaccination series to all City employees in a classification identified as "reasonably anticipated" to involve exposure to bloodborne pathogens at no cost to them. In addition, these employees will be offered post-exposure evaluation and follow-up at no cost should they experience an exposure incident on the job. All employees that have been identified as "reasonably anticipated" to involve exposure are encouraged to participate in the program. Although the City and/or the departments cannot require anyone to receive the immunization, it is strongly recommended.

All medical evaluations and procedures including the Hepatitis B vaccination series, whether prophylactic or post-exposure, will be made available to the employee at a reasonable time and place. This medical care will be performed by or under the supervision of a licensed physician, physician's assistant, or nurse practitioner. Medical care and vaccination series will be according to the most current recommendations to the U.S. Public Health Service.

B. Hepatitis B Vaccination

The vaccination is a series of three injections. They are as follows:

- Initial injection;
- Second injection - thirty (30) days following the initial injection; and
- Third injection - five (5) months following the second injection.

For maximum benefit from the vaccine, the second injection should be given within a seven (7) day period before or after due date (30 days following the first injection). In the event the employee does not take the initiative to have the second injection from 30 to 60 days following their first injection, **the series must be restarted** ~~and the employee will be required to pay the cost of the injection(s) required to restart the series~~.

RETRUN TO TABLE OF CONTENTS

The vaccination will be made available to employees after they have attended training on bloodborne pathogen and within 10 working days of initial assignment to a job category with exposure.

The vaccination series will not be made available to employees who have previously received the complete Hepatitis B vaccination series, or any employee for whom the vaccine is medically contraindicated will need to retake it.

An employee, who is required to have the Hepatitis B vaccine but chooses not to, will be required to sign a "Hepatitis B Vaccine Consent/Declination". If an employee has declined the Hepatitis B vaccination, but later changes their mind and wishes to have the vaccination, the City will proceed with the vaccination series at no cost to the employee.

Field Code Changed

VII. Reporting and Treatment of Exposure Incidents

A. City's Reporting Responsibility

The City has a responsibility, under various federal and state laws and regulations to report occupational illness and injuries, existing programs in the National Institute for Occupational Safety and Health (NIOSH), Department of Health and Human Services, the Bureau of Labor Statistics, Department of Labor, and the Occupational Safety and Health Administration receive such information for the purposes of surveillance and other objectives. State Health Departments report cases of infectious disease, including HIV, HBV, HCV and TB to the Centers for Disease Control.

All post-exposure testing and treatment will be in accordance with the City's Worker's Compensation Program. Employees undergoing follow-up for post exposure reasons must attend all medical appointments and will be provided with the necessary time off to attend such appointments. Employees who experience an exposure incident must immediately report their exposure to their immediate supervisor.

B. Exposure Treatment

When an exposure has occurred, the exposed area shall be thoroughly washed immediately using water on all mucosal surfaces, and soap and running water on skin surfaces. If soap and running water are not available, a waterless skin cleaning agent shall be used until soap and running water can be obtained. When there is contamination of personal protective equipment, the personal protective equipment should be disposed of or decontaminated, if appropriate.

The City's Designated Infection Control Officer is the Injury & Illness Prevention Program Administrator. Following a "significant" exposure, contact the City's Designated Infection Control Officer. "Significant" exposure is defined as: Any situation in which the body fluids of an individual (such as blood or other potentially infectious material including synovial fluid, amniotic fluid, peritoneal fluid, pleural fluid or any fluid that contains visible blood), are suspected of having entered the employee's body through either a body opening (such as your nose, mouth, or eye), or a break in your skin (such as a cut, rash, or abrasion); a needle stick with a contaminated or used needle; intimate respiratory contact (such as CPR without a barrier); or any other situation in which an individual's body fluids may have entered the employee's body.

Did an exposure occur? The following short answer questionnaire can assist in determining if an employee should receive follow-up.

1. Is the fluid or substance with which the employee is in contact with one of the following?

- Blood
- Semen
- Vaginal Secretions

RETRUN TO TABLE OF CONTENTS

- Any body fluid/matter visibly contaminated with blood
- Respiratory secretions (droplets, aerosolized particles)

2. Did the fluid or substance (identified above in 1) enter the employee's body through the following?

- Needle stick injury
- Laceration by contaminated object
- Open cut wound, non-intact skin
- Splash or contact with eyes, mouth or nose (mucous membrane)
- Prolonged respiratory contact

If answers to BOTH 1 and 2 are yes, the employee should be considered to have sustained a "significant" exposure and needs to seek medical treatment.

C. Documentation

When an employee has an exposure to a communicable disease, the incident must be documented as soon as possible and a report submitted within twenty-four hours of the suspected exposure using the "First Aid Incident Report for Bloodborne Pathogens" or "Supervisor Report of Employee Injury". It is the responsibility of the employee to document the exposure.

The infection exposure report will include the details of the task being performed, the means of transmission, the portal of entry, and the type of PPE in use at the lime. The supervisor will review the exposure report and forward originals to the City's Designated Infection Control Officer/City Risk Management along with the applicable Worker's Compensation documentation.

VIII. Procedures for Evaluation and Follow-Up of Exposure Incidents

Following a report of an exposure incident, the City shall make immediately available to the exposed employee a confidential medical evaluation and post-exposure follow-up. Post-exposure follow-up medical evaluations will be conducted through the City of Kerman's designated health facility. The evaluation and follow-up will include the items listed below:

- Documentation of the significant exposure - the routes of exposure and the circumstances under which the exposure incident occurred.
- Identification of the source individual and their transport destination, unless it can be established that identification is infeasible or prohibited by law.
  - The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV, HCV and HIV infectivity.
  - If consent cannot be obtained, the employer shall document that legally required consent cannot be obtained.
  - When law does not require the source individual's consent, the source individual's blood shall be tested and the results documented.
- The exposed employee will be informed of the results of the source individual's testing.
- The exposed employee will be offered counseling and medical evaluation of any reported illness.
- The information listed below will be provided to the healthcare professional evaluating an employee after exposure.
  - A description of the exposed employee's duties as they relate to the exposure incident.
  - Documentation of the route(s) of exposure and circumstances under which the exposure occurred.
  - Results of the source individual's blood testing, if available.
  - All medical records relevant to the appropriate treatment of the employee including vaccination status.

IX. Employee Training

Employees in the classifications identified as "reasonably anticipated" to involve exposure receive training at no cost to the employee, provided during working hours. The department provides training on bloodborne pathogens at the time of initial assignment to tasks where exposure may occur and annually thereafter. Training includes, at a minimum, the following elements:

- A copy of the Bloodborne Pathogens Program and an explanation of the contents;
- A general explanation of the epidemiology and symptoms of bloodborne diseases;
- An explanation of the modes of transmission of bloodborne pathogens;
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering , administrative or work practice controls, and personal protective equipment;
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- An explanation of the basis for selection of personal protective equipment;
- Information on Hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination shall be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potential infectious materials;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident, and the medical follow-up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident; and
- An opportunity for questions.

X. Recordkeeping Procedures

A. Medical Records

Medical records of all current and former employees or employees being assigned or transferred to work where there will be exposure to toxic substances or harmful physical agents will be retained for the length of employment plus thirty years (in accordance with ~~29 Code of Federal Regulations CFR 1910.20~~Title 8, 3204 of CalOSHA regulations). ~~This is necessary because hepatocellular carcinoma, a possible result of Hepatitis B infection. Can take twenty to thirty years to manifest itself. Also, five percent (5%) of those exposed to HIV infected blood do not seroconvert within six (6) months.~~ This time period is consistent with OSHA standards for retention of employee occupational medical records. Exposure records and post-exposure follow-up records will be maintained in the individual's medical file.

The records will be kept confidential. The contents will not be disclosed or reported to any person within or outside the workplace without the employee's express written consent, except as required by law or regulation.

RETRUN TO TABLE OF CONTENTS

B. Training Records

Training records shall be maintained a minimum of three years from the date of training and in accordance with the City's records retention schedule. The training records will include: the dates of the training sessions; contents or a summary of the training sessions; names and qualifications of trainers; and names and job titles of all persons attending.

XI. Bloodborne Pathogen Forms

RETRUN TO TABLE OF CONTENTS

Hepatitis B Vaccine Declination

Date:_____

DECLINATION - RECORD OF HEPATITIS "B" VACCINE DECLINATION

(IF you Decline the Vaccine it is MANDATORY for you to complete this section)

Date:_____

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

Print Name:_____ Department:_____

Employee Signature:_____

Employer Representative:_____

Please check all that apply:

☐ I decline the hepatitis B vaccination at this time

☐ I have previously received a complete series of the HBV vaccinations

☐ Antibody testing has revealed that I am immune

☐ The vaccine is contraindicated for medical reasons

RETRUN TO TABLE OF CONTENTS

First Aid Incident Report for Bloodborne Pathogens

Date of incident:– _____ Time:– _____ a.m.– ☐ p.m.– ☐

Date incident reported:– _____ Time:– _____ a.m.– ☐ p.m.– ☐

Describe the first-aid incident:

Was there blood or other body fluids present? Yes– ☐ No– ☐

Did an exposure incident occur? Yes– ☐ No– ☐

If yes, please describe it.

(Cal/OSHA – "An exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of one's duties.")

Did the first aid providers use PPE? Yes– ☐ No– ☐

Print names of persons who provided first aid:

If there was an exposure incident as defined by Cal/OSHA, were they **immediately** referred for post-exposure evaluation and follow-up?– Yes– ☐ – No– ☐

Was there blood or other body fluids present? Yes– ☐ No– ☐

If unvaccinated, were they offered the hepatitis B vaccination?– Yes– ☐ No– ☐

Supervisor's Signature:– _____ Date:– _____

RETRUN TO TABLE OF CONTENTS

Sharps Injury Log

Supervisors: Complete for each employee exposure incident involving a sharp. This form is to be completed with the employee but not by the employee. Fill in the most appropriate boxes. A sharp includes, but is not limited to, needles, needle devices, scalpels, lancets, X-acto blades, and broken glass.

Employee Name: _____ Date/Time of Exposure Incident: _____

Job Classification/Title: _____ Department: _____

Location Where Exposure Occurred: _____

What procedure was being performed when the incident occurred?

Check all body parts that were involved:

☐ Finger ☐ Hand ☐ Arm ☐ Face/Head ☐ Torso ☐ Leg

☐ Other: _____

How did the exposure incident occur:

☐ During use of sharp ☐ Disassembling ☐ After use and before sharps container

☐ While putting sharp into sharps container ☐ Sharp left, inappropriate place

☐ Other: _____

Identify sharp object involved:

Type: _____ Brand: _____ Model: _____

Was sharp injury protection device attached? Yes ☐ No ☐

Was protective mechanism activated? Yes ☐ No ☐

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RETRUN TO TABLE OF CONTENTS

Did the exposure occur: ☐ Before ☐ During ☐ After activation

If the sharp had no engineered sharps injury protection, do you feel that such a mechanism could have prevented the injury? Yes ☐ No ☐

What other engineering, administrative, or work practice controls could have prevented this injury?

Attach this form to the "Supervisor's Report of Employee Injury Form". Send both originals to Human Resources within 24 hours of the incident.

MODULE 2 - HAZARD COMMUNICATION PROGRAM

I. General Information

This Hazard Communication Program has been established for the City of Kerman. The written program is available on the City's General Shared drive (GenShare) or a hard copy can be reviewed by any interested employee by asking their supervisor to view the binder. This program is based upon the requirements of Title 8, California Code of Regulations, Section §5194 of the General Industry Safety Orders and describes how criteria for labels and warnings, Material Safety Data Sheets (MSDS), and employee information and training will be met.

A. Container Labeling

- The Manager or designee will verify that all containers received will:
  - Be clearly labeled as to the contents
  - Note the appropriate hazard warnings,
  - List the name and address of the manufacturer.

No containers will be released for use until the above data is verified.

- The Manager or designee will ensure that all secondary containers are labeled with either:
  - An extra copy of the original manufacturer's label, or
  - A generic label which includes the identity and hazard warning.

- Exceptions - Labeling standards are not required for the following substances under the Hazardous Communication Program because these substances fall under other regulations:
  - Pesticides - when subject to the labeling requirements issued under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA);
  - Foods, food additives, color additives, drugs or cosmetics that come under the Federal Food, Drug and Cosmetic Act labeling requirements (FD&C);
  - Any distilled spirits that are subject to the labeling requirements of the Federal Alcohol Administration Act (FAA); and
  - Any consumer product or hazardous substance defined by the Consumer Product Safety Act (CPSA) and the Federal Hazardous Substances Act (FHSA) when they are subject to the labeling requirements of those acts.

B. ~~Material~~ Safety Data Sheets (~~M~~SDS)

- The Manager or designee will be responsible for maintaining the ~~MSDS/~~SDS system for the City, and will review incoming ~~MSDS/~~SDS for new and significant health/safety information. He/she will see that any new information is passed on to the affected employees.

- Copies of ~~MSDS/~~SDS for all hazardous chemicals to which employees of the City may be exposed are available at the City Public Works Corporate Yard and at the Waste Water Treatment Plant or by contacting the Public Works Administrative Assistant.

C. Employee Training and Information

- The IIPP Administrator, Manager or their designee is responsible for the employee training program. He/she will ensure that the elements specified below are carried out.

RETRUN TO TABLE OF CONTENTS

- Prior to starting work, each new employee of the City of Kerman will attend a health and safety orientation in their department and will receive information and training on the following:

    - An overview of the requirements contained in the Hazardous Communication Program;
    - Chemicals present in their workplace operations;
    - Location and availability of the written hazardous communication program;
    - Physical and health effects of the hazardous chemicals;
    - Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
    - How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
    - Steps the City has taken to lessen or prevent exposure to these chemicals;
    - Emergency procedures to follow if they are exposed to these chemicals;
    - Location of first aid stations or first aid kit;
    - How to read labels and review ~~M~~SDS to obtain appropriate hazardous information; and
    - Where the ~~M~~SDS are located along with the hazardous chemical list.

II. Hazardous Non-Routine Tasks – Confined Spaces Entry

On occasions, employees are required to perform tasks in confined spaces. The requirements of Title 8 California code of Regulations §5157, Permit Required Confined Spaces, and §5158, Other Confined Space Operations, will be complied with. Prior to starting work in such a space, each supervisor will:

- Conduct pre-entry atmospheric testing using the oxygen analyzer. This must be done within 15 minutes of potential entry. Insure that oxygen level is in a safe range prior to entry.
- Insure all associated electrical equipment is locked out. Any electrical equipment used for working inside the confined space must be properly grounded.
- Insure any steam or liquid entry lines into the confined space are disconnected or the valves of such lines closed and pad locked with Lockout/Tagout System.
- Insure personnel entering confined space is properly trained in all duties to be performed in the confined space.
- Insure entrant is wearing appropriate personal protective equipment including eye/face protection, gloves, safety boots, hearing protection, head protection and self-contained breathing apparatus (SCBA) if necessary.
- Confined space attendant should be properly trained in communicating with the entrant and emergency procedure if problems arise.
- Entrant and Entrant Supervisor are both responsible to notify the department supervisor when the confined space project is completed so it can be properly closed out.

III. Informing Contractors

It is the responsibility of the Manager or designee to provide contractors and vendors with the following information:

- A list of hazardous chemicals to which they may be exposed while on City premises; and
- Availability of ~~MSDS/~~SDS for all hazardous chemicals on file, and where a copy may be obtained

The Manager or designee will also obtain from the contractor a list of hazardous chemicals, with appropriate ~~MSDS/~~SDS, that they will bring into City facilities.

RETRUN TO TABLE OF CONTENTS

IV. Emergency Spill Procedures

All employees who encounter a hazardous material spill will immediately evaluate if the spill requires an emergency signal for immediate evacuation. If the spill is determined to be a major health and safety hazardous, employees should follow procedures outlined in the City of Kerman Emergency Action Plan. Those procedures involve:

- Sounding the emergency signal. Pulling the nearest fire alarm.
- Contacting the emergency authorities.
  - 911- Police, Ambulance, etc.
  - Dial, as soon as safely possible, O.E.S. (Office of Emergency Services 1-800-~~742-1011~~424-8802)
- Evacuate the premises.

If the hazardous spill does not warrant an emergency signal, then a supervisor will be notified immediately so that assignment of cleanup activities can be determined. If it is necessary to use the emergency spill kit for cleanup, then it is required by law to contact O.E.S. (Office of Emergency Services) at 1-800-~~742-1011~~424-8802.

EMERGENCY SPILL KIT

The City of Kerman has strategically placed an emergency cleanup kit (Envirosorb) in our chemical storage area in the main shop at the warehouse – 15275 W. California, (big yellow bucket in the main shop). Most chemical spills can be contained by the contents of this kit. The kit contains:

First Response Equipment Kit

- 1 - Apron
- 1 - Pair Gloves
- 1 - Face Shield
- 1 - Respirator
- 1 - Accutint Litmus Indicator
- 1 - Top Gun Hand Cleaner

First Response Spill Kit

- 1 – First Response Equip Kit
- 2 – 15 lb. Bags Counteract
- 4 – 15 lb. Bags Spill Sorb
- 2 – 12 ft. Absorbent Booms

The cleanup kit shall be used as follows:

1) Put on safety equipment
2) Spread Counteract on spill area.
3) Spread SPILL-SORB over entire spill area. Give material sufficient time to absorb.
4) Sweep or shovel up absorbed material.
5) Store in disposable bags until material can be disposed of according to federal, state, and local regulations.

RETRUN TO TABLE OF CONTENTS

MODULE 3 - EMERGENCY ACTION PLAN

I. Scope and Application

This Emergency Action Plan is in compliance with the California Code of Regulations, Title 8, §3220 and covers actions that must be taken to ensure employee safety from fire and other emergencies.

Emergencies, disasters, accidents, and injuries may occur at any time, usually without warning. The purpose of this plan is to ensure accountability for all employees by providing employees with procedures for handling possible emergencies and disasters. All managers, supervisors, and employees must review the plan and familiarize themselves with the procedures contained in this plan.

The Emergency Action Plan Information Sheet is to be completed by the Supervisor of each department area/location. This information is site-specific to each working environment and will be used as a tool in the event of an emergency.

This plan defines the information and actions needed by each individual department to ensure appropriate response and procedures in the event of an emergency. See Emergency Action Plan Information Sheet.

RETRUN TO TABLE OF CONTENTS

II. Emergency Action Plan Information Sheet

(To be completed by each Department Head)

BUILDING LOCATION/FLOOR: _____

DESIGNATED RESPONSIBLE COORDINATOR/SUPERVISOR FOR _____ DEPARTMENT

Name: _____ Phone: _____

ALTERNATE RESPONSIBLE SUPERVISOR:

Name: _____ Phone: _____

CITY EMERGENCY EVACUATION COORDINATOR: _____

PREDETERMINED EMERGENCY MEETING LOCATION: _____

ALTERNATIVE MEETING LOCATION (if initial predetermined location is inaccessible): _____

_____

LIST OF INDIVIDUALS ASSIGNED TO ASSIST PHYSICALLY IMPAIRED INDIVIDUALS (if applicable)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

RETRUN TO TABLE OF CONTENTS

III. Definitions

Accountability:— A system to account for all employees within a small geographical area (workplace) during an emergency.

Meeting Location:– A predetermined, distinct part or section, as of a building or outdoor area, set aside for a purpose or specific function; a safe location for employees to meet during an emergency.

Alternate Meeting Location:– A secondary predetermined location for meeting during an emergency. This location is a necessity in the event the initial meeting location is inaccessible.

Evacuation:– An immediate exit, by all employees and visitors in the facility, due to a threat to life and safety during an emergency.

Evacuation Route:– A predetermined route designed to evacuate employees and visitors to a safe meeting location.

Evacuation Route Map:– A floor plan (diagram) posted in buildings/work areas identifying primary and secondary evacuation routes, building exits, fire extinguisher locations, and predetermined meeting locations.

Lockdown:– An emergency protocol, closing/locking a facility/building, keeping employees/visitors within the locked facility/building away from the threat of a dangerous external event.

IV. Elements

A. Emergency Evacuation Procedures & Route Assignments

Evacuation of the building is required when the building's alarm system sounds or when employees are instructed to do so. Emergency evacuation procedures and route assignments are posted in each work area and all employees have been trained in the correct procedures to follow. New employees are trained when assigned to a work area. Evacuation route maps include: exit locations and evacuation routes; fire extinguisher locations; and predetermined meeting locations.

Building evacuation should proceed as follows:

- Determine in advance the nearest exit in your location;
- Calmly and quickly exit per the evacuation route OR proceed to the nearest safe exit;
- Instruct visitors who are present to exit with you;
- Assist anyone having difficulty exiting the building (be mindful of persons who have impairments and may need assistance in evacuating the building or reaching the meeting location);
- In case of fire, do not use the elevator (if applicable);
- After exiting the building, follow the evacuation route to the predetermined meeting location;
- Once at the meeting location, report to your supervisor or designee;
- Remain at the meeting location until the designated responsible coordinator has given the "all clear" notification to re-enter the building.

B. Procedures for Employees Who Remain to Operate Critical Operations Before Evacuation

During some emergency situations, it may be necessary for specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control. The selected individuals will receive special

RETRUN TO TABLE OF CONTENTS

instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments.

C. Evacuation of Persons with Disabilities

In cases of emergencies, individuals with mobility or sensory impairments (hearing or vision) may need assistance or guidance with evacuating a building. If there is a fire or situation that could affect electricity/power, do not use elevators.

- To Assist Visually-Impaired Persons
  - Explain the nature of the emergency. Alarms or confusion may disorient a person, even when normally familiar with an area. Tell the person what needs to be done in order to evacuate.
  - Guide the person with you. Allow the person to take your arm below the elbow and instruct them to follow you. Remember to move slowly and communicate clearly with the individual.
  - Advise the individual of any hazardous or obstacles in the path.
  - When you have reached safety, advise the individual of their location and stay with them if necessary.
  - ~~Before leaving, make sure the individual does not need any further help.~~

- To Assist Hearing-Impaired Persons
  - To get an individual's attention, you can flash room lights, wave your arms, or tap on the individual's shoulder.
  - Gesture about what is happening and what to do (i.e. follow me, get down).
  - Write the nature of the emergency or evacuation route on a board or paper.

- To Assist Mobility-Impaired Persons
  - Ask the individual if they have medical/health needs or requirements.
  - Individuals using wheelchairs can be pushed or accompanied to safety. Do not use elevators. If needed, seek help to safely assist the person.
  - If located in a building where stairs are to be used as the emergency exit for mobility-impaired persons, take that person to a safe area (Le. stairwell landings, offices, or balconies) and explain to them that you will get help to evacuate them from the building. Do not put yourself in extra danger.
  - Individuals using canes, crutches, or walkers should evacuate themselves, except in the event that rapid evacuation is deemed essential.
  - If in need of assistance, call "911". Do not attempt to transfer a person from a wheelchair unless absolutely necessary.

D. Employee Accountability Procedures after Evacuations

- Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined meeting location and conducting a head count.
- During an evacuation, each supervisor will conduct a sweep of all cubicles, rooms, and restrooms in their area to ensure all employees and visitors have evacuated the building.
- All supervisors and employees must report to their designated location immediately following an evacuation.
- Each assigned employee must be accounted for by name and is responsible for reporting to his or her designated Emergency Evacuation Coordinator to ensure an accurate head count.
- The Emergency Evacuation Coordinator will determine the method to be utilized to locate any missing personnel in each situation.

RETRUN TO TABLE OF CONTENTS

E. Rescue and Medical Duties

Rescue and medical duties will be performed by the emergency responders.

V. Alarm System

During an emergency evacuation, employees will be notified of the emergency condition by an audible alarm or verbal notification. Emergency responders will be notified when the fire alarm system is activated or by a call placed to "911".

VI. Evacuation for Emergencies

A. Fire Emergency

(Do not attempt any action that places you or another person at risk or injury)

- When fire is discovered:
  - Activate the nearest fire alarm; and
  - Call "911 ".
- Provide the following information:
  - Brief description of the type and location of the fire;
  - Building address; and
  - Your name and phone number from which you are calling.
- Upon being notified about the fire emergency, all employees/visitors must:
  - Leave the building using the identified evacuation routes;
  - Assemble in the predetermined meeting location; and
  - Remain at the meeting location until the designated responsible coordinator has given the "all clear" notification to re-enter the building.
- Designated Coordinator/Supervisor must:
  - Coordinate an orderly evacuation of personnel;
  - Ensure that all employees and visitors have evacuated the areas/floors;
  - Perform an accurate head count of personnel reported to the meeting location;
  - ~~Determine a rescue method to locate missing personnel; and~~
  - Provide emergency personnel with any necessary information about the facility.
- Assistants to Physically Impaired should:
  - Assist all physically impaired individuals in emergency evacuation.

B. Earthquake

In order to minimize panic, confusion and possible injuries, it is important to know how to respond properly during an earthquake.

- During an earthquake, immediately move away from windows, tall file cabinets, bookshelves, and light fixtures. Find shelter under a sturdy desk or table, if possible. Kneel down in a hunched position. Place hands over your head for added protection. Remain there until shaking stops. Be aware of possible power outages that may affect lighting.
- Do not evacuate unless told to do so or if danger of building collapse is imminent. If instructed to leave the building, follow the evacuation route or use the nearest safe exit.
  - Be aware of the exit nearest to your workstation and the route to that exit. Establish an alternate route should your first choice be blocked or unsafe to use.

RETRUN TO TABLE OF CONTENTS

- Move away from the building as quickly as possible to an open area away from all buildings. Stay away from power lines, windows, brick walls or any object that could topple.
- Due to possible gas leaks, do not light matches or use cigarette lighters.

- Once evacuated, do not re-enter the building until the designated responsible coordinator has given the "all clear" notification to reenter.
- After the initial earthquake:
  - Be prepared for aftershocks;
  - Report damage, fires, electrical shorts, gas and water leaks to the supervisor in charge;
  - Check for injured individuals and provide assistance - but do not attempt to move a seriously injured person unless they are in immediate danger; and
  - If instructed to re-enter a building, open doors carefully and watch for hazardous.

C. Lockdown

- If a situation arises, due to a hostile threat from an intruder or intruders, please conduct the following:
  - Call "911 ".
  - Quickly check for employees/visitors unaware of the threat and bring them inside.
  - Lock doors and close any blinds.
  - Place employees/visitors in an area that is "out of view" of the possible intruder.
  - Turn off lights and computers.
  - Keep everyone quiet.
  - Wait for police to confirm an "all clear".

D. Other Emergencies

For all other emergencies (medical, etc.), report immediately by dialing "911".

VII. Training

Managers and supervisors are responsible for ensuring that documented training is provided to their employees regarding the provisions of this plan. Also, managers and supervisors must ensure that their facility's evacuation route maps are current and posted in conspicuous places, and that all employees are aware of the locations of fire extinguishers and fire pull boxes within their sections.

Evacuation drills will be held ~~at least once per year~~. All employees will participate in drills. Employees will evacuate the building during the drill and will not re-enter the building until notified to do so.

RETRUN TO TABLE OF CONTENTS

MODULE 4 - HEAT ILLNESS PREVENTION PLAN (Effective 05/01/15)

I. Purpose

This program is in place to protect all employees from heat hazardous posed by working in the outdoor environment, as required by the heat illness prevention regulation (Title 8 CCR 3395), and to serve as a supplement to the City of Kerman's Injury and Illness Prevention Program (IIPP). This information is intended to be used as part of and in conjunction with the IIPP. The Heat Illness Prevention Plan ensures that City employees are knowledgeable in the prevention and recognition of heat illness to ensure their safety and the safety of others. All supervisors and employees must review the plan and familiarize themselves with the Heat Illness Prevention principles and procedures contained in this plan.

The City of Kerman is committed to preventing heat-related illnesses (see Definitions and Descriptions of Heat Illness) that can occur to employees working outdoors by implementing the following key steps:

- Identifying outdoor work environments and conditions
- Monitoring weather conditions
- Monitoring employee acclimatization for working outdoors in heat
- Providing clean drinking water
- Providing adequate shade
- Addressing high-heat procedures
- Handling an ill employee and initiating emergency procedures
- Providing supervisor and employee training; see "Heat Illness Employee Training Handout".

The following positions have been identified as working in outdoor environments that could potentially expose employees to illnesses associated with high heat.

Police Department

- Patrol Sergeants
- Police~~atrol~~ Officers
- Animal Control Officer
- Animal Shelter Attendant
- Community Service Officer

Public Works Department

- Fleet Services Supervisor
- ~~Automotive~~ Fleet Mechanic (I, II)
- ~~Maintenance Supervisor~~PW Operations Coordinator
- PW Lead Supervisor
- Maintenance Worker (I, II, & III)
- WWTP Water Distribution/Waste Water Manager
- ~~Maintenance Tech~~WWTP Lead Supervisor
-
- WWTP Maintenance ~~Specialist~~Worker (I, II, & III)
- ~~Water Conservation Specialist~~Administrative Analyst
- WWTP Operators (Grade I, II~~–~~ & ~~III~~)

Parks & Recreation Department

- Building & Facilities Supervisor

- Recreation Supervisor
- ~~Community Center Coordinator~~
- Recreation Coordinator
- Senior Services Coordinator

~~General~~ Parks Maintenance Worker (I, II)

-

- ~~Public Transit Operator~~

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RETRUN TO TABLE OF CONTENTS

Planning Department

- Building Official
- ~~Building Inspector~~Code Enforcement Official

II. Monitoring the Weather

A. Weather forecast

When environmental risk factors create the possibility for heat illness, the supervisor will monitor the two-week forecast for the work area. The supervisor will review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index to evaluate the risk level for heat illness. It is important to keep in mind that the temperature at which these warnings occur must be lowered as much as 15 degrees if the workers under consideration are in direct sunlight.

Weather information will be obtained by accessing the National Weather Service at www.weather.gov, calling the local National Weather Service office, or watching the Weather Channel TV network. Work schedules will be planned in advance, based on the forecast. Modifications will be made accordingly, especially if a heat wave is expected. This monitoring will take place all summer long.

B. Weather Monitoring Prior To Workday During Times Of Risk

Prior to each workday, the supervisor will be responsible for monitoring the weather using www.weather.gov, or with the aid of a simple thermometer at the worksite. This weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).

If schedule modifications are not possible and workers have to work during a heat wave, the supervisor will provide a tailgate meeting to reinforce heat illness prevention with emergency response procedures and review the weather forecast with the workers. In addition, the supervisor will provide workers with an increased number of water and rest breaks. The supervisor will ensure workers stop and take these breaks and closely observe all workers for signs of heat illness.

The supervisor will be responsible for using a thermometer at the jobsite and periodically checking the temperature to monitor for sudden increases. Once the temperature exceeds 80° Fahrenheit (F), the shade structures are opened and accessible to the workers. Once the temperature equals or exceeds 95' F, additional preventive measures such as the high-heat procedures are implemented.

III. Monitoring Employee Acclimatization For Working Outdoors In Heat

The supervisor will watch for sudden heat waves early in the season or increases in temperatures to which employees are unaccustomed for several weeks or longer. When necessary, the workday will be cut short or rescheduled for another day. In addition, during the summer months, the work shift may start earlier in the day or later in the evening to reduce exposure. During any heat wave, we will observe all employees closely (or maintain frequent communication via phone or radio) and watch for possible signs of heat illness.

For new employees, the supervisor will try to find ways to lessen the intensity of work during a two-week break-in period. Steps taken to lessen the intensity of the workload for new employees will be documented. The supervisor will:

- Stay alert to the presence of heat-related symptoms

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RETRUN TO TABLE OF CONTENTS

- Assign new employees a buddy or experienced coworker to watch for discomfort or signs of heat illness

IV. Providing Clean Drinking Water

The supervisor will provide access to potable drinking water at the beginning of each work shift so each employee can remain hydrated throughout the workday. The supervisor will remind employees to drink sufficient amounts of water, at least one quart (4 cups) per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the course of their duties. Water must be "fresh, pure, and suitably cool" and provided to employees free of charge. The water shall be located as close as practicable to areas where employees are working. Single use, disposable cups will be provided. No one should drink from the water container.

When employees do not have access to plumbed or otherwise continuously supplied water, and we cannot readily replenish the water during the shift, the supervisor will provide enough water at the start of the shift so each employee has access to one quart of water or more per hour.

V. Providing Adequate Shade

When the outdoor temperature in the work area exceeds 80° F, we will provide and maintain one or more areas with shade at all times while employees are present. These areas will either be open to the air or provided with ventilation or cooling. We will also provide shade when an employee specifically requests it, even when the temperature does not exceed 80° F. Employees will be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to protect themselves from overheating. Such access to shade shall be permitted at all times. An individual employee who takes a preventative cool-down rest (A) shall be monitored and asked if he or she is experiencing symptoms of heat illness; (B) shall be encouraged to remain in the shade; and (C) shall not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

Depending on the worksite, shade may be provided by trees or buildings. When natural shade is not available, we will provide other acceptable means of shade such as umbrellas, tents, canopies, etc., to block the sunlight. In these instances, we will provide chairs, benches, sheets, towels, or any other items to allow employees to sit and rest without contacting the bare ground. We will also relocate the shade structure as the work environment or location changes.

The amount of shade present will be at least enough to accommodate the number of employees on recovery or rest periods, so they can sit in a normal posture, fully in the shade without having to be in physical contact with each other. The shade shall be located as close as practicable to the areas where employees are working. The amount of shade present during meal periods shall be at least enough to accommodate the number of employees on the meal period who remain onsite.

In instances where natural shade is not available, supervisors will:

- Bring sufficient shade structures to the site
- Ensure sufficient shade structures are opened and placed as close as practical to the workers
- Point out the daily location of the shade structures to the workers, as well as allow and encourage employees to take a five-minute cool-down rest in the shade when they feel the need to do so to protect themselves from overheating
- Ensure the shade structures are relocated to follow along with the crew and double-check they are as close as practical to the employees so access to shade is provided at all times

If it is infeasible or unsafe to have shade structures, or to have shade present on a continuous basis, we will provide alternative procedures with equivalent protection.

RETRUN TO TABLE OF CONTENTS

In instances where natural shade such as a tree is available, supervisors will evaluate the thickness and shape of the shaded area in orchards or other areas of vegetation (given the changing angles of the sun during the entire shift), before assuming that sufficient shadow is being cast to protect employees.

In situations where it is not safe to provide shade (example winds of more than 40 mph), we will document how the determination was made and identify what steps will be taken if someone requests shade, or we will identify other cooling measures with equivalent protection. Cooling measures other than shade may be used if they are as effective as shade in allowing employees to cool.

VI. Addressing High-Heat Procedures

When the outdoor temperature equals or exceeds 95° F, supervisors will:

- Conduct a pre-shift meeting to review high heat procedures
- Be available so employees at the work site can contact them when necessary; if a cell phone or two-way radio is used, reception must be validated
- Be extra vigilant with observing employees for alertness and signs of heat illness
- Remind employees to drink plenty of water and take cool-down breaks throughout the work shift
- Designate one or more employees on each worksite as authorized to call for emergency medical services, and allow other employees to call for emergency services when no designated employee is available.
- Closely monitor and observe all employees during a heat wave. Any new employee who has been assigned to a high heat area shall be closely observed for the first 14 days of employment, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for four or more hours per day.

VII. Handling An Ill Employee And Emergency Procedures

When an employee exhibits possible signs or reports symptoms of heat illness (refer to Types of Heat Illnesses) while taking a preventative cool-down rest or during a preventative cool-down rest period, a supervisor will:

Field Code Changed

- Immediately call 911
- Move the employee to a cooler/shaded area
- Remove excess layers of clothing
- Fan and mist the worker with water
- Apply ice (ice bags or ice towels)
- Provide cool drinking water, if able to drink

A supervisor will remain with the sick employee until emergency help arrives. If the area is remote, the supervisor will have a map along with clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) of the site to clearly communicate the location to emergency medical services, the supervisor will designate someone to physically go to the nearest road or highway where emergency responders can see them. If necessary, the supervisor can transport employees to a place where they can be reached by an emergency medical provider.

Prior to assigning a crew to a particular worksite, the supervisor will:

- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary

RETRUN TO TABLE OF CONTENTS

- Ensure responsibility for calling emergency medical service is assigned to ~~an English-speaking worker~~ the best capable person at the site
- Verify all ~~foremen~~ leads and supervisors carry cell phones or other means of communication to ensure emergency medical services can be called
- Ensure all communication devices are functional at the worksite prior to each shift

VIII. Providing Supervisor and Employee Training

A. Employees

All employees are required to attend a health and safety training session prior to beginning work that should be reasonably anticipated to result in exposure to the risk of heat illness. See Training Handout. The following information will be provided:

Field Code Changed

- The environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment.
- Our procedures for complying with the requirements of the heat illness prevention regulation
- The importance of frequent consumption of small quantities of water
- The importance of acclimatization
- The different types of heat illness and the common signs and symptoms of heat illness
- The importance of employees immediately reporting symptoms or signs of heat illness for themselves and co-workers
- Our specific procedures for responding to possible heat illness, including how emergency medical services will be provided should they become necessary
- Our specific procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
- Our procedures for designating a person to be available to ensure emergency procedures are invoked when appropriate
- Our specific procedures for ensuring clear and precise directions to the work site will be provided as needed to emergency responders

B. Supervisors

In addition to obtaining the training required for employees listed above, supervisors will be trained before performing work that could be reasonably anticipated to result in exposure to heat illness. Training will include:

- All information provided during employee training
- Procedures for preventing heat illness, including monitoring weather reports and how to respond to hot weather advisories
- Information about how to identify heat illness
- Steps to take for emergency response to heat illness

RETRUN TO TABLE OF CONTENTS

IX. Definitions

Acclimatization: Temporary adaptation of the body to work in the heat that occurs gradually as a person is exposed to the heat. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Heat Illness: A serious medical condition resulting from the body's inability to cope with a particular heat load, and that includes heat cramps, heat exhaustion, heat syncope and heat stroke.

Heat Wave: Any day in which the predicted high temperature is at least 80° Fahrenheit and at least 10° Fahrenheit higher than the average high daily temperature in the preceding five days.

Environmental Risk Factors for Heat Illness: Working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources. Conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

Personal Risk Factors for Heat Illness: Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

Preventative Recovery Period: A period of time to recover from the heat in order to prevent heat illness.

Shade: Blockage of direct sunlight. Canopies, umbrellas and other temporary structures or devices may be used to provide shade as long as it does not expose employees to unsafe or unhealthy conditions and does not deter or discourage access or use. One indicator that a blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning.

RETRUN TO TABLE OF CONTENTS

City of Kerman Heat Illness Employee - Training Handout

DATE: _____ DEPARTMENT: _____

We have developed a training program to increase employee awareness of the occurrence of exposures to heat illnesses when working outdoors and to motivate employees to protect themselves.

Overview of Heat Illness Prevention Regulation

The heat illness prevention regulation is intended to ensure both employers and employees understand the dangers associated with working in heat in outdoor workplaces. The following information is a review of the specific requirements of a heat illness prevention program, including water, shade, high-heat procedures, and training.

Written Heat Illness Prevention Program

We have a written program that outlines how we provide information on and control exposures that can result in heat illness while performing outdoor work in the heat. This program is available to you during our training or during your work shift from the supervisor at your location.

Water

We will provide enough fresh drinking water so you have access to at least one quart of water per hour and actively encourage you to drink it. Refrain from alcoholic beverages or beverages that contain caffeine, such as soft drinks, coffee, and tea.

Shade

Our goal is to provide shade so everyone who needs it has access to it to cool off when the weather is hot. If infeasible or unsafe to provide shade, we will provide other means to help keep you cool.

High-Heat Procedures

When the outside temperature reaches or exceed 95° F, additional precautions, to the extent they are feasible, will be taken to ensure your safety and health. This includes good communication, close supervision if you have not recently worked outdoors in the heat for four or more hours per day, observing you, and reminding you to drink plenty of water.

Training

All employees and supervisors who have potential heat exposures receive the same training so everyone understands our policy and procedures for keeping everyone safe when working outdoors. Training addresses how to acclimate to the heat, how much water to drink, the signs and symptoms of heat illness, the importance or reporting symptoms to your supervisor, and how to get help in an emergency.

You can read the California heat illness prevention regulation for additional information on any specific program element at http://www.dir.ca.gov/dosh/heatillnessinfo.html

RETRUN TO TABLE OF CONTENTS

Types of Heat Illness

Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load and includes heat cramps, heat exhaustion, heat syncope, and heat stroke.

Heat Stroke

The most life-threatening heat-related illness; heat stroke happens when the body can no longer control its temperature. The body's temperature rises fast. The body cannot sweat and is unable to cool itself. Warning signs include red, hot, dry skin; very high body temperature; dizziness; nausea; confusion; strange behavior or unconsciousness; rapid pulse or throbbing headache. Heat stroke can cause death or disability if treatment is not given.

Heat Exhaustion

Heat exhaustion is a milder illness that happens when the body has lost too much water and salt in sweat. Warning signs include heavy sweating, cramps, headache, nausea or vomiting, paleness, tiredness, weakness, dizziness, and fainting. If heat exhaustion is not treated, it can turn into heat stroke. Get medical assistance if the symptoms are severe or if the victim has heart problems or high blood pressure.

Heat Syncope

Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization. Symptoms of heat syncope include light-headedness, dizziness, and fainting.

Heat Cramps

Heat cramps are muscle pains and spasms due to heavy activity. They usually involve the stomach muscles or the legs. It is generally thought that the loss of water and salt from heavy sweating causes the cramps. If you have heart problems or are on a low sodium diet, get medical attention for heat cramps.

Heat Rash

Heat rash is a skin irritation caused by excessive sweating during hot, humid weather. Symptoms include red cluster of pimples or small blisters. Heat rash is more likely to occur on the neck and upper chest, in the groin, under the breasts, and in elbow creases.

Sunburn

Sunburn is when skin becomes red, painful, and unusually warm after being in the sun. Sunburn should be avoided because it damages the skin and could lead to more serious illness.

RETRUN TO TABLE OF CONTENTS

MODULE 5 - FIRE PREVENTION PLAN

I. Scope and Application

This Fire Prevention Plan is in compliance with the California Code of Regulations, Title 8, §3221 and is intended to prevent and minimize the possibility of a fire.

The plan applies to all City employees and all City facilities, whether owned, rented, or otherwise occupied. Plan copies are site-specific. All managers and supervisors are responsible for executing and enforcing the plan.

II. Elements

A. Potential Fire Hazardous

The following is a list of potential workplace fire hazardous:

- Overloaded electrical circuits;
- Incorrectly wired electrical circuits;
- Use of electrical extension cords as permanent wiring;
- Inadequate protection of electrical cords from damage;
- Accumulation of trash and waste;
- Storage of combustible materials close to water heaters, furnaces, space heaters, hot lamps, hot plates, hot irons, or outside close to buildings;
- Improper storage of flammable liquids to include storing such liquids in unapproved containers, unapproved storage cabinets and in areas where ignition sources reside, such as in rooms with natural gas operated water heaters;
- Lack of preventive maintenance and lubrication of machinery and/or equipment;
- Inadequately maintained heating, ventilation, and air conditioning systems;
- Smoking in unauthorized facilities and/or near flammable liquid storage or dispensing systems;
- Static electricity build-up during dispensing of flammable liquids;
- Use of space heaters without tip-over shut off protection;
- Lack of explosion-proof electrical apparatus in areas where there can be a buildup of flammable vapors.

B. Personnel Responsible for Maintenance of Fire and Emergency Equipment

City facilities ~~comply~~ work to ensure compliance with International Fire Code (IFC) requirements for emergency equipment. Fire protection systems within City facilities are inspected and tested by authorized service contractors on a schedule established by the Public Services Director or designee. If any system or part of a system is not working properly, action is taken ~~immediately~~promptly.

C. Personnel Responsible for Control of Flammable/Combustible Materials

Supervisors at each City location are responsible for insuring the proper storing of flammable or combustible materials.

III. Housekeeping

The City controls storage of flammable and combustible materials and residues so that they do not contribute to fire ignition. Housekeeping procedures include such activities as:

- Daily disposal of trash from waste containers;

RETRUN TO TABLE OF CONTENTS

- Immediately cleaning up and proper environmental disposal of all spills of flammable liquids;
- Maintenance of electrical equipment to include:
  - Keeping electrical circuits from becoming overloaded;
  - Adding additional electrical outlets and power if needed;
  - Avoiding the use of electrical extension cords except for temporary usage (24 hours maximum);
  - Identifying problems with electrical wiring and outlets and making the necessary repairs;
  - Ensuring that flammable vapors are kept away from electrical ignition points; and
  - Not placing anything on top of electrical cords.
- All use and storage locations (including tanks) of flammable liquids are properly posted, warning people in the area of the fire and explosion dangers;
- Keeping the quantity of flammable liquids to a minimum to reduce the risk and magnitude of fire;
- Storing flammable liquids in UL-approved safety cans and/or UL-approved flammable liquid cabinets, and in areas where there are no ignition sources;
- Keeping all containers of flammable liquids closed when not in use to prevent potential release of flammable vapors that could ignite;
- Storing oily rags in UL-approved safety cans and in areas where there are no ignition sources;
- Daily emptying of oily-rag containers;
- Not storing any combustible materials within 36" of water heaters, furnaces, space heaters, hot lamps, hot plates, and hot irons;
- Only using space heaters that have automatic "tip-over" devices that shut off the units in the event they should topple over; and
- Enforcement of "no smoking" rules in areas where flammable liquids are stored or where flammable liquids are dispensed.

IV. Training

Managers and supervisors are responsible for ensuring that documented training is provided to their employees regarding the provisions of this plan and that housekeeping procedures are implemented. Also, managers and supervisors must ensure that their facility is free from improper accumulation of flammable and combustible waste materials and residues so they do not contribute to a fire.

V. Maintenance

The City regularly and properly maintains equipment and systems installed in the workplace to prevent accidental ignition of combustible materials. These maintenance procedures are coordinated by the Public Works Director or designee and include, but are not limited to, the following:

- A regular schedule of on-going preventive maintenance of machinery and/or equipment (including HVAC systems) to ensure inspection, maintenance and proper lubrication;
- Maintenance of sufficient electrical power to handle each facility and function's electrical needs - including areas where space heaters are used; and
- Checking electrical outlets and circuits to ensure they are correctly wired.

RETRUN TO TABLE OF CONTENTS

MODULE 6 - CITY HALL ~~"HOLD-UP"~~ROBBERY PROCEDURE

The City of Kerman has implemented processes and procedures to handle a "hold-up" situation in the City Hall. There is a hold-up button located at the front desk of The City Hall. The main objective of front office staff is to survive the situation without incident. "Hold-up" policies and procedures will be reviewed by Safety Committee periodically.

In the event of a ~~"hold-up" in~~robbery at ~~the~~ City Hall; do the following:

- City Hall staff is to be fully cooperative with any assailant ~~(no hero's)~~. Give them what they want and allow them to leave the office as unhindered as possible.
- The only appropriate action is to press the "hold-up" button and it should only be done if able to do so without putting yourself in danger.
- Operators at the monitoring station will respond to the "hold-up" alarm report as described by the alarm monitoring system. This would include dispatch of the police, indicating a hold-up situation.
- After the assailant has left, front office staff should either verify that the monitoring station operator has dispatched police or they should dial 911 themselves. They should also notify management. Under no circumstances should anyone follow the suspect.

RETRUN TO TABLE OF CONTENTS

MODULE 7 - ERGONOMIC PROGRAM

I. Purpose

The purpose of the City's Ergonomic Program is to inform employees that the City is committed to improving our employee's comfort and well-being by identifying and correcting ergonomic risk factors on the job. City's goal is to reduce or eliminate hazardous that contribute to the development of musculoskeletal disorders (MSD).

II. Policy

It is the policy of the City of Kerman to maintain an ergonomic program that achieves the following goals:

- Prevent or minimize the occurrence of work-related musculoskeletal disorders such as tendonitis, low back pain, and carpal tunnel syndrome, by controlling employee exposure to the ergonomic risk factors that can cause or aggravate them;
- Ensure that affected employees are informed about work-related musculoskeletal disorders and associated ergonomic risk factors (e.g., repetitive motion, sustained postures, exertions);
- Reduce the severity of work-related musculoskeletal disorders through early medical management
- Encourage employee involvement in controlling exposure to ergonomic risk factors

III. Ergonomic Program Coordinator

The IIPP Administrator will be the Ergonomic Program Coordinator and will lead efforts to identify and resolve ergonomic related problems.

IV. Identifying Workstation Risk Factors

Risk factors are job attributes or exposures that increase the probability of developing MSDS. The Office Evaluation Form can help identify possible risk factors. These risk factors are not necessarily causation factors for MSDS, nor, does the presence of a risk factor mean that an employee performing a job is at excessive risk of injury. Rather, a combination of risk factors, coupled with individual pre-dispositions may contribute to the risk of MSD occurrence. The following are risk factors for developing MSDS:

- Repetition Rate - The current literature suggests a strong link between ~~repetitious~~ repetitive motion and the development of these disorders. This risk factor appears to be even more significant when sufficient recovery periods are not applied.
- Duration - When duration of a task is increased, the risk for MSDS is also increased.
- Force - Forceful exertions place loads on joint structures and tissues of the musculoskeletal system.
- Contact Stress - Contact stresses are produced when parts of the body come in contact with hard, sharp objects, resulting in forces transmitted through the skin to tendons and nerves. An example includes resting your wrists on a hard surface while using a keyboard.
- Posture - Stress to the body occurs when a body position places undue load on the musculoskeletal system or the nerves and blood vessels.
- Environment - Environmental factors such as vibration, lighting, and cold temperatures can increase the risk of developing MSDS.
- Other Stressors:
  - Time pressures, deadlines, and work overload
  - Absence of employee involvement in decision making
  - Unaccustomed work, especially during training periods or after returning from a long-term leave
- Non-Occupational Risks - Many employees have hobbies or other past times not related to work which might present any of the above-mentioned risk factors. If the muscle-tendon groups used during these activities are

RETRUN TO TABLE OF CONTENTS

the same as those used during work activities, then the individual may not be allowing for adequate recovery periods in between exposures.

V. Hazardous Prevention and Control

Engineering controls are preferred over all other control methods because they involve designing the workstation to fit the individual and not the reverse. Examples of engineering controls most commonly used include the following:

- Work Station Design - Workstations should be easily adjustable and designed for each specific task so that they are comfortable for the employee and are appropriate for the job being performed. Specific attention shall be paid to static loading of muscles, work activity height, reach requirements, force requirements, sharp or hard edges, proper seating, support for the limbs, equipment orientation, and layout of the workstation.
- Design of Work Methods - Work methods should be designed to reduce exposure to static, extreme and awkward postures, repetitive motions, excessive forces, inefficient grasps, and vibrations.

Administrative controls reduce the duration, frequency, and severity of exposures to ergonomic hazardous. An example would be to take rest pauses or breaks to relieve fatigued muscle-tendon groups. Administrative controls can be used in combination with other controls, but should not be used as the only control method for an ergonomic hazardous. The following sheet with Helpful Stretches can also alleviate some symptoms.

VI. Medical Management

The major components of a medical management program for the prevention and treatment of MSDS is employee training and education, early reporting of symptoms, appropriate medical care, and accurate recordkeeping. Early Reporting & Symptoms - All employees should report signs and symptoms on the Symptoms Survey Sheet of MSDS as soon as they occur. Pain, numbness and tingling in wrists, arms, elbows, neck, shoulders and back are early symptoms of MSDS.

VII. Training

Ergonomic training is available for all employees. This training will consist of the following:

- Overview of the Ergonomic Management Program
- Recognition of ergonomic hazardous
- Hazardous prevention and control
- Recognition of symptoms and reporting requirements

Definitions

Administrative controls are changes in the way that work in a job is assigned or scheduled that reduce the magnitude, frequency or duration of exposure to ergonomic risk factors. Examples of administrative controls for MSD hazardous include: employee rotation; job task enlargement; alternative tasks; and employer-authorized changes in work pace.

Carpal Tunnel Syndrome: The compression and entrapment of the median nerve where it passes through the wrist into the hand--in the carpal tunnel. The median nerve is the main nerve that extends down the arm to the hand and provides the sense of touch in the thumb, index finger, middle finger, and half of the fourth, or ring, finger.

Engineering controls are physical changes to a job that reduce MSD hazardous. Examples of engineering controls include changing or redesigning workstations, tools, facilities, equipment, materials, or processes.

RETRUN TO TABLE OF CONTENTS

Musculoskeletal Disorder (MSD) is a disorder of the muscles, nerves, tendons, ligaments, joints, cartilage, blood vessels, or spinal discs. For purposes of this program, this definition only includes MSDS in the following areas of the body that have been associated with exposure to risk factors: neck, shoulder, elbow, forearm, wrist, hand, abdomen (hernia only), back, knee, ankle, and foot. MSDS include muscle strains and tears, ligaments sprains, joint and tendon inflammation, pinched nerves, and spinal disc degeneration.

MSD signs are objective physical findings that an employee may be developing an MSD. Examples of MSD signs are: decreased range of motion; deformity; decreased grip strength and loss of function.

MSD symptoms are physical indications that an employee may be developing an MSD. For purposes of this standard, MSD symptoms do not include discomfort. Examples of MSD symptoms include: pain; numbness; tingling; burning; cramping; and stiffness.

Risk Factor means, for the purposes of this program: force, awkward posture, repetition, vibration, and contact stress.

Work practice controls are changes in the way an employee performs the physical work activities of a job that reduce or control exposure to MSD hazardous. Work practice controls involve procedures and methods for safe work. Examples of work practice controls for MSD hazardous include: Use of neutral postures to perform tasks (straight wrists, lifting close to the body); use of two-person lift teams; and observance of micro breaks.

Work Related: means that an exposure in the workplace caused or contributed to an MSD or significantly aggravated a pre-existing MSD.

RETRUN TO TABLE OF CONTENTS

Ergonomic Symptoms Survey





This form shall be completed by persons who may be experiencing musculoskeletal disorders as a result of their work environment. Carefully read this form and provide the following information:

Name: _____ Date: _____

Phone: _____ Department: _____

Supervisor: _____ Phone: _____

Job Title: _____ Time at current work station: _____

Have you had pain or discomfort during the last year? ☐ Yes ☐ No (if no STOP here)

If Yes, check the item(s) below and state R = Right and L = Left

☐ Neck ☐ Shoulder ☐ Elbow/Forearm ☐ Hand/Wrist ☐ Fingers

☐ Upper Back ☐ Lower Back ☐ Thigh/Knee ☐ Lower Leg ☐ Ankle/Foot

Please put a check by the word(s) that best describe your problem

☐ Aching ☐ Numbness (asleep) ☐ Tingling

☐ Burning ☐ Pain ☐ Weakness

☐ Cramping ☐ Swelling ☐ Other: _____

☐ Loss of Color ☐ Stiffness _____

When did you first notice the problem? _____ (Month) _____ (Year)

How long does each episode last?

☐ 1 hour ☐ 1 month

☐ 1 day ☐ 6 months

☐ 1 week

How many separate episodes have you had in the past year? _____

What do you think caused the problem? _____

_____

Have you had the problem in the last 7 days? ☐ Yes ☐ No

How would you rate this problem (Mark an "X" on the line)

Now - None_____Unbearable

When it is Worst

None_____Unbearable

Have you had any medical treatment for this problem? ☐ Yes ☐ No

If no, why not? _____

If yes, where did you receive treatment?_____

Did the treatment help? ☐ Yes ☐ No

Please comment on what you thin would improve your symptons?

_____

_____

_____

_____

Office Ergonomic Evaluation Form

Name: _____ Date: _____
Phone: _____ Department: _____
Supervisor: _____ Phone: _____
Job Title: _____

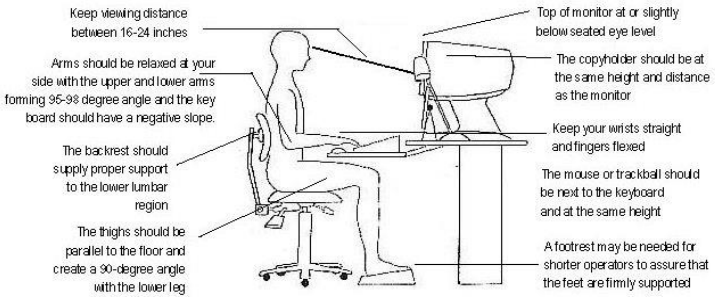
Average Daily PC Usage: ☐ 0-2 Hours ☐ 2-4 Hours ☐ 4-6 Hours

CTD Symptoms ☐ Yes ☐ No
CTD = Cumulative Trauma Disorders

Follow-Up ☐ Yes ☐ No Follow up Date _____

Comments: _____
_____
_____
_____
_____

Correct Sitting Posture



Chair			**Recommendation**
Feet flat on floor?	☐ Yes	☐ No	☐ Footrest
Upper legs parallel to floor?	☐ Yes	☐ No	☐ Raise Chair ☐ Lower Chair
Lower back supported?	☐ Yes	☐ No	☐ Adjust back rest, seat pan, arm rest
Set pan length OK?	☐ Yes	☐ No	☐ Evaluate other chairs
			☐ Other _____

Keyboard/Hands			**Recommendation**
Forearms parallel to floor?	☐ Yes	☐ No	☐ Raise keyboard ☐ Lower keyboard
Wrists straight and level?	☐ Yes	☐ No	☐ Adjust keyboard incline angle
Keying/Mouse grip force OK?	☐ Yes	☐ No	☐ Needs adjustable keyboard/mouse platform
Mouse location OK?	☐ Yes	☐ No	☐ Needs wrist rest ☐ Needs mouse wrist rest
			☐ Evaluate ergonomic keyboard
			☐ Position mouse next to keyboard at same height
			☐ Evaluate mouse hardware change
			☐ Other _____

RETRUN TO TABLE OF CONTENTS

Name: _____ Date: _____
Phone: _____ Department: _____
Supervisor: _____ Phone: _____
Job Title: _____

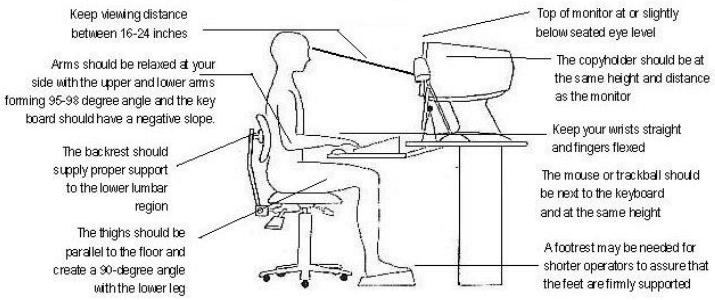
Average Daily PC Usage: ☐ 0-2 Hours ☐ 2-4 Hours ☐ 4-6 Hours

CTD Symptoms ☐ Yes ☐ No
CTD = Cumulative Trauma Disorders

Follow-Up ☐ Yes ☐ No Follow up Date _____

Comments: _____
_____
_____
_____
_____

Correct Sitting Posture



Chair			**Recommendation**
Feet flat on floor?	☐ Yes	☐ No	☐ Footrest
Upper legs parallel to floor?	☐ Yes	☐ No	☐ Raise Chair ☐ Lower Chair
Lower back supported?	☐ Yes	☐ No	☐ Adjust back rest, seat pan, arm rest
Set pan length OK?	☐ Yes	☐ No	☐ Evaluate other chairs
			☐ Other _____

Keyboard/Hands			**Recommendation**
Forearms parallel to floor?	☐ Yes	☐ No	☐ Raise keyboard ☐ Lower keyboard
Wrists straight and level?	☐ Yes	☐ No	☐ Adjust keyboard incline angle
Keying/Mouse grip force OK?	☐ Yes	☐ No	☐ Needs adjustable keyboard/mouse platform
Mouse location OK?	☐ Yes	☐ No	☐ Needs wrist rest ☐ Needs mouse wrist rest
			☐ Evaluate ergonomic keyboard
			☐ Position mouse next to keyboard at same height
			☐ Evaluate mouse hardware change
			☐ Other _____

RETRUN TO TABLE OF CONTENTS

Monitor

Monitor directly in front of user?	☐ Yes	☐ No	☐ Reposition monitor
Viewing distance 16-24 inches?	☐ Yes	☐ No	☐ Lower monitor ☐ Raise monitor
top of Slightly below seated eye level ?	☐ Yes	☐ No	☐ Refocus on distant objects (30 seconds every 30 minutes)
Screen free of glare, reflection?	☐ Yes	☐ No	☐ Add task lighting
Visual control OK?	☐ Yes	☐ No	☐ Reposition entire PC workstation
Eyeglass(bifocal) RX OK?	☐ Yes	☐ No	☐ Adjust monitor tilt angle
			☐ Other _____

Copyholder

Copyholder use OK?	☐ Yes	☐ No	☐ Needs copy holder
			☐ Position copy holder at same height and viewing distance as monitor
			☐ Other _____

Phone

Recommendation

Phone use OK?

☐ Needs phone cradle device

Is phone use required while on PC?

☐ Needs headset

Average daily phone usage

☐ 0-30 minutes ☐ 30-90 minutes ☐ 90+ minutes

Work Habits

Work habits OK?	☐ Yes	☐ No	☐ Mini-breaks (2-3 minutes every 45 minutes of PC work)
			☐ Alternate between typing and non-typing work
			☐ PC break software
			☐ Other _____

General Office

Are awkward postures minimized?	☐ Yes	☐ No	☐ Lower desk work surface height
Is back twisting minimized?	☐ Yes	☐ No	☐ Needs adjustable height workstation
Can you avoid overhead reaches?	☐ Yes	☐ No	☐ Change office layout
			☐ Change drawer/shelf location
			☐ Reposition notebook, books, etc.
			☐ Other _____

Evaluation conducted by _____ Date: _____

RETRUN TO TABLE OF CONTENTS

Helpful Stretches

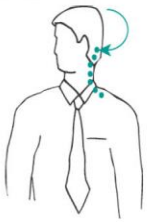
Neck

Diagram 1: Head rolls



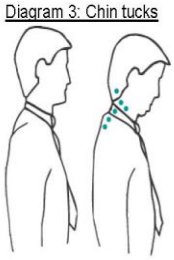
Gently lower ear to shoulder and hold for 10 seconds. Slowly roll chin to chest and up to other shoulder and hold for 10 seconds. Repeat several times and be careful not to extend your neck back too far.

Diagram 2: Head turns



Turn head to look over left shoulder and hold for 10 seconds. Turn head the other way and hold for 10 seconds. Repeat several times.

Diagram 3: Chin tucks



Raise the head to straighten the neck. Tuck the chin in and upwards creating a double chin. This also results in a forward tilt of the head. Hold for 10 seconds and repeat several times.

Check neck posture

• Position the top of your screen at eye level.

• Use a document holder directly beside or below the screen — it saves you looking down.

Shoulders

Diagram 4: Shoulder rolls

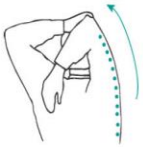


Circle shoulders forward several times, then backward. Repeat 3 to 5 times.

Diagram 5: Shoulder stretch



Stretch arm above head, cradle elbow with hand and gently pull elbow behind the head. Hold for 10 seconds and repeat several times.



Check shoulder posture

• Relax your shoulders and rest your hands on your lap. Bend your elbows to 90 degrees and check the height of your finger tips against your current work height. If the work (keyboard or desk) is higher than your hands you may be hunching your shoulders unnecessarily. If so, try and raise your chair height or lower your desk height and try and relax your shoulders while working.

RETRUN TO TABLE OF CONTENTS

Wrists, hands and arms

Diagram 6: Wrist stretch



Interlace fingers, palms outward, and straighten arms in front. Hold for 10 seconds and repeat several times.

Check hand and wrist posture

• While keying, keep your wrist straight while your fingers are suspended over the keyboard.
• Keep elbows at keyboard level. This may mean adjusting the desk or chair height.
• Don't rest your wrists on the desk or keyboard. Keep hands suspended.
• Rest on the desk between periods of keying.

Upper and lower back

Diagram 7: Upper and lower back stretch



Interlace fingers and turn palms upward above head; straighten arms then slowly lean slightly from side to side. Repeat movement several times.

Diagram 8: Back arching



Stand up. Support lower back with hands and gently arch back. Gently arch back and hold for 5 to 10 seconds. Repeat as often as is needed.

Check back support

• Sit well back in your chair
. if your feet need support, use a foot rest.
• Adjust the back rest on your chair to support your lower back.

Legs

Diagram 9: Foot rotation

Hold onto the chair with hands either side. Straighten leg and lift foot a few inches off floor. Rotate foot and ankle both ways (point toes up) and extend (point toes down). Repeat several times per foot.

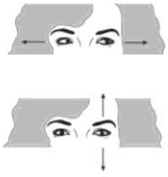


Check leg comfort

• If the seat of your chair is digging into the back of your thighs check that it is not too high or whether it is tilted backwards.
• If the seat is too high lower the chair and desk or use a foot rest to support your feet.
• Also check the tilt of the seat and if necessary adjust it to a horizontal position.

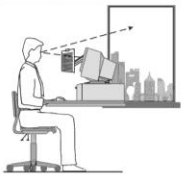
Eyes

Diagram 10: Eye exercise



Sit up straight, face forward and repeat this sequence several times without moving head. Look up, then down. Look left, then right.

Diagram 11: Visual rest



Look up and away from screen. Focus on a distant object (more than 6 feet). For example, look out of the window or at a picture on a far wall. Shift vision back to screen and refocus.

Check eye comfort

• Is there enough light falling on your documents?
• Do windows or light fittings cause glare or reflection on the screen? If so, try turning the screen or blocking the path of the light.
• Use a screen with a light background when working with text. Software with a light background for text is more comfortable for the eyes.

RETRUN TO TABLE OF CONTENTS

MODULE 8 - OCCUPATIONAL NOISE EXPOSURE PROGRAM

I. Purpose

This policy is designed to create a safe working environment for all the City of Kerman employees with regard to occupational noise exposure and the prevention of hearing loss due to work related tasks. It is the intent of the City that noise exposure levels to employees remain below the action level.

- A potential exists for employee noise exposure as outlined in ~~OSHA 29 CFR 1910.95 and~~ California Code of Regulations, Title 8, Sections 5095-5100 (8CCR5095-5100).
- Exposure dangers can be the result of working in certain areas of the City or the result of performing certain tasks using portable/mobile equipment.
- Occupational noise exposure levels can vary over time due to equipment changes or modifications to workplace tasks, and therefore need periodic review and testing.

II. Requirements

Monitoring will be performed and noise assessed in all areas of Kerman's facilities that pose a risk. The required level of hearing protection will be posted at the site, including a time exposure limit that the employee cannot exceed. Appropriate Hearing ~~Protective~~ Protection Devices (HPDs) will be issued to employees who work in areas that have been determined to have noise levels at or above the established standards of 90 dBA.

Employees need to stay 50% below the maximum time limit exposure to protect them from hearing loss. ~~All employees are required to stay 50% below the maximum time limit exposure to protect them from hearing loss.~~ The time-weighted average will be adjusted for the Noise Reduction Rating (NRR) printed on the hearing protection. Employees exposed to noise at or above 90 dBA action level are to participate in annual audiometric examinations (i.e., baseline and annual).

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III. Responsibilities

- The Safety Committee will annually review the Occupational Noise Exposure Program (ONPP) and provide suggestions for improvements to the policy, implementation, and testing.
- The IIPP Administrator or his/her designee will perform noise monitoring as requested by the Safety Committee.
- Supervisors shall continue to periodically review Job Safety Analysis and other workplace assessments with regards to noise exposure and the required level of hearing protection.
- Conduct frequent checks and enforce the proper use of HPDs by employees
- Employees will consistently wear and care for any HPDs assigned to them.

IV. Monitoring Limits & Testing Procedure

- Noise level monitoring will be considered whenever employees have the following:
  - Difficulty communicating by speech while facing each other in the noise area at a distance of two feet.
  - Complaints such as headaches and/or ringing in the ears after working in a noise area for extended periods; or
  - Temporary loss of hearing that has the effect of muffling speech and other sounds after extended exposure to the noise.
- For steady sound, a 10-15 minute sample will be taken with a Type 1 or 2 Sound Level Meter. Readings shall be taken in the fast response, on the A-weighted scale.

RETRUN TO TABLE OF CONTENTS

- Subtract 7 decibels from the NRR value of the hearing protection. Subtract the remaining amount from the measured level of the noise source.
- The resulting value is the in-the-ear corrected decibel level.
- Check following chart for time restriction based on decibel reading.

Permissible Noise Exposures **Duration per day**, hours	Sound level dBA slow response
8	90
6	92
4	95
3	97
2	100
11/2	102
1	105
1/2	110
1/4 or less	115

Taken from Table G-16A of 29CFR1910.95, Appendix A; Equivalent exposure time limits for sound levels other than 90 decibels; Action level established by OSHA (50% of standard)

- All employees identified by monitoring for inclusion in the ONPP will participate in preliminary (baseline) and subsequent (annual) audiometric tests.

V. Recordkeeping

- The (Name of Department) will maintain the following records:
  - Noise exposure measurements
  - Audiometric test results (includes audiograms, employee's name and department, audiogram date, examiner's name, audiometer calibration date, and employee's last assessment date)
  - Audiometric test facility's background noise level
- Records will be provided upon written request by employees, former employees, or representatives designated by individual employees

VI. Training

All employees will be trained initially upon hire, and as new tasks are introduced. Training on hearing protection will be included with the PPE training, and will identify the types of protection, proper employee usage, and areas/tasks where it is required.

RETRUN TO TABLE OF CONTENTS

MODULE 9 - LOCKOUT AND TAGOUT SAFETY PROGRAM

I. Purpose

This procedure establishes the requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

II. Lockout

Lockout locks shall be used on all occasions when a piece of equipment needs to be isolated from its source. Only standardized locks used specifically for lockout shall be used by all personnel. Some equipment can't be locked out, but that does not mean it can't be dangerous if it's starts or is energized. This is when a Tagout tag shall be used. State law states that a lockout lock has to be:

- Durable enough for the heat, cold, humidity, or corrosiveness in the area where it's used.
- Standardized by color, shape, or size throughout the facility.
- Strong so it can't be removed without heavy force or tools like bolt cutters.
- Identified by the name of the employee who installs and removes it

III. Tagout (Hazardous Safety Tag)

The Tagout program consists of using a special tag, (Hazardous Safety Tag) that warns people of the danger of activating an energy source. A Tagout tag has a printed warning, (i.e., "Do Not Start", "Do Not Operate", etc.) with the name of the person who is tagging out the equipment, the date/time which it was tagged out, and the piece of equipment being worked on. The Tagout tag should only be used if a lockout lock cannot be used.

The Tagout tag has to meet all the same standards that are issued for locks. They have to be durable, strong, standardized, and show the identity of the employee doing the work.

Sequence of Lockout or Tagout System Procedure:

- Notify affected employee that you will be locking or tagging out equipment and why.
- If the equipment is operating, shut it down by the normal operating procedure (i.e., depress stop button, throw switch).
- Operate the switch, valve, or other, energy isolating device so that the equipment is isolated from all potential energy source (i.e., breaker in an electrical panel).
- Lockout and/or tagout the energy isolating device with assigned standardized lock and/or tag provided by the City
- Carefully, try turning the equipment on to make certain that the equipment will not operate. This will ensure that you have locked out a piece of equipment.
- CAUTION! Remember to return operating control back to the "off" position.
- The equipment is now locked and/or tagged out. Perform any necessary services or maintenance.

RETRUN TO TABLE OF CONTENTS

IV. Restoring Equipment (Lockout/Tagout Removal)

After the maintenance and/or servicing are complete and equipment is ready for normal operation, check the area around the equipment to ensure that no one is exposed. Remove all tools from the equipment. Re-install all guards and, after all employees are in the clear, remove all lockout and/or tagout devices. Operate the energy-isolating device to restore energy to the machine or equipment.

V. Procedure for More Than One Person

In the preceding steps, if more than one person is required to lockout and/or tagout equipment, each shall place their own lockout and/or tagout device to the energy-isolating device. When an energy-isolating device cannot accept separate multiple locks or tags, then a multi-lock device will need to be purchased~~single lock and/or tag shall be used~~. The key to this lock shall be given to a supervisor who will be responsible for removing the lockout device when all the conditions, listed above, for lockout/tag out removal have been met.

VI. Things to Remember

- Always lock or tag equipment energy source before maintenance or repair.
- Use lockout whenever possible. Tagout is just a warning, not an active way to prevent accidents.
- Follow all lockout/tagout installation and removal steps.
- Be sure other workers in the area are aware of your lockout/tagout activities.
- Never ignore someone else's lock or tag.

VII. Documentation

A Lockout and Tagout Program List of Source, which qualifies for this program, will be kept with this written plan. A copy will also be posted at each workplace in a highly visible location. A sample lockout/tagout sign and equipment tag are also part of this written program.

RETRUN TO TABLE OF CONTENTS

VIII. Lockout and Tagout Program List of Source

Location	Source
City Hall – 850 S. Madera Avenue	
South side of Building	Main Breaker
South side of Building	3 Phase Panel
South side of Building	3 Phase Power Panel
5 locations in City Hall	Sub Panels
Roof on the AC	Electrical Connects
Kerman Police Department – 850 S. Madera Avenue	
North end of building	Breaker Panel
Roof on the AC	Electrical Connects
Public Works Corporation Yard – 15201 W. California Avenue	
Public Works	Breaker Panel
Shop and Warehouse Bld.	Breaker Panel
Pump / Storage	Breaker Panel
Roof on the AC	Electrical Connects
Waste Water Treatment Plant – 15485 West Church Avenue	
Inside Control Room	Breaker Panel
Control Building Store Room	Breaker Panel
Garage Building	Breaker Panel
Lock out Electrical disconnects when they are available.	
Roof on the AC	Electrical Connects
Community Center Power and Communication Room – 15101 W. Kearney Blvd.	
South West Corner of Bld.	Breaker Panel
Roof on the AC	Electrical Connects
Senior Center/Needs Building (Next to Senior Center) – 720 S. Eighth Street	
Roof on the AC	Breaker Panel
Northeast corner of the Senior Center (outside of the building)	Breaker Panel
City-Owned Building – 942 S. Madera Avenue	
Roof on the AC	Electrical Connects
Southeast Storage Room	Breaker Panel
Plaza Park Restrooms – Madera Avenue and "B" Street	
Storeroom	Main Breaker Panel
Rotary Park – 702 Vineland Avenue	
Southwest Storeroom	Main Breaker Panel
Electrical Cage	Breaker Panel
Lions Park – 744 Park Avenue	
Northwest Storeroom	Main Breaker Panel
All Well Sites & Backup Generators	
Well 9A - Lions Park-Del Norte/C St.	Breaker Panels/Backup Generators
Well 10 - Standby Rotary Park-Vineland/E St.	Breaker Panels/Backup Generators
Well 12 - Industrial Way (Near Zacky Farms)	Breaker Panels/Backup Generators
Well 14 - Vineland & Highway180	Breaker Panels/Backup Generators
Well 15 - City Yard – 15201 W. California	Breaker Panels/Backup Generators
Well 17 - Goldenrod– California – 920 S. Goldenrod	Breaker Panels/Backup Generators
Well 18 Test Well – Highway 180 Behind Shopping Center	Breaker Panels/Backup Generators

RETRUN TO TABLE OF CONTENTS

MODULE 10 – PERSONAL PROTECTIVE EQUIPMENT POLICY (ADOPTED 08-07-2013)





RESOLUTION NO. 13-48

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN ADOPTING A PERSONAL PROTECTIVE POLICY TO BE INCLUDED IN THE CITY'S SAFETY POLICIES AND PROCEDURES PLAN

WHEREAS, the City Council of the City of Kerman is the body that has authority to establish the City's policies and procedures; and

WHEREAS, the City Staff has presented the Personal Protective Equipment Policy attached as Exhibit 'A' to be included in the City's Safety Policies and Procedures Plan.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF KERMAN HEREBY adopts the Personal Protective Equipment Policy and Procedures Plan as presented by City Staff and attached hereto as Exhibit A and directs that it be included in the City's Safety Policies and Procedures Plan.

The foregoing resolution was introduced at a regular meeting of the City Council of the City of Kerman held on the 7th day of August 17, 2013, and passed at said meeting by the following vote:

AYES:	Jones, Dhaliwal, Fox, Wilcox, Yep
NOES:	None
ABSENT:	None
ABSTAIN:	None

The foregoing resolution is hereby approved.

Gary Yep
Mayor

ATTEST:

Marci Reyes
City Clerk

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I. Purpose

The purpose of this Policy is to protect all employees including part-time employees, community service workers and volunteers from the risk of injury by creating a barrier against workplace hazardous in compliance with Cal/OSHA Standards. Personal protective equipment is not a substitute for good engineering or administrative controls or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury/or illness.

II. Applicability

This Policy applies to all City employees.

III. Policy

It is the policy of the City of Kerman that all aspects of CalOSHA's requirements for personal protective equipment, *California General Industry Safety Orders, Title 8, Subchapter* 7, *Group* 2, *Article 10,* shall be met or exceeded. This Policy addresses eye, face, head, foot and body protection. http://www.dir.ca.gov/Title8/sb7g2.html

IV. Responsibilities

A. Safety Officer and Risk Management Officer shall:

1. Ensure that the Personal Protective Equipment Policy is implemented. The Safety Officer and Risk Management Officer have the authority to delegate any or all portions of this policy to subordinates, but the Safety Officer and Risk Management Officer will be held responsible for compliance.
2. Annually budget for the department's personal protective equipment
3. Conduct workplace hazardous assessments to determine the presence of hazardous which necessitate the use of personal protective equipment

B. Supervisors shall:

1. Implement the Personal Protective Equipment Policy.
2. Ensure that employees wear personal protective equipment when appropriate.
3. Counsel employees when personal protective equipment is not worn
4. Notify the Safety Officer when new hazardous are introduced or when processes are added or changed.
5. Ensure that employees are trained on the proper use, care, and cleaning of personal protective equipment.

C. Employees shall:

1. Wear personal protective equipment as required.
2. Care for, clean, and maintain all issued personal protective equipment.
3. Inform their supervisor of the need to repair or replace personal protective equipment.

RETRUN TO TABLE OF CONTENTS

D. Safety Officer shall:

1. Update and maintain the Personal Protective Equipment Policy.
2. Assist with and review workplace hazardous assessments to determine the presence of hazards which necessitate the use of personal protective equipment.
3. Maintain records on hazardous assessments.
4. Provide assistance in training supervisors and employees on the proper use, care, and cleaning of approved personal protective equipment.
5. Provide guidance to supervisors for the selection and purchase of approved personal protective equipment.

V. Procedure

A. Hazardous Assessment and Equipment Selection

CalOSHA requires employers to conduct inspections of all workplaces to determine the need for personal protective equipment (PPE) and to help in selecting the proper PPE for each task performed. The Risk Management Officer or their designee in conjunction with the Safety Officer will conduct a walk through survey of each work area initially and whenever new hazardous are introduced into the workplace to identify sources of hazardous including impact, penetration, compression, chemical, heat, dust, electrical sources, material handling, vibration, and light radiation. Each survey will be documented using the *Hazardous Assessment Certification* form, which indicates the workplace surveyed, the person who conducted the survey, findings of potential hazardous, and the date of the survey.

Once the hazardous of a workplace have been identified, the Risk Management Officer or designee and the Safety Officer will determine the suitability of the PPE presently available; and, as necessary, select new or additional equipment ensuring a level of protection equal to or greater than the minimum required to protect the employees from the hazardous. Care will be taken to recognize the possibility of multiple and simultaneous exposures to a variety of hazardous. Adequate protection against the highest level of each of the hazardous will be provided.

B. Protective Devices

All personal protective clothing and equipment shall be of safe design and construction for the work to be performed and shall be maintained in a sanitary, safe and reliable condition. Only those items that meet NIOSH (National Institute for Occupational Safety and Health) or ANSI (American National Standards Institute), ISEA (International Safety Equipment Association) and the ASTM (American Society for Testing Material) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI, ISEA and ASTM standards which have been incorporated into the CalOSHA PPE regulations, as follows: (http://www.safetyequipment.org/c/stdz891-2009.cfm

1. Eye and Face Protection ANSI/ISEA Z87.1-2020
2. Head Protection ANSI/ISEA Z89.I-2014
3. Foot Protection ~~ANSI Z41.1~~ASTM F2413-18
4. Hand Protection ~~There are no ANSI standards for gloves. Selection must be based on the performance characteristics of the glove in relation to the tasks performed.~~ANSI/ISEA 1341 - 2019
5. Body Protection~~–~~ - Cal/OSHA Standard 3383

RETRUN TO TABLE OF CONTENTS

Careful consideration will be given to the comfort and fit of PPE in order to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

C. Eye and Face Protection

Prevention of eye injuries requires that all persons, who may be in eye hazard areas, shall wear protective eyewear. This includes employees and other persons visiting the hazardous area.

Suitable eye protectors shall be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases, vapors, aerosols, or potentially injurious light radiation.

1. Employees who wear contact lenses or prescription glasses must wear appropriate eye and face protection devices in a hazardous environment.
2. Side shields shall be used when there is a hazard from flying objects.
3. Goggles and chemical splash face shields shall be used when there is a hazard from chemical splash.
4. Face shields shall only be worn over primary eye protection (safety glasses or goggles).

D. Voluntary Respirator Use

The City may, upon request from an employee and depending on specific workplace conditions, provide a filtering facepiece-type respirator (dust mask) to the employee for voluntary use. The Safety Officer will provide all employees who voluntarily choose to wear a respirator with a copy of Appendix D of the Cal/OSHA standard http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9784

E. Emergency Eyewash and Safety Shower Facilities

Emergency eyewash (including bottled eye wash) and safety shower facilities meeting the requirements of ANSI Z358. l shall be provided in all areas where the eyes and body of any employee may be exposed to chemicals. All such emergency facilities will be located where they are easily accessible in an emergency. Permanent emergency eyewash and safety shower facilities must be flushed at least monthly and the inspection noted on a laminated "inspection tag" attached to the eyewash or safety shower.

F. Head Protection

Head protection shall be provided to and worn by any employee including part-time employees, community service workers and volunteers that may be exposed to falling, flying, or fixed objects that may fall, or to electrical shock.

G. Hand Protection

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biologicals, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and ~~M~~SDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

RETRUN TO TABLE OF CONTENTS

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and other characteristics (i.e., thickness and permeation rate and time) are known. The Safety Officer can assist in determining the specific type of glove material that should be worn for a particular chemical.

H. Foot Protection (Revised 05-17-17)

All safety footwear shall comply with ~~ANSI Z41-l991~~ASTM F2413-18, "American ~~National Standard for Personal Protection -Protective Footwear~~Society for Testing Materials." Safety shoes or boots with impact protection are required to be worn in work areas when carrying or handling materials such as packages, objects, parts and/or heavy tools, which could be dropped; and for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection are required for work activities in which materials could potentially roll over an employee's feet. Safety shoes or boots with puncture protection are required where sharp objects such as nails, wire, tacks, screws, large staples, scrap metal, etc., could be stepped on by employees causing a foot injury.

It is the responsibility of the employee, either full time or part time status, to purchase and wear safety shoes or boots when required by their position. Procedure to complete the reimbursement for the purchase of safety shoes will be in accordance with the following terms and conditions:

a. Employees are required to wear safety shoes/boots at work. If proper shoes/boots are not worn, the employee will be reassigned to other duties or sent home to don the proper shoes/boots.

b. Reimbursement Limit – The City of Kerman will reimburse up to a maximum of $~~100~~ 250.00 within a 12-month period for the purchase or replacement of protective footwear for permanent part time and full time employees.

c. Frequency of Reimbursement – Reimbursement for protective footwear will be provided as needed (based on the condition of existing protective footwear) but no more frequently than once in a twelve-month period of time. If an employee wears out his or her footwear in less than 12 months, he or she will be expected to ~~provide appropriate footwear at the employee's cost~~show their Department Head so that the Department Head can determine if the boots will be replaced and notify Human Resources to notify Red Wing Shoes. ~~Reimbursement for that cost will be provided after 12 months from the date of the prior reimbursement, but limited to once every 12 months.~~

d. To qualify for reimbursement, protective footwear must be deemed appropriate by the respective Department Head for the work environment and functions of the respective employee. The basic requirement for protective footwear will be that is must meet or exceed an ASTM F2413-18~~ANSI Z41.1~~ rating.

e. Employees will be trained on the proper cleaning and maintenance procedures for their protective footwear and will be expected to follow those procedures on a regular basis, to ensure safety and to prolong the life of the footwear.

f. Employees will take their personal protective footwear home with them and will wear them to work as appropriate.

g. In the event of an on-the-job incident where an employee damages his or her footwear, the City may reimburse for the replacement of the boots even if it has been less than 12 months since the last purchase. The decision as to whether or not the City will replace the damaged boots will be made by the respective Department Head and the Finance Director and will depend on the circumstances of the incident and whether or not the employee was following city policies and procedures.

I. Body Protection

RETRUN TO TABLE OF CONTENTS

Employees will be provided with appropriate body protection whenever their job tasks expose parts of their body (otherwise not protected) to hazardous or flying substances or objects. Loose sleeves, tails, ties, lapels, cuffs, or other loose clothing that can be entangled in moving machinery shall not be worn. All clothing saturated or impregnated with flammable liquids, corrosive substances, irritants or oxidizing agents shall be removed and shall not be worn until properly cleaned. Personal protection clothing will protect the body, back (lumbar support) and legs (chain saw chaps).

J. Life Rings and Personal Flotation Devices

At least one U.S. Coast Guard approved 30-inch life ring with not less than 90 feet of 600 pound capacity line attached shall be kept in a conveniently accessible place where employees work exposes them to the hazard of drowning. Each employee shall wear a U.S. Coast Guard approved personal flotation device when using a boat.

K. Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE shall be inspected, cleaned, and maintained at regular intervals by the employee the PPE is assigned to so that the PPE provides the requisite protection. Personal protective equipment shall not be shared between employees until it has been properly cleaned and sanitized.

PPE will be distributed for individual use whenever possible.

L. Signage

Safety signage shall be posted wherever PPE is required. Signage is not required at temporary job sites; however, the job site hazards and personal protective equipment required shall be discussed at a daily tailgate meeting. Signage shall have clear and concise wording like "Safety Glasses Required in This Area" or "Head Protection Required." Signs shall be purchased and posted by the respective department.

M. Training

Any employee required to wear PPE shall receive training in the proper use and care of the PPE. Periodic re-training shall be offered by the City to both employees and supervisors, as needed. The training shall include, but not necessarily be limited to, the following subjects:

1. When PPE is necessary to be worn
2. How to properly don, take off, adjust, and wear PPE.
3. The limitations of PPE.
4. The proper care, maintenance, useful life and disposal of the PPE.

N. Recordkeeping

The Safety Officer shall maintain the *Hazard Assessment Certification* form for each permanent work site evaluated for at least three (3) years or as required by Cal/OSHA. Training records shall be maintained by the respective Department and Safety Officer for a period of three (3) years.

RETRUN TO TABLE OF CONTENTS

VI. PERSONAL PROTECTIVE EQUIPMENT POLICY FORMS

RETRUN TO TABLE OF CONTENTS

1. Hazard Assessment Certification Form

Job/operation Title:	Department:
Job Site:	Job:
Equipment Used: (See Equipment Code below)	Supervisor:

Task No.	Describe Each Task or Activity	Hazard Associated with Task or Activity	Control Measures
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Hazard Assessment: Part of Body and Type of Protection Required (Check all that Apply)

Areas of Impact	Protective Devices	
Body ❐ **Ears** ❐ **Eyes** ❐ **Face** ❐ **Foot** ❐ **Hands** ❐ **Head** ❐	**Body** Cut Resistant Chaps ❐ | Lumbar Support ❐ **Ear Muffs/Plugs** ❐ **Face Protection**: Face Shield ❐ Safety Spectacles❐ | Goggles❐ | Welding Shield ❐ **Gloves**: Chemical Resistant ❐ | Cut Resistant ❐ Leather ❐ Rubber ❐ | Temperature Resistant ❐ Other as Required by Product ❐	***Hard Hat** ❐ **Respirator/Mask** ❐ **Safety Shoes**: Metatarsal Guards ❐ Toe Guards ❐ Safety-toe shoes ❐ Cement Boots ❐ **Flotation Device** ❐ **Other** ❐

*** City Purchases Type 1 Class E, G & C with regular brim and full brim which is equal to a Class B hat.**

Equipment Code

1	Axe	7	Compress/Air Gas Operation	13	Grader	20	Knife	26	Pavement Crack Sealer	32	Scissor Lift	38	Welder
2	Backhoe	8	Drills	14	Hand Hammer	21	Ladder	27	Propane Gas Tank	33	Shovel	39	
3	Battery Charger	9	Edger	15	Hand Pruning Shears	22	Lawn Mower	28	Rake	34	Street Grinder	40	
4	Bucket Lift	10	Electrical Tools	16	Hedger	23	Leaf Blower	29	Riding Mower	35	Stump Grinder	41	
5	Chainsaw	11	Floor Jack	17	Hoe	24	Lift Jack	30	Sander	36	Trailer	42	
6	Clippers	12	Forklift	19	Jack Hammer	25	Paint Sprayer	31	Saw	37	Weed Eater	43	

Person Certifying Assessment

Print Name _____ Signature _____ Date _____

RETRUN TO TABLE OF CONTENTS

2. Personal Protective Equipment Issuance Form
(Please Complete for each Employee)

Name: _____ Department: _____

Classification: _____ Date: _____

Type of PPE Provided:

Protective Devices	Date Provided
Body Cut Resistant Chaps ❒ | Lumbar Support ❒	
Ear Muffs/Plugs ❒	
Face Protection – Face Shield ❒ | Safety Spectacles ❒ | Goggles ❒ | Welding Shield ❒	
Gloves – Chemical Resistant ❒ | Cut Resistant ❒ Leather ❒ | Rubber ❒ | Temperature Resistant ❒ Other as Required by Product ❒	
***Hard Hat** ❒	
Respirator/Mask ❒	
Safety Shoes – Metatarsal Guards ❒ | Toe Guards ❒ | Safety-toe shoes ❒ Cement Boots ❒	
Flotation Device ❒	
Other:	

I acknowledge that while I am working for City of Kerman, I am expected to wear and take proper care of the Personal Protection Equipment issued to me (checked above). I understand that upon termination, I am expected to return all issued equipment.

_____ _____
Employee Name (Please Print) Employee Signature

_____ _____
Supervisor Name (Please Print) Supervisor Signature

*** City Purchases Type 1 Class E, G & C with regular brim and full brim which is equal to a Class B hard hat.**

~~3. Safety Toe Shoes Reimbursement Form~~

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~~Name: _____ Department: _____~~

~~Classification: _____~~

~~I request reimbursement for the purchase of safety toe shoes required for use on my job with the City of Kerman. I have attached the original receipt for the purchase of my shoes as proof of purchase. I understand it is my responsibility to properly maintain and care for my shoes and all other Personal Protection Equipment issued to me by the City of Kerman. I understand that reimbursement for safety toe shoes is limited to a maximum of$100.00 in any 12 month period, except in the case of unavoidable on the job destruction of the shoes.~~

~~Date of Purchase _____ Purchase Price _____~~

~~Employee Signature: _____ Date of Request: _____~~

~~*I certify that these safety shoes conform to the American national Standards Institute (ANSI Z41.1)*~~

Supervisor: _____ Date of Request: _____

Risk Management Officer: _____ Date: _____

Next Eligible date for Safety Shoe Purchase: _____

RETRUN TO TABLE OF CONTENTS

EMPLOYEE ACKNOWLEDGEMENT FORM

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Injury and Illness Prevention Program (IIPP)

Employee Last Name: _____

Employee First Name: _____

City Department: _____

Employee Position/Title: _____

Employee Phone Number: _____

I certify that I have received, reviewed, and read a copy of the City of Kerman “Injury and Illness Prevention Program" (IIPP) and fully understand my responsibilities with respect to the policy and procedures as outlined. I further agree to comply with safe work practice information received in this basic safety orientation and IIPP review.

Signature: _____ Date: _____

RETRUN TO TABLE OF CONTENTS

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INJURY & ILLNESS PREVENTION PROGRAM TRAINING

A. What is the Injury & Illness Prevention Program (IIPP)?

The IIPP is a requirement of Title 8, California Code of Regulations (CCR) Subchapter 7 General Safety Orders. It is a general safety program that applies to all employees. The IIPP includes:

- Employee safety training;
- Safety meetings;
  - Supervisor safety meetings
  - Department safety meetings
- Safety inspections and audits;
- Accident investigations; and
- Communication of safety information.

B. How is safety information communicated?

- Employee training;
- Safety meetings;
  - Department meetings
  - Supervisor safety meetings
- Newsletters and publications, if available.

C. How often do I need to be trained?

- When you are a new employee and/or given a new job assignment;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard; and
- Whenever the City becomes aware of a new or previously unrecognized hazard.

D. Does the IIPP include training information on general safe work practices?

Yes and every employee must observe the following rules:

- Know the safety rules and procedures that apply to the work that is being done.
- Determine the potential hazards (e.g. physical, chemical, biological) and appropriate safety precautions before beginning any new operation.
- Be alert to unsafe conditions and actions and call attention to them so that corrections can be made as soon as possible.
- Know the location of, the emergency equipment in your area, as well as how to obtain additional help in an emergency. Be familiar with emergency procedures by:
  - Reviewing emergency procedures posted in your department and common areas; and
  - Becoming familiar with how to safely exit the building you work in and knowing where to go once outside the building.

E. What does housekeeping have to do with safety?

There is a definite relationship between safety and orderliness in the work area or shop. When housekeeping standards fall, safety inevitably deteriorates. The work area must be kept clean and orderly.

RETRUN TO TABLE OF CONTENTS

- ~~Work areas must be kept clean and free from obstructions. Clean up should follow the completion of any operation or at the end of each day.~~
- ~~Trash should be deposited in appropriate receptacles.~~
- ~~Stairs and hallways should not to be used as storage areas.~~
- ~~Access to exits, emergency equipment, controls, and fire extinguishers must never be blocked.~~
- ~~Chemicals must be stored and labeled properly. Consult manufacturer's guidelines and the Material Safety Data Sheets (MSDS)/Safety Data Sheet (SDS) for appropriate storage requirements.~~

~~F. What are my rights as an employee?~~

- ~~You have the right to a safe work environment.~~
- ~~You have the right to register anonymous safety concerns with the IIPP Administrator and/or with Cal-OSHA.~~
- ~~You have the right to be informed of any operation in your work area where hazardous substances or industrial hazardous are present.~~
- ~~You have the right to be informed of the location and availability of hazardous materials use information (MSDS) and/or any other safety procedure or information necessary to perform your work assignment safely.~~
- ~~You have the right to receive training on the proper use of hazardous equipment or hazardous materials prior to their use.~~
- ~~You have the right to review the written IIPP in your department or from the IIPP Administrator.~~

~~G. What are my supervisor's responsibilities?~~

- ~~To ensure that you receive training on the specific hazards of your job assignment prior to beginning the assignment;~~
- ~~To provide you (when beginning an assignment which poses a new hazardous) with training on the specific hazard of the equipment or process prior to beginning the assignment;~~
- ~~To determine the specific training required for any employee under his/her supervision; and~~
- ~~To ensure that you have access to any written and/or online copies of the IIPP.~~

~~H. What are my responsibilities as an employee?~~

- ~~To perform your specific job assignment in the safest manner possible;~~
- ~~To operate all equipment as instructed by your supervisor or as outlined in the manufacturer's operational procedures; and~~
- ~~To operate heavy equipment or perform hazardous processes only after receiving specific supervised training.~~

~~I. What are the training documentation requirements?~~

- ~~All employees shall read the IIPP and sign the Employee Acknowledgement Form~~
- ~~Training documentation will be maintained in accordance with the City's Retention Schedule~~

~~J. What are the systems in place for identifying, evaluating and preventing occupational safety and health hazards?~~

- ~~The IIPP Administrator is responsible for developing, implementing, and monitoring the effectiveness of safety and health programs.~~
- ~~The IIPP Administrator conducts the Auditing and Inspection Program.~~
- ~~All occupational accidents, injuries and illnesses are investigated.~~
- ~~All reported employee safety concerns are evaluated.~~

~~K. What systems are in place for correcting unsafe or unhealthy conditions and work practices in a timely manner?~~

RETRUN TO TABLE OF CONTENTS

- Unsafe conditions that require repair work are reported (Hazard Alert Forms - IIPP – Page 7).
- Audits are conducted by the IIPP Administrator or Departments on an annual basis and focus on identifying and correcting unsafe work conditions and practices (Hazard Inspection Checklist-Page 12)

Bloodborne Pathogen Program

A. What is the Bloodborne Pathogen (BBP) Program?

The Bloodborne Pathogen Program complies with OSHA, 29 Code of Federal Regulations (CFR) 1910.1030 & California Code of Regulations (CCR) Title 8 §5193 and includes a written Exposure Control Plan covering employees who have the potential to be exposed to human blood or certain body fluids. The handling, cleaning, and transporting of human blood and certain body fluids is regulated by this program.

B. What are Bloodborne Pathogen?

Bloodborne Pathogen are microorganisms such as viruses or bacteria that are carried in blood and certain body fluids with the potential to cause disease in people. Human blood may contain the Hepatitis B Virus or Human Immunodeficiency Virus (HIV).

C. What are Universal Precautions?

Universal Precautions are an approach to infection control, treating all human blood and certain human body fluids as if known to be infectious for HIV or other bloodborne pathogen. Disposable gloves, masks, eye protection and face shields can greatly reduce the potential exposure to all bloodborne pathogen.

D. How do I know if I need training?

If you are required to work with blood or certain body fluids, or are a first aid provider, you will need training. The IIPP Administrator has identified employees needing training in the BBP Exposure Determination section of the BBP program

E. If I am required to have training, how often must I be trained?

Initially, and annually thereafter.

F. Where can I obtain a copy of the BBP program?

You may obtain a copy from your supervisor or access on the City's shared drive.

Hazardous Communication Program - Your "Right-To-Know"

A. What is the purpose of this program?

The purpose of the Hazardous Communication Program is to inform and educate employees about hazardous substances that may be encountered in the workplace.

B. What should I know about the chemicals that I work with?

- Be certain that you understand the hazards of chemicals you work with. If you are not certain of the potential hazard, consult your supervisor and the Material Safety Data Sheets (MSDS)/Safety Data sheets (SDS). Any

questions should be referred to your supervisor or the IIPP Administrator. Do not work with a hazardous material until you have reviewed the MSDS/SDS.

- If a chemical spill occurs, immediately contact your supervisor, the IIPP Administrator, or call 911. Do not attempt to clean up a hazardous material spill unless you have been appropriately trained.
- Use personal protective equipment, including eye protection, gloves, coveralls, respirators, and other equipment, as the job requires.
- Warning signs are posted when hazardous, such as radiation, lasers, flammable materials, biological hazardous, mechanical hazardous, or other special hazardous exist.

C. What type of information is found in the MSDS/SDS?

The MSDS contains product name, physical and health hazardous, measures to protect yourself, first aid and emergency procedures, etc.

D. Where can I find the MSDS/SDS?

Copies of the MSDS/SDS are available at each building or by contacting the Public Works Administrative Assistant or Recreation/Community Center Coordinator.

E. When do I have to be trained regarding working with hazardous substances?

You are to be trained initially and whenever a new hazard is introduced to your work area.

F. Does the City have a written Hazardous Communication Program?

Yes, copies of the program are kept in the IIPP Administrator's office and within each department.

G. What do I need to know about container labels?

All containers (even portable containers) of hazardous substances must be labeled, tagged or marked with the identity and appropriate warning hazardous. Do not remove existing labels.

H. Can I get information regarding hazardous substances to which I may be exposed?

You may get information regarding hazardous substances to which you may be exposed from the MSDS. This information may also be shared with your physician.

Emergency Action Plan

A. What is the purpose of the Emergency Action Plan?

The purpose of the Emergency Action Plan is to inform and educate employees about the actions that must be taken to ensure employee safety during fire and other emergencies.

RETRUN TO TABLE OF CONTENTS

~~B. What type of information is found on the Evacuation Route Map?~~

~~The Evacuation Route Map includes:~~

- ~~Emergency exits & escape routes;~~
- ~~Fire extinguisher locations; and~~
- ~~Predetermined meeting locations.~~

RETRUN TO TABLE OF CONTENTS

I. Injury and Illness Prevention Program (IIPP) Quiz

Name: _____ Date: _____

Circle THE CORRECT ANSWER - TRUE OR FALSE

1	In addition to the IIPP, I may be required to complete Hazardous Communication training.	T	F
2	The IIPP is designed to inform me of general safe work practices and instructions for hazardous related to my job	T	F
3	I need to know the potential hazards and appropriate safety precautions prior to starting a new operation.	T	F
4	I need to know how to use the emergency equipment in my area, how to obtain additional help, and should be familiar with emergency procedures.	T	F
5	If I see an unsafe condition, I should keep it to myself.	T	F
6	Chemicals must be properly labeled and stored.	T	F
7	It is okay to occasionally block exits.	T	F
8	I do not need special training prior to working with hazardous chemicals.	T	F
9	Anonymous safety concerns may be called in to the IIPP Administrator's Office.	T	F
10	It is my responsibility to perform my job in the safest manner possible.	T	F
11	Workplace safety is only the responsibility of the person(s) wearing the risk management hat.	T	F
12	Any injury at work no matter how small must be reported immediately to the person's supervisor and must receive first aid attention.	T	F
13	Safety glasses, gloves, helmets, and safety shoes, must be worn on the job if policy requires them.	T	F
14	People have different work styles. Staff members who work best with piles of materials about their areas are just as safe from accident and injury as staff members with neat areas.	T	F
15	Safety is just common sense. The City doesn't need to waste time training people not to put their hands in a shredder.	T	F
16	People will automatically walk around spilled liquid on the floor. When you see spilled liquid on the floor, wait for the maintenance staff to find it and clean it up.	T	F
17	All we can afford is the furniture we've been given. If the chairs don't adjust and we use tables instead of fancy desks, it won't hurt anyone.	T	F
18	Chairs or stools can be substituted for a ladder to get items out-of-reach as long as an employee "spots' the person using the chair or stool.	T	F
19	Reporting and replacing burned out light bulbs is an inexpensive and effective crime deterrent.	T	F
20	A sloppy worker is only a danger to himself.	T	F
21	Where needed, special procedures for helping physically impaired employees should be incorporated into the entity's emergency plans.	T	F
22	In a fire drill or fire, do not use the elevator to exit the building.	T	F
23	No one needs instructions on how to use a ladder.	T	F
24	Anyone can safely pick up a fire extinguisher and use it to put out a fire.	T	F
25	Injuries in office settings often come about because the "housekeeping' of the office has become slack.	T	F
26	The most common safety hazards in the office are falls, noise, inadequate pathways, and placement of furniture/equipment.	T	F
27	Heavy objects can cause serious injuries. Employees need to be trained to lift heavy objects.	T	F
28	Chemical and cleaning supplies should be stored in a locked cabinet or storage room.	T	F
29	It is unfriendly to require sign-in sheets or badges for visitors or vendors.	T	F

RETRUN TO TABLE OF CONTENTS

30	Only those entities that have commercial kitchens need to worry about kitchen wiring, sanitation, temperature control, and maintenance.	T	F
31	Workplace violence is a growing concern for employers and employees nationwide.	T	F
32	Chain and padlock exterior doors with push bars to make sure employees won't prop them open.	T	F
33	Only public entity employees working in the medical field need to worry about infections that can be transmitted through contact with blood and body fluids.	T	F
34	Employees should be trained to check vehicles before driving.	T	F
35	HIV is the most common bloodborne infection in the United States.	T	F
36	OSHA is just a regulatory agency; safety training and information must be obtained elsewhere.	T	F
37	A City is only responsible for ensuring that operators of vehicles used in the course of the City's operations are properly licensed.	T	F
38	A drug-free workplace policy with enforceable consequences for disregarding the policy contributes to a safe workplace.	T	F
39	Reassignment to light or modified duty can help reduce the overall costs and length of disability for a work-related accident.	T	F
40	Stress affects morale, productivity, and safety.	T	F
41	Employees need to discern an "empty threat" from one that is serious.	T	F
42	Sometimes the least expensive warning device can be the most effective.	T	F

RETRUN TO TABLE OF CONTENTS

Injury and Illness Prevention Program **Quiz - Answers**

1. In addition to the IIPP, I may be required to complete Hazardous Communication training.
TRUE
2. This IIPP is designed to inform me of general safe work practices & instructions for hazardous related to my job.
TRUE
3. I need to know the potential hazards and appropriate safety precautions prior to starting a new operation.
TRUE
4. I need to know how to use the emergency equipment in my area, how to obtain additional help, and should be familiar with emergency procedures.
TRUE
5. If I see an unsafe condition, I should keep it to myself.
FALSE
6. Chemicals must be properly labeled and stored.
TRUE
7. It is okay to occasionally block exits.
FALSE
8. I do not need special training prior to working with hazardous chemicals.
FALSE
9. Anonymous safety concerns may be called in to IIPP Administrator's Office.
TRUE
10. It is my responsibility to perform my job in the safest manner possible.
TRUE
11. Workplace safety is only the responsibility of the person(s) wearing the risk management hat.
FALSE -Workplace safety is everyone's responsibility. It is best to establish a safety culture through policies, procedures, training, and supervision.
12. Any injury at work-no matter how small- must be reported immediately to the person's supervisor and receive first-aid attention.
TRUE - Serious conditions often arise from small injuries if they are not cared for at once
13. Safety glasses, gloves, helmets, and safety shoes, must be worn on the job if policy requires them.
TRUE - Personal protective equipment (PPE) is meant to protect workers from specific hazardous associated with their job responsibilities. Policies, procedures, training, and supervision all contribute to the safe use of PPEs.
14. People have different work styles. Staff members who work best with plies of materials about their areas are just as safe from accident and injury as staff members with neat areas.
FALSE - Slips, trips, and falls are the most frequent cause of accident and injury in the workplace. Staff should be encouraged to maintain a neat work area for safety reasons.
15. Safety is just common sense. The City doesn't need to waste time training people not to put their hands in a shredder.

RETRUN TO TABLE OF CONTENTS

~~FALSE - One person's common sense is not necessarily the same as another's. The City should identify its expectations for safe workplace procedures through policies, checklists, training, and supervision.~~
~~16. People will automatically walk around spilled liquid on the floor. When you see spilled liquid on the floor, wait for the maintenance staff to find it and clean it up.~~
~~FALSE - Slips, trips, and falls cause the most workplace accidents. Encourage everyone to clean up spills or alert maintenance right away,~~
~~17. All we can afford is the furniture we've been given. If the chairs don't adjust and we use tables instead of fancy desks, it won't hurt anyone.~~
~~FALSE - Repetitive motion injuries lower back pain, neck and shoulder aches, headaches, and eyestrain can all afflict computer users with non-ergonomic work stations.~~
~~18. Chairs or stools can be substituted for a ladder to get items out-of-reach as long as an employee 'spots' the person using the chair or stool.~~
~~FALSE - Standing on chairs or stools, especially ones with castors, is a great contributor to slip and fall injuries in the workplace. Instruct staff to only use appropriate step-stools or ladders and to follow ladder-use safety protocol.~~
~~19. Reporting and replacing burned out light bulbs is an inexpensive and effective crime deterrent.~~
~~TRUE - Burned out bulbs create places to hide that aren't there when the area is well lighted.~~
~~20. A sloppy worker is only a danger to himself.~~
~~FALSE - Co-workers' housekeeping habits affect the safety of fellow workers.~~
~~21. Where needed, special procedures for helping physically impaired employees should be incorporated into the entity's emergency plans.~~
~~TRUE~~
~~22. In a fire drill or fire, do not use the elevator to exit the building.~~
~~TRUE - Always use the stairs. Most stairways are fire resistant and present barriers to smoke if the doors are kept closed. Unsealed elevator shafts can act as a chimney drawing the smoke into them.~~
~~23. No one needs instructions on how to use a ladder.~~
~~FALSE - Load, height, angle, maintenance, and repair all need to be considered before safely stepping on a ladder.~~
~~24. Anyone can safely pick up a fire extinguisher and use it to put out a fire.~~
~~FALSE - Only those trained to use the particular type of fire extinguisher should attempt to use it to put out a fire. There are specific types used for grease, electrical, wood, and chemical fires --to name a few.~~
~~25. Injuries in office settings often come about because the "housekeeping" of the office has become slack.~~
~~TRUE - Cleanliness and good housekeeping can also reduce allergic reactions to dust and mold, and prevent illness such as the flu and conjunctivitis (pink eye).~~
~~26. The most common safety hazards in the office are falls, noise, inadequate pathways, and placement of furniture/equipment.~~
~~TRUE - The most common hazards are the least expensive to solve. Safety education, a safety culture, and supervision can reduce or eliminate most causes of these common hazardous.~~
~~27. Employees need to be trained to lift heavy objects, which can cause serious injuries.~~
~~TRUE - Heavy objects include people lifted by police officers and fire fighters. Failing to lift objects of any weight properly can result in injury. Small, light loads (i.e., stacks of files, boxes of computer paper, books) can wreak havoc on backs, necks, and shoulders if bodies are used incorrectly when lifting them.~~
~~28. Chemical and cleaning supplies should be stored in a locked cabinet or storage room.~~
~~TRUE - In addition, chemicals should be stored in a separate closet or cabinet from cleaning supplies to keep them from interacting.~~
~~29. It is unfriendly to require sign-in sheets or badges for visitors or vendors.~~

RETRUN TO TABLE OF CONTENTS

~~FALSE - It all depends on how the request is made. Provide training for the front-desk staff. Teach them some phrases to use to encourage compliance with signing the guest register and wearing visitor badges, as well as what to do if the person is unwilling to comply.~~
~~30. Only those entities that have commercial kitchens need to worry about kitchen wiring, sanitation, temperature control, and maintenance.~~
~~FALSE - Even if your kitchen is simply a staff break room with refrigerator. Microwave oven, sink, and dishwasher, it is important to ensure that equipment is appropriate for the setting, and is installed and maintained properly.~~
~~31. Workplace violence is a growing concern for employers and employees nationwide.~~
~~TRUE Approximately two million American workers are victims of workplace violence each year. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide: one of the leading causes of job-related deaths.~~
~~32. Chain and padlock exterior doors with push bars to make sure employees won't prop them open.~~
~~FALSE Exit doors must be accessible at all times. Never store items in front of the doors or otherwise block them. Never chain and padlock these doors. To keep staff from using these exits for a short-cut, a smoke break, or other non-emergency use, alarm the doors and post a warning that the alarm will go off when the doors are opened~~
~~33. Only public entity employees working in the medical field need to worry about infections that can be transmitted through contact with blood and body fluids.~~
~~FALSE - Anyone who comes into contact with blood or body fluids needs to take proper precautions. This would include first-aid for an injured co-worker or client, and maintenance staff called upon to clean up after an ill person. The greatest risks are from HIV and Hepatitis Band C. But other infections, such as Strep, pneumonia, and TB, can also be transmitted.~~
~~34. Employees should be trained to check vehicles before driving.~~
~~TRUE - Whether it's their own or the City's vehicle, workers should make certain key safety equipment is working as intended before driving off (the headlights and brake lights work, the wiper blades clean and do not smear, the horn honks, the brakes slow and stop the vehicle, the tires have treads, all the seatbelts function properly, and that the gas tank is full).~~
~~35. HIV is the most common bloodborne infection in the United States.~~
~~FALSE - OSHA reports that Hepatitis C infection is the most common chronic bloodborne infection in the United States, affecting approximately 4 million people. It is caused most commonly by needlestick injuries.~~
~~36. OSHA is just a regulatory agency; safety training and information must be obtained elsewhere.~~
~~FALSE - OSHA provides many e-Tools on various construction topics. These tools allow the user to get training and in some cases customize policies for their entities. Booklets, fact sheets, checklists, and alerts are available through the OSHA Web site.~~
~~37. A City is only responsible for ensuring that operators of vehicles used in the course of the City's operations are properly licensed.~~
~~FALSE - A City must ensure that operators of vehicles used in the course of its business are properly licensed, follow safety precautions, and are adequately trained to drive the kind of vehicle used on its behalf. This can be done by screening drivers, establishing driving policies, maximizing vehicular safety, and providing for vehicular inspection and maintenance.~~
~~38. A drug-free workplace policy with enforceable consequences for disregarding the policy contributes to a safe workplace.~~
~~TRUE - A drug-free workplace contributes to a safe workplace, because others' behavior affects the safety of fellow workers.~~

RETRUN TO TABLE OF CONTENTS

~~39. Reassignment to light or modified duty can help reduce the overall costs and length of disability for a work-related accident.~~
~~TRUE - Light or modified duty is offered to an injured employee for a limited time. The program may start with less work and fewer hours than regular job requirements and is gradually increased as abilities return, until the person is able to fully function in the job.~~
~~40. Stress affects morale, productivity, and safety.~~
~~TRUE - Workplace stress can be defined as the harmful physical and emotional responses that occur when the requirements of the job do not match the capabilities, resources, or needs of the employee. Job design, relaxation techniques, individual levels of tolerance all enter into reducing the effects of stress on the job.~~
~~41. Employees need to discern an "empty threat" from one that is serious.~~
~~TRUE - Policies, procedures, and training will help workers identify a real threat to safety from an empty threat from a person on the phone or onsite.~~
~~42. Sometimes the least expensive warning device can be the most effective.~~
~~TRUE - Smoke alarms and fire extinguishers are the first lines of defense in the event of a fire in a building.~~

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RETRUN TO TABLE OF CONTENTS

SIGNS FOR POSTING

Keep Us Safe

If an employee wishes to report a hazard, safety suggestion,
Or other safety problem anonymously,
He or she can report it anonymously on the

City of Kerman Safety Tipline

(877) 312-6149

After Calling 911

For Any Hazardous
Material Spills Pesticide Exposures
Or Accidents Involving Bodily Fluids

Please Call:
Fresno County
Emergency Response Team
At

559-600-3271
Mon – Fri (8:00 Am – 5:00 Pm)

After Hours
559-600-3111

County of Fresno
Adult Worker Offender Program

Employer Name	City of Kerman
Employer's Product/Service	City Government
Mailing Address	850 S. Madera Ave
Work Site	15201 W. A Street
Public Works Secretary	Denise Isaak
Phone Number	(559) 846-9343, Opt 1
Email Address	disaak@cityofkerman.org
Federal Tax ID Number	94-6000351
State ID Number	74-900309
Worker's Comp Carrier	AIMS (self-insured-no Policy #)

If an AWOP person believes they have sustained a work related injury, they are to:

1. **Immediately notify their Supervisor so the injury can be reported in a timely manner.**

2. **A call will be placed to the AMC Call Connect @ 1-844-691-4111.**

3. **If medical treatment is needed, the Supervisor will direct them to Concentra, or the nearest emergency room if immediate medical attention is needed. The City will provide them with the necessary paperwork.**

4. **The injured worker will update the Supervisor on the outcome of any medical appointments and turn in all notes issued by medical office.**

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EMERGENCY

AMBULANCE: 911

FIRE – RESCUE: 911

HOSPITAL: FRESNO COMMUNITY – 559-459-6000
SAINT AGNES MEDICAL CENTER 559-449-5000

PHYSICIAN: ~~WORKMAN'S~~ WORKER'S COMP –
CONCENTRA

- NORTH FRESNO - 7265 N. 1ST STREET, #105; PHONE 431-8181
- SOUTH FRESNO - 2555 S. EAST AVENUE; PHONE 499-2400
- MADERA - 509 S. "I" STREET IN MADERA; PHONE 673-9020

APOLLO

- FRESNO - 6042 N FRESNO ST, STE 104; PHONE 515-6841

POLICE: 911

CAL/OSHA: 559-445-5302

POSTING IS REQUIRED BY TITLE 8 SECTION 1512 (E), CALIFORNIA CODE OF REGULATIONS

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STAFF REPORT

MEETING DATE: November 13, 2024

PRESENTER: Jesus A. Gonzalez, City Engineer

SUBJECT: Public Hearing and Authorization of Submission of Application for CDBG Funds for Fiscal Year 2025-2026 (JG)

RECOMMENDATION: Council conduct a public hearing and adopt the resolution authorizing the submission of an application for Community Development Block Grant (CDBG) funds for Fiscal Year 2025-2026 for the Kerckhoff Park Improvements.

EXECUTIVE SUMMARY:

The City of Kerman receives an annual allocation of Federal CDBG funds from the U.S. Department of Housing and Urban Development (HUD) through an agreement with the County of Fresno (County). The City's funding allocation for FY 2025-2026 is $226,250. Staff submitted to the County an application for restoration of the restrooms and baseball field grandstand at Kerckhoff Park. The County has determined that the proposed project is eligible for CDBG funding.

The proposed project is the interior restoration of the existing restrooms and baseball field grandstand at Kerckhoff Park. The project is located within an area, with over 54 percent of the area being low to moderate income households. A preliminary application for the proposed project was submitted to the County for verification of project eligibility and the County has determined the project to be eligible for funding.

A public hearing is required to be held to allow interested citizens the opportunity to comment on projects or activities submitted for CDBG funding. The Notice of Public Hearing was published in the Kerman News on October 30, 2024 and posted at City Hall.

FISCAL IMPACT:

The total estimated cost of the project is $241,250. The City's FY 2025-2026 CDBG funding allocation is $226,250. The project overage in the amount of $15,000 will be through a local match funding source to be identified in the Fiscal Year 25-26 budget.

ATTACHMENTS:

A. Resolution

RESOLUTION NO. 24-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN AUTHORIZING SUBMISSION OF APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR FISCAL YEAR 2025-2026

WHEREAS, a Notice of Public Hearing was published in the Kerman News on October 30, 2024; and;

WHEREAS, the City Council held a Public Hearing to discuss an application for Community Development Block Grant (CDBG) Funds for Fiscal Year 2025-2026 on November 13, 2024; and

WHEREAS, the City Council received a report from the City Engineer identifying the need for the restrooms restoration and baseball field grandstand at Kerckhoff Park.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KERMAN RESOLVES AS FOLLOWS:

1. Submission of an application for CDBG Funds for 2025-2026 to the County of Fresno for restrooms and baseball field grandstand restoration at Kerckhoff Park is hereby authorized.

2. The City Manager is authorized to sign all application documents and funding agreements pertaining to said project.

The foregoing resolution was adopted by the City Council of the City of Kerman at a regularly scheduled meeting held on the 13th day of November 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing resolution is hereby approved.

_____
Maria Pacheco
Mayor

ATTEST:

_____
Josie Camacho
City Clerk

STAFF REPORT

MEETING DATE: November 13, 2024

PRESENTER: John Jansons, City Manager

SUBJECT: Discussion-Study Session on West Fresno County Solar Projects (JAJ)

RECOMMENDATION: That Council hear a brief presentation regarding solar development in West Fresno County, including that of Westlands Water District, to become informed about current development proposals and any impacts to Kerman, with possible direction to staff.

BACKGROUND:

In March of 2024, the City was introduced to Keith Bergthold of Community Energy California advocating that community benefit provisions be imbedded in proposed large scale solar array developments in western Fresno County to the benefit of local cities. Much emphasis was placed on the creation of a Non-Profit Organization that would have a Board of Directors comprised of local Mayors to direct and control community benefits exacted from solar development projects.

It is staff's understanding that local Mayors of West Fresno County cities, including Kerman, had been introduced to this issue and had meetings with Mr. Bergthold and his team (Rural Communities Rising) to discuss opportunities and effects of large-scale solar developments.

Peeked with interest, and in an attempt to better understand a burgeoning advocacy and organizing effort by Mr. Bergthold and others, Kerman hosted a meeting of West Fresno County City Managers in April to gain greater understanding of this subject area.

In June, Mr. Bergthold and his group were invited to brief City Council and describe their advocacy work, but did not accept the City's offer indicating they would be busy throughout the summer doing community outreach activities for their newly rebranded organization, "Regenerate California Initiative" in conjunction with Rural Communities Rising.

In August, a follow-up meeting of Westside Mayors and representatives of Assembly Member Esmerelda Soria discussed Soria's proposed legislation, AB 2661, which would condition development of large-scale solar development on Westlands Water District fallowed properties.

On September 26, 2024 Esmerelda Soria's AB 2661 (**Attachment 'A'**) was signed into law by Governor Newsom thereby setting conditions on solar development and energy generation, transmission, sale, storage, maintenance and community benefit programs, into law.

Official Summary/Bill Text:

> The California Water District Law provides for the establishment of water districts and authorizes a district to construct, maintain, and operate plants for the generation of hydroelectric energy and transmission lines for the conveyance of the hydroelectric energy. Existing law merged the former West Plains Water Storage District into the Westlands Water District, and provides for the operation of the Westlands Water District.
>
> This bill would authorize the Westlands Water District to provide, generate, and deliver solar photovoltaic electricity and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for generating and delivering that electricity. The bill would require the district to use the electricity for the district's own purposes, and the bill would authorize the district to sell surplus electricity to a public or private entity engaged in the distribution or sale of electricity. The bill would also authorize the district to construct, operate, and maintain energy storage systems and electric transmission lines, and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for the operation of the energy storage systems and electric transmission lines, within the boundaries of the district, as specified. The bill would require the district to report the amount of income, and the purposes for expenditure of that income, from electricity facilities constructed pursuant to these provisions in a specified report. <u>The bill would require the district to establish a community benefits agreement plan for a specified electrical infrastructure development plan and related transmission and other electrical projects, as provided.</u> The bill makes legislative findings and declarations as to the necessity of a special statute for the Westlands Water District.

On October 10, 2024, Mayor Pacheco and City Manager Jansons accepted an invitation to tour the West County communities with other west Fresno County city representatives to describe their respective communities to Intersect Power solar developers (**Attachment 'B'**) and provide a better understanding of West County communities, including Kerman, and the assets, opportunities, and challenges of each city. The narrated tour also featured a review of Kerman's infrastructure and commercial businesses that could serve, support, or subcontract with the solar firms looking to develop nearby.

On October 16, 2024, the California Energy Commission (CEC) conducted and in-person "environmental scoping and informational meeting" at Harris Ranch to review the Darden (Intersect Power) Clean Energy Project. Materials associated with that CEC Hearing are included as **Attachment 'C'**.

On October 23, 2024, Staff provided City Council with the project description materials from the Intersect Power sponsored tour along with a short briefing on the tour, and Council directed staff to return to Council with a report and presentation so as to discuss the matter in more depth.

Representatives of Assembly Member Soria's office, a representative of Westlands Water District, representatives of Workforce Development Board, and a local solar engineering

consultant are scheduled to attend and support the discussion and be available for Council questions. Representatives of Intersect Power were not available due to a scheduling conflict, but offered to attend at a later date if requested.

FISCAL IMPACT:

There is no fiscal impact associated with receiving this presentation.

ATTACHMENTS:

A. AB 2661
B. Intersect Power Materials
C. CEC Notes

SENATE COMMITTEE ON ENERGY, UTILITIES AND COMMUNICATIONS
Senator Steven Bradford, Chair
2023 - 2024 Regular

Bill No:	AB 2661	**Hearing Date:**	7/2/2024
Author:	Soria		
Version:	5/16/2024 Amended		
Urgency:	No	**Fiscal:**	No
Consultant:	Nidia Bautista		

SUBJECT: Electricity: Westlands Water District

DIGEST: This bill authorizes the Westlands Water District (Westlands) to own electric generation, storage, and transmission facilities within the district and sell the output to public or investor-owned utilities (IOUs) for sale to retail customers.

ANALYSIS:

Existing law:

1) Establishes and vests the California Public Utilities Commission (CPUC) with regulatory authority over public utilities, including electric IOUs and transmission owners providing intrastate transmission services. (Article XII of the California Constitution)

2) Authorizes the CPUC to supervise and regulate every public utility, including electrical corporations, and to do all things that are necessary and convenient in the exercise of that power and jurisdiction. (Public Utilities Code §201 *et seq.* and §701)

3) Requires retail sellers and publicly owned utilities (POUs) to increase purchases of renewable energy such that at least 60 percent of retail sales are procured from eligible renewable energy resources by December 31, 2030. This is known as the Renewables Portfolio Standard (RPS). (Public Utilities Code §399.11 *et seq.*)

4) Establishes it is the policy of the state that eligible renewable energy resources and zero-carbon resources supply 100 percent of all retail sales of electricity to California end-use customers by December 31, 2045. (Public Utilities Code §454.53)

5) Provides, as part of the California Water District Law, for the establishment of water districts and authorizes a district to construct, maintain, and operate plants

for the generation of hydroelectric energy and transmission lines for the conveyance of the hydroelectric energy. (Water Code §35770)

6) Merged the former West Plains Water Storage District into the Westlands, and provides for the operation of the Westlands. (Water Code §37820)

This bill:

1) Authorizes the Westlands to provide, generate, and deliver solar photovoltaic (PV) or hydroelectric electricity and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for generating and delivering that electricity.

2) Requires the Westlands to use the electricity for the Westland's own purposes and authorizes Westlands to sell surplus electricity to a public or private entity engaged in the distribution or sale of electricity.

3) Authorizes the Westlands to construct, operate, and maintain energy storage systems and electric transmission lines, and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for the operation of the energy storage system and electric transmission lines, within the boundaries of the district, as specified.

4) Requires the Westlands to report the amount of income, and the purposes for expenditure of that income, from these electricity facilities in a specified report.

5) Makes legislative findings and declarations as to the necessity of a special statute for Westlands.

Background

Westlands Water District. The Westlands is the largest agricultural water district in the United States, by irrigable acres, consisting of more than 1,000 square miles of land in Fresno and Kings Counties which provides water primarily to farms and rural communities on the west side of Fresno and Kings for more than seven decades. The Westlands has federal contracts to provide water to 700 family-owned farms that average 875 acres in size and produce $1 billion worth of agricultural crops. The Westlands Board of Directors are comprised of nine members each of whom is a district landowner or designated or legal representative of a landowner. Board elections are held every two years, and Directors are elected to four-year terms of office. Each landowner in the District is allowed one vote for each dollar's worth of land to which he/she holds title.

Agriculture lands becoming fallowed. Water is delivered to Westlands from the Central Valley Project (CVP) which pumps water from Northern California. Before Westlands began receiving CVP water, farmers on the west side of the San Joaquin Valley relied on groundwater pumping. This dependence led to severe overdrafts, widespread land subsidence and other environmental damage. Westlands' water supply has decreased since a drought that began in 1986. Drought conditions as well as environmental regulations have led the U.S. Bureau of Reclamation, who operates the CVP, to reduce the amount of water it delivers to Westlands. Currently, Westlands expects to receive only about 50 percent of its contractual water supply in an average water year.

According to Westlands, "over the last ten years inadequate and unpredictable water supplies have forced in any given year more than 100,000-200,000 acres – approximately 36 percent of Westlands' farmland – out of production. Further, available annual water supplies are declining under the implementation of the Sustainable Groundwater Management Act, resulting in more land being retired from irrigated agriculture."

Special districts who can generate electricity. State law allows nine kinds of special districts to generate or provide electricity:

- California water districts;
- County water districts;
- Municipal water districts;
- Community services districts;
- Public utility districts;
- Irrigation districts;
- Resort improvement districts;
- Municipal utility districts; and
- Water conservation districts.
-

California water districts are limited to hydroelectric generation that comes from using the hydraulic force of the water to generate electricity. County water districts and municipal water districts can generate power using any fuel source. However, they are limited to generating power for their own purposes as a water agency and can't sell retail electricity, but they can sell surplus electricity to other utilities that distribute or sell electricity.

Integrated Resource Planning (IRP) framework. The CPUC developed the IRP process pursuant to SB 350 (De León, Chapter 547, Statutes of 2015). IRP provides the umbrella process by which the CPUC oversees long-term procurement for its regulated load-serving entities (E.g., electrical corporations, community choice

aggregators, and electric service providers), which serve approximately 75 percent of the state. This process ensures that California's electric sector meets its greenhouse gas (GHGs) reduction goals while maintaining reliability at the lowest possible costs. The IRP runs on a two-year cycle, and forecasts system need 10 years into the future. In February 2024, the CPUC adopted a decision in its integrated resource planning that meets a statewide 25 million metric ton (MMT) GHG target for the electric sector by 2035 (CPUC Decision 24-02-047 of Rulemaking 20-05-003). The decision represents the most aggressive *end of the range identified by California Air Resources Board (CARB), and has identified* 56,000 megawatts of clean new resources are needed by 2035. The CPUC also recommended to the California Independent System Operator that the resource portfolio achieving the 25 MMT GHG goal be the foundation for planning transmission investments – utilized as both the reliability base case and the policy-driven base case for study in its 2024-2025 Transmission Planning Process. This GHG target will further expand on the need for additional energy resources, especially renewable energy, to help the state meet its climate and clean energy goals.

Comments

Need for this bill. The author notes: "To combat the impacts of climate change, California has set ambitious goals to increase the use of clean energy. California's Public Utilities Commission estimates that the state will need over 40,000 megawatts of new renewable energy to meet these goals. The Central Valley is in a unique position to help meet this need through the construction of new solar generation facilities and the transmission lines needed to deliver it to the grid. Unfortunately, Major high voltage transmission can take nearly a decade from approval to operation. AB 2661 aims to accelerate solar power and transmission development in the Central Valley, tapping into tens of thousands of megawatts of renewable energy, to help meet our state's clean energy goals."

Authorizes Westlands and energy. This bill would authorize Westlands to generate electricity, build transmission and energy storage, and enter the wholesale power business. Specifically, the bill authorizes Westlands to generate solar PV electricity and specifies that electricity must be for its own use, but then provides discharged energy from energy storage and any surplus electricity generated from solar PV can be sold to other utilities. Westlands wants this authority to start planning a transition for some land within its boundaries away from farming crops to farming solar. As farmland goes out of production, it can have various negative effects on local communities, including a loss of jobs, poor air quality, and other environmental harms. Converting farmland to land with solar PV facilities and leased transmission has the potential to ameliorate some of these negative effects by

creating an opportunity for revenue generation for the owners of the land. AB 2661 potentially makes deploying additional solar PV facilities easier by allowing Westlands to construct them, along with the transmission lines needed to deliver energy.

Dual referral: This bill passed out of the Senate Committee on Local Government by a vote of 7-0 on June 11, 2024.

Prior/Related Legislation

SB 1755 (Soto, Chapter 848, Statutes of 2002) authorized municipal water districts and county water districts to own and operate electric power plants whether hydroelectric or otherwise; states power generated from these plants may be used for the district's own purposes; and authorizes surplus power may be sold to any public or private entity that sells electricity.

FISCAL EFFECT: Appropriation: No Fiscal Com.: No Local: No

SUPPORT:

California State Association of Electrical Workers, Co-sponsor
Coalition of California Utility Employees, Co-Sponsor
Agricultural Council of California
Agricultural Energy Consumers Association
Almond Alliance
California Avocado Commission
California Association of Local Agency Formation Commissions
California Citrus Mutual
California Cotton Ginners & Growers Association
California Manufacturers & Technology Association
California Walnut Commission
Central Valley Business Federation
Cities of: Avenal, Coalinga, Hanford, and San Joaquin
Dairy Institute of California
Golden State Clean Energy, LLC
Harris Farms, Inc.
Kings River Conservation District
Kings River Water Association
Regenerate California Innovation, Inc.
Santa Clara Valley Water District
Self-Help Enterprises
Western Agricultural Processors Association

Western Growers Association
Westlands Water District

OPPOSITION:

None received

ARGUMENTS IN SUPPORT: Westlands Water District states:

> AB 2661 is critical for the planning and development of up to 30,000 megawatts of renewable energy in the San Joaquin Valley by aiding in the deployment of transmission lines and by allowing state water districts to own and operate energy storage, generation, and transmission facilities. This would empower districts like Westlands to use this clean electricity for our water operational needs, thus reducing the cost of water to end customers. AB 2661 would also grant state water districts the authority to sell any excess electricity to other public or private entities that deal in electricity distribution or sales. Importantly, AB 2661 does not allow a water district to serve end-use retail customers other than the district's own uses. We urge the passage of AB 2661 because it offers farmers a viable solution for repurposing SGMA-impacted and non-irrigable lands while helping the state meet its clean energy goals, sustaining jobs, and bringing new investment to the San Joaquin Valley. AB 2661 will tap into the significant potential of the San Joaquin Valley for solar, energy storage, and transmission while giving a second life to lands that are no longer irrigated due to inadequate water supply.

-- END --

FastDemocracy

AB 2661

Overview
Bill Summary
Tweets
Similar Bills
Sponsors
News
Votes
Actions
Bill Texts
Documents
Sources



AB 2661

California Assembly Bill

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Electricity: Westlands Water District.

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legislature • Sep 25, 2024: Chaptered by Secretary of State - Chapter 573, Statutes of 2024.

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09/25/24 - Chaptered

AB 2661

Overview
Bill Summary
Tweets
Similar Bills
Sponsors
News
Votes
Actions
Bill Texts
Documents
Sources

Official Summary/Bill Text

The California Water District Law provides for the establishment of water districts and authorizes a district to construct, maintain, and operate plants for the generation of hydroelectric energy and transmission lines for the conveyance of the hydroelectric energy. Existing law merged the former West Plains Water Storage District into the Westlands Water District, and provides for the operation of the Westlands Water District.

This bill would authorize the Westlands Water District to provide, generate, and deliver solar photovoltaic electricity and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for generating and delivering that electricity. The bill would require the district to use the electricity for the district's own purposes, and the bill would authorize the district to sell surplus

Sponsors



Esmeralda Soria
author
(D - 27)

AB 2661 in the news

SJV WATER: Westlands Water District teams up with democrats on massive solar project - Maven's Notebook
Maven's Notebook • Oct 12, 2024

More Than a Dozen Proposed New CA Water Laws Race to Capitol Finish Line - GV Wire

GV Wire • Aug 28, 2024

AB 2661

Inside Look at Fresno County Westside Solar Plan to Power 9 Million Homes - GV Wire

GV Wire • Jul 01, 2024

More News

Overview

Bill Summary

Tweets

Similar Bills

Sponsors

News

Votes

Actions

Bill Texts

Documents

Sources

Votes

Apr 17, 2024, Assembly
Do pass and be re-referred to the Committee on [Natural Resources]

YES: 16 NO: 0 OTHER: 0

Apr 22, 2024, Assembly
Do pass as amended and be re-referred to the Committee on [Appropriations]

YES: 11 NO: 0 OTHER: 0

May 16, 2024, Assembly
Do pass as amended.

YES: 11 NO: 0 OTHER: 4

May 23, 2024, Assembly
AB 2661 Soria Assembly Third Reading

YES: 73 NO: 0 OTHER: 7

Jun 11, 2024, Senate
Do pass, but first be re-referred to the Committee on [Energy, Utilities and Communications]

YES: 7 NO: 0 OTHER: 0

AB 2661

Overview
Bill Summary
Tweets
Similar Bills
Sponsors
News
Votes
Actions
Bill Texts
Documents
Sources

Jul 02, 2024, Senate
Do pass

YES: 18 NO: 0 OTHER: 0

Aug 30, 2024, Senate
3rd Reading AB2661 Soria By Hurtado

YES: 40 NO: 0 OTHER: 0

Sep 01, 2024, Assembly
AB 2661 Soria Concurrence in Senate Amendments

YES: 76 NO: 0 OTHER: 3

Actions

Sep 25, 2024 | legislature
- Approved by the Governor.
- Chaptered by Secretary of State - Chapter 573, Statutes of 2024.

Sep 13, 2024 | legislature
- Enrolled and presented to the Governor at 4 p.m.

Aug 31, 2024 | Assembly
- In Assembly. Concurrence in Senate amendments pending.
- Senate amendments concurred in. To Engrossing and Enrolling. (Ayes 76. Noes 0.).

Aug 30, 2024 | Senate
- Read third time. Passed. Ordered to the Assembly. (Ayes 38. Noes 0.).

Aug 26, 2024 | Senate
- Read second time. Ordered to third reading.

AB 2661

Overview

Bill Summary

Tweets

Similar Bills

Sponsors

News

Votes

Actions

Bill Texts

Documents

Sources

Aug 23, 2024 | Senate

- Read third time and amended. Ordered to second reading.

Jul 03, 2024 | Senate

- Read second time. Ordered to third reading.

Jul 02, 2024 | Senate

- From committee: Do pass. (Ayes 18. Noes 0.) (July 2).

Jun 11, 2024 | Senate

- From committee: Do pass and re-refer to Com. on E., U. & C. (Ayes 7. Noes 0.) (June 11). Re-referred to Com. on E., U. & C.

Jun 05, 2024 | Senate

- Referred to Coms. on L. GOV. and E., U. & C.

May 24, 2024 | Senate

- In Senate. Read first time. To Com. on RLS. for assignment.

May 23, 2024 | Assembly

- Read third time. Passed. Ordered to the Senate. (Ayes 73. Noes 0. Page 5606.)

May 20, 2024 | Assembly

- Read second time. Ordered to third reading.

May 16, 2024 | Assembly

- Assembly Rule 63 suspended.
- From committee: Amend, and do pass as amended. (Ayes 11. Noes 0.) (May 16).
- Read second time and amended. Ordered returned to second reading.

AB 2661

Overview

Bill Summary

Tweets

Similar Bills

Sponsors

News

Votes

Actions

Bill Texts

Documents

Sources

May 08, 2024 | Assembly

- In committee: Set, first hearing. Referred to APPR. suspense file.

Apr 25, 2024 | Assembly

- Re-referred to Com. on APPR.

Apr 24, 2024 | Assembly

- Read second time and amended.

Apr 23, 2024 | Assembly

- From committee: Amend, and do pass as amended and re-refer to Com. on APPR. (Ayes 11. Noes 0.) (April 22).

Apr 18, 2024 | Assembly

- From committee: Do pass and re-refer to Com. on NAT. RES. (Ayes 16. Noes 0.) (April 17). Re-referred to Com. on NAT. RES.

Apr 15, 2024 | Assembly

- Assembly Rule 56 suspended. (Page 4775.)
- (Pending re-refer to Com. on NAT. RES.)

Apr 01, 2024 | Assembly

- Re-referred to Com. on U. & E.

Mar 28, 2024 | Assembly

- In committee: Set, first hearing. Hearing canceled at the request of author.

Mar 21, 2024 | Assembly

- Referred to Coms. on U. & E. and NAT. RES.
- From committee chair, with author's amendments: Amend, and re-refer to Com. on U. & E. Read second time and amended.

AB 2661

Overview
Bill Summary
Tweets
Similar Bills
Sponsors
News
Votes
Actions
Bill Texts
Documents
Sources

Feb 15, 2024 | Assembly

- From printer. May be heard in committee March 16.

Feb 14, 2024 | Assembly

- Read first time. To print.

Bill Texts

- AB2661 HTML
- 02/14/24 - Introduced PDF
- 03/21/24 - Amended Assembly PDF
- 04/24/24 - Amended Assembly PDF
- 05/16/24 - Amended Assembly PDF
- 08/23/24 - Amended Senate PDF
- 09/05/24 - Enrolled PDF
- 09/25/24 - Chaptered PDF

Documents

- 04/16/24- Assembly Committee On Utilities And Energy PDF
- 04/19/24- Assembly Natural Resources PDF
- 05/06/24- Assembly Appropriations PDF
- 05/20/24- Assembly Floor Analysis PDF
- 06/07/24- Senate Local Government PDF
- 06/28/24- Senate Energy, Utilities And Communications PDF
- 07/31/24- Senate Floor Analyses PDF
- 08/26/24- Senate Floor Analyses PDF

08/31/24- Assembly Floor Analysis PDF

AB 2661

Overview

Bill Summary

Tweets

Similar Bills

Sponsors

News

Votes

Actions

Bill Texts

Documents

Sources

Sources

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240AB2661

Date of Hearing: April 17, 2024

ASSEMBLY COMMITTEE ON UTILITIES AND ENERGY
Cottie Petrie-Norris, Chair
AB 2661 (Soria) – As Amended March 21, 2024

SUBJECT: Electricity: transmission facility planning: water districts

SUMMARY: Requires the California Public Utilities Commission (CPUC) to evaluate the potential for 10,000 to 30,000 MW of solar generation in the Central Valley beyond the amount of solar electrical generation described in the most recently adopted preferred system plan. If that solar generation is determined to be cost-effective, the CPUC is required to provide transmission-focused guidance to California Independent System Operator (CAISO) for transmission upgrades needed to accommodate this new solar capacity. Additionally, this bill would provide California water districts the authority to own electric generation, storage and transmission facilities within their district and sell the output to public or investor-owned utilities for sale to retail customers.

Specifically, **this bill**:

1) Requires the CPUC to evaluate the potential for 10,000 to 30,000 MW of solar generation in the Central Valley beyond the amount of solar electrical generation described in the most recently adopted preferred system plan as of January 1, 2025. If that solar generation is determined to be cost-effective, the CPUC is required to provide transmission-focused guidance no later than March 31, 2025 to the CAISO that includes the new generation of expected future resource portfolio so that the CAISO evaluates the transmission needs that accommodates the new capacity into the CAISO system.

2) Authorizes a water district to generate, and deliver hydro-electric energy and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for generating and delivering that electricity.

3) Requires a water district to use the hydro-electric energy for the district's own purposes, and also authorizes a district to sell surplus energy to a public or private entity engaged in the distribution or sale of electricity.

4) Authorizes a water district to construct, operate, and maintain energy storage systems and transmission lines within the boundaries of the water district as specified.

5) Does not authorize a water district to sell, or deliver electricity at retail.

EXISTING LAW:

1) Authorizes the CPUC to supervise and regulate every public utility, including electrical corporations, and to do all things that are necessary and convenient in the exercise of that power and jurisdiction. (Public Utilities Code §201 et seq., and § 701)

2) Requires retail sellers and publicly owned utilities to increase purchases of renewable energy such that at least 60% of retail sales are procured from eligible renewable energy

resources by December 31, 2030. This is known as the Renewables Portfolio Standard (RPS). (Public Utilities Code § 399.11 et seq.)

3) Establishes it is the policy of the state that eligible renewable energy resources and zero-carbon resources supply 100% of all retail sales of electricity to California end-use customers and 100% of electricity procured to serve all state agencies by December 31, 2045. (Public Utilities Code § 454.53)

4) Requires the CPUC to adopt a process for each Load Serving Entity (LSE) serving end-use customers in the state, to file an IRP and schedule periodic updates to the plan to ensure that it meets, among other things, the state's targets for reducing emissions of greenhouse gases and the requirement to procure at least 60% of its electricity from eligible renewable energy resources by December 31, 2030. (Public Utilities Code § 454.52)

5) Requires that the IRP of each LSE contribute to a diverse and balanced portfolio of resources needed to ensure a reliable electricity supply that provides optimal integration of renewable energy resources in a cost-effective manner, meets the emissions reduction targets for greenhouse gas emissions established by the California Air Resources Board (CARB) for the electricity sector, and prevents cost shifting among LSEs. (Public Utilities Code § 454.54)

6) Establishes the California Independent System Operator (CAISO) as a nonprofit public benefit corporation and requires the CAISO to ensure efficient use and reliable operation of the electrical transmission grid consistent with achieving planning and operating reserve criteria. (Public Utilities Code § 345.5)

7) Requires the California Energy Commission (CEC) to adopt a strategic plan for the state's electric transmission grid, which recommends actions required to implement investments needed to ensure reliability, relieve congestion, and meet future growth in load and generation. (Public Resources Code § 25324)

8) Establishes that the Federal Energy Regulatory Commission (FERC)[1] has exclusive jurisdiction over the transmission of electric energy in interstate commerce. Also establishes the process and procedures for establishing transmission of electric energy in interstate commerce by public utilities, i.e., the rates, terms, and conditions of interstate electric transmission by public utilities. (Federal Power Act §§§ 201, 205, 206 (16 USC 824, 824d, 824(e))

9) Establishes water districts and authorizes a district to construct, maintain, and operate plants for the generation of hydroelectric energy and transmission lines for the conveyance of the hydroelectric energy (Water Code § 31149.1)

FISCAL EFFECT: Unknown. This bill is keyed fiscal and will be referred to the Committee on Appropriations for its review.

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[1] Is the United States federal agency that regulates the transmission and wholesale sale of electricity and natural gas in interstate commerce and regulates the transportation of oil by pipeline in interstate commerce.

BACKGROUND:

California's Climate & Energy Goals. SB 100 (De León, Chapter 312, Statutes of 2018) established the state policy that renewable and zero-carbon resources supply 100% of retail sales and electricity procured to serve all state agencies by 2045.[2] This policy was recently updated under SB 1020 (Laird, Chapter 361, Statutes of 2022) by accelerating the requirement on state agencies to 100% by 2035, and establishing interim targets to meet the sector-wide 100% goal. The updated 2022 Scoping Plan[3] released by the California Air Resources Board (CARB) in December 2022 calls for targets of 38 million metric tons of carbon dioxide equivalent (MMTCO2e) in 2030 and 30 MMTCO2e in 2035 in the electricity sector.[4] These sector-wide targets establish the planning goal that informs all subsequent electricity procurement and transmission planning.

Integrated Resource Planning (IRP) framework. The CPUC developed the integrated resource planning (IRP) process pursuant to SB 350 (De León, Chapter 547, Statutes of 2015). IRP provides the umbrella process by which the CPUC oversees long-term procurement for its regulated load-serving entities (E.g., electrical corporations, community choice aggregators, and electric service providers), which serve approximately 75% of the state.[5] This process ensures that California's electric sector meets its Greenhouse Gas (GHGs) reduction goals while maintaining reliability at the lowest possible costs. During the beginning of the IRP process, the CPUC first develops an estimate for what those LSEs should be procuring (the Reference System Plan), allows these LSEs to file their individual procurement plans, then approves those plans based on their consistency with collective system needs (the Preferred System Plan). The Preferred System Plan that is produced by the IRP process is the basis for a number of additional planning processes, including the SB 100 report, Transmission Planning Process (TPP) by the CAISO and subsequent LSEs' IRP plans. Existing law, within the IRP framework, also allows the CPUC to order the resource procurement, outside of individual LSEs' IRPs, in order to meet decarbonization goals.

The IRP runs on a two-year cycle, and forecasts system need 10 years into the future. In February 2024, the CPUC adopted a decision in its integrated resource planning that meets a statewide 25 million metric ton (MMT) greenhouse gas (GHG) target for the electric sector by 2035.[6] The decision represents the most aggressive *end of the range identified by California Air Resources Board (CARB), and has identified* 56,000 megawatts of clean new resources are needed by 2035. The CPUC also recommended to the California Independent System Operator (CAISO) that the resource portfolio achieving the 25 MMT GHG goal be the foundation for planning transmission investments – utilized as both the reliability base case and the policy-driven base case for study in its 2024-2025 Transmission Planning Process (TPP).

CAISO 20-year Transmission Outlook. In January 2022, CAISO in collaboration with the CPUC and the CEC created a 20-Year Transmission Outlook to examine longer-term grid requirements

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[2] Public Utilities Code § 454.53
[3] In its previous draft plan, CARB set the electric sector targets at 38 million metric tons of carbon dioxide equivalent (MMTCO2e) in 2030 and 30 MMTCO2e in 2045.
[4] Pg.75, CARB, "DRAFT 2022 Scoping Plan Update," May 10, 2022
[5] Public Utilities Code § 454.51-454.53
[6] Proposed Decision 24-02-047 issued 2/15/2024 in IRP Proceeding, Rulemaking 20-05-003

and options for meeting the State's clean energy and climate goals reliably and cost-effectively.[7] CAISO identified 37 gigawatts (GW) of battery energy storage, 4 GW of long-duration storage, over 53 GW of utility scale solar, over 2 GW of geothermal, and over 24 GW of wind generation – the latter split between out-of-state and instate resources.[8] The bulk of the in-state resources consist of offshore wind. Given the lead times needed for these facilities primarily due to right-of-way acquisition and environmental permitting requirements, the CAISO has found that the "longer-term blueprint is essential to chart the transmission planning horizon beyond the conventional 10-year timeframe,"[9] as used in the annual transmission plans. The resulting plan estimated over $30 billion in cost would be needed to meet our 2045 clean energy goals.[10] CAISO has since indicated an update to its 2022 Outlook is forthcoming.

Transmission Planning Process (TPP) – Each year, the CAISO conducts its TPP to identify potential system limitations as well as transmission projects in need of upgrades or new infrastructure in need of construction to improve reliability and efficiency.[11] The TPP fulfills the CAISO's core responsibility to identify and develop solutions to meet the future needs of the electricity grid. The TPP relies on the CPUC's integrated resource plan (IRP) process to identify the optimal mix of system-wide resources capable of meeting greenhouse gas planning targets for the electric sector.[12] CAISO receives the IRP results as inputs into its TPP. In addition, the CAISO also receives the California Energy Commission's (CEC's) demand forecast of electricity and natural gas sales, consumption, and peak and hourly electricity demand.

The development of the TPP entails an annual public stakeholder process that is conducted pursuant to the CAISO's FERC-approved tariff. It includes a three-phase process that leads to annual CAISO Board of Governors' approval of a transmission plan and associated transmission projects. There are three main categories of CAISO approved transmission projects:

- Reliability projects to meet federal standards;
- Policy projects to meet state policy goals
- Economic projects that reduce congestion, production costs, transmission losses, capacity requirements or other electric supply costs.

Following the CAISO Board's approval of a TPP, new projects that are identified as necessary go through a competitive solicitation process. Transmission developers—which may be public or

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[7] CAISO 20-Year Transmission Outlook, January 31, 2022; http://www.caiso.com/InitiativeDocuments/Draft20-YearTransmissionOutlook.pdf
[8] Pg. 2, California ISO, "20-Year Transmission Outlook".
[9] Pg. 1, *Ibid*
[10] Pg. 3, *Ibid*
[11] There are other transmission planning efforts, including local capacity requirements, special studies, interregional transmission project, and others that are not mentioned here for sake of clarity.
[12] Via the Reference System Plan (RSP) and Preferred System Plan (PSP). The CPUC creates the Reference System Plan (RSP) to meet the electric sector target informed by the California Air Resources Board Climate Change Scoping Plan. The CPUC uses this RSP to establish filing requirements for the load-serving entities. The second year considers the procurement each load-serving entity proposes to meet these GHG targets. As each load-serving entity has its own local constraints to consider, each files its own plan. The CPUC reviews, modifies, and aggregates these individual load-serving entities' plans into a preferred system plan (PSP). Based on the approved PSP, the CPUC considers authorizing load-serving entities to procure resources within the next 1-3 years to meet GHG planning targets.

investor-owned utilities or private, for-profit entities—apply for the project solicitation and those applications are evaluated on a number of qualifying criteria, including cost.

CAISO's 2022-2023 Transmission Plan. The CAISO's transmission plan released in May 2023, calls for more than 40 GW of new resources identified by the CPUC in the next decade. Resources identified in the plan include:

- Over 17 GW of solar generation distributed across the state in solar development regions that include the Westlands area in the Central Valley, the Kramer area in San Bernardino County;
- Over 3.5 GW of in-state wind generation in existing wind development regions, including Tehachapi in Southern California;
- Over 1 GW of geothermal development, primarily in California's Imperial Valley and in southern Nevada;
- The import of over 4.5 GW of out-of-state wind generation from Idaho, Wyoming and New Mexico.

This plan determined 45 transmission projects with a total cost of $7.3 billion, ranging in individual cost from $4 million to $2.3 billion. These needed projects were weighed against a large variety of alternatives and found to be needed to meet reliability, policy, and economic requirements.

CAISO's Draft 2023-2024 Transmission Plan. The CAISO's draft transmission plan released on April 1, 2024 adds more than 85 GW of new resources by 2035 to reflect GHG reduction goals and load growth from increased electrification occurring in other sectors of the economy, notably in transportation and building industry.[13] Resources identified in the plan include:

- Over 38 GW of solar generation distributed across the state in solar development regions that include the Westlands area in the Central Valley, the Kramer area in San Bernardino County, Riverside County;
- Over 3 GW of in-state wind generation in existing wind development regions, including Tehachapi in Southern California;
- Over 21 GW of geothermal development, primarily in the Imperial Valley and in southern Nevada;
- The import of over 5.6 GW of out-of-state wind generation from Idaho, Wyoming and New Mexico;
- Over 4.7 GW of offshore wind with 3.1 GW in the Central Coast (Morro Bay call area) and 1.6 GW in the North Coast area (Humboldt call area).

The CAISO has found the need for 26 transmission projects, for a total infrastructure investment of an estimated $6.1 billion. The vast majority of transmission costs stem from preparing Humboldt for offshore wind development. As such, 3 projects in Humboldt will cost close to $ 4.1 billion.

The Central Valley. The Central Valley includes parts of 19 counties, which together are home to more than 35,000 farms and nearly 6 million harvested acres. These counties also include 8 of

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[13] Pg.2, CAISO, "2023-2024 Draft TPP". April 2024

the top 10 agricultural counties in the state: Fresno, Kern, Tulare, Stanislaus, Merced, San Joaquin, Kings, and Madera. According to the United States Geological Survey (USGS), the Central Valley of California is recognized as a vital and diverse agricultural region by producing over 250 food crops valued at more than $17 billion annually.[14] The USGS also estimates that the Valley produces 1/4 of the Nation's food, including 40% of the Nation's fruits, nuts, and other table foods.[15] These farming activities demand vast amounts of water. It is estimated that Central Valley occupies 75% of California's irrigated land.[16] Furthermore, much of the water supply used for this irrigation comes from local groundwater resources, and the region accounts for as much as 20% of the entire nation's groundwater demand.[17] In recent years, climate change events such as extreme heat events, sustained droughts and major flooding are threatening the growing agricultural economy.

Central Valley Solar Resources and Transmission. As eluded earlier in the background, in January 2022, CAISO in collaboration with the CPUC and the CEC created a 20-Year Transmission Outlook to examine longer-term grid requirements. In Figure 1[18], the 20-Year Transmission Outlook study envisions over 25 GW of solar development and 14 GW of battery development in the lower Central Valley.

Figure 1: Resource Scenario for Solar and Battery Development in Central Valley

Resource Area	Solar Capacity (2045)	Battery Capacity(2045)
Los Banos	3,391	1,846
Westlands	14,065	7,899
Kern	6,395	3,603
Greater Carrizo	1630	1,050
Total	**25,481**	**14,398**

As of 2019, there are over 3GW of solar projects in the region, and roughly half of this capacity was installed in the last five years.[19] Solar development is expected to increase as the state strives to meet its 2045 renewable energy goals, and on the extent of electrification in the rest of the economy. However, a couple of factors including access to transmission lines, interconnection costs, cost of land among other factors will influence where projects are located. Given that transmission capacity in Central Valley is a limiting factor, solar project development has concentrated in areas where transmission already exists. Existing transmission is primarily

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[14] USGS, "California's Central Valley – Valley Facts"; https://ca.water.usgs.gov/projects/central-valley/about-central-valley.html
[15] Ibid
[16] USGS, "The Central Valley: San Joaquin Basin" https://ca.water.usgs.gov/projects/central-valley/san-joaquin-basin.html
[17] Ibid
[18] CAISO 20-Year Transmission Outlook, January 31, 2022; http://www.caiso.com/InitiativeDocuments/Draft20-YearTransmissionOutlook.pdf
[19] PPIC Report, "Solar Energy and Groundwater in the San Joaquin Valley." October 2022

located on the western side of the valley and new solar projects and will likely continue to cluster there in the absence of new approaches to planning and significant transmission investments in other parts of the Valley.[20]

California Water Districts. They can be created by a petition to the principal county by holders of title to a majority of land that is capable of using water beneficially for irrigation, domestic, industrial, or municipal purposes.[21] A five-member board of directors acts as the governing body for California Water Districts. Each director must be a landowner within the district or a legal representative for a district landholder. After a water district has been established for four years, the board, by resolution, may increase the number of directors to 7, 9 or 11 and may initially appoint individuals to fill these positions.[22] Current law authorizes a water district to construct, maintain, and operate plants for the generation of hydropower energy and transmission lines for the transmission of the hydropower.

Westland's Water District. Is largest agricultural water district in the United States, [23] by irrigable acres and provides water primarily to farms and rural communities on the west side of Fresno and Kings for more than seven decades.[24] The Westlands Board of Directors are comprised of nine members each of whom is a District landowner or designated or legal representative of a landowner. Board elections are held every two years, and Directors are elected to four-year terms of office. Each landowner in the District is allowed one vote for each dollar's worth of land to which he/she holds title. Before Westlands began receiving Central Valley Project (CVP)[25] water, farmers on the west side of the San Joaquin Valley relied on groundwater pumping. This dependence led to severe overdrafts, widespread land subsidence and other environmental damage. Drought conditions as well as environmental regulations have led the Bureau of Reclamation to reduce the amount of water it delivers to Westlands.

COMMENTS:

1) *Author's Statement.* According to the author, "To combat the impacts of climate change, California has set ambitious goals to increase the use of clean energy. California's Public Utilities Commission estimates that the state will need over 40,000 megawatts of new renewable energy to meet these goals. The Central Valley is in a unique position to help - meet this need through the construction of new solar generation facilities and the transmission lines needed to deliver it to the grid. Unfortunately, major high voltage transmission can take nearly a decade from approval to operation. AB 2661 aims to accelerate and prioritize solar and transmission development in the Central Valley,

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[20] Ibid
[21] YOLO COUNTRY, "Water Districts"; https://www.yolocounty.org/government/board-of-supervisors/advisory-bodies/special-district-directory/water-districts
[22] Water Code §34700, et seq
[23] Westlands Water District, "Maps" https://wwd.ca.gov/about-westlands/maps/
[24] Westlands Water District, "Westlands Westlands Water District" https://wwd.ca.gov/about-westlands/
[25] Originating in 1933, the CVP was built in order to provide irrigation and municipal water to the Central Valley regions. Operated by the U.S. Bureau of Reclamation, the project s tores water in Northern California reservoirs and transports it to the Central Valley through a series of pumping facilities and canals. The CVP also produces hydroelectric power at some of its facilities, provides flood control and is a recreation destination in some areas. There are eight divisions of the project and ten corresponding units, many of which operate in conjunction, while others are independent of the rest of the network.

tapping into tens of thousands of megawatts of renewable energy, to help meet our state's clean energy goals."

2) *Pressing Challenges in California.* While California has ambitious climate and energy goals, the state may not be on track to meet its GHG reduction goals by the end of the decade unless it can triple its efforts to reduce carbon emissions statewide.[26] The push to decarbonize economies will likely accelerate, and the installed capacity of renewable energy is expected to grow by 2045 to support this energy transition. However, the pace of new clean energy development required to meet California's clean energy goals far outpaces the rate at which transmission projects are planned, permitted, sited, and built.

3) *Purpose of the Bill.* This bill seeks to bring more solar generation from the Central Valley into the electric grid, and also create additional authority for California Water Districts to construct and own transmission necessary for energy projects.

   Specifically: The bill requires the CPUC to evaluate the potential for 10,000 to 30,000 MW of solar generation in the Central Valley beyond the amount of solar electrical generation described in the most recently adopted preferred system plan as of January 1, 2025. If that solar generation is determined to be cost-effective, the CPUC is required to provide transmission-focused guidance no later than March 31, 2025 to the CAISO that includes the new generation of expected future resource portfolio so that the CAISO evaluates the transmission needs that accommodates the new capacity into the CAISO system.

   However, concerns arise on various fronts:

   - *Picking Winners in the IRP Process.* The IRP provides the umbrella process by which the CPUC directs long-term procurement for its regulated load-serving entities. During the IRP process, the CPUC strives to be technologically-neutral by looking at a broad mix of technologies to ensure California meets its clean energy and climate goals while maintaining reliability in a cost-effective manner. This bill requires the Legislature to direct the CPUC to carve out a specific resource—in this case only solar—for further evaluation leading to procurement that may undermine IRP determinations. This provision of the bill may not be a befitting precedent as the Legislature could be used as a venue for determining IRP outcomes when there is already an existing process.

   - *Implementation delays.* The IRP is a multi-year process. The first half of the IRP cycle begins with the CPUC developing an estimate for what its regulated load-serving entities LSEs (e.g., electrical corporations, community choice aggregators, and electric service providers) should be procuring (the Reference System Plan), to meet GHG, reliability, and cost objectives. For the second half of the IRP cycle, the CPUC allows the LSEs to file their individual procurement plans, then approves those plans based on their consistency with collective system needs (the Preferred System Plan). This plan is the basis for a number of

[26] Cal Matters, "California isn't on track to meet its climate change mandates — and a new analysis says it's not even close." March 14, 2024

important additional planning processes such as the subsequent LSEs' IRP plans and Transmission Planning Process (TPP) by the CAISO.

On February 2024, the CPUC adopted a decision in its integrated resource planning that meets a statewide 25 million metric ton (MMT) greenhouse gas (GHG) target for the electric sector, and identifies 56 GW of clean new resources by 2035. The CPUC recommended that CAISO apply this target as the foundation for its 2024-2025 Transmission Planning Process (TPP). Adding new legislative requirements to consider a very specific resource, with specific amounts and location, may delay not only the IRP process that is critical for cost-effectively maintaining the state's electric grid, but also the TPP that serves as the formal road map for transmission infrastructure projects in CAISO's territory.

- *What is Currently Happening?* According to the CPUC, the current IRP identifies over 6 GW of new solar by 2035 and over 11.5 GW by 2039 which are mapped to numerous locations in the Central Valley. Furthermore, the CAISO is currently conducting its second 20-year transmission outlook to assess the potential high-level transmission needs of a resource portfolio for 2045. That portfolio developed in collaboration with CEC and CPUC includes nearly 29 GW of solar mapped to the Central Valley for CAISO to assess its potential transmission needs.

- *Beyond IRP Modelling.* Evaluating an additional 30 GW of solar generation may be in essence doubling the amount of total solar in the current TPP. Such a substantial amount of a specific resource in a specific location, beyond what IRP has modelled to be seemingly feasible, may in turn require CAISO to identify significantly larger upgrades or plan for the buildup of new transmission. This could lead to additional transmission costs that will likely be absorbed by ratepayers.

  However, the CPUC's IRP work is not exclusive to one scenario. Rather, they often study both a base scenario and a number of policy-driven sensitivity scenarios which are used for informational purposes.[27] For instance, in 2021, the CPUC provided a sensitivity portfolio for offshore wind to better inform the transmission process for 2021-2022. Given the unprecedented scale of the solar capacity required to be evaluated in the IRP by this bill, a level that would likely spike the outcome of the IRP model, it may be prudent to treat the designated solar as a sensitivity similar to what the CPUC has done for offshore wind. *As such, the committee recommends clarifying that as part of the IRP cycle after January 1, 2025, the CPUC shall perform a sensitivity analysis that evaluates the potential for 10,000 to 30,000 megawatts of solar electrical generation located in the Central Valley.*

- *Definitions.* This bill defines zero-emission electricity" as electricity generated by a hydroelectric generation facility, regardless of the capacity of the generation facility, or electricity from a renewable electrical generation facility, as that term

[27] CAISO, "Transmission Capability Estimates for use in the CPUC's Resource Planning Process," July 28, 2023

is defined in Section 25741 of the Public Resources Code. However, Section 25741 of the Public Resources Code limits the definition of eligible hydroelectric generation to 30 megawatts or less. It's unclear why the definition of zero-emission electricity seeks to formally define a new category of hydroelectric energy. *As such, the committee recommends striking the zero-carbon definition as provided in this bill, and instead limit the resource procurement authority for Westlands Water Authority to solar and hydro.*

- *Narrow the Bill.* The author and supporters of this bill have primarily focused on the uniqueness of the Central Valley to support the development of solar electrical generation to the electrical grid and to facilitate the development of transmission capacity to help California reach its clean energy and climate goals. Yet the bill is written broadly, to capture all water districts throughout the state. Given the scant information the committee has received regarding the universe of water districts that may or may not utilize this new authority and for what purpose, it may be prudent to limit eligibility in the bill; at least until more information could be brought forward to justify additional inclusion. *As such, for purposes of this bill, the committee recommends narrowing the definition of water district to mean Westlands Water District.*

- *Clarify.* The new authority given to water districts in this bill to own transmission facilities is not clearly articulated in relation to operational control of those transmission assets. Most transmission facilities in the state are under the operational control of the CAISO, and are subject to cost-of-service rate case filings at FERC and the CAISO's Transmission Access Charge. It is unclear if such a relationship is contemplated for these asset, even though the bill is seeking a TPP justification for the circuits. *To clarify, the committee recommends that the new transmission facilities shall be subject to the control of a California balancing authority.*

4) *Double referral.* This bill is double-referred; upon passage in this Committee, this bill will be referred to the Assembly Committee on Natural Resources.

REGISTERED SUPPORT / OPPOSITION:

Support

Agricultural Council of California
Agricultural Energy Consumers Association
Almond Alliance
Avenal; City of
CA Cotton Ginners & Growers Association
California Avocado Commission
California Citrus Mutual
California State Association of Electrical Workers
California Walnut Commission
Carter, Wetch & Associates
Coaliation of California Utility Employees

Coalinga; City of
Coalition of California Utility Employees
Golden State Clean Energy LLC
Harris Farms INC
Regenerate California Innovation, INC
Self Help Enterprises
Self-help Enterprises
Western Agricultural Processors Association
Western Growers Association
Westlands Water District

Opposition

California Wind Energy Association

Analysis Prepared by: Lina V. Malova / U. & E. / (916) 319-2083

Summaries (7) 09/25/24 Chaptered

AB 2661, Soria. Electricity: Westlands Water District. The California Water District Law provides for the establishment of water districts and authorizes a district to construct, maintain, and operate plants for the generation of hydroelectric energy and transmission lines for the conveyance of the hydroelectric energy. Existing law merged the former West Plains Water Storage District into the Westlands Water District, and provides for the operation of the Westlands Water District. This bill would authorize the Westlands Water District to provide, generate, and deliver solar photovoltaic electricity and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for generating and delivering that electricity. The bill would require the district to use the electricity for the district's own purposes, and the bill would authorize the district to sell surplus electricity to a public or private entity engaged in the distribution or sale of electricity. The bill would also authorize the district to construct, operate, and maintain energy storage systems and electric transmission lines, and to construct, operate, and maintain works, facilities, improvements, and property necessary or convenient for the operation of the energy storage systems and electric transmission lines, within the boundaries of the district, as specified. The bill would require the district to report the amount of income, and the purposes for expenditure of that income, from electricity facilities constructed pursuant to these provisions in a specified report. The bill would require the district to establish a community benefits agreement plan for a specified electrical infrastructure development plan and related transmission and other electrical projects, as provided. This bill would make legislative findings and declarations as to the necessity of a special statute for the Westlands Water District.

Actions (31)

On September 25, 2024 in the Assembly:

- Approved by the Governor.
- Chaptered by Secretary of State - Chapter 573, Statutes of 2024.

On September 13, 2024 in the Assembly:

- Enrolled and presented to the Governor at 4 p.m.

On August 31, 2024 in the Assembly:

- In Assembly. Concurrence in Senate amendments pending.
- Senate amendments concurred in. To Engrossing and Enrolling. (Ayes 76. Noes 0.).

On August 30, 2024 in the Senate:

- Read third time. Passed. Ordered to the Assembly. (Ayes 38. Noes 0.).

On August 26, 2024 in the Senate:

- Read third time and amended. Ordered to second reading.

On July 3, 2024 in the Senate:

- Read second time. Ordered to third reading.

On July 2, 2024 in the Senate:

- From committee: Do pass. (Ayes 18. Noes 0.) (July 2).

On June 11, 2024 in the Senate:

- From committee: Do pass and re-refer to Com. on E., U. & C. (Ayes 7. Noes 0.) (June 11). Re-referred to Com. on E., U. & C.

On June 5, 2024 in the Senate:

- Referred to Coms. on L. GOV. and E., U. & C.

On May 24, 2024 in the Senate:

- In Senate. Read first time. To Com. on RLS. for assignment.

On May 23, 2024 in the Assembly:

- Read third time. Passed. Ordered to the Senate. (Ayes 73. Noes 0. Page 5606.)

On May 20, 2024 in the Assembly:

- Read second time. Ordered to third reading.

On May 16, 2024 in the Assembly:

- Assembly Rule 63 suspended.
- From committee: Amend, and do pass as amended. (Ayes 11. Noes 0.) (May 16).
- Read second time and amended. Ordered returned to second reading.

On May 8, 2024 in the Assembly:

- In committee: Set, first hearing. Referred to APPR. suspense file.

On April 25, 2024 in the Assembly:

- Re-referred to Com. on APPR.

On April 24, 2024 in the Assembly:

- Read second time and amended.

On April 23, 2024 in the Assembly:

On April 18, 2024 in the Assembly:

- From committee: Do pass and re-refer to Com. on NAT. RES. (Ayes 16. Noes 0.) (April 17). Re-referred to Com. on NAT. RES.

On April 15, 2024 in the Assembly:

- Assembly Rule 56 suspended. (Page 4775.)
- (Pending re-refer to Com. on NAT. RES.)

On April 1, 2024 in the Assembly:

- Re-referred to Com. on U. & E.

On March 28, 2024 in the Assembly:

- In committee: Set, first hearing. Hearing canceled at the request of author.

On March 21, 2024 in the Assembly:

- Referred to Coms. on U. & E. and NAT. RES.
- From committee chair, with author's amendments: Amend, and re-refer to Com. on U. & E. Read second time and amended.

On February 15, 2024 in the Assembly:

- From printer. May be heard in committee March 16.

On February 14, 2024 in the Assembly:

- Read first time. To print.

Analyses (7)

Assembly Committee On Utilities And Energy

Assembly Natural Resources

Assembly Appropriations

Assembly Floor Analysis

Senate Local Government

Senate Energy, Utilities And Communications

Senate Floor Analyses

August 31, 2024: AB 2661 Soria Concurrence in Senate Amendments

- Yeas: 76
- Present/NV: 3

August 30, 2024: Assembly 3rd Reading AB2661 Soria By Hurtado

- Yeas: 40

July 2, 2024: Do pass

- Yeas: 18

June 11, 2024: Do pass, but first be re-referred to the Committee on [Energy, Utilities and Communications]

- Yeas: 7

May 23, 2024: AB 2661 Soria Assembly Third Reading

- Yeas: 73
- Present/NV: 7

May 16, 2024: Do pass as amended.

- Yeas: 11
- Present/NV: 4

April 22, 2024: Do pass as amended and be re-referred to the Committee on [Appropriations]

- Yeas: 11

April 17, 2024: Do pass and be re-referred to the Committee on [Natural Resources]

- Yeas: 16

Sponsor

CA - Assemblymember Esmeralda Soria (D)

Type: Primary Sponsor

BILL ANALYSIS

SENATE RULES COMMITTEE Office of Senate Floor Analyses 1020 N Street, Suite 524 (916) 651-1520 Fax: (916) 327-4478	AB 2661

THIRD READING

Bill No: AB 2661
Author: Bradford (D)
Amended: 4/30/14 in Assembly
Vote: 27

SENATE ELECTIONS & CONST. AMEND. COMM. : 4-0, 6/17/14
AYES: Padilla, Hancock, Jackson, Pavley
NO VOTE RECORDED: Anderson

SENATE APPROPRIATIONS COMMITTEE : 5-0, 8/14/14
AYES: De León, Hill, Lara, Padilla, Steinberg
NO VOTE RECORDED: Walters, Gaines

ASSEMBLY FLOOR : 78-0, 5/15/14 (Consent) - See last page for vote

SUBJECT : Political Reform Act of 1974: conflicts of interest: Energy Commission

SOURCE : Author

DIGEST : This bill moves the conflict of interest provisions related to the California Energy Commission (CEC), from the Public Resources Code (PRC) into the Political Reform Act (PRA). This bill also revises the limitations on appointments to the CEC if the appointee received income from a load serving entity in the two years prior to his/her appointment.

ANALYSIS :

CONTINUED

Existing law:

1. Establishes the CEC and prescribes certain qualifications for its members, including a prohibition against receiving a substantial portion of income from specified energy-related entities in the two years preceding appointment to the CEC.

2. Prohibits members of the CEC from being employed by an electric utility or applicant or, within two years after the member ceases to be a member of the CEC, a person who engages in the sale or manufacture of a major component of a facility.

3. Prohibits a member of the CEC from holding any other elected or appointed public office or position, except as specified.

4. Prohibits persons with specified relationships to a member or employee of the CEC from appearing in proceedings and other matters in which the CEC is a party or has a direct and substantial interest.

This bill:

1. Moves the conflict of interest provisions related to the CEC from the PRC into the PRA. This bill also revises the limitations on appointments to the CEC if the appointee received income from a load serving entity in the two years prior to his/her appointment.

2. Moves the following conflict of interest provisions that are applicable to the CEC from the PRC to the PRA, and gives the Fair Political Practices Commission (FPPC), instead of the Attorney General, the authority to waive these provisions if the interest is not sufficiently substantial to affect the

integrity of services that the state may expect:

A. Prohibits a person from being a member of the CEC if, during the two years prior to appointment to the CEC, the person received any substantial portion of his/her income directly or indirectly from any electric utility or engages in the sale or manufacture of any major component of any facility;

B. Prohibits members of the CEC from holding any other

CONTINUED

elected or appointed public office or position; and

C. Prohibits members and employees of the CEC from maintaining specified relationships with any person who acts as an attorney, agent, or employee for a person, other than the state, in connection with a matter in which the CEC is a party or has a direct and substantial interest.

1. Expands the prohibition described in (1)(A) above, by additionally prohibiting the appointment of an individual who received a substantial portion of his/her income directly or indirectly from any load serving entity, as defined, or from any person who has received a substantial portion of his/her income, directly or indirectly, from either generating, transmitting, or distributing electricity in the state, or the sale or manufacture of any major component of a facility located in the state.

2. Repeals the prohibition on a member or employee participating personally and substantially in his/her official capacity in a proceeding in which any of the following has a direct or indirect financial interest:

A. The member or employee;

B. The member or employee's spouse or minor child;

C. The member or employee's partner; or

D. An organization for which the following are true:

(1) The organization is not a governmental organization or an educational or research institution that qualifies as a nonprofit organization; and

(2) The member or employee is serving or has served as an officer, director, trustee, partner, or employee while serving as a member or employee of the CEC or, for members of the CEC, during the two year period prior to the member's appointment.

1. Defines the following terms:

A. "Facility" as the structure or equipment necessary for

CONTINUED

generating, transmitting, or distributing electricity, including electric transmission lines and thermal, wind, hydroelectric, and photovoltaic plants;

B. "Load serving entity" means an electrical corporation, electric service provider, community choice aggregator, or a person who has received a substantial portion of his or her income, directly or indirectly, from selling or providing electricity to end users located in the state; and

C. "Major component" to mean any product or equipment integral to facility construction or operation or to electrical generation, transmission, or distribution.

1. Provides that the term "income," for the purposes of the conflict of interest provisions that are specific to the CEC, includes the following payments that are not otherwise considered income for the purposes of the PRA: salary and reimbursement for expenses or per diem; social security, disability, or other similar benefit payments received from a state, local, or federal government agency; and, reimbursement

for travel expenses and per diem received from a nonprofit entity exempt from taxation, as specified.

Background

The CEC . The CEC was created by the Legislature in 1974 as the state's primary energy policy and planning agency. The CEC's responsibilities include: forecasting future energy needs; setting appliance and building efficiency standards; supporting energy research; developing renewable energy resources and alternative renewable energy technologies for buildings, industry and transportation; licensing thermal power plants 50 megawatts or larger; and planning for and directing state response to energy emergencies. The CEC, collaboratively with the PUC, is also tasked with implementing the state's Renewables Portfolio Standard, which requires investor-owned utilities and retail sellers of electricity, as specified, to achieve a 33% renewable energy portfolio by 2020 and establishes a detailed process and standards for renewable energy procurement.

When the CEC was created with specific conflict of interest requirements, the FPPC did not yet exist, and the state did not

CONTINUED

have the conflict of interest rules that were enacted in the PRA. The PRC was voted into law through Proposition 9 in June 1974, just weeks after the CEC was created. In addition to its own conflict of interest rules, the conflict of interest provisions in the PRA apply generally to all public officials and public agencies, including the CEC.

FISCAL EFFECT : Appropriation: No Fiscal Com.: Yes Local: Yes

According to the Senate Appropriations Committee:

One-time costs of approximately $57,000 to the FPPC (General Fund).

The FPPC indicates the need for Attorney I position to promulgate regulations at a cost of $57,189.

ASSEMBLY FLOOR : 78-0, 5/15/14
AYES: Achadjian, Alejo, Allen, Ammiano, Bigelow, Bloom, Bocanegra, Bonilla, Bonta, Bradford, Brown, Buchanan, Ian Calderon, Campos, Chau, Chávez, Chesbro, Conway, Cooley, Dababneh, Dahle, Daly, Dickinson, Donnelly, Eggman, Fong, Fox, Frazier, Beth Gaines, Garcia, Gatto, Gomez, Gonzalez, Gordon, Gorell, Gray, Grove, Hagman, Hall, Harkey, Roger Hernández, Holden, Jones, Jones-Sawyer, Levine, Linder, Logue, Lowenthal, Maienschein, Medina, Melendez, Mullin, Muratsuchi, Nazarian, Nestande, Olsen, Pan, Patterson, Perea, John A. Pérez, V. Manuel Pérez, Quirk, Quirk-Silva, Rendon, Ridley-Thomas, Rodriguez, Salas, Skinner, Stone, Ting, Wagner, Waldron, Weber, Wieckowski, Wilk, Williams, Yamada, Atkins
NO VOTE RECORDED: Mansoor, Vacancy

RM:e 8/15/14 Senate Floor Analyses

SUPPORT/OPPOSITION: NONE RECEIVED

**** END ****

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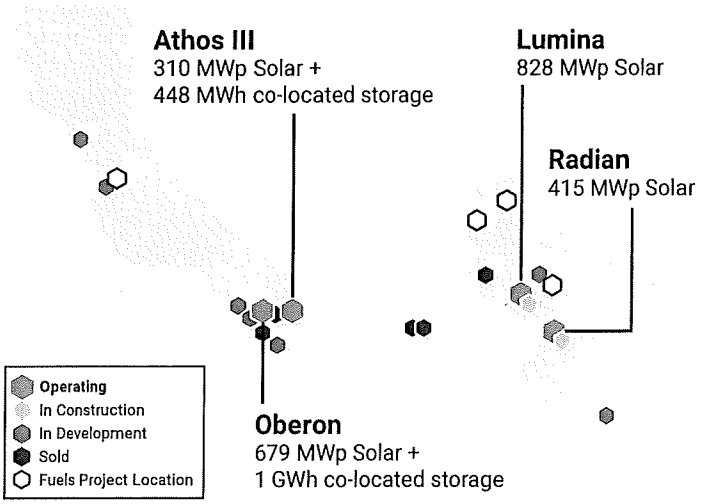
Intersect Power

THE BRIDGE BETWEEN VISION AND PROGRESS IS BUILT IN STEEL

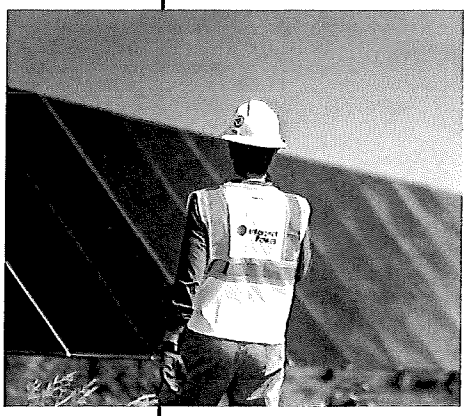
THAT'S WHERE WE COME IN.

Intersect Power is a clean energy company bringing innovative and scalable low-carbon solutions to its customers in global energy markets.

- We develop, own, and operate some of the world's largest clean energy resources providing low-carbon electricity, fuels, and related products.
- We have a base portfolio of **2.2 GW** of operating solar PV and **2.4 GWh** of storage in operation or construction.

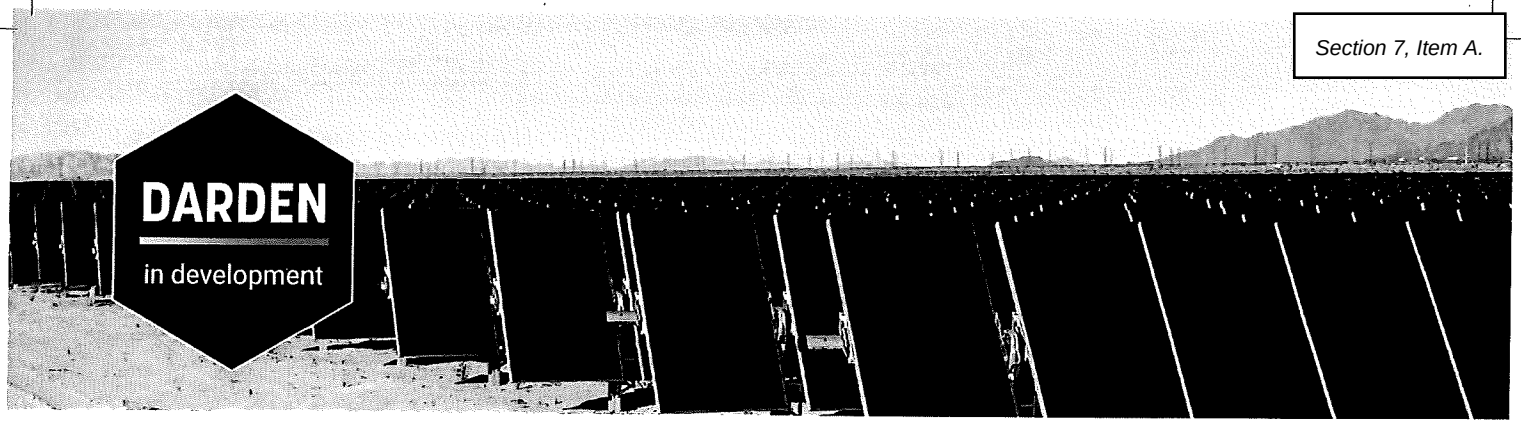


We develop and own the clean energy resources that enable the deep decarbonization of the hard to reach corners of our economy.



BUILDING LONG-TERM RELATIONSHIPS AND LEAVING A POSITIVE IMPACT

As a developer, owner, and operator of clean energy projects, we place high priority on being part of the local communities where our projects are located. Positive and supportive relationships with local communities are imperative to how we conduct business and support our ability to bring clean energy projects from concept to reality to meet our nation's energy goals over the longer term.



DARDEN CLEAN ENERGY PROJECT HIGHLIGHTS

Located in western Fresno County, California on retired agricultural lands, Intersect Power's Darden Clean Energy Project is expected to generate approximately **1.6 GWp of solar power** and will feature approximately **2.3 GWh of BESS**. Built with union labor, American-made solar panels, batteries and steel piles, the Darden Clean Energy Project is estimated to produce reliable, low-cost energy equivalent to powering approximately **300,000 homes**.

Established Community Partners

CCAC Central California Asthma Collaborative

Centro La Familia Advocacy Services

Central California Food Bank

FCRTA

Tree Fresno

Fresno Housing Education Corps

Fresno State

ValleyBuild

Local Impact of Solar PV & BESS Development

1600+
jobs during construction

14+
Permanent jobs for project operations

>$253M
Indirect investment in Fresno community during construction

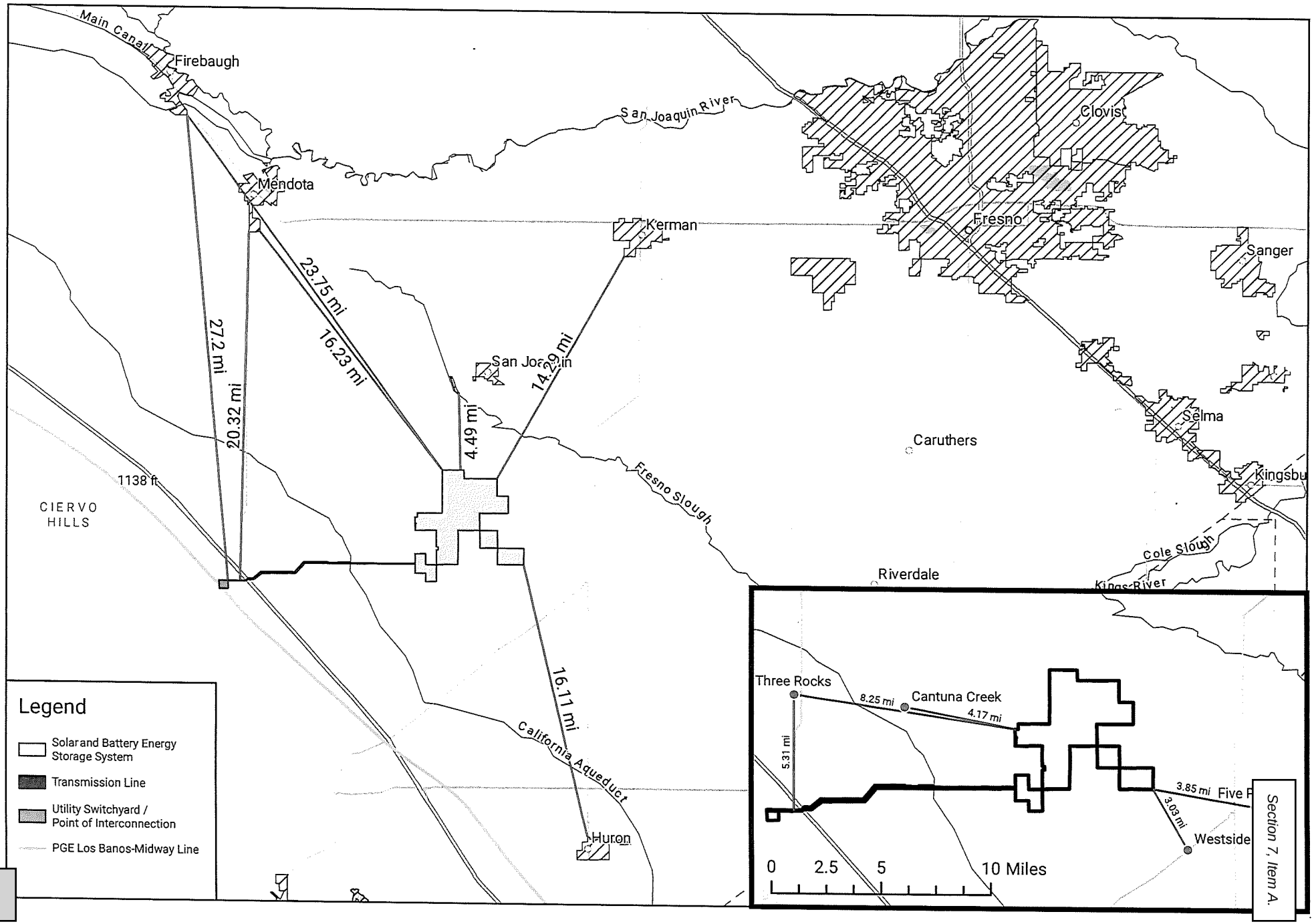
~$8.7M/year
Average annual operating property taxes to Fresno County

~$36M
In Fresno County sales tax during construction

***All numbers are estimates and subject to change.*

For more information about the Darden Clean Energy Project, please contact us at Community@intersectpower.com or 1-888-556-4009

Darden Clean Energy Project
Fresno County, CA



Mortenson®

OVERVIEW.

DARDEN PROJECT

POWERING THE FUTURE WITH RENEWABLE ENERGY

At Mortenson, we harness renewable energy to transform communities. As a top EPC (Engineering, Procurement, and Construction) provider, we offer unmatched expertise and innovative solutions. **Our projects deliver clean energy, create jobs, boost local economies, and promote environmental stewardship.** By prioritizing community engagement, we ensure our initiatives meet local needs and aspirations. **With Mortenson, you're investing in a resilient, sustainable future.**

INDIRECT INVESTMENT	POSITIVE ECONOMIC IMPACT	PROJECT SIZE	PROJECT SIZE
$67M	**JOB CREATION**	**1.6 GW**	**4.64 GWh**
ESTIMATED LOCAL SPEND	IN CENTRAL CALIFORNIA	SOLAR POWER	BESS

LEAVING A LONG-TERM **ECONOMIC IMPACT**

Mortenson projects leave a long-term positive economic impact on communities by generating jobs during construction and operation, enhancing local skill sets through training, and supporting local businesses by sourcing materials and services locally. Our projects also improve infrastructure, which attracts new businesses and residents, and increases property values, benefiting property owners and boosting local tax revenues.

Additionally, engaging with communities ensures our projects meet local needs, fostering a sense of ownership and pride among residents. By addressing these key areas, Mortenson helps communities thrive well into the future.

$67 MILLION LOCAL SPEND ESTIMATE ACROSS:

- **Aggregate and Concrete:** Local quarries, readymix providers
- **Boring:** HDPE pipe supply, fusing, boring
- **Cranes:** Large equipment setting, lift plans
- **Equipment:** Sourced via national accounts - serviced from local service centers
- **Fuel Consumption:** Fuel supply, tanks farms, containment systems
- **Housing Rental:** Home, apartment, RV park rental for on-site team
- **Ice and Water:** Bottled water, bagged ice, refrigeration trailers
- **Local Consulting Services:** SWWP inspections, MMRP development, permitting support
- **Lodging:** Hotel and lodging for off-site team
- **Medic, EMT:** Onsite medics, medical supplies
- **Mowing and Seeding:** Site mowing, seeding
- **Office Expense:** Trailer office supplies
- **Porta-Jons:** Bladder tanks, pumping, porta johns
- **Rubbish Removal:** Dumpsters, janitorial
- **Safety Luncheons:** Food trucks, catering
- **Security:** Contracted security services

PROJECT **SNAPSHO**

Mortenson enhances communities by delivering innovative construction solutions that prioritize sustainability, safety, and local economic growth.

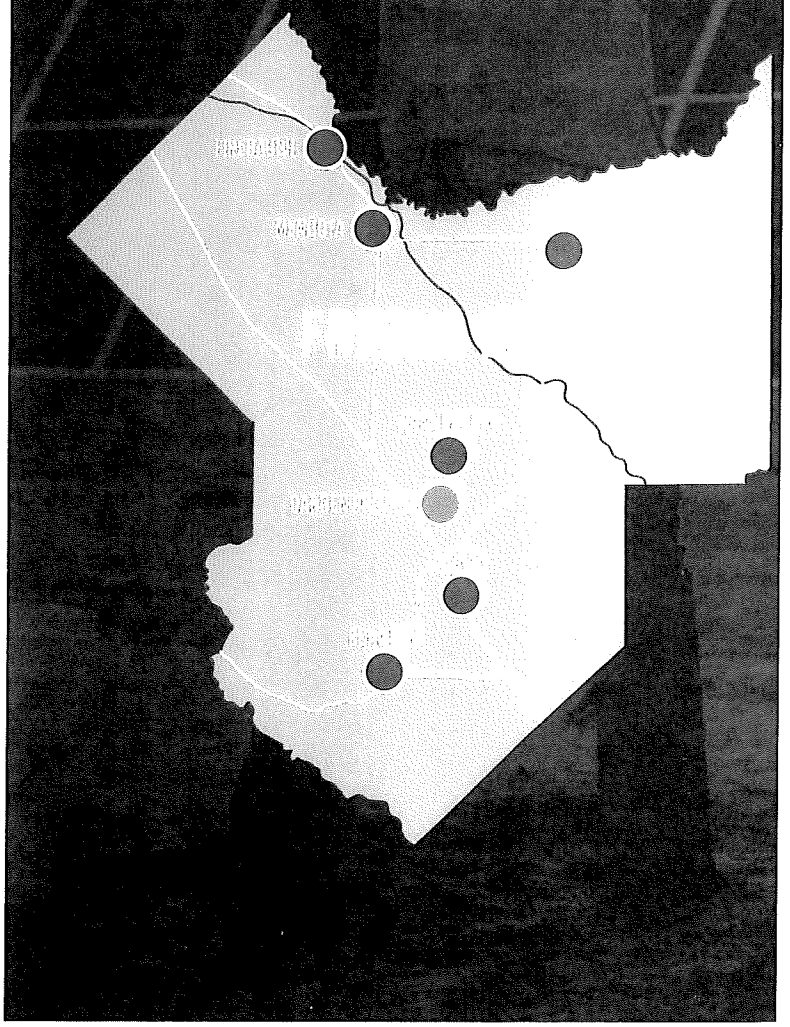
SIZE

Solar Size: 1,610 MWdc // 1,150 MWac
BESS Size: 4.64 GWh

TIMELINE

Q1 2026	Q2 2026	Q3 2027	Q4 2027
Site Mobilization	Commence Panel Installation	Complete Panel Installation	Completion

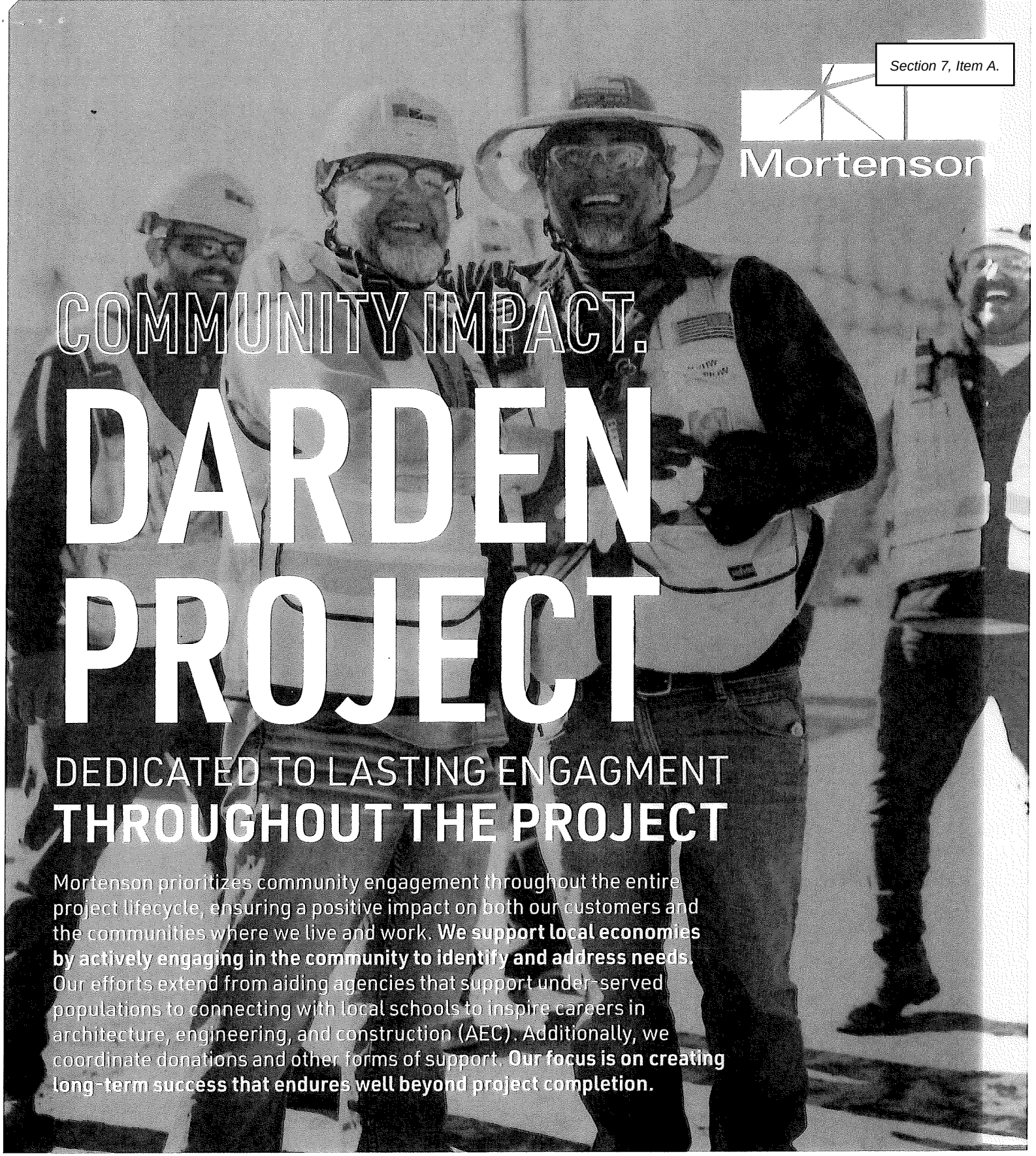
LOCATION



QUESTIONS OR BUSINESS INQUIRIES? **LET'S DISCUSS.**

Please reach out to Mortenson's point of contact, Dan Seib, at Dan.Seib@Mortenson.com. **Thank you!**

Mortenson



COMMUNITY IMPACT.

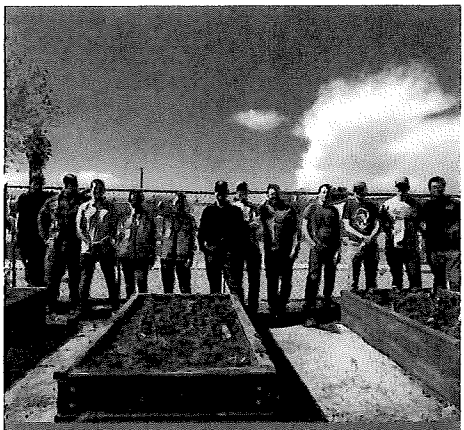
DARDEN PROJECT

DEDICATED TO LASTING ENGAGMENT THROUGHOUT THE PROJECT

Mortenson prioritizes community engagement throughout the entire project lifecycle, ensuring a positive impact on both our customers and the communities where we live and work. **We support local economies by actively engaging in the community to identify and address needs.** Our efforts extend from aiding agencies that support under-served populations to connecting with local schools to inspire careers in architecture, engineering, and construction (AEC). Additionally, we coordinate donations and other forms of support. **Our focus is on creating long-term success that endures well beyond project completion.**

INDIRECT INVESTMENT	POSITIVE ECONOMIC IMPACT	PROJECT SIZE	PROJECT SIZE
$67M	**JOB CREATION**	**1.6 GW**	**4.64 GWh**
ESTIMATED LOCAL SPEND	IN CENTRAL CALIFORNIA	SOLAR POWER	BESS

MORTENSON CALIFORNIA COMMUNITY IMPACT **IN A**



COMMUNITY GARDEN

Team members worked together via a three-part **community garden** initiative for Mojave Elementary School.



BAGS4KIDS

Donation drive for a local nonprofit that aids youth as they transition into foster care, providing them with essential necessities.



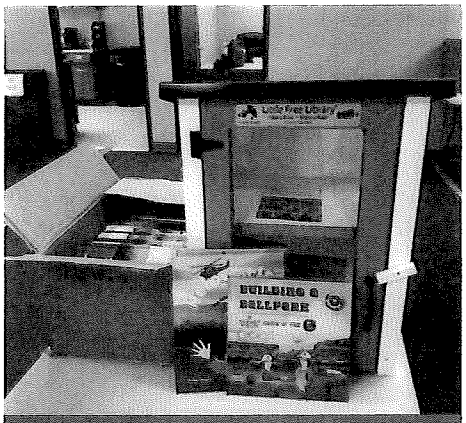
MENIFEE VALLEY COMMUNITY CUPBOARD

Via a nomination process, the MVCC received a **Transformer Grant** to amplify the crucial impact this well-established organization has on the community.



EAST CAPK FOUNDATION DONATION

In collaboration with CAPK, the project site team worked together to organize a **food and coat drive**.



LITTLE FREE LIBRARY

Project site team members **built Little Free Libraries** to be placed in communities.



REBUILDING TOGETHER SAN DIEGO

As part of a two-year partnership, the team **executed home improvements** for a community member in need.



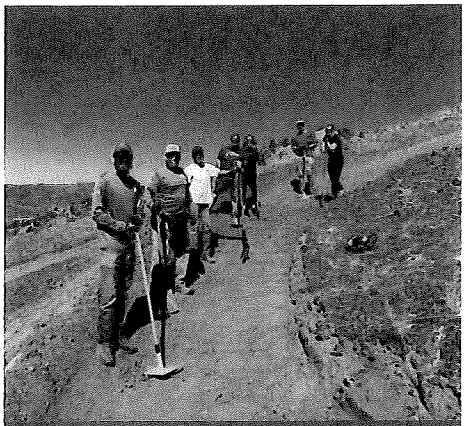
CHIPS FOR KIDS TOY DRIVE

In partnership with California Hwy Patrol, the team donated toys during their **annual toy drive**.



CANSTRUCTION

Across projects, teams worked together to **donate canned goods** to local nonprofits near our project locations.



TEHACHAPI MOUNTAIN TRAILS ASSOCIATION

Team members spent the day working with TMTA to groom mountain biking, hiking, and running trails.

QUESTIONS OR BUSINESS INQUIRIES? **LET'S DISCUSS.**

Please reach out to Mortenson's point of contact, Dan Seib, at Dan.Seib@Mortenson.com. **Thank you!**

AGENDA

Wednesday, October 16, 2024

Environmental Scoping and Informational Meeting

Darden Clean Energy Project (23-OPT-02)

The meeting begins at 2:00 p.m. and will conclude at 6:30 p.m.

All start and end times are estimates

1. Welcome

2. Presentation by CEC staff on the opt-in certification process

3. Presentation by the CEC Office of the Public Advisor, Energy Equity, and Tribal Affairs on public and tribal participation opportunities

4. Initial Comment Period to accommodate participants who will not be able to stay the duration of the event for the closing comment period

5. Presentation by the applicant on the project as currently proposed, including information on project features which address mandatory requirements of the opt-in certification process (e.g., labor agreements/prevailing wage, economic benefits, community benefits)

6. CEC staff presentation on analysis and issues identified

(Break)

7. Comments from California Native American Tribes, responsible and trustee agencies, elected officials, other government agencies

(Break)

8. Comments from interested members of the public, neighboring communities, and other individuals and entities

9. Adjourn

STATE OF CALIFORNIA — NATURAL RESOURCES AGENCY Gavin Newsom, *Governor*

CALIFORNIA ENERGY COMMISSION
715 P Street
Sacramento, California 95814

energy.ca.gov

CEC-70 (Revised 7/22)

En español:
https://efiling.energy.ca.gov/GetDocument.aspx?tn=259445&DocumentContentId=95536

IN THE MATTER OF:	DOCKET NO. 23-OPT-02
Darden Clean Energy Project Opt-in Application for Certification	NOTICE OF HYBRID ENVIRONMENTAL SCOPING and INFORMATIONAL MEETING
	RE: DARDEN CLEAN ENERGY PROJECT

Notice of Environmental Scoping and Informational Meeting

Wednesday, October 16, 2024
2:00 p.m. – 6:30 p.m.

In-person at:

Harris Ranch Resort
South Ballroom
24505 West Dorris Avenue
Coalinga, CA 93210
(Wheelchair Accessible)

Remote Access via Zoom:
See attendance instructions below.

The California Energy Commission (CEC) will host a meeting pursuant to Public Resources Code section 25545.7.2 to present and solicit information on the proposed Darden Clean Energy Project. This will be a hybrid meeting with both a publicly accessible physical location and public access online or by phone through Zoom™. Members of the public can participate in the meeting consistent with the attendance instructions below. The CEC aims to begin promptly at the start time posted and the end time is an estimate based on the proposed agenda. The meeting may end sooner or later than the posted end time.

Agenda

Please see agenda attached at the end of this notice.

Background

Effective June 30, 2022, Assembly Bill (AB) 205, as modified by AB 209, added sections 25545-25545.13 to the Public Resources Code which expanded the CEC's existing power plant licensing authority by creating the Opt-In Certification Program. This program allows specified clean energy projects to seek consolidated permitting at the CEC until June 30, 2029, if they adhere to specified labor standards, including the use of a skilled and trained workforce, and enter into community benefits agreement(s), as specified. These projects include solar photovoltaic electricity generating power plants 50 megawatts (MW) or more, energy storage systems 200 megawatt-hours (MWh) or more, and the electric transmission line from these facilities to the first point of interconnection.

Under this statutory authority, the CEC permit is in lieu of any permit that would normally be required by the local land use authority and most, but not all, state permits. More information about this Opt-in Certification Program can be found at https://www.energy.ca.gov/programs-and-topics/topics/power-plants/opt-certification-program.

The law also requires the CEC to be the lead agency under the California Environmental Quality Act (CEQA) and after an application is deemed complete to do the following:

1. Prepare an Environmental Impact Report (EIR).
2. Hold public meetings as close as practicable to the proposed project site.
3. Consult with California Native American Tribes that are culturally and traditionally associated with the geographic area of the proposed site.
4. Find that the applicant has entered into one or more legally binding and enforceable agreements with, or that benefit, a coalition of one or more community-based organizations.
5. Find that the construction or operation of the facility will have an overall net positive economic benefit to the local government that would have had permitting authority over the site and related facility, as specified.
6. Determine whether to approve or deny the proposed project at a publicly noticed business meeting within 270 days unless certain extensions apply.

IP Darden I, LLC and Affiliates (applicant) filed an opt-in application on November 9, 2023, for the Darden Clean Energy Project, a solar photovoltaic (PV) facility and battery energy storage system (BESS) proposed in unincorporated Fresno County, California. On December 11, 2023, the CEC deemed the application incomplete and docketed a letter detailing the information deficiencies. On September 19, 2024, after receiving additional data, the CEC staff determined that the application was complete. On September 23, 2024, the CEC staff issued a Notice of Preparation of a draft EIR to analyze the potential environmental impacts of the project. These and other documents are available on the CEC docket for this proceeding at https://efiling.energy.ca.gov/Lists/DocketLog.aspx?docketnumber=23-OPT-02.

Project Summary

The Darden Clean Energy Project consists of a 1,150 MW solar PV facility, an up to 4,600 MWh BESS, a 34.5-500 kilovolt (kV) grid step-up substation, a 10- to 15-mile 500 kV generation intertie (gen-tie) line, and a 500 kV utility switching station. The project would interconnect to the existing Pacific Gas and Electric Company (PG&E) Los Banos-Midway #2 500 kV transmission line.

The solar PV facility would be made up of approximately 3,100,000 solar panels, inverter-transformer stations, and an electrical collection system, and would be located on approximately 9,000 acres of lands currently owned by Westlands Water District that would be purchased by the applicant. The 500 kV gen-tie line would be sited within an approximate 200-foot-wide easement on private lands. Following construction of the utility switchyard by the applicant, ownership and operations would transfer to PG&E. The BESS would be capable of storing up to 1,150 MW of electricity for four hours (up-to 4,600 MWh).

Refer to the Project Description at the following website link for more project details: https://efiling.energy.ca.gov/GetDocument.aspx?tn=252985&DocumentContentId=88135. The CEC maintains a website for this project at: https://www.energy.ca.gov/powerplant/solar-photovoltaic-pv/darden-clean-energy-project.

Purpose of the Environmental Scoping and Informational Meeting

The Environmental Scoping and Informational Meeting will provide an opportunity for interested members of the public, including surrounding communities, to learn about the proposed project and the CEC's opt-in certification process. The public will be able to obtain information, identify areas of environmental concern to be addressed during the CEC's environmental review of the project, and provide other comments.

During the meeting, the applicant will explain its proposed plans for constructing and operating the project and related facilities. CEC staff will describe CEC and CEC staff's role and responsibilities in reviewing the opt-in application and engaging with government agencies, the public, and California Native American Tribes to inform this review. The CEC's Public Advisor will describe how interested members of the public can participate in the process, including during environmental review and CEC decision-making.

The meeting also assists CEC staff in obtaining additional information to prepare the draft environmental impact report, determine whether the project meets all program requirements, including benefits to the local government and community, and provide a recommendation as to whether the CEC should ultimately approve or deny the application. Thus far CEC staff has identified potentially significant impacts from the project on: air quality; biological resources; cultural/tribal cultural resources; geology, paleontology and minerals; noise and vibration; socioeconomics; transportation; visual resources; and water resources. The Notice of Preparation of the Draft Environmental Impact Report (EIR) is available at: https://efiling.energy.ca.gov/GetDocument.aspx?tn=259258&DocumentContentId=95345. The CEC welcomes public comment at the meeting concerning the project.

Attendance Instructions

In-person participants may join the meeting at **Harris Ranch Resort, South Ballroom, 24505 West Dorris Avenue, Coalinga, CA 93210**. Masks and social distancing are encouraged, but not required.

Remote participants may join via Zoom by internet or phone.

- **To join via Zoom.** Click on https://energy.zoom.us/j/81000455949?pwd=yXIbkLztTKmJiVy2KaD8jTP11IExNg.9WPirllyArH6PhGQ or login in at https://zoom.us/ and enter the Webinar ID **810 0045 5949** and passcode **918894** and follow all prompts.
- **To join by telephone.** Call toll-free at (888) 475-4499 or toll at (669) 219-2599. When prompted, enter the Webinar ID **810 0045 5949** and passcode **918894**.

Zoom Closed Captioning Service. At the bottom of the screen, click the Live Transcript CC icon and choose "Show Subtitle" or "View Full Transcript" from the pop-up menu. To stop closed captioning, close the "Live Transcript" or select "Hide Subtitle" from the pop-up menu. If joining by phone, closed captioning is automatic and cannot be turned off. While closed captioning is available in real-time, it can include errors. A certified transcript of the meeting will be docketed and posted as soon as possible after the meeting concludes.

Zoom Difficulty. Contact Zoom at (888) 799-9666 ext. 2, or the CEC Public Advisor at publicadvisor@energy.ca.gov, or by phone at (916) 957-7910.

Spanish Language Interpretation. Spanish language interpretation will be available during the meeting. For any questions about this service, please contact the CEC Public Advisor (see contact information below).

Public Comment

A public comment period will be provided during the meeting. Depending on the number of members of the public seeking to make a comment, the total time allotted for public comment and the time allotted for each comment may be adjusted during the meeting.

Written and oral comments, attachments, and associated contact information (including address, phone number, and email address) will become part of the public record of this proceeding with access available via any internet search engine.

If participating via Zoom's online platform, use the "raise hand" feature to indicate you would like to make a comment. The CEC will open your line to speak. Please restate and spell your name for the record, indicate if you have an affiliation, and begin your comments.

If participating by telephone, press *9 to "raise your hand" and *6 to mute/unmute. The CEC will announce the last three digits of the phone number listed and open your line. Make sure to unmute your phone before speaking then restate and spell your name for the record, indicate if

you have an affiliation, state your position on the proposed project, if any, and begin your comments.

Additionally, the Public Advisor may upon the request of interested members of the public who are not able to attend, neutrally read their comments into the record during the public comment period. If you are interested in this service, please email concise comments the day before the meeting to the Public Advisor at publicadvisor@energy.ca.gov. Comments submitted the day of the meeting or that cannot be read within a two-minute timeframe will be filed in the Docket referenced below.

Written comments by responsible and trustee agencies in response to the Notice of Preparation of the Draft EIR may be submitted to the Docket Unit by 5:00 p.m. on October 24, 2024. Public comments on this project can be submitted at any time during the proceeding.

The CEC maintains publicly accessible online dockets for its proceedings where public comments, notices, agendas, and other documents are filed and maintained. The docket for the Darden Clean Energy Project, 23-OPT-02, is available at https://efiling.energy.ca.gov/Lists/DocketLog.aspx?docketnumber=23-OPT-02.

The CEC encourages use of its quick and easy e-commenting site where anyone can "Add Comment" to a docket. Comments may be entered into a "Comment Text" box or attached as a document. Any attachments must be downloadable, searchable, maximum size of 10 MB, and in compliance with California Code of Regulations, Title 20, section 1208.1. Visit the e-commenting page for the docket associated with this event at https://efiling.energy.ca.gov/Login.aspx?perms=1&returnurl=http%3a%2f%2fefiling.energy.ca.gov%2fdefault.aspx.

Comment by Email or Regular Mail: To request your comment be docketed by CEC staff, email your comment to docket@energy.ca.gov and include docket number 23-OPT-02 and "Environmental Scoping and Informational Meeting" in the subject line, or send a paper copy of your comment to California Energy Commission, Docket Unit MS-4, Docket No. 23-OPT-02, 715 P Street, Sacramento, California 95814.

Public Advisor. The CEC's Public Advisor assists the public with participation in CEC proceedings. To request assistance, interpreting services, or reasonable modifications and accommodations, call (916) 957-7910 or email publicadvisor@energy.ca.gov as soon as possible but at least five days in advance of the meeting. The CEC will work diligently to meet all requests based on availability.

Media Inquiries. Email mediaoffice@energy.ca.gov or call (916) 654-4989.

Technical Subject and General Inquiries: Email CEC Project Manager, Ann Crisp at STEPsiting@energy.ca.gov. Please include "Darden Clean Energy Project" in the subject line. Alternatively, Ann Crisp can be reached at (916) 352-0543.

Availability of Documents: All documents filed in this proceeding, including a full and formal transcript of the Environmental Scoping and Informational Meeting rendered by a professional

court reporter, will be posted in the docket for the proceeding. Please visit the following pages for more information:

- The CEC's web page on the proposed project at https://www.energy.ca.gov/powerplant/solar-photovoltaic-pv/darden-clean-energy-project.
- The "Docket Log (23-OPT-02)" link on the Darden Clean Energy Project's web page at https://efiling.energy.ca.gov/Lists/DocketLog.aspx?docketnumber=23-OPT-02. Documents and presentations for this meeting will be available at the above link.
- When new information is posted, an email will be sent to those subscribed to the Darden Clean Energy Project subscription topic. Enter your email under "Subscribe Darden Clean Energy Project" on the Darden Clean Energy Project webpage https://www.energy.ca.gov/powerplant/solar-photovoltaic-pv/darden-clean-energy-project to subscribe. To receive notices on this and other email subscription topics, visit Subscriptions, at https://www.energy.ca.gov/subscriptions.

Dated: October 4, 2024, at Sacramento, California.

Elizabeth Huber
Director—Siting, Transmission & Environmental Protection Division

Subscriptions:
Darden Clean Energy Project

DOCKETED	
Docket Number:	23-OPT-02
Project Title:	Darden Clean Energy Project
TN #:	259574
Document Title:	Regenerate California Innovation (RCI) Comments - Comments read and submitted by Jose Antonio Ramirez at October 16th Scoping and Information Meeting at Harris Ranch
Description:	N/A
Filer:	System
Organization:	Regenerate California Innovation (RCI)
Submitter Role:	Public
Submission Date:	10/17/2024 5:45:40 AM
Docketed Date:	10/17/2024

Comment Received From: Regenerate California Innovation (RCI)
Submitted On: 10/17/2024
Docket Number: 23-OPT-02

Comments read and submitted by Jose Antonio Ramirez at October 16th Scoping and Information Meeting at Harris Ranch

Additional submitted attachment is included below.

Darden Clean Energy Project – Comments about Social and Economic Impact Assessment – ECONorthwest 11-7-23

Rural Communities Rising Reps: Felipe Perez (felizjesus28@gmail.com) and Jose Antonio Ramirez (president@communitydevelopment-inc.com) and **RCI Rep:** Keith Bergthold (keith@regenerateca.org)

- We are primarily concerned about long-term cumulative project impacts, resulting from the aggregate effect of massive land use changes being made to accommodate clean energy generation, that now and will increasingly affect quality of life and economic opportunities in the 30 unincorporated primarily farm worker communities and of farm worker families living in neighborhoods of the 6 cities in western Fresno County.

- While we generally support the purpose this project and appreciate the analyses of ECONorthwest, the assessments of social and economic impacts conducted have a focus and high-level analytical scale that obscure tangible cumulative long-term changes and impacts to the small rural communities in the western region of Fresno County when considered in the aggregate with other energy projects being proposed in and near the Westlands Water District.

- Through a cumulative and aggregated impact lens on small rural farm worker communities– there will likely be greater loss of farm worker employment, farm worker families leaving the region, and related long-term reductions in ADA for schools, business sales taxes, church membership and as well as other negative quality of life and economic opportunity trends - that are of great concern for those now living in these already disadvantaged and underserved western Fresno County rural communities.

- Engaging residents, businesses and institutions in all the 30 unincorporated primarily farm worker communities and of farm worker families living in neighborhoods of the 6 cities in western Fresno County - is imperative for gaining actionable understandings of the likely cumulative and aggregated impacts of the major energy, employment and land use transitions.

- This is the reason **Rural Communities Rising**, a 501c3 nonprofit, is conducting comprehensive community outreach and engagement and building a board of directors that is representative of all impacted rural communities in western Fresno County– with the goal of a united voice for working with energy developers and 'community determined community benefits' that meet the needs of participating impacted community members.

OBJECTIVES, ACTIONS, KEY RESULTS

OKR best practices

Objectives	Key results
Should be ambitious, clearly defined, qualitative and set within a specific time frame.	Should be difficult but achievable.
Need to be communicated and understood by all employees and stakeholders.	Should be able to be objectively and regularly assessed.
Should be flexible and reviewed regularly.	Can be based on KPIs such as growth, performance, revenue and engagement.

1. Strengthen Technical Skill Development (Action)

- **Action:** "Provide advanced training programs for employees across departments."
- **Key Result:** "80% of employees complete two technical training courses by Q3."

2. Increase Employee Engagement (Action)

- **Action:** "Host quarterly team-building events to improve engagement."
- **Key Result:** "Improve employee engagement survey scores by 15% by year-end."

3. Strengthen Compliance Practices (Action)

- **Action:** "Conduct quarterly internal audits to ensure regulatory compliance."
- **Key Result:** "Achieve 100% compliance with financial regulations by the end of the fiscal year."

4. Improve Client Communication (Action)

- **Action:** "Send monthly project status updates to clients."
- **Key Result:** "Achieve 90% client satisfaction rating for communication by Q2."

5. Reduce Operational Costs (Action)

- **Action:** "Streamline internal processes by implementing new project management software."
- **Key Result:** "Reduce operational costs by 10% by Q4 through process improvements."

6. Increase Employee Retention (Action)

- **Action:** "Conduct regular stay interviews to understand employee needs."
- **Key Result:** "Reduce turnover by 15% over the next 12 months."

7. Launch New Product Line (Action)

- **Action:** "Develop and launch a new service in response to market demand."

- **Key Result:** "Generate $500K in revenue from the new product line by year-end."

8. Improve Project Delivery Timeliness (Action)

- **Action:** "Track project milestones more closely and provide weekly updates."
- **Key Result:** "Deliver 95% of projects on time by year-end."

9. Enhance Risk Management (Action)

- **Action:** "Develop a comprehensive risk mitigation plan for all projects."
- **Key Result:** "Reduce risk-related incidents by 20% by the end of Q2."

10. Increase Cross-Department Collaboration (Action)

- **Action:** "Schedule monthly interdepartmental meetings to encourage collaboration."
- **Key Result:** "Increase cross-functional project completion rates by 25% within 6 months."

11. Improve Client Acquisition (Action)

- **Action:** "Attend industry conferences to generate new business leads."
- **Key Result:** "Increase lead conversion rate by 20% and generate 15 new client contracts by Q4."

12. Implement Sustainability Practices (Action)

- **Action:** "Introduce energy-efficient practices across all operations."
- **Key Result:** "Reduce energy consumption by 15% by the end of Q3."

13. Upskill Project Management Team (Action)

- **Action:** "Offer PMP certification courses to all project managers."
- **Key Result:** "Have 90% of project managers PMP certified by year-end."

14. Increase Operational Efficiency (Action)

- **Action:** "Automate repetitive tasks using new software solutions."
- **Key Result:** "Reduce manual processes by 30% and save 200 employee hours per month by Q2."

15. Expand Client Service Offerings (Action)

- **Action:** "Add new service lines based on customer feedback."
- **Key Result:** "Increase client retention by 15% by expanding service offerings."

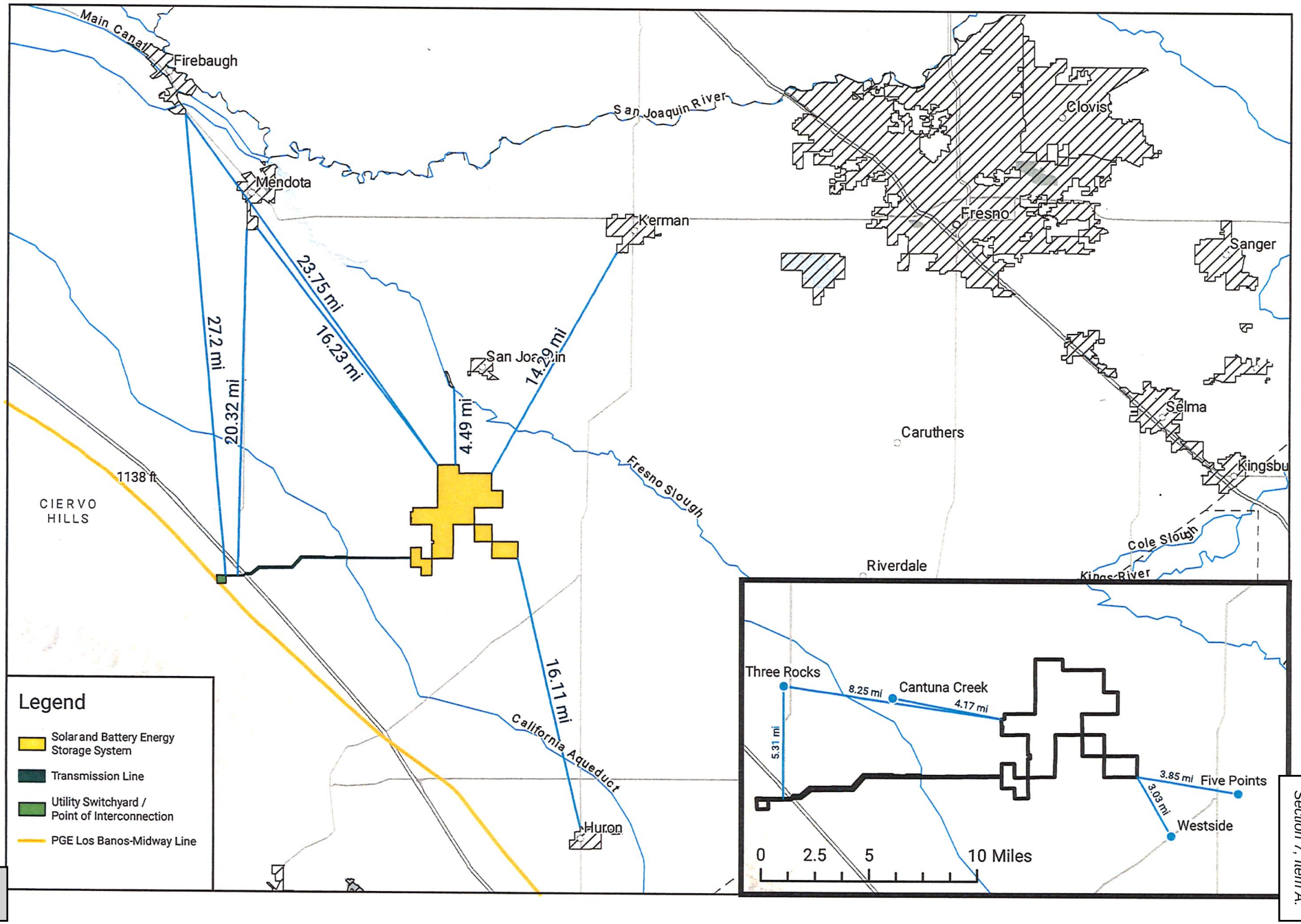
16. Maximize Software Usage Efficiency (Action)

- **Action:** "Audit software usage and eliminate underutilized tools."
- **Key Result:** "Increase software usage efficiency by 20% and save $50K in annual software costs by Q4."

17. Increase efficiency and accuracy in project execution

- **Action:** "Conduct regular process audits and provide advanced training to project teams to identify bottlenecks and optimize workflows."
- **Key Result:** "Reduce project delays by 25% and improve task completion accuracy by 20% over the next 6 months."

Darden Clean Energy Project
Fresno County, CA



CALIFORNIA ENERGY COMMISSION

Opt-In Certification

FAQs

What is the California Energy Commission (CEC) required to do?

The CEC is required to prepare an environmental impact report (EIR) under the California Environmental Quality Act (CEQA) and make its decision at a public meeting on the application within 270 days of receiving a complete application. The law identifies certain factors that could impact the CEC's ability to render a decision within 270 days, including the identification of new significant effects after publication of the Draft EIR that requires additional public comment.

The CEC is required to coordinate its review of opt-in applications with the California Department of Fish and Wildlife (CDFW), the State Water Resources Control Board, and applicable Regional Water Quality Control Boards (Water Boards), and the Department of Toxic Substances Control (DTSC). CEC must consult with CDFW to ensure necessary information is submitted during the CEC certification process to grant any authorizations under the Fish and Game Code (e.g., authorized take of a listed species) in lieu of CDFW, and for the agencies that retain their permitting authority to issue their respective permits. The CEC is required to consult with all responsible and trustee agencies on the scope and content of the EIR under CEQA. The CEC must also certify the administrative record within 5 days of certifying the EIR and granting a certificate to a project.

What are other agencies required to do?

Agencies that retain their permitting authority are required to issue permits within 90 days of a CEC decision to certify a project. Per memorandums of understanding, CDFW, Water Boards, and DTSC may also participate in pre-filing meetings and CEQA review of proposed projects.

Will CEC consult with California Native American tribes?

Yes. Within five days of an application being deemed complete, the CEC is required to send requests for consultation letters to tribes that are culturally and traditionally associated with the geographic area of a proposed project. During the consultation process, the CEC is required to solicit the traditional ecological knowledge of affiliated tribes and incorporate this knowledge where feasible in the EIR. The CEC is required to take all feasible measures to avoid or minimize adverse effects to tribal cultural resources.

Will this process allow the public an opportunity to comment on a proposed project?

Yes. There are multiple opportunities for the public to provide comments. The CEC will announce the receipt of an opt-in application through its email subscription service, and by advertising in a newspaper of general circulation in the project area. Within 30 days of an application being deemed complete and prior to publication of the Draft EIR, the CEC is required to hold a public information and scoping meeting as close as practicable to the proposed project site. There will be a comment period on the Draft EIR, and the CEC will hold at least one public workshop in the project area to take public comment. All public meetings will be announced at least 10 days in advance.

Can the CEC approve a project that was denied by a local government, or does not conform to local ordinances?

Yes. If a project is approved, CEC's certificate is in lieu of any local permit or local law or ordinance. However, to grant a certificate to a project, the CEC must make findings that the project will comply with all applicable laws, ordinances, regulations, and standards, or make findings that despite the non-conformance, the project is required for public convenience and necessity, and that there are not more prudent and feasible means of achieving public convenience and necessity. The CEC is required to invite the local government to attend a mandatory pre-filing meeting with an applicant.

What findings must the CEC make to approve a project?

To approve an opt-in project, the CEC must find that the project will provide an overall net positive economic benefit to the local government, that the applicant has entered into a community benefits agreement, and that the applicant has certified payment of prevailing wage, or equivalent, for all construction, and the use of a skilled and trained workforce, or equivalent, for all construction.

The CEC must also find that the project will comply with all applicable laws, ordinances, regulations, and standards (LORS). If a project will not comply with any applicable LORS, the CEC must find that the project is required for public convenience and necessity, and that there are not more prudent and feasible means of achieving public convenience and necessity. In making the determination, the CEC must consider the entire record of the proceeding, including, but not limited to, the impacts of the facility on the environment, consumer benefits, and electric system reliability.

The CEC must make findings under CEQA for any project that would have a significant effect on the environment. For each significant effect, the CEC must find that project changes have been required to avoid or substantially lessen the significant effect, or that mitigation or alternatives to avoid or substantially lessen the significant effect are infeasible. To approve a project that is found to have a significant and unavoidable impact on the environment, the CEC will need to adopt a statement of overriding considerations that identifies how the project's benefits will outweigh any unavoidable impact.

Is CEC's certificate in lieu of all permits an applicant will need to build and operate an eligible facility?

The CEC's certificate is in lieu of any permit that would normally be required by the local land use authority and most but not all state permits. The CEC's permit will not supersede the permitting requirements of the California Coastal Commission or San Francisco Bay Conservation and Development Commission for projects in these agencies' jurisdiction. Nor will the CEC's permit supersede the permits of the applicable Regional Water Quality Control Board, and in the case of manufacturing facilities, the permits required by the applicable local air district and Department of Toxic Substances Control.

STATE OF CALIFORNIA
ENERGY COMMISSION

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NOVEMBER 2023

Al Solis

From: California Energy Commission <CEC@public.govdelivery.com>
Sent: Wednesday, October 9, 2024 9:41 AM
To: al@soldevelopment.com
Subject: [EXTERNAL]:CEC to Hold First Public Meeting on Darden Clean Energy Project in Fresno County

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CEC to Hold First Public Meeting on Darden Clean Energy Project in Fresno County

For Immediate Release: October 9, 2024
Contact: mediaoffice@energy.ca.gov
Phone: (916) 654-4989

WHAT TO KNOW: *The CEC has announced a public meeting for a Fresno County solar and battery storage project that is seeking approval through the Opt-In Certification program.*

SACRAMENTO — The California Energy Commission (CEC) will hold a public meeting on the proposed Darden Clean Energy Project in Fresno County. The purpose of the meeting is for the applicant to explain the project, the CEC to explain the Opt-In Certification process, and for the public to learn more details and express any concerns and questions they may have about the project. This will be a hybrid meeting with an in-person location as noted below and Zoom access online or by phone. Spanish translation will be provided in-person and via Zoom.

The project developer submitted an application to the CEC on Nov. 9, 2023, to seek approval through the CEC's Opt-In Certification program. This program allows certain clean energy projects to undergo a streamlined certification process administered through the CEC.

The project consists of:

- A 1,150 megawatt (MW) solar photovoltaic facility
- An up to 4,600 MW-hour battery energy storage system
- A 34.5-500 kilovolt (kV) grid step-up substation
- A 10- to 15-mile 500 kV generation intertie line
- A 500 kV utility switching station

The CEC has reviewed the application and deemed it complete as of Sept. 19, 2024, which initiated a 270-day certification process. The next requirement in this process is to hold a public meeting, where community members, local governments, and California Native American tribes can learn more about the project, understand the certification process, and express any concerns regarding potential environmental impacts.

Meeting Details:

- **Date:** Wednesday, Oct. 16, 2024
- **Time:** 2 – 6:30 p.m.
- **In-Person:** Harris Ranch Resort, South Ballroom, 24505 West Dorris Ave., Coalinga, 93210
- To participate via **Zoom**

During the meeting, CEC staff will explain their role and responsibility in reviewing the application and engaging with government agencies, California Native American tribes, neighboring communities, interested members of the public, and others. The project applicant will also present its proposed plans for building and operating the project and related facilities. The CEC's Public Advisor will outline how the public can get involved in the process including participation in later stages like the environmental review and decision-making phases.

There will be an opportunity for California Native American tribes, responsible and trustee agencies, elected officials, other government agencies, communities, and interested members of the public to provide comments. More information:

- Download and read the Determination of Complete Application.
- For more project details and to sign up to receive email updates on this project, visit the Darden Clean Energy Project application webpage.

About Opt-In Certification

In 2022, Governor Gavin Newsom signed Assembly Bill 205 as part of his build more, faster agenda which is focused on delivering critical infrastructure upgrades throughout California. The bill created an alternative certification option for certain clean energy projects through the CEC's Opt-In Certification program. This program is designed to accelerate the development of clean energy in California and support the retirement of fossil-fuel-based resources.

Under the Opt-In Certification program, the CEC serves as the lead agency and will hold public meetings at or near the proposed project location to gather input

on the project. Except for specific cases, the environmental review must be completed within 270 days after the application is deemed complete.

The law mandates consultation with California Native American tribes and allows for public comment throughout the process. Should the CEC approve the project, the issuance of a certificate, in most instances, replaces the need for any permits, certificates, or similar documents required by state, local, regional, or federal agencies to the extent permitted by federal law.

For more information about the program, visit the Opt-In Certification Program webpage.

###

About the California Energy Commission

The California Energy Commission is the state's primary energy policy and planning agency. It has seven core responsibilities: advancing state energy policy, encouraging energy efficiency, certifying thermal power plants, investing in energy innovation, developing renewable energy, transforming transportation, and preparing for energy emergencies.

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CALIFORNIA ENERGY COMMISSION

Opt-In Certification Program FACT SHEET

Eligible Projects



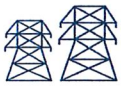
Solar photovoltaic or terrestrial wind electrical generating power plants 50 megawatts (MW) or greater



Energy storage systems capable of storing 200 megawatt-hours (MWh) or more



A stationary power plant using any source of thermal energy, excluding fossil or nuclear fuels, 50 MW or greater



Certain transmission lines associated with these generating and storage facilities



Specified facilities that manufacture or assemble clean energy or storage technologies or related components



Hydrogen production facility (not derived from fossil fuel feedstock) and associated onsite storage and processing facilities

Background

Senate Bill 100 (2018) requires all electricity in California to come from renewable and zero-carbon resources by 2045. To achieve this target, new power supplies in the state must be built at a record-setting rate, which will likely require developing land and ocean space in many parts of the state.

Assembly Bill 205 (2022) gives the CEC authority to permit certain clean and renewable energy facilities in a timely and efficient manner.

The Opt-In Certification Program, as it's known, is an optional permitting process through which developers can submit project applications. The CEC permit is in lieu of any permit that would normally be required by the local land use authority and most, but not all, state permits.

More info:

- Statutory and regulatory provisions governing the Opt-In Certification Program can be found at Chapter 6.2 of Division 15 of the Public Resources Code and California Code of Regulations, title 20, sections 1875 through 1882
- The 2021 SB 100 Agency Report is available at energy.ca.gov/sb10

Quick Facts

Opt-In Certification is a process that allows certain clean energy development projects to choose a consolidated state permitting option.

Only specified non-fossil-fuel power plants, energy storage projects, and related manufacturing and assembly facilities can apply for Opt-In Certification.

The CEC will be the lead agency and hold public meetings at or near the proposed project location to allow for local input into the project and process.

With certain exceptions, environmental review must be completed no later than 270 days after an application is deemed complete.

CEC certification of a project application requires: *

- An applicant has entered into one or more legally binding and enforceable agreements with, or that benefit, a coalition of one or more community-based organizations.
- An applicant will use a skilled and trained workforce and pay construction workers at least prevailing wages, subject to statutory enforcement, or a project labor agreement.
- The construction or operation of the facility will have an overall net positive economic benefit to the local government that would have had permitting authority over the site and related facility.
- The project will comply with all applicable laws, ordinances, regulations, and standards (LORS), or CEC must find that despite a nonconformance with state, regional, or local LORS, the project is required for public convenience and necessity, and there are not more prudent and feasible means of achieving public convenience and necessity. In making the determination, the CEC considers the impacts of the facility on the environment, consumer benefits and electric system reliability, among other factors.
- Any significant effects of the project must be avoided or substantially lessened, or the CEC must adopt a statement of overriding considerations for significant effects found infeasible to avoid or mitigate.

***This list is not exhaustive; other requirements may apply based on each project.**

Process and Deadlines **

Day 0: File the Determination of Complete Application

Day 3: File and circulate the Notice of Preparation of an EIR

Day 5: Send invitation to request tribal consultations.

Day 30: Hold public informational and scoping meeting as close as practicable to the project site.

Day 150: File and circulate the draft EIR and Notice of Availability and public comment period begins.

Day 180 – 210: Hold a public meeting on the draft EIR at a location as close as possible to the proposed project site.

Day 210: Close the public comment period on draft EIR (60 days from publication date).

Day 240: File final EIR

Day 240: File the CEC's executive director's recommendation.

Day 270: Present final EIR and staff recommendation at a publicly noticed CEC Business Meeting. The CEC Commissioners can approve or disapprove project, or require additional information or analysis.

Day 360: State agencies retaining permit authority make permit decisions on application approved by the CEC.

****These deadlines are subject to any substantial changes made to the project or certain other events occurring after an application is deemed complete.**

The CEC is mandated to:

1. Be the lead agency under the California Environmental Quality Act (CEQA) and prepare an environmental impact report (EIR).
2. Meet with applicants prior to filing.
3. Hold public meetings about each project as close as practicable to the proposed project site.
4. Invite California Native American tribes that are culturally and traditionally associated with the proposed site area to consultation.
5. Take final action on the application within 270 days of determining the application is complete, with some exceptions.

For more information:

Find more details on the program and to sign up to receive information about a project on the CEC's website at www.energy.ca.gov/programs-and-topics/topics/power-plants/opt-certification-program.

STATE OF CALIFORNIA
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March 2024

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STAFF REPORT

MEETING DATE: November 13, 2024

PRESENTER: Jesus A. Gonzalez, City Engineer

SUBJECT: Award of Contract for the Hart Ranch Community Park Project to Avison Construction, Inc. (JG)

RECOMMENDATION: Council by motion adopt the resolution:

1. Awarding the Hart Ranch Community Park Project contract to Avison Construction, Inc. in the amount of $12,453,125.00; and

2. Authorizing a 5% construction contingency in the amount of $622,700.00; and

3. Authorizing the City Manager to sign the construction contract on behalf of the City; and

4. Authorizing the City Manager to sign change orders, up to the additional contingency amount, on behalf of the City.

EXECUTIVE SUMMARY:

The Hart Ranch Community Park (Project) is the development of a 15-acre portion of land located in the southeast quadrant of the City, at California and Goldenrod Avenues. Its history dates back to the 2008 receipt of a 15-acre land donation by the Giacolini family. Lack of funding at the time prevented the immediate development of the Project; however, it did allow for holding community outreach activities. Design of the Project began in 2019, and took into consideration the community's input, resulting in amenities such as a lake feature, community garden, multiple play areas including a splash pad, multi-use fields, a nature trail and exercise equipment.

On June 26, 2024, the City advertised the Project for construction services with four contractors submitting by the August 7, 2024, 2:00 PM deadline. The process ultimately resulted in a September 25, 2024 rejection of bids due to a lack of clarity in the bid documents as to licensure, qualifications, the "allowance" aspect of the lake portion of the Project, and requirements that may have limited competition.

On October 9, 2024, following revisions to the construction documents, the City once again advertised the Project for construction services with four contractors submitting by the November 6, 2024, 2:00 PM deadline. The results are as follows:

Contractor Name	Base Bid
Avison Construction, Inc. (Avison)	$12,453,125.00
Caliber Contracting Services	$12,869,000.00
Cal Valley Construction, Inc.	$12,915,764.74
American Paving Co.	$13,495,842.20

Staff has reviewed the bid submitted by Avison, along with information regarding their previous work experience. Based on review, Staff has determined the bid received to be responsive and Avison to be a responsible contractor. Avison's bid is above the Engineer's Estimate of $12,300,00.00.

FISCAL IMPACT:

The estimated total Project cost is $14,200,000 for design, construction, construction contingency, construction engineering and materials testing. The City has budgeted $12,830,408.00 from various funding sources including the American Rescue Plan Act (ARPA), Measure M, Land and Water Conservation grant funding, California Natural Resources Agency Proposition 68 grant funding, and State Budget earmarked funds. Staff recommends that the short fall of $1,369,952.00 be funded from Measure M.

ATTACHMENTS:

A. Resolution

Attachment 'A'

RESOLUTION NO. 24-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN AWARDING CONTRACT FOR THE HART RANCH COMMUNITY PARK PROJECT TO AVISON CONSTRUCTION, INC.

WHEREAS, the Invitation to Bid for the Hart Ranch Community Park Project was published in the Kerman News on October 16, 2024 and was sent electronically and mailed to all construction trade journals specified for the City by the California Uniform Construction Cost Accounting Commission in accordance with the City's Formal Contract Procedures and California Public Contract Code Section 22037; and

WHEREAS, the Project will construct a 15-acre park at the northeast corner of the California and Goldenrod Avenues intersection, within the City of Kerman; and

WHEREAS, the following bids for the Project were publicly opened and read aloud at the Kerman City Hall on November 6, 2024 at 2:00 p.m.:

Contractor Name	Base Bid
Avison Construction, Inc. (Avison)	$12,453,125.00
Caliber Contracting Services	$12,869,000.00
Cal Valley Construction, Inc.	$12,915,764.74
American Paving Co.	$13,495,842.20

WHEREAS, the City Engineer's Estimate was $12,300,000.00.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KERMAN RESOLVES AS FOLLOWS:

1. The foregoing recitals are true and correct and incorporated by reference.

2. Upon the recommendation of the City Engineer, the Council awards Hart Ranch Community Park Project to Avison Construction, Inc., 40434 Brickyard Drive, Madera, CA 93636 in the amount of Twelve Million and Four Hundred and Fifty-Three Thousand and One Hundred and Twenty-Five Dollars and Zero Cents ($12,453,125.00) which is incorporated by reference.

3. The City Manager is authorized to sign the City's standard form of agreement for construction projects, as contained in the bid package on behalf of the City of Kerman.

4. Upon the recommendation of the City Engineer, the Council authorizes a contingency amount of Six Hundred and Twenty-Two Thousand and Seven Hundred Dollars and Zero Cents ($622,700.00) as contingency for use on unforeseen construction needs.

5. The City Manager is authorized to sign change orders up to the additional contingency amount.

6. This resolution is effective upon adoption.

The foregoing resolution was adopted by the City Council of the City of Kerman at a regularly scheduled meeting held on the 13th day of November 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Josie Camacho
City Clerk

STAFF REPORT

MEETING DATE: November 13, 2024

PRESENTER: Hilda Cantú Montoy, City Attorney

SUBJECT: Third Amendment to Employment Agreement with City Manager (HCM)

RECOMMENDATION: Council is asked to consider and determine whether to adopt a resolution approving a third amendment to Employment Agreement with City Manager.

EXECUTIVE SUMMARY:

The City and City Manager John Jansons entered into an Employment Agreement ("Agreement") effective December 1, 2019, and amended on October 1, 2021, and August 9, 2023. Subsequent to the recent completion of the City Manager's performance evaluation, the City Council, through an Ad Hoc Committee comprised of the Mayor and Council Member Yep, conducted contract negotiations with the City Manager. The parties wish to amend the Employment Agreement as set forth in the Third Amendment to Employment Agreement attached to the proposed resolution regarding this matter.

DISCUSSION:

The Brown Act Requires that prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken. See Government Code § 54953 (c) (3). A summary of the amended Agreement is described in this staff report per the text that is required to be read aloud by the Mayor at the Council Meeting.

Announcement by Mayor –

As required by the Brown Act (Government Code § 54953 (c) (3)), prior to taking action on this item, the Council must publicly announce a summary of the action being considered. If adopted, the proposed resolution will approve the Third Amendment to Employment Agreement with City Manager John Jansons as follows:

- The current term of the Employment Agreement ends in three years on November 30, 2027. This amendment extends it for an additional two years to November 30, 2029.

- Effective July 1, 2024, as per the last performance evaluation, the City Manager will be paid an annual base salary of $191,448.00 ($15,954.00 monthly) per year paid in accordance with the City's payroll procedures.

ATTACHMENTS:

A. Resolution w/Exhibit

Attachment 'A'

RESOLUTION NO. 24-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING A THIRD AMENDMENT TO EMPLOYMENT AGREEMENT WITH CITY MANAGER

WHEREAS, on December 1, 2019, the City and City Manager entered into an At-Will Employment Agreement; and

WHEREAS, the Agreement has been modified twice; and

WHEREAS, the City Council and City Manager desire to amend the Agreement to extend the term of the Agreement and to add a base salary increase.

NOW, THEREFORE, the City Council of the City of Kerman hereby resolves as follows:

1. The above recitals are true and correct.

2. The City Council approves the Third Amendment to Employment Agreement with City Manager John Jansons attached hereto as **Exhibit 'A'** and incorporated by reference.

3. This resolution is effective immediately upon adoption.

The foregoing resolution was adopted by the City Council of the City of Kerman at a regularly scheduled meeting held on the 13th day of November 2024, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing resolution is hereby approved.

_____
Maria Pacheco
Mayor

ATTEST:

_____
Josie Camacho
City Clerk

Exhibit 'A'

THIRD AMENDMENT TO CITY OF KERMAN
AGREEMENT FOR EMPLOYMENT OF CITY MANAGER

This Third Amendment to Employment Agreement ("Third Amendment") is made and entered on November 14, 2024, by and between the City of Kerman ("City") and John Jansons ("Employee").

RECITALS

WHEREAS, City and Employee entered an Employment Agreement ("Agreement") effective December 1, 2019; and

WHEREAS, the Agreement has been modified twice by the parties; and

WHEREAS, City and Employee desire to continue the employment relationship and to make certain modifications to the Agreement.

AGREEMENT

NOW THEREFORE, in consideration of the foregoing recitals and the mutual promises and covenants herein contained, the parties agree as follows:

SECTION 1. Section 3 of the Employment Agreement is amended to read as follows and to repeal prior text in Section 3:

3. Term of Agreement.

The current Agreement expires on November 30, 2027. The term of the Agreement is extended to November 30, 2029. The term of this Agreement shall be at the will of either party.

SECTION 2. Section 4 of the Employment Agreement is amended to read as follows:

4. Salary.

Based on the salary increase received effective July 1, 2024, Employee shall be paid an annual base salary of $191,448.00 ($15,954.00 monthly) per year paid in accordance with the City's payroll procedures.

SECTION 3. Except as amended by this Third Amendment to Agreement, all other terms in the Employment Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the City of Kerman has caused this Third Agreement to Employment Agreement to be executed on its behalf by its Mayor and duly attested by its City Clerk, and John Jansons has signed and executed this Agreement on the day and year written below.

CITY OF KERMAN

_____
Maria Pacheco, Mayor

Date: _____

EMPLOYEE

_____
John Jansons

Date: _____

ATTEST:

_____
Josie Camacho, City Clerk

APPROVED AS TO FORM:

_____
Hilda Cantú Montoy, City Attorney