



TOWN OF HOLLY RIDGE

SAFETY AND HEALTH PROGRAM GUIDE

COMMITMENT:

The Town of Holly Ridge is firmly committed to providing each employee a safe and healthy work environment. It is a matter of town policy as well as an important public program under the OSHA Act. We have implemented this Safety and Health Program as outlined herein.

POLICY:

The employees of the Town of Holly Ridge are our most important asset, and every effort will be made to protect them by providing a safe and healthy work place. This is a prime responsibility of each department head and supervisor. In addition, each employee must carefully follow established safe work practices. We will comply with both the letter and intent of the safety and health standards promulgated under the Occupational Safety and Health Act of North Carolina. Doing so is not only a moral obligation but is inseparable from good management of our limited and most precious resource...the employees.

SAFETY OFFICER:

The Safety Officer under the direct supervision of the Town Manager or his/her designee shall be the focal point for all matters pertaining to employee safety and health. The Safety Officer will function in the role as a coordinator to assist department heads in fulfilling their responsibilities for providing a safe and healthy work environment for their employees. The Safety Officer shall have the authority to inspect any work place facility or job site to ensure that applicable safety and health programs are followed. This inspection authority will also include any outside contractor engaged in performing work for the Town of Holly Ridge. The Safety Officer will have the authority to correct any safety and health policy violation. The Town Manager shall be the backup point-of- contact when the Safety Officer is not available.

SAFETY COMMITTEE:

The Town of Holly Ridge shall establish a Safety Committee to assist in providing a safe and healthy work place environment for all town employees. This safety committee shall be a full representation of all departments within the town.

The purpose of this committee is to review safety and health programs within the town and to make recommendations to the Town Manager (or his/her designee) through the Safety Officer. This committee shall also establish a self-inspection/evaluation program which shall be conducted by the safety committee member for the applicable department. This self-inspection/evaluation shall be conducted as needed or at least once every three months. This self-inspection shall be documented, and the results made available to the appropriate department head. The department head shall then submit in writing their plan of action for correction and the time table for the correction to the safety committee.

The safety committee shall also review any incidents or accidents and make recommendations to the Town Manager (or his/her designee) when deemed appropriate. It shall be the responsibility of the Safety Officer to keep the Town Manager (or his/her designee) fully informed on all aspects of the Town of Holly Ridge's Safety and Health Program.

ACCIDENT, INCIDENT AND ILLNESS INVESTIGATION:

Personal injuries, property damage, accidents, "near misses" that could have resulted in personal injury and all occupational illnesses will be promptly and thoroughly investigated to determine what happened, why it happened, and what should be done to prevent future incidents. The responsible department head will insure that such an investigation is conducted and will obtain technical assistance from other sources as needed. The safety committee will review all such reports and make the appropriate recommendations if any to the Town Manager. **The Safety Officer shall be immediately notified anytime there is an accident or incident resulting in fatality or injury that involves town property or a town employee.**

OTHER EMPLOYERS/EMPLOYEES ON SITE:

The appropriate department head shall be responsible for ensuring that all outside contractors performing work for the town who have employees within the town comply with our safety and health programs. No outside contractor will be allowed to perform work within the town if it is in violation of the town's established safety and health programs. All department heads shall be responsible of notifying the Safety Officer of any contractor performing work within the town limits.

GENERAL EMPLOYEE SAFETY RULES:

All supervisors shall strictly enforce the following general safety rules for employee protection.

1. Promptly report all accidents, injuries and work-related illnesses to your immediate supervisor.
2. Wear the prescribed personal protective equipment for each job and insure that it is in a fully serviceable condition before commencing work.

3. Loose clothing, jewelry, and hair longer than shoulder length shall not be worn around moving machinery.
4. Smoke only in those areas designated for smoking.
5. Employees shall report to work unaffected by alcohol or drugs.
6. Operate only the equipment and machines that you have been properly trained on.
7. Do not engage in horseplay or any other unsafe acts.
8. Lift objects with leg muscles and load close to your body. When in doubt as to your safety, always get assistance or use a mechanical lifting device.
9. Do not use unsafe or defective equipment.
10. Do not take chances with any job. Pause and think before acting. If in doubt, ask your supervisor. Supervisors or employees who knowingly violate these rules or established safe work practices will be subject to appropriate disciplinary action.

EMPLOYEE PARTICIPATION:

It is the responsibility of all employees to practice safe work habits. Therefore, all employees are encouraged to monitor each other. If any employee sees something that is not safe, whether in their department or another one, they are encouraged to bring it to the attention of a supervisor, a department head or a safety committee member.

SAFETY AND HEALTH COMMITTEE:

A safety and health committee will be part of our safety program. Half of the committee members will be non-management employees and in representative numbers as described in North Carolina General Statute 95-252.

CHAIRPERSONS:

The safety and health committee shall be co-chaired by:

1. Safety Officer – Employer Representative
2. A representative selected by the employee members of the committee.

RIGHTS OF THE SAFETY AND HEALTH COMMITTEE:

1. Establish procedures for exercising the rights of the committee Review any safety and health program established by the employer under NCGS 95-251.
2. Review incidents involving work related fatalities, injuries, illnesses, and complaints by employees regarding safety and health hazards.
3. Review upon request of the employer or employee committee members the employer's injury and illness records.
4. Conduct inspections of work sites once every three months.
5. Conduct interviews with employees in conjunction with inspections of the work site.
6. Conduct meetings as needed or at least every three months and maintain written minutes of those meetings.
7. Observe the measurement of employee exposure to toxic materials and harmful physical agents.

8. Make recommendations on behalf of the committee, and in making recommendations permit any member of the committee to submit separate views to the employer for improvements in the employer's safety and health program. All recommendations are advisory only and the employer shall retain full authority to manager the work site.
9. Accompany, upon request, the commissioner or the commissioner's representative during any physical inspection of the work site.

REQUIRED TRAINING:

The department heads are responsible to see that all employees in their departments are properly trained as required in the town's safety and health program, training is documented, and that documentation is on file at town hall. The department head and supervisors shall not permit any employee to perform any task or job until that employee has received the required safety training.

REQUIRED TRAINING FOR EACH DEPARTMENT:

Administration:

Fire Extinguisher – Annual
Hazard Communication

Police Department: (Sworn Police Officers)

Fire Extinguisher – Annual
Hazard Communication
Blood Borne Pathogens – Annual
Hazardous Materials – Awareness Level – Annual
Personal Protective Equipment – Annual

Police Department: (Administrative Staff)

Fire Extinguisher – Annual
Hazard Communication

Public Works:

Fire Extinguisher – Annual Hazard
Communication
Blood Born Pathogen – Annual
Hazardous Materials – Awareness Level – Annual Personal
Protective Equipment – Annual
Flagger Safety - Annual
Lockout/Tagout - Annual

Effective Date and Review Policy:

This Safety and Health Program shall be reviewed as needed or at least annually by the safety committee and the appropriate recommendations will be made to the Town Manager.

Date Adopted: April 10, 2018

Latest Review Date: N/A

Revisions Adopted: N/A

Next Review: April 2019



TOWN OF HOLLY RIDGE

EXPOSURE CONTROL PLAN BLOODBORNE PATHOGENS

POLICY:

It is the policy of the Town of Holly Ridge to be firmly committed in maintaining a safe and healthy working environment for all employees and to comply with the Occupational Safety and Health Administration's Bloodborne Pathogens Standard 29 Code of Federal Regulations 1910.1030. It is the purpose of this policy to outline and describe:

- I. Definitions
- II. Scope of Employees Covered
- III. Methods of Compliance
- IV. Responsibilities
- V. Work Practice Controls
- VI. Personal Protective Equipment
- VII. Housekeeping
- VIII. Hepatitis B Vaccination
- IX. Exposure Incident Protocol
- X. Healthcare Professional's Written Opinion
- XI. Information and Training
- XII. Recordkeeping
- XIII. Sharps Injury Log
- XIV. Effective Date and Review Policy

The safe performance of daily operations has recently become more threaten by life-endangering bloodborne communicable diseases, such as Human Immunodeficiency Virus (HIV), and Hepatitis B Virus (HBV).

This plan is available to all employees through their supervisor, department head, and the safety officer.

DEFINITIONS:

Blood: Human blood, human blood components, and products made from human blood.

Bloodborne Pathogens: 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).

Body Fluids: Liquid secretions including, but not limited to, blood, saliva, vomit, urine or feces.

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Sharps: 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 wire.

Decontamination: 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: Controls (e.g., sharp disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogen hazard from the workplace.

Exposure Incident: A specific eye, mouth, 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.

Hepatitis B: A viral disease of the liver, transmitted through blood and blood products.

Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral (Piercing) contact with blood or the other potentially infectious materials that may result from the performance of an employee's duties.

Personal Protective Equipment: Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) are not considered to be personal protective equipment.

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: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

SCOPE OF EMPLOYEES COVERED:

Any employee who has occupational exposure to blood or other potentially infectious materials is included within the scope of the standard. The standard affects employees in many types of employment and is not restricted to the health care industry. At the same time, employees are not automatically covered unless they have occupational exposure. The standard applies to both private employers and state and local governmental agencies in North Carolina.

The following Town of Holly Ridge employees have been identified as having an occupational exposure to bloodborne pathogens:

Police Department: All sworn police officers

Public Works: All job classifications

METHODS OF COMPLIANCE:

Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials related to bloodborne pathogens.

Engineering and work practice controls shall be utilized to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

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

Employer shall provide hand washing facilities which are readily accessible to employees.

When provisions for hand washing facilities are not feasible, the employer shall provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth or paper towels or antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

RESPONSIBILITIES:

It shall be the responsibility of the department head to:

1. Coordinate initial training for employees as required.
2. Coordinate the required annual training for employees.
3. Assure that the appropriate personal protective equipment is obtained and utilized.
4. Assure that the hepatitis B vaccinations is made available to the employees as required.
5. Assure that all records are properly maintained and are on file at town hall as required.
6. Immediately notify the Town Manager and the Safety Officer as soon as an exposure incident has been reported.

It shall be the responsibility of the employee to:

1. Utilize the appropriate personal protective equipment.
2. Utilize the appropriate universal precautions and exposure control practices.
3. Immediately notify their supervisor if they feel an exposure incident has occurred.
4. Contact their supervisor if they need personal protective equipment or they have a question concerning this exposure control plan.

Work Practice Controls:

An employee must use the appropriate equipment to reduce the risk of exposure from blood and blood by-products.

1. Wash hands after any potential exposure as soon as reasonably possible, such as, immediately after contact, before eating, after removing contaminated clothing, etc.
2. Use necessary personal protective equipment.
3. Dispose of all “sharps” (needles, broken glass, staples, bloody nails, etc.) in puncture-proof containers.
4. Do not recap needles or syringes.
5. Remove broken glass, which may be contaminated by using forceps or a broom and dustpan.
6. Disinfect SCBA equipment and respirators after each use and store in a sanitary manner.
7. Wear protective eyewear and nasal protection if contaminants have the potential to be splattered or inhaled.
8. Avoid direct contact with saliva, tears, sweat, blood, urine, feces, or vomit.
9. Do not place common instruments such as pens, pencils, penlights, or other items in your mouth.
10. Refrain from eating, drinking, smoking, applying cosmetics, or handling contact lenses in areas where potential exposure to blood or other potentially infectious materials may occur.

PERSONAL PROTECTIVE EQUIPMENT:

Where there is occupational exposure, the employer shall provide, at no cost to the employee, appropriate personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or mask and eye protection, and mouthpieces, resuscitation bags, pocket mask, or other ventilation devices. Personal protective equipment will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee’s work clothes, street clothes, undergarments, skins, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

The department head shall ensure that the employee has access and uses the appropriate personal protective equipment.

The department head shall ensure that all personal protective equipment is repaired or replaced to maintain its effectiveness, at no cost to the employee.

All contaminated personal protective equipment, clothing or gloves shall be placed in an appropriate container for decontamination or disposal. This container shall be marked with the appropriate warning label in regards to OSHA's 29 CFR 1910.1030 (g)(1)(i).

HOUSEKEEPING:

All equipment and work surfaces shall be decontaminated with an appropriate disinfectant after contact with blood or other bloodborne pathogens.

The appropriate personal protective equipment shall be properly utilized when cleaning and or decontaminating objects that have come in contact with blood or other bloodborne pathogens.

Broken glass or other "sharps" shall not be picked up directly with the hands. It shall be cleaned up using a mechanical means, such as brush and dust pan, tongs or forceps.

Contaminated sharps shall be placed in a puncture proof container which is properly labeled. This container shall be closable and properly labeled in accordance with OSHA's 29 CFR 1910.1030 (g) (1)(i).

This container must be designed to contain all contents and prevent leakage of fluids.

HEPATITIS B VACCINATION:

The employer shall make available the hepatitis B vaccination series to all employees who have occupational exposure to blood or bloodborne pathogens.

The vaccination series shall be made available to the employees after training and within 10 working days of initial assignment for all employees who have an occupational exposure to blood or other bloodborne pathogens.

If the employee initially declines hepatitis B vaccination series, that employee shall sign a declination form which shall be filed as required. If at a later date the employee desires to participate in the vaccination series, it shall be provided at no cost to the employee.

If a routine booster dose(s) of hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose(s) shall be made available in accordance with OSHA's 29 CFR 1910.1030 (f)(1)(ii).

EXPOSURE INCIDENT PROTOCOL:

The Department Head, Town Manager and Safety Officer shall immediately review 1910.1030 to ensure that all required and appropriate steps are taken to protect the employee and

that all required documentation is properly performed and in the required or specified time limits.

The employee shall be provided with a copy of OSHA's 29 CFR 1910.1030.

Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law.

The employer shall ensure that the health care provider has the following:

1. A copy of OSHA's 29 CFR 1910.1030.
2. A description of the exposed employee's duties as they related to the exposure incident.
3. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
4. Results of the source individual's blood testing, if available.
5. All medical records relevant to the appropriate treatment of the employee including vaccination status.

HEALTHCARE PROFESSIONAL'S WRITTEN OPINION:

The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

1. That the employee has been informed of the results of the evaluation; and
2. That the employee has been told about any medical conditions resulting from exposure to blood or other bloodborne pathogens which require further evaluation or treatment.

All other findings or diagnoses shall remain confidential and shall not be included in the written report.

INFORMATION AND TRAINING:

Initial information and training must be provided to the covered employees prior to any assignment to tasks involving occupational exposure and at least annually thereafter. Training should consist of:

1. Making available a copy of the standard for employees' reference. Copies are available through department heads and Safety Officer.
2. Reviewing the policies and procedures.
3. Discussing bloodborne pathogens including modes of transmission, HBV Vaccination, HIV exposure, and personal protective equipment.
4. Having available HBV (Hepatitis B) Vaccinations.

The department head shall be responsible to ensure that all designated employees are trained and that the training records include the following elements:

1. Date of Training Session
2. The Contents or Summary of the Training Session
3. The Name and Qualifications of the Person Conducting the Training
4. The Name and Job Title of all Employees Attending the Training Sessions

Training records must be maintained for three (3) years from the date on which training occurred.

Hepatitis B vaccination is available to all designated employees at no cost. Employee participation is voluntary.

If the employee declines the vaccination, that employee must sign a declination form. If the employee initially declines, they may at a later time elect to accept the vaccine.

The hepatitis B vaccination is administered in a series of three (3) shots over a six (6) month period. Employees will be notified of the side effects and risk. Employees will be tested after completion of the three (3) shot series to assure conversion to immunity. If a routine booster, (dose), of hepatitis B vaccine is recommended by the health department at a future date, the booster shall be made available to all vaccinated employees at no cost.

Once an employee believes they have been in contact with someone's blood or other body fluids, they must immediately notify their supervisor.

Once their supervisor has been notified, that supervisor shall immediately notify the department head and the Safety Officer. The appropriate documentation will be initiated and the exposed employee shall be immediately sent to the Onslow Memorial Hospital or Onslow County Health Department for the required follow-up. This follow-up shall include the required blood work-up to test the employee. This screening shall be done as listed below:

1. Initial Contact
2. Six Weeks
3. Twelve Weeks
4. Six Months
5. Twelve Months
6. As Recommended by Medical Screener

These screenings shall be done at no cost to the employee.

RECORDKEEPING:

The employer shall establish and maintain an accurate record for each employee with an occupational exposure, in accordance with OSHA's 29CFR 1910.1020 (h)(1). That record shall include:

1. The name and social security number of the employee.
2. A copy of the employee's hepatitis B vaccination status including dates of all the hepatitis B vaccinations and any medical record relative to the employee's ability to receive vaccination as required. Any record indicating that the employee declined the hepatitis B vaccination series.
3. A copy of all results of the examinations, medical testing, and follow-up procedures as required.
4. The employer's copy of the healthcare professional's written opinion as required.
5. A copy of the information as provided to the healthcare professional as required.
6. All records shall be kept confidential, and not disclosed, without the employee's written consent.

The employer shall maintain the records required by paragraph (h) for at least the duration of employment plus 30 years in accordance with OSHA's 29 CFR 1910.1020.

SHARPS INJURY LOG:

The employer shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee. The sharps injury log shall contain at a minimum:

1. The type and brand of the device involved in the incident.
2. The department or work area where the exposure incident occurred.
3. An explanation of how the incident occurred.

Effective Date and Review Policy:

This Exposure Control Plan shall be reviewed as needed or at least annually by the safety committee and the appropriate recommendations will be made to the Town Manager.

Date Adopted: April 10, 2018

Latest Review Date: N/A

Revisions Adopted: N/A

Next Review: April 2019

**EXPOSURE CONTROL PLAN
BLOODBORNE PATHOGENS**

RECORD OF EMPLOYEE TRAINING

Employee Name Department Job Title/Position

I, _____ have been trained in the Town of Holly Ridge Exposure Control Plan, Bloodborne Pathogens. I have a thorough knowledge of the requirements as outlined in the plan. I fully understand the obligations of both the employer and employee as outlined in the plan. I also fully understand the proper use of personal protective equipment, universal precautions, and work control practices. If I should have any questions or concerns, I must immediately contact my supervisor, department head, safety officer, or any member of the safety committee.

Employee Signature Date of Training

Name of Instructor: _____

Qualifications of Instructor:

The instructor has provided an outline as to subject matter of the above training which is on file at the designated employee's department and town hall.

Department Head Signature Date



Town of Holly Ridge Hazard Communication Program

I. COMMITMENT

The Town of Holly Ridge is firmly committed to providing each employee a safe and healthy work environment. It is a matter of town policy as well as an important public program under the OSHA Act. We have implemented this Hazard Communication Program as outlined herein.

The Safety Officer will have the overall responsibility for coordinating the program for the town under the direction of the Town Manager (or his/her designee). The Hazard Communication Program shall be reviewed as needed or at least annually by the safety committee and the appropriate recommendations shall be made to the Town Manager (or his/her designee).

This program applies to all work operations within our town employment where our employees may be exposed to hazardous substances under normal working conditions or during emergency situations.

Under this program, employees of the Town of Holly Ridge will be informed of the contents of the Hazard Communications Program, and measures to protect themselves from these chemicals. It shall be the responsibility of the department head to ensure that all employees have this training before they are assigned a task or job that these hazards are associated with.

II. ACCESS TO THE WRITTEN PROGRAM

All or any part of this written Hazard Communication Program is available to employees, their designated representatives, NC Department of Labor (OSHA) or others. This is available by contacting the appropriate department head or the Safety Officer.

III. LIST OF HAZARDOUS CHEMICALS

Each department head is responsible for ensuring that an up to date list is compiled and properly maintained on all hazardous chemicals and Material safety Data Sheets (MSDS) used by their department. This list shall be in the front of the yellow MSDS book. This MSDS book must be

located in an area that is known by all employees of the department and all employees must have easy access to the MSDS book.

IV. MATERIAL SAFETY DATA SHEETS (MSDS)

A material safety data sheet containing the information required by the Hazard Communication Standards will be kept for each substance used. The material safety data sheet will be the most current one supplied by the chemical manufacturer, importer, or distributor. You the employees have the right to review these documents at any time. Each department head will be responsible for maintaining a material safety data sheets on the hazardous material used by their employees.

V. EMPLOYEE TRAINING AND INFORMATION

All employees including temporary employees, working with or potentially exposed to hazardous materials, will be appropriately informed and trained per OSHA's 29 CFR 1910.1200(h) concerning the potential hazards of the material to which they may be exposed.

All employees will be informed of the details of the Hazard Communication Program including an explanation of the labeling system and the material safety data sheet, and how employees can use the appropriate hazard information. The department head shall be responsible for the overall coordination of the training program.

All employees will be provided with the initial training prior to an assignment to a job or task that involves possible exposure to these hazardous chemicals, and when new hazardous materials are introduced and added to the work place. This training shall include the selection and use of the appropriate safety equipment to protect the employee.

VI. CONTRACTOR POLICY

All outside contractors must be provided by their employer all the necessary information and training concerning the potential hazards to which they may be exposed.

All employees of outside contractors shall be provided by their employer the necessary protective equipment along with the proper training to select and utilize the appropriate safety equipment.

The contractor shall provide a list of hazardous materials their employees will be using in the course of their work to the appropriate town officials.

VII. LABELS AND OTHER FORMS OF WARNING

It shall be the policy of the Town of Holly Ridge not to change chemicals from one container to another. Therefore, labeling new containers would not be required. However, in the event that they need to be changed, the appropriate department head shall ensure that the policy is strictly enforced.

1. Each department head will be responsible for ensuring that all containers are properly labeled and those labels are maintained until that container has been properly disposed of.
2. The labels shall include chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party.
3. Each department head shall be responsible for checking and ensuring that all containers are labeled properly and they correspond with their hazardous chemical inventory list and their material safety data sheets (MSDS).

VIII. NON-ROUTINE TASK

When and if you are required to perform a hazardous non-routine task, a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

Under this policy the following departments will be properly trained and maintain the following levels of hazardous materials certification. This training in hazardous materials certification shall be updated annually.

1. Police Department Awareness Level
2. Public Works Awareness Level

VIX. EFFECTIVE DATE AND POLICY REVIEW

This Hazard Communication Program shall be reviewed as needed or at least annually by the safety committee and the appropriate recommendations will be made to the Town Manager.

Date Adopted: April 10, 2018

Latest Review Date: N/A

Revisions Adopted: N/A

Next Review: April 2019

