



ADMINISTRATIVE POLICY MANUAL

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ADMINISTRATIVE POLICY MANUAL

Introduction

The City of King Administrative Policy Manual sets forth policies and procedures for City employees and operations. Along with the Personnel Regulations and Department Policies, the Administrative Policy Manual establishes the general rules for employee conduct and performance of work responsibilities. City Departments may adopt policies that are more stringent, in which case the Department policy shall take precedent on any matters that are found to be inconsistent.

Each department is issued at least one copy of the Administrative Policy Manual, which shall be made available for all employees. Copies of each administrative policy shall also be maintained on the shared drive of the City's computer network. Each department will be assigned a lead staff member to maintain their Department copy of the Administrative Policy Manual. Copies of new or modified policies will be distributed by the City Manager's Office to the designated staff member, who shall be responsible for maintaining the Administrative Policy Manual up to date at all times.

New or modified policies shall also be distributed to all employees. Certain policies require written acknowledgement by each employee that it has been received and reviewed. In these cases, the signed acknowledgement shall be provided to the Human Resources Coordinator in order to be included in the employee's personnel file.

Any recommended policy changes or new policies shall be submitted to the department lead person for review and recommendation to the City Manager. Policies are issue by the City Manager except for those involving issues that require City Council approval. Any changes to policies adopted by the City Council shall require approval of the City Council unless the City Manager is authorized to modify such policies at the time they are adopted.



Policy Number:

001

Policy Name:

City Council Meeting Agendas

Issued:

01/12/2016

Revised:

04/1/2016

Policy Purpose:

This policy outlines the City's process and roles and responsibilities regarding the preparation of City Council agendas and staff reports.

To Whom Does The Policy Apply:

City Council and all City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "Steven Adams", is written over a horizontal line.

Steven Adams, City Manager

Date approved by the City Council: 01/12/16

I. PURPOSE

The purpose of this policy is to outline the responsibilities, authority, and process related to preparing and distributing agendas for City Council meetings.

II. RESPONSIBILITIES

A. City Manager

1. It is the City Manager's responsibility to prepare and distribute agendas for all City Council meetings and to ensure all required noticing and posting is completed within the established deadlines.
2. The City Manager will place on the agenda all items that require City Council approval that are necessary for the effective operation of the City; for the processing of applications for permits, licenses, and land use approvals; and to respond to respond to prior requests and direction of a majority of the City Council.
3. The City Manager will ensure each agenda item includes a comprehensive staff report that provides an impartial analysis, identification of alternatives, and recommendations.
4. The City Manager may schedule a Special City Council Meeting with the approval of the Mayor when necessary to obtain City Council action on a time sensitive item due to an impending deadline prior to the next regularly scheduled meeting.
5. The City Manager will maintain a master schedule of upcoming City Council items in order to schedule items in an efficient manner.

B. Mayor

1. The Mayor will review proposed City Council agendas and provide input.
2. The Mayor will determine whether to place on a City Council agenda any request by an outside agency, group or individual for a special presentation and/or proclamation formally recognizing an event, effort, group or individual unless direction has been received by the majority of the City Council to place the item on an agenda.
3. The Mayor will approve the order of items scheduled under each section of the agenda prior to issuing the agenda.

4. The Mayor will have the authority to direct the City Manager to add to the agenda of an upcoming meeting any item that is time sensitive item due to an impending deadline that precludes consideration of the item at the following regularly scheduled meeting.
5. The Mayor may request under the Council Communications portion of a Council Meeting that an item be placed on a future agenda, which will be placed on a future agenda as directed if approved by the majority of the City Council.
6. The Mayor will have the authority to schedule a Special City Council Meeting when necessary to obtain City Council action on a time sensitive item due to an impending deadline prior to the next regularly scheduled meeting.

C. City Council

1. The Mayor Pro Tem will review proposed City Council agendas and provide input.
2. Two Members of the City Council may direct the City Manager to add to the agenda of an upcoming meeting any item that is time sensitive due to an impending deadline that precludes consideration of the item at the following regularly scheduled meeting.
3. One Member of the City Council may direct the City Manager to add to the agenda of an upcoming meeting any item that is time sensitive due to an impending deadline that precludes consideration of the item at the following regularly scheduled meeting if approved by the Mayor.
4. Any Member of the City Council may request under the Council Communications portion of a Council Meeting that an item be placed on a future agenda, which will be placed on a future agenda as directed if approved by the majority of the City Council.

III. **AGENDA PROCESS**

- A. Staff will submit completed staff reports to the City Manager or his/her designee by the end of the day on Thursday the week prior to the posting of the agenda. A copy of the standard staff report format is attached.
- B. The City Manager will complete review all staff reports by Monday morning the week of posting the agenda.

- C.. Staff reports will be submitted to the City Attorney for review on Monday morning, which are reviewed for legal issues and returned by Tuesday.
- D. The City Manager or his/her designee will distribute to the City Council the draft agenda on Tuesday the week prior to the meeting. The standard agenda format is attached.
- E. City Council may provide comments regarding the agenda to the City Manager by Wednesday prior to the meeting.
- F. Reports with comments will be distributed to Department staff on Tuesday to make revisions. Department staff will return staff reports with revisions by end of the day on Wednesday.
- G. The Mayor and/or Members of the Council will make requests to the City Manager to add any time sensitive items by the end of the day on Wednesday.
- H. Agenda and agenda packets will be distributed to the City Council and posted by the end of the day on Thursday prior to the Council meeting.
- I. Agendas and reports will be posted on the website Friday prior to the City Council meeting.

AGENDA

REGULAR MEETING OF THE
CITY OF KING CITY COUNCIL
AND
Sitting as SUCCESSOR AGENCY OF
THE RDA FOR THE CITY OF KING

TUESDAY, DECEMBER 8, 2015
6:00 PM

CITY HALL
212 S. VANDERHURST AVENUE
KING CITY, CALIFORNIA 93930

**Spanish interpretation services will be available at meeting*

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting, Please contact the City Clerk's Office (831-386-5925) at least 48 hours prior to the Meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting.

** Please submit all correspondence for City Council PRIOR to the meeting with a copy to the City Clerk.*

1. **CALL TO ORDER**
2. **ROLL CALL:** Council Members Darlene Acosta, Belinda Hendrickson, Mike LeBarre, Mayor Pro Temp. Karen Jernigan, and Mayor Robert Cullen
3. **FLAG SALUTE**
4. **CLOSED SESSION ANNOUNCEMENTS**
5. **SPECIAL PRESENTATIONS**
 - A.
 - B.
6. **PUBLIC COMMENT**

Any member of the public may address the Council for a period not to exceed *three minutes* total on any item of interest within the jurisdiction of this Council that is not on the agenda. The Council will listen to all communications; however, in compliance with the Brown Act, the Council cannot act on items not on the agenda. Comments should be directed to the Council as a whole and not to any individual Council Member. Slanderous, profane or personal remarks against any Council Member, staff member or member of the audience is not permitted.
7. **COUNCIL COMMUNICATIONS AND COMMITTEE REPORTS**

Individual Council Members may comment on Council business, his or her Council activities, City operations, projects or other items of community interest. Council Members may also request staff to report back at a subsequent meeting on any matter or take action to direct staff to prepare a staff report for a future agenda.
8. **STAFF COMMUNICATIONS**

Comments presented by the City Manager, City Attorney or other staff on City business and/or announcements.

9. CONSENT AGENDA

The following items listed below are scheduled for consideration as a group. The recommendations for each item are noted. Members of the audience may speak on any item(s) listed on the Consent Agenda. Any Council Member, the City Manager, or the City Attorney may request that an item be withdrawn from the Consent Agenda to allow for full discussion. The Council may approve the remainder of the Consent Agenda on one motion. Items withdrawn from the Consent Agenda may be considered by separate motions at the conclusion of the discussion of each item.

A.
Recommended Action:

B.
Recommended Action:

10. PUBLIC HEARINGS

A.
Recommendation Action:

B.
Recommended Action:

11. REGULAR BUSINESS

A.
Recommended Action:

B.
Recommended Action:

12. CITY COUNCIL CLOSED SESSION

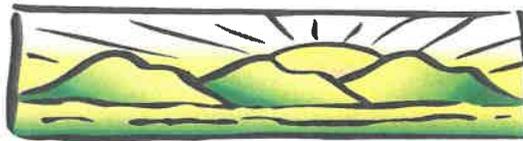
Announcement(s) of any reportable action(s) taken in Closed Session will be made in open session, and repeated at the beginning of the next Regular City Council meeting as this portion of the meeting is not recorded.

It is the intent of the City Council to meet in Closed Session concerning the following item(s):

A.

B.

13. ADJOURNMENT



KING CITY
C A L I F O R N I A

Use Arial size 12 font. Italics below identify areas where text needs to be inserted.

Item No.

REPORT TO THE CITY COUNCIL

DATE: *DATE OF MEETING*

TO: **HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

FROM: *DEPARTMENT DIRECTOR*

BY: *IDENTIFY STAFF MEMBER THAT PREPARED REPORT IF
DIFFERENT THAN DEPARTMENT DIRECTOR*

RE: *CONSIDERATION OF TITLE OF AGENDA ITEM*

RECOMMENDATION:

It is recommended City Council . . . *Include specific instructions on whether the action is recommended to be approved by motion, resolution, etc.*

BACKGROUND:

Provide a brief history and description of the purpose of the item. If the item involves a project application, include a project description and aerial photograph of the site if available.

DISCUSSION:

Provide a comprehensive review of the item. Include the following section headings that apply to the specific item, along with other section headings that are unique to item being discussed:

Analysis

Advantages

Disadvantages

Environmental Review

Public Notification and Input

COST ANALYSIS:

Identify the projected initial cost of the recommended action, ongoing future annual costs, the impact on staff resources, and recommendations on how the item will be paid for and how staff time required will be allocated.

ALTERNATIVES:

The following alternatives are provided for Council consideration:

1. *Include the recommended alternative;*
2. *List all other alternatives that exist; or*
3. *Provide other direction to staff.*

Exhibits:

1. *List all exhibits. Exhibits should also be referred to in the test of the staff report to explain why each exhibit is attached.*

Submitted by: _____
Name, Department Director

Approved by: _____
Name, City Manager



Policy Number:

002

Policy Name:

Budget Process

Issued:

01/12/2016

Revised:

01/12/2016

Policy Purpose:

This policy establishes the process for preparing the Annual Budget.

To Whom Does The Policy Apply:

All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written over a horizontal line.

Steven Adams, City Manager

Date approved by the City Council: 01/12/16

I. PURPOSE

The purpose of this policy is to set forth the process for preparing the King City Annual Budget.

II. RESPONSIBILITIES

A. City Manager

1. It is the City Manager's responsibility to coordinate the budget process.
2. The City Manager shall recommend and seek direction from the City Council on budget goals to address and prioritize community needs.
3. The City Manager shall coordinate with Department staff to identify and prioritize Department operational needs and program available funding to best meet those needs.
4. The City Manager shall establish opportunities to seek and incorporate public input.
5. The City Manager shall prepare long-range projections and recommend strategies to address long-term needs and maintain long-range financial stability.

B. Director of Finance

1. The Director of Finance shall prepare data on expenditure and revenue history, prepare expenditure detail on salary and benefit costs for authorized personnel, and shall develop revenue and expenditure projections for all funds.
2. The Director of Finance shall maintain a system of accounts for each City fund and shall compile data for all Department budget requests and City Manager recommendations.
3. The Director of Finance shall prepare and maintain appropriate forms for Department staff to enter budget request information.
4. The Director of Finance shall prepare a draft and final Annual Budget document that includes appropriate information necessary for the City Council to make effective budget decisions, for Department staff to efficiently manage their budgets, and for the public to understand funding allocations.

C. Departments

1. Department staff shall establish operational goals for the upcoming budget period.
2. Department staff shall assess expenditure history in their operations, assess operational needs and Citywide goals, and develop expenditure recommendations to address needs in the most cost efficient manner.
3. Department staff shall coordinate and participate in preparation of Citywide budget recommendations to address Citywide needs in the most cost efficient manner.

D. City Council

1. The City Council shall establish budget goals and provide direction to staff on budget priorities.
2. The City Council shall consider public input on community needs and staff recommendations on organizational needs
3. The City Council shall review and make budget decisions to meet community and organizational needs in a cost efficient manner and to maintain financial stability for the City.

III. BUDGET PROCESS

A. Budget Goals/Priorities

Staff will recommend and City Council will consider, modify as desired, and approve goals and priorities for the upcoming Annual Budget. Two categories of goals will be proposed:

1. Staff will recommend miscellaneous operational goals for each department based upon what they determine and recommend can be accomplished with existing staff and budget resources.
2. Major citywide priorities will be recommended for Council discussion and direction. The purpose of the priorities will be to assist staff in preparing budget recommendations. At this point in the process, they will not be based on revenue projections. As a result, there will be no indication whether all, some or any of the major priorities can be accomplished.

However, it will provide direction to staff on where City Council desires any resources that become available to be directed.

B. Department Budget Instructions/Worksheets

1. The City Manager will establish parameters for preparation of department operational budget requests.
2. The Director of Finance will prepare the budget detail for projected salary and benefit costs for each department based on existing authorized positions. The salary and benefit detail will be distributed to each department, along with a Maintenance & Operational Budget Worksheet for each department to insert requests for each sub-account, Supplemental Budget Information instructions, and a Budget Adjustment Request form.
3. Supplemental Budget Information instructions will outline guidelines for providing necessary detail for specific accounts (i.e. requested amounts for specific consultants under consultant services, etc.).
4. Budget Adjustment Request forms will be submitted for any special budget request that exceeds the overall parameters established, along with the justification.
5. Departments shall submit budget worksheets and forms to the City Manager.

C. Budget Meetings

The City Manager and Director of Finance meet with each department to review requests.

D. Capital Improvement Program

The City Manager and Director of Finance will meet with the Public Works Superintendent and City Engineer to review and develop recommendations for capital improvement projects for the next 5-year period.

E. Financial Projections

The Director of Finance will assemble the departmental requests to develop expenditure projections and will develop revenue

projections. The Director of Finance and City Manager will prepare 10-Year Long Range Financial Plan baseline projections and scenarios based upon different assumptions.

F. Staff Budget Review

The City staff Leadership Team will review long-range revenue and expenditure projections, goals, and preliminary expenditure recommendations in order to develop strategies and reach consensus on overall budget recommendations. If it is determined that input is needed from the City Council on alternative strategies, a City Council item will be prepared to seek direction. The objective is for the ultimate budget recommendations to be a collective proposal of the City's staff team and serve as the proposed work plan for the upcoming year.

G. Local Sales Tax Committee Meeting

The Local Sales Tax Committee will meet to review staff recommendations and agree on recommendations for allocation of Local Sales Tax revenues.

H. Draft Budget Document

Staff will distribute to the City Council the Draft Budget document, which will include budget recommendations, a draft 10-Year Long-Range Financial Plan, and a draft 5-Year Capital Improvement Program.

I. Budget Workshop

A special public workshop will be held with the City Council to present the budget recommendations, obtain public input, and receive Council direction on desired changes.

J. City Council Consideration

The Recommended Annual Budget will be presented to the City Council for consideration no later than the first meeting in June, along with a budget resolution for approval. If additional changes are requested, budget approval will be continued to the following meeting in order to make the necessary changes.



Policy Number:

003

Policy Name:

Purchasing and Procurement

Issued:

02/09/2016

Revised:

02/09/2016

Policy Purpose:

This policy establishes procedures for purchasing goods and services.

To Whom Does The Policy Apply:

All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written over a horizontal line.

Steven Adams, City Manager

Date approved by the City Council: 02/09/2016

I. PURPOSE

The purpose of this policy is to provide uniform guidelines and procedures for the purchase of goods and services used for the operation of City programs. These procedures and guidelines enable the Finance Department to coordinate the City's purchasing process and to establish a system of financial controls for the efficient use and expenditure of public funds.

II. POLICY

A. Ethics

City personnel must discharge their duties impartially to assure fair competition for City business by responsible vendors. In addition, they shall conduct themselves in a manner that will create confidence in the integrity of the City's purchasing operations. Employees are prohibited from accepting any gifts, rebates, kickbacks, personal services, or in any way incurring personal gain from any vendor in exchange for doing business with the City. Employees shall perform all purchasing responsibilities in a manner intended to obtain goods and services for the City in the most cost effective and ethical manner.

B. Environmentally Preferable Purchasing

The City is committed to the use of recycled products and materials in order to demonstrate compliance with the Waste Management Reduction Act, encourage market development for recycled products, and to promote overall environmentally responsible practices.

1. Preferred products shall include those that minimize environmental impacts, including but not limited to, toxic substances, pollution, and hazards to workers and to community safety to the greatest extent practicable.
2. Preferred products shall include those that include recycled content; are durable and long lasting; conserve energy, water and natural resources; use agricultural products, fibers and residues; reduce greenhouse gas emissions and other pollutants; use unbleached or chlorine free manufacturing processes; and use wood from sustainable harvested forested or other environmentally friendly substitutes.

3. A maximum effort shall be made, whenever possible, to purchase products in the following categories:
 - a. Recycled Materials
 - b. Remanufactured Products
 - c. Non-Toxic Chemicals and Sprays
 - d. Energy and Water Conserving Equipment
 - e. Products with an Energy Star Rating
4. When alternatives are available, a maximum effort shall be made to identify environmentally preferred products in bid specifications and/or provide a 5% preference for bids that specify products identified as environmentally preferred in this Policy.

C. Local Vendor Preference

Local vendors may be given an additional ten percent (10%) discount when comparing bids against outside vendors for economic development purposes.

D. Petty Cash Purchases – Less than \$100

Petty cash is available to City staff as an advance for City purchases without the need to use personal funds, as well as for reimbursement if personal funds have already been used. A petty cash fund is maintained at City Hall, which should be limited to make minor purchases of up to \$100 when no other purchasing option is available. A petty cash form with a description of the purchase should be submitted to the Finance Department for each purchase, along with the receipt.

E. Purchases of \$2,500 or Less

1. Purchases of \$2,500 or less do not require a purchase order or competitive bid.
2. Purchases of \$2,500 or less require the approval of the Department Director. In departments where the City Manager serves as the Department Director, the City Manager may assign a designee the authority to approve purchases up to \$2,500. It shall be the responsibility of the Department Director or the City Manager Department Designee to ensure sufficient funds are available in the appropriate account(s) prior to any purchase.

1. Open purchase orders shall be established and used for purchases with local vendors who accept them and where the City makes purchases on a regular basis.
2. One credit card will be issued to each department for use when necessary. Credit cards may be used for purchases of \$2,500 or less in the following circumstances:
 - a. Non-reoccurring purchases with local vendors that will not issue an invoice without payment and/or will not accept an open purchase order.
 - b. Non-local vendors that will not issue an invoice without payment.

F. Purchase of \$25,000 or Less and Greater than \$2,500

1. Purchases shall require a purchase order. All purchase orders shall require approval of the City Manager prior to the purchase.
2. When making purchases of \$25,000 or less and greater than \$2,500, the Department responsible for the purchase shall attempt to obtain at least three, and no less than two, bids. Bids may be obtained by phone or by sealed written bids. Telephone bids shall be documented by submission of a memo to the Purchasing Officer or his/her designee.
3. The Purchasing Officer or his/her designee shall keep a record of all open market orders and bids for a period of one (1) year after the submission of bids or the placing of orders. This record is open to public inspection and will normally be maintained as part of the vendor file.
4. Bids shall not be required in the following circumstances.
 - a. When an emergency requires that an order be placed with the nearest available source and/or in an urgent manner;
 - b. When the commodity can be obtained from only one vendor;
 - c. After rejection of all bids;
 - d. When purchases made under a State Department of General Services Purchasing Contract; or

- e. In other circumstances when a determination is made by the Purchasing Officer that dispensing with bids is necessary for the effective and/or cost efficient delivery of City services.
3. In most cases, purchases shall be awarded to the lowest responsive bidder. However, when evaluating bids, price quotes, and proposals, consideration may be given to such things as vendor location, costs of shipping/delivery/pickup, warranty and/or maintenance contracts, retainment of the City's share of sales tax, environmentally preferred products, and variations in quality.
4. It shall be the responsibility of the Department Director to ensure sufficient funds are available in the appropriate account(s) prior to any purchase.
5. The City Manager shall have authorization to approve purchases up of \$25,000 or less if funding is allocated in the budget. Any expenses that require a funding allocation require City Council approval.
6. The Department receiving the supplies or equipment shall inspect the delivered items immediately upon receipt to determine conformance with the specifications set forth in the order. The Purchasing Officer or his/her designee shall have authority to perform whichever tests are deemed necessary to ensure that the equipment and supplies are in conformance with desired specifications.

G. Purchases of Supplies or Equipment in Excess of \$25,000

The purchase of supplies and equipment for any one project or activity with an estimated individual or aggregate value greater than \$25,000 shall be by written contract in accordance with the following:

1. Notice Inviting Bids

The responsible department in conjunction with the Purchasing Officer or his/her designee, shall prepare a notice inviting bids and all final specifications and bid documents prepared for distribution. The notice shall include a general description of the article(s) to be purchased or constructed, where bid documents and specifications may be secured, the time and place for opening bids, and state if security deposits are required. The notice inviting bids shall be published at least two (2) times at least five (5) days apart, in a newspaper of general local circulation at least ten (10) days before the date of opening of the bid(s).

2. Bidders List

The responsible department shall also solicit sealed bids from responsible prospective suppliers whose names are on an established bidders list or who have made written request that their names be added to it.

3. Bulletin Board

The responsible department may also advertise proposed purchases by notice posted on a public bulletin board in the City offices.

4. Bidder's Security

When considered necessary, the Purchasing Officer or his/her designee shall prescribe bidder's security and a statement of the security shall be included in the notice inviting bids. Each bidder is entitled to a return of the bid security. However, a successful bidder forfeits the bid security if he/she refuses or fails to execute the contract within ten (10) days after the notice of award of contract is mailed. If the successful bidder fails or refuses to execute the contract, the bid may be awarded to the next lowest responsive bidder, the amount of the lowest bidder's security shall be applied to the contract price difference between the lowest bid and the second lowest bid. The surplus, if any, shall be returned to the lowest bidder.

5. Bid Opening

The Purchasing Officer or his/her designee shall require all bids to be sealed and identified as "Bid No . . ." on the envelope. The Purchasing Officer or his/her designee, in conjunction with the Department concerned, shall open the bids in public at the time and place stated in the public notice. The Purchasing Officer or his/her designee shall tabulate the bids received and shall keep the tabulation open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.

6. Rejection of Bids

In its discretion, the Council may reject all bids presented and readvertise for bids. If no bids are received, the City may have the project done without further compliance with this Policy.

7. Performance of Project After Rejection of Bids

After rejecting bids, the City Council may pass a resolution by a four-fifths vote of its members declaring that the project can be performed more economically by day labor, or the materials or supplies furnished at a lower price in the open market. Upon adoption of the resolution, it may have the project done in the manner stated without further complying with the resolution.

8. Award of Contracts

Contracts normally shall be awarded to the lowest responsible and responsive bidder, except that the Council may award a contract to a higher bidder if it specifically determines that the best interest of the City are served by so doing. Such determination must be supported by specific findings.

H. Public Works Projects

The provisions contained in Public Contract Code Section 20160 et sec. establish the contract procedures the City shall normally follow regarding public works projects. However, when determined to be in the best interest of the City in order to expend City funds in the most cost effective manner, the City, exercising its Charter powers, may deviate from the Public Contract Code Section 20160 et sec. with approval of the City Council. In such instances, other provisions of the Purchasing and Procurement Policy shall continue to apply to the purchase.

I. Professional Services

1. Professional services are those activities to be performed by specially trained persons or firms who provide services in connection with financial, economic, accounting, engineering, administrative or other matters involving specialized expertise or unique skills. Contracts for professional services need not necessarily be awarded to the lowest bidder since the person or firm is selected based on their qualifications. The price, however, must be reasonable and within budgeted funding amounts.
2. All consultants shall execute an agreement with the City. Any professional service agreement submitted to the City Council for approval must provide sufficient background analysis to support the recommendation. The City Manager is authorized to approve agreements for professional services up to \$25,000 when funding is

budgeted. Any agreements for services above \$25,000 or those where a funding appropriation is necessary requires City Council approval.

3. A Request for Proposals (RFP) and/or Request for Qualifications (RFQ) shall be prepared for professional services and distributed to a minimum of three firms and/or individuals. The RFP/RFQ shall include the purpose, background, scope of work, proposal format instructions, submittal instructions, deadline and selection process.
Proposals
4. An RFP/RFQ may not be required for services that will not exceed \$7,500 and involve standard work where a specialized description of how the consultant will approach the scope of work is not necessary.
5. When proposals and/or qualifications are received, the proposals shall be reviewed based upon impartial criteria established. For large projects, a review panel should be formed and finalists should be interviewed. When a recommendation is agreed upon, a standard professional services agreement shall be prepared and submitted to the City Manager or City Council for approval by the Department.
6. For agreements for engineering and architecture services, RFPs shall request that costs be submitted in a separate envelope. The costs shall be opened and only considered after the proposals are reviewed and qualified applicants are determined.
7. The bidding Department shall be responsible for verifying that required insurance is submitted by the consultant prior to execution of the agreement and verified by the City Attorney.
8. An on-call list of consultants for specialized services may be established through the process outlined above. In such case, agreements for more than one consultant may be executed for a not-to-exceed amount for services that are needed on a periodic basis. The consultants may then be utilized when the need arises on an alternating basis or based upon availability.

J. Payment Process

1. When invoices are received, the Department shall attach all receipts and submit to the Finance Department for payment, along with an invoice cover form, which shall include a description and justification of the purchase.

2. The Director of Finance or his/her designee shall review receipts and invoices prior to approval for payment. Any irregularities or issues identified shall be submitted to the City Manager for potential investigation.
3. Payments shall be issued by the Finance Department. Checks shall be issued with electronic signatures.
4. All payments shall be made within the time period agreed to with the vendor.
5. The City Council shall receive a monthly check register for review and formal acceptance.



Policy Number:

004

Policy Name:

Injury and Illness Prevention Program

Issued:

10/01/2016

Revised:

2/01/2018

Policy Purpose:

This policy provides guidelines for the Injury and Illness Prevention Program.

To Whom Does The Policy Apply:

All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read 'S. Adams', is written over a horizontal line.

Steven Adams, City Manager

I. SCOPE

General Industry Safety Orders Section 3203 requires all employers to develop and implement an effective Injury and Illness Prevention Program. Specific elements of a safety program are required to be included in our program. Currently violations of any Cal-OSHA regulations may result in citations with a monetary penalty.

II. SAFETY PROGRAM RESPONSIBILITIES

The City Manager is designated as the Safety Program Administrator. He/she may assign this responsibility to the Human Resources Manager. Under the City's Safety Program, all levels in the organization have a responsibility for safety.

A. Employee safety responsibilities include:

1. Becoming familiar and complying with the Code of Safe Practices (Attachment A) and specific work procedures or rules as they apply to their work activity.
2. Attending training sessions as scheduled.
3. Know the job and always apply safe work practices.
4. Recognize the hazards of the job and take precautions to ensure the safety of themselves and others.
5. Immediately advise their Supervisor if the working conditions, tools or equipment are unsafe.
6. Actively participate and cooperate in the overall safety program.
7. Use all personal protective equipment as required.
8. Comply with all safety instructions from Supervisors.

9. Obey all health and safety warning signs and standards.
10. Immediately report all accidents (vehicular or personal) regardless of severity to the Supervisor.
11. Do not jump from truck beds, platforms, fences, or other elevated places.
12. Do not take shortcuts in or over dangerous places.
13. Pay strict attention to their work and do not participate in practical jokes and horseplay.
14. Do not wear loose clothing and jewelry while working on or near equipment and machines.

B. Supervisory safety responsibilities include:

1. Becoming familiar and complying with the Code of Safe Practices (Attachment B) and specific work procedures or rules as they apply to their area of authority.
2. Attending training sessions as scheduled.
3. Ensuring that employees and sub-contractors under their direction are aware of and comply with the Code of Safe Practices, and specific work procedures or rules as they apply.
4. Disciplining employees, per the City's disciplinary action policy, for violations of the Code of Safe Practices and specific work procedures or rules as they apply.
5. Investigating accidents and near miss incidents in a timely manner, including documenting all aspects of the incident, identifying the cause and implementing the corrective actions to prevent reoccurrence.
6. Correcting any unsafe conditions or work practices observed during a site safety inspection in a timely manner.
7. Preparing a Job Safety Analysis for specific jobs and reviewing it with management and employees. (IF USED)

C. Managerial safety responsibilities include:

1. Becoming familiar and complying with the Code of Safe Practices (Attachment B) and specific work procedures or rules as they apply to their area of authority.
2. Attending training sessions as scheduled.
3. Ensuring that employees and contractors are aware of and comply with the Code of Safe Practices, and specific work procedures or rules and Cal-OSHA regulations.
4. Disciplining employees, per the City's disciplinary action policy, for violations of the Code of Safe Practices and specific work procedures or rules as they apply.
5. Reviewing accident investigations in a timely manner, ensuring that all aspects of the incident are documented and implementing corrective actions to prevent reoccurrence.
6. Correcting in a timely manner any unsafe conditions or work practices observed during a site safety inspection.
7. Designating an employee within their Department to act as the department safety coordinator.

D. Safety Program Administrator responsibilities include:

1. Developing, distributing and updating the Safety Policies and Procedures Manual.
2. Ensuring safety training as required by Safety Policies and Procedures has been conducted.
3. Conducting audits of the City safety programs to evaluate compliance with Cal-OSHA requirements.
4. Reporting to City Management regarding safety compliance status, new or upcoming regulations and other safety issues that require their attention.
5. Assisting in reviewing new chemicals and/or equipment as required.

- E. Department Safety Coordinator responsibilities include:
 - 1. Conducting Site Safety Inspections.
 - 2. Conducting and documenting safety meetings and training with employees.

III. SAFETY PROGRAM COMMUNICATION

A. Initial Training:

Upon implementation all employees will have this program reviewed with them. The program will be reviewed as an element of the new employee orientation and for contract employees working under the City's direction and control.

B. Safety Meetings:

- 1. The Department Safety Coordinator or their designee will conduct a safety meeting. All meetings will include information on the following subjects as applicable.
 - a. Review of Code of Safe Practices, policies or procedures.
 - b. On the job or off the job safety information.
 - c. Feedback from employees on hazards, safety suggestions or concerns.
 - d. Review of previous accidents, causes and corrective actions.
 - e. Recognition for compliance, good safety performance or attitude.

C. Attendance at the safety meeting is considered a part of every employee's job duties. All meetings will be documented in writing, with; the date, safety topic, discussion items, video and employee attendance signature included. The Department Safety Coordinator will retain completed safety meeting documentation forms.

D. Safety meetings will be conducted as follows:

- 1. Administrative – Quarterly
- 2. Parks and Recreation – Monthly
- 3. Public Works – Every two weeks

4. Police – Briefing item every two-week period
5. Fire – As part of their regular training sessions

E. Written Communications:

A regular area where written safety communications will be posted shall be established. Postings will contain information on: off the job or on-the-job safety topic, changes in safety procedures, accident causes, employee safety suggestions or other information as appropriate.

F. Employee Suggestions:

Employees will be afforded an opportunity to make safety suggestions and or express their concerns. This opportunity will be by means of an employee safety suggestion. Employee suggestions may be made anonymously, but in any case no employee shall be disciplined, demoted or otherwise discriminated against for making a suggestion. Response to suggestions will be documented on the suggestion form and the employee notified as to the outcome. Anonymous suggestions will be considered as seriously as non-anonymous suggestions; responses shall also be documented on the suggestion form and posted for all employees to review. Suggestions may be made to the Department Safety Coordinator and/or Safety Program Administrator.

G. Employee Complaints:

Employees who have complaints pertaining to job safety should first discuss them with their immediate supervisor for review and investigation. If the supervisor and the employee cannot reach a resolution, the immediate supervisor should refer the employee to second level supervisor or director.

The second level supervisor or director should discuss the complaint with the immediate supervisor and the employee. If an agreement still cannot be reached after further investigation, the second level supervisor or director should refer the complaint to the personnel department for final resolution. Supervisory personnel may consult with the safety officer or risk manager for technical advice or other pertinent information.

When a resolution of the complaint is established, a written notice of the outcome should be provided to the employee and all supervisory personnel involved.

IV. SAFETY PROGRAM COMPLIANCE

A. Disciplinary Action:

The City's policy states that non-compliance and or willful violation of the Code of Safe Practices and specific work procedures or rules will result in disciplinary action and or termination. Disciplinary action will be administered and documented per the City's policy and procedure and or contracts.

B. Accountability Program:

Central to maintaining safety program compliance is establishing accountability for safety. The City has identified specific safety activities that managers and supervisors are responsible for. These activities include conducting safety meetings and observation audits, accident investigations, attendance at training sessions and accident rate performance. Performance in these and additional safety activities will be maintained and included for discussion and appropriate action including the annual performance appraisal review.

V. IDENTIFICATION, EVALUATION, AND PREVENTION OF OCCUPATIONAL SAFETY AND HEALTH HAZARDS

A. Site Safety Inspections:

The Department Safety Coordinator will conduct a formal, documented site safety inspection twice annually. This inspection shall be documented on the Site Inspection Form (in appendix). The inspection will include an evaluation of work areas, machine guarding, exits, fire extinguishers, eyewashes, housekeeping and other specific Cal-OSHA requirements.

Correction of unsafe conditions will be documented on the inspection form and the form shall be maintained on file in the department.

It will be the responsibility of the Department Manager to:

- a. Monitor progress on corrective actions that remain to be completed and conduct follow-up survey to verify completion of corrective actions as required.
- b. Inform employees and City Management of any serious finding or incomplete corrective action that may pose a serious injury risk to employees or the public or the environment in general.

B. Hazard Information:

Information as to job or site hazards will be extracted from accident investigations and site safety inspections / audits. This information will be used to improve our training programs, safety meetings, etc.

C. Equipment Inspections:

Material handling equipment such as forklifts, hoists or other equipment will be inspected and maintained per the legal requirements. It will be the responsibility of the employee using the equipment to ensure these inspections are conducted and documented

D. Insurance Company Inspections and Surveys:

The City's workers' compensation or property carrier may conduct surveys of City sites. The findings of these inspections are submitted to the City in writing along with recommendations for corrective action. Findings and recommendations will be submitted in writing and will be tracked until fully implemented.

E. Chemical / Equipment / Procedure review and approval:

Chemicals, equipment and procedures not currently in use or operation must be reviewed and approved by the Department Safety Coordinator prior to their being purchased and or implemented. The purchasing department shall not purchase non-approved chemicals or equipment. Replacement in kind is not considered as a "new" chemical / equipment / procedure.

VI. ACCIDENT INVESTIGATION

A. Reporting:

Employees will report all accidents, industrial injuries or illnesses, or property damage, and near miss incidents to their supervisor immediately. In the event that the supervisor is unavailable, accidents or injuries shall be reported to the Department Manager.

B. Investigation:

After ensuring the injured employee has received appropriate medical treatment, the supervisor shall conduct an accident investigation. The investigation shall include the factual details surrounding the event (who, what, when, where, witnesses, etc.), the probable cause of the event and corrective actions to prevent a reoccurrence of the incident. The investigation shall be documented on the City's Accident Report Form.

The supervisor will forward the completed report to the Department Manager for review and concurrence. A copy of the Accident Investigation and Notice of Injury shall be sent to the Human Resources / Risk Management Department.

The Site Manager will review the report and follow-up with the supervisor to ensure that the corrective actions have been implemented.

Within 24 hours of the incident the Supervisor or his designee will provide the injured employee with the "Notice of Injury" form and document it.

The Safety Program Administrator or his designee shall complete the "Employers First Report of Injury" and send it to the workers compensation carrier if required.

VII. CORRECTING UNSAFE OR UNHEALTHY CONDITIONS

Methods of correcting unsafe or unhealthy conditions will vary depending upon the degree of hazard and control of the work site. Minor hazardous situations, such as housekeeping, storage or other items shall be corrected without additional documentation. Hazardous conditions of a more serious nature will require a work order / request, or work to be stopped or the equipment tagged and taken out of service until the proper corrective action can be taken. Hazards of an imminent nature will require emergency notifications and evacuation.

Should an emergency situation arise which creates an imminent hazard, which cannot be immediately abated, all employees will be evacuated from the facility to a safe location until the situation is corrected. The evacuation will be carried out per the site's evacuation procedures.

VIII. SAFETY TRAINING

A. New Hire Orientation:

Prior to reporting for work all employees will receive a City and a Job Safety Orientation.

1. The City Orientation will include training on:
 - a. Code of Safe Practices.
 - b. Injury / Incident Reporting.
 - c. Employee Access to Medical / Exposure Information.
 - d. Review of the Illness and Injury Prevention Program.
 - e. Emergency Response / Evacuation Duties.

2. The Job Orientation will include training on:
 - a. Specific Chemicals and Handling Procedures used as part of the job.
 - b. Use of Equipment as Required.
 - c. Hazard Communication and Chemical Safety.
3. Additional specialized training will be conducted as necessary. This may include:
 - a. Forklift / Man lift Operator Certification
 - b. Respiratory Refresher and Fit Test
 - c. Confined Space Entry
 - d. Hearing Conservation
 - e. Ergonomics
 - f. Police Department Personnel shall meet all POST requirements.
 - g. Fire Department Personnel shall be trained per the State Fire Marshall Requirements.

B. Contract Employees:

Who are under the direction and control of an City employee will attend the job safety orientation and safety meetings. They will receive any specialized training as required by their job assignment, as would an employee.

C. Supervisor Training:

Supervisors will attend scheduled training sessions designed to familiarize them with the safety and health hazards to which their employees are exposed and to assist them in implementing the Safety Program.

D. New Hazardous Materials:

Training will be provided to employees when new hazardous materials are introduced into the workplace.

IX. SAFETY COMMITTEE

The City has established a safety committee made up of (employees, supervisors, managers and other representatives as appropriate). This committee shall meet at least twice a year and maintain written minutes. The minutes shall be posted for all employees to review. The purpose of this committee is to (review action items from internal / external inspections, safety activity performance, new or revised safety policies or procedures, accident investigations, new equipment, recognition program) and other items relating to the Safety Program.

X. SAFETY PROGRAM RECORD KEEPING

The Safety Program Administrator shall maintain Record keeping and program documentation. Safety program documentation will include copies of:

- A. Accident Reports
- B. OSHA Log
- C. Insurance Company Surveys and Recommendations

Departmental Safety Coordinators shall maintain the records for:

- A. Site Inspections
- B. Accident Reports
- C. Employee Training Records
- D. Completed Safety Meetings

XI. DOCUMENTATION

- A. Training documentation shall include the employee's name and ID Number, training date, type of training, instructor's name and an outline of what was presented. This documentation will be maintained for at least 3 years.
- B. Records of surveys will include the date of the survey, area surveyed, survey findings and who conducted the survey. These records will be maintained for 3 years.
- C. Copies of insurance company surveys and all other records will be maintained for three years.
- D. Medical and exposure records will be maintained per legal requirements.

CODE OF SAFE WORK PRACTICES EMPLOYEE SAFETY RESPONSIBILITIES

GUIDELINES AND RESPONSIBILITIES

- A. Know the job and always apply safe work practices.
- B. Recognize the hazards of the job and take precautions to ensure the safety of themselves and others.
- C. Immediately advise their Supervisor if the working conditions, tools or equipment are unsafe.
- D. Actively participate and cooperate in the overall safety program.
- E. Use all personal protective equipment as required.
- F. Comply with all safety instructions from Supervisors.
- G. Obey all health and safety warning signs and standards.
- H. Immediately report all accidents (vehicular or personal) regardless of severity to the Supervisor.
- I. Do not jump from truck beds, platforms, fences, or other elevated places.
- J. Do not take shortcuts in or over dangerous places.
- K. Pay strict attention to their work and do not participate in practical jokes and horseplay.
- L. Do not wear loose clothing and jewelry while working on or near equipment and machines.

CODE OF SAFE WORK PRACTICES SUPERVISORY SAFETY RESPONSIBILITIES

GUIDELINES AND RESPONSIBILITIES

- A. Give sincere, active, and constant support to all safety activities and procedures.
- B. Instill safety awareness in each employee.
- C. Be responsible for familiarizing employees with the hazards of the job to which they are assigned, and instruct their personnel in the safe methods of performing the job.
- D. Ensure that each worker is provided with the needed safety equipment and protective devices.
- E. Take prompt corrective action whenever unsafe conditions or acts are noted.
- F. Periodically review the work practices of subordinate employees to ensure they continue to work in a safe manner.
- G. Make regular safety appraisals of their assigned area.
- H. Investigate and find the cause of accidents and take corrective action to prevent recurrences.
- I. Be responsible for the enforcement of safety rules among employees.
- J. At the end of each workday, inspect work areas for proper housekeeping or other hazards.



Policy Number:

005

Policy Name:

Confined Space Entry Program

Issued:

10/01/2016

Revised:

10/01/2016

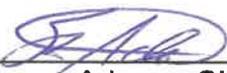
Policy Purpose:

This Program is designed to protect employees from potential hazards associated with working in confined spaces and to comply with applicable rules and regulations.

To Whom Does The Policy Apply:

All City employees.

Issued By:



Steven Adams, City Manager

I. PURPOSE

Currently, it is the City's practice to not have any employees involved in tasks that subject them to confined spaces and fall within this policy. However, this policy is established to ensure compliance with regulations and safety practices should work in confined spaces by City employees become necessary at some time in the future.

Confined spaces present many potential dangers to persons who are required to enter them. Many of the hazards can be invisible to the human eye. Efforts should be made, whenever possible, to avoid entering confined spaces. When confined space entry operations are required, special precautions must be taken to protect the persons involved.

Confined spaces may pose numerous health and physical hazards, including, but not limited to:

- A. Atmospheric hazards (i.e. toxic vapors, flammable gases, oxygen deficient or enriched environments)
- B. Engulfment by a liquid or finely divided solid substance
- C. An internal configuration causing an entrant to slip, fall or be trapped or asphyxiated by inwardly converging walls.
- D. Other physical hazards such as those posed by mechanical equipment present in the confined space

This City is committed to protecting employees from potential hazards associated with working in confined spaces and to complying with applicable rules and regulations.

II. POLICY

This policy sets forth the minimum requirements associated with permit space entry operations and applies to all employees involved with such work.

Because of the inherent serious dangers posed by confined space entry work, the State of California, Department of Industrial Relations, Division of Occupational Safety and Health (Cal-OSHA) regulations require that employers take specific precautions to protect the health and safety of employees required to perform such work. Those requirements are contained in Title 8, California Code of Regulations, Sections 5156 through 5158 (T8, CCR, §5156-5158).

A. Categories of Confined Spaces

1. Non-permit space is a confined space that does not contain, or, with respect to atmospheric hazards, does not have the potential to contain, a hazard capable of causing death or serious physical harm.
2. Permit-space is a space that includes any of the following:
 - a. Contains, or has the potential to contain, a hazardous atmosphere
 - b. Contains a material with the potential to engulf (see Appendix A) an entrant
 - c. Has an internal configuration that could trap or asphyxiate an entrant by inwardly converging walls or a floor that slopes downward and tapers to a smaller cross section
 - d. Contains any other serious safety or health hazard

Under certain circumstances such as an equipment failure, illegal dumping, or chemical usage, a non-permit space may become a permit space. For example, the use of cleaners, paints, solvents, or welding equipment in or near a non-permit space could increase the atmospheric hazard potential to that of a permit space.

3. Hazardous atmospheres present a reasonably expected potential for death, disablement, injury, or acute illness from any of the following causes:
 - a. A flammable gas, vapor, or mist in excess of 10% of its lower explosive limit (LEL)
 - b. An airborne combustible dust at a concentration that meets or exceeds its LEL, or obscures vision at a distance of 5 feet or less
 - c. An oxygen deficient (i.e. less than 19.5% oxygen) or oxygen enriched (i.e. greater than 23.5% oxygen) atmosphere
 - d. An atmospheric concentration of any toxic, corrosive, or asphyxiant substance in excess of Cal-OSHA exposure limits
 - e. Any condition immediately dangerous to life or health

- B. The policy for confined space entry requires the following:
1. Evaluate the workplace for the presence of confined spaces.
 2. Assess the potential hazards of identified confined spaces, and classify them as permit-required or non-permit required spaces.
 3. Inform potentially exposed employees of the presence of identified spaces and prevent unauthorized entry.
 4. Implement procedures and practices for safe non-permit and permit space entry, including the use of "Entry Permits" for permit space entry work, and procedures for re-classifying permit spaces as non-permit spaces.
 5. Provide, maintain, and train employees on equipment needed to enter non-permit and permit spaces at no cost to employees.
 6. Provide training to employees involved with non-permit and permit space entry operations on their specific duties.
 7. Inform contractors or other visitors of the presence of identified confined spaces and prevent unauthorized entry.
 8. Review entry operations when it is suspected that protective measures may not offer adequate protection and revise as necessary to correct identified deficiencies.
 9. Using cancelled permits, review this program within one year after each permit space entry to ensure affected employees are adequately protected, and revise this program to correct identified deficiencies.
 10. Make this program available for inspection by employees and their authorized representatives.

III. DEFINITIONS

- A. **Acceptable Entry Conditions:** The conditions that must exist in a permit-required space to allow entry and ensure that employees involved with a high-hazard confined space entry can safely enter into and work within the space.
- B. **Attendant:** An individual stationed outside of permit-spaces to monitor authorized entrants and responsible for performing "Attendant" duties as described in this program.

- C. Authorized Entrant: An employee authorized through training and demonstration of knowledge and competency to enter a permit space.
- D. Blanking or Blinding: The absolute closure of a pipe, line, or duct by fastening a solid plate (e.g. a spectacle blind or skillet blind) that completely covers the bore and can withstand the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.
- E. Double Block and Bleed: The closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.
- F. Emergency: An occurrence (including failure of hazard control or monitoring of equipment) or internal or external event to the permit-space that could endanger entrants.
- G. Engulfment: The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system; or that can exert enough force to cause death by strangulation, constriction, or crushing.
- H. Entry: Takes place when any part of the body breaks the plain of any opening of a confined space, and includes subsequent activities inside the space.
- I. Entry Certificate: Written documentation of entry, under established conditions, into a permit space reclassified as a non-permit space.
- J. Entry Permit: The department's written authorization for entry, under established conditions, into a permit-space.
- K. Entry Supervisor: The designated individual with overall responsibility for a permit space entry, and for performing "Entry Supervisor" duties as described in this program.
- L. Hot Work Permit: A written authorization to perform riveting, welding, thermal or oxygen cutting, heating or other fire or spark producing operations.
- M. Immediately Dangerous to Life or Health (IDLH): A condition that poses an immediate or delayed threat to life, or that would cause irreversible adverse health effects, or that would interfere with an individual's ability to escape unaided from a confined space.
- N. Inerting: Displacement of the atmosphere in a permit-space by a noncombustible gas (e.g., nitrogen) sufficient to make the resulting atmosphere noncombustible. NOTE: This procedure will produce an oxygen-deficient atmosphere that is IDLH.

- O. Lower Explosive Limit (LEL) and Upper Explosive Limit (UEL): The lower and upper concentration of an ignitable gas or vapor in air (usually expressed in percent by volume at sea level) that will burn if a source of ignition is present, respectively.
- P. Retrieval System: Equipment used for non-entry rescue of persons from permit-spaces, and can include a retrieval line, full-body harness, wristlets, and a lifting device or anchor.

IV. EMPLOYEE NOTIFICATION AND TRAINING

A. Confined Space Notification

- 1. Potentially affected employees shall be informed of identified or potentially unidentified confined spaces in their workplace during training they shall receive before working in such spaces.
- 2. Initial training will include the provision of the current Confined Space Table, and instructions to prohibit entering any confined space without receiving training, equipment, and authorization.
- 3. Potentially affected employees shall receive updates when the Confined Space Table is modified (i.e. addition, deletion, or reclassification of spaces)

B. Training

Employees shall participate in training before receiving authorization to enter non-permit or permit spaces. Training shall include, at a minimum, the following:

- 1. An overview of confined spaces and their potential hazards, including the relevant definitions provided in Appendix A.
- 2. Detailed instruction on procedures for non-permit space entry, including:
 - a. Guarding space openings to prevent accidental falls
 - b. Pre-entry atmospheric testing and calibration and use of necessary equipment
 - c. Duties of designated "Buddies" during entry operations
- 3. Detailed instruction on procedures for permit space entry, including:
 - a. Pre-entry atmospheric testing and calibration and use of necessary equipment

- b. Use of other necessary equipment such as personal protective equipment, emergency retrieval equipment, ventilation equipment, and communications devices,
 - c. Emergency procedures including non-entry rescue procedures
 - d. Duties of persons with active roles during permit space entry operations including Authorized Entrants, Attendants, Entry Supervisors, and Atmospheric Testing Personnel
 - e. Use of Entry Permits for permit space entry operations
 - f. Use of Entry Certificates for the re-classification of permit spaces to non-permit spaces
 - g. Training on procedures for other potential hazards such as fall protection and electrical hazards.
4. Refresher training will be conducted at least annually, or when:
- a. Changes in entry operations occur that present new hazards for which employees have not been trained
 - b. There is reason to believe that deviations from the required entry procedures exist or employees' knowledge of the required procedures is inadequate.
5. Employees authorized to act as Attendants shall also be trained and certified in first aid and cardiopulmonary resuscitation (CPR).
6. Training shall test and certify employee proficiency.

V. NON-PERMIT SPACE ENTRY PROCEDURES

A. General Requirements

- 1. Non-permit space entry shall only be performed by authorized employees trained in accordance with program requirements.
- 2. Non-permit space entries shall use the "buddy" system with at least one employee accompanying the entrant during the entry operation. All participants shall review procedures in the event of an unexpected emergency (e.g. communications to emergency services, etc.) before beginning the entry operation.

B. Pre-Entry Requirements

The following measures shall be taken before entry into a non-permit space:

1. Eliminate hazards associated with the removal of the entrance cover (e.g. pressure).
2. After removing the entrance cover, guard openings to prevent accidental falls and foreign object entry such as using a railing, temporary cover, or other temporary barrier.
3. Test the atmosphere with calibrated direct reading instrumentation. The test shall be performed using a rope or other means to lower the instrument into the space to allow for testing without entering the space. Test for the following in the order noted:
 - a. Oxygen content (20.9% oxygen is normal; must not be lower than 19.5% or greater than 23.5%)
 - b. Flammable gases and vapors must be less than 10% Lower Explosive Limit (LEL)
 - c. Other toxic air contaminants, including but not limited to hydrogen sulfide gas and carbon monoxide
 - d. If gasoline or diesel-like odors are noted, additional testing for volatile organic compounds shall be required.
4. In the event an atmospheric hazard is identified within the space, the space will not be entered and will be immediately reclassified as permit space. The entry operation shall not resume until participants are prepared and can meet the requirements detailed in the following section.

VI. PERMIT SPACE ENTRY PROCEDURES

A. General Requirements

1. Permit space entry shall be performed only by authorized employees trained in accordance with program requirements.
2. An initial identification and evaluation of potential hazards of the space shall be performed before entry to determine the specific means, procedures, and practices necessary for safe entry, to include but not limited to:

- a. Isolate the space.
 - b. Purge, inert, flush or ventilate the space to eliminate or control atmospheric hazards.
 - c. Provide pedestrian, vehicle, or other barriers to protect entrants from hazards.
 - d. Verify that conditions in the space are acceptable for the duration of the entry.
3. The specific measures taken to ensure safe entry shall be documented using the Entry Permit (see Attachment C).

B. Atmospheric Testing

1. Atmospheric testing shall be performed 1) before an entry to verify the initial acceptability of atmospheric entry conditions; and 2) continuously, or at frequent enough intervals, to ensure safe atmospheric conditions for the duration of the entry. The following conditions should be tested in the order noted:
 - a. Oxygen content (20.9% oxygen is normal; must not be lower than 19.5% or greater than 23.5%);
 - b. Flammable gases and vapors must be less than 10% LEL)
 - c. Potential toxic air contaminants, including hydrogen sulfide gas, carbon monoxide, and other potential toxic contaminants such as volatile organic compounds.
2. A professional or expert consultant shall be retained to perform testing that cannot be accomplished using the standard testing equipment.
3. Testing should only be performed by a qualified and trained individual using maintained and calibrated instrumentation to ensure the sampling is representative of the total atmosphere in the space and at different levels within a deep tank.
4. Initial and continuous testing should use lines or other means to test the space without entry to avoid individual exposure. If this is not feasible, supplied-air respiratory protection is required for persons entering the space to perform the test.
5. If the prescribed testing indicates a hazardous atmosphere, the Entry Supervisor shall be immediately notified so that the

procedures such as purging, ventilation procedures, or use of respiratory protection can be initiated.

C. Isolation

Isolation is the process whereby a confined space is removed from service and protected from the release of energy and material into the space. Procedures to achieve isolation may include, but are not limited to:

1. Disconnect lines that may allow hazardous materials to enter the space.
2. Misalign or remove sections of lines, pipes, or ducts.
3. Take open chemical or gas lines apart, cap ends, and insert blanks between flanged connections. Blanks must be strong enough to handle pressure buildup if the pump is accidentally turned on.
4. Use a double-block-and-bleed system.
5. Use lock-out or tag-out procedures on pumps or other hazardous energy sources such as electrical and mechanical hazards, water lines or pipes, or compressed air.

D. Controlling Ignition Sources

1. Ignition sources, including lit cigarettes, are prohibited in confined spaces.
2. Potential ignition sources such as welding or cutting equipment require a hot work permit.
3. If open flames are used in the space, extra precautions shall be taken to ensure adequate ventilation.

E. Purging and Ventilation

1. If an actual or potential atmospheric hazard exists, the space shall be purged with fresh air and positive ventilation before and during entry. Efforts shall be made to provide a continuous fresh air supply as close as possible to the work area. Care shall be taken to locate the inlet upwind and at least 25 feet away from the space or other potential contaminants such as vehicle exhaust.
2. Residue removal requires proper flushing techniques such as starting at the top, and flushing the space with water or steam. Persons entering the space shall wear personal protective equipment and follow entry procedures to perform such operations.

F. Entry Permit System

1. The entry permit (see Appendix C) shall be completed for every permit space entry operation. Entry shall not commence until all permit precautions have been taken.
2. The entry permit shall authorize entry by only the named employees, into a specified confined space, on a specified day, and during a particular shift.
3. The entry permit shall designate the Entry Supervisor by name. The Entry supervisor shall confirm that pre-entry requirements are met, sign the permit, authorize entry, and brief Entrants, Attendants, and other involved persons on the specific hazards and their responsibilities towards ensuring a safe entry.
4. The completed entry permit shall be read, understood, and initialed by all involved employees before entry, and shall be posted in a readily visible location.
5. Copies of the entry permit shall be provided to the (Position Title) within five working days, and copies shall be retained for a minimum of one year.

G. Designated Roles

Every permit space entry operation shall involve the designation of persons responsible for fulfilling the roles of Authorized Entrant, Attendant, Entry Supervisor, and Atmospheric Testing Personnel. Multiple roles can be taken on by a single individual (e.g. an Attendant may also act as the Entry Supervisor) provided that the individual is trained and equipped to perform those duties. The role responsibilities are as follows:

1. Entry Supervisors shall be responsible for personnel involved with a permit space entry operation, and required to:
 - a. Ensure that individuals involved with the operation are authorized and trained to perform their duties.
 - b. Provide employees with advance notice of anticipated permit space entry work so that arrangements can be made for equipment and testing.
 - c. Perform pre-entry hazard assessment activities, and know the hazards that may be faced by Entrants, including the mode, signs, symptoms, and consequences of exposure.

- d. Verify that the permit has been completed, testing specified on the permit has been completed, and procedures, practices, and equipment are in effect before endorsing the permit and authorizing entry.
 - e. Ensure that onsite non-entry rescue services are available.
 - f. Ensure that additional entry rescue services are available, and that means for summoning them are operable.
 - g. Ensure that entry operations comply with the terms and conditions of the permit.
 - h. Take measures to remove or prevent unauthorized personnel from entering the space
 - i. Ensure that transfer is made to another authorized supervisor when the responsibility for a permit space entry changes, and that the terms and conditions of the permit are maintained.
 - j. Direct employees to leave the area immediately and notify the responsible health and safety personnel to facilitate a re-evaluation if unexpected hazards arise.
 - k. Cancel the permit authorization when unacceptable conditions exist, or when permitted activities are completed.
 - l. Provide copies of the permit to (Position Title) when the entry operation is completed.
 - m. Maintain copies of permits issued under their authority.
2. Authorized Entrants are required to:
- a. Know the potential hazards during entry, including the mode, signs, symptoms, and consequences of exposure.
 - b. Review and understand the Entry Permit, and agree to accept and abide by its conditions by initialing the permit.
 - c. As directed by the Entry Supervisor, assist in implementing safety practices and control measures such as isolation and ventilation.
 - d. Use equipment such as personal protective equipment, testing and monitoring equipment, and ventilating equipment as directed.

- e. Maintain contact with the Attendant.
 - f. Alert the Attendant when a warning sign, exposure symptom, or other prohibited condition is detected.
 - g. Exit the space as quickly as possible when instructed by the Attendant of Entry Supervisor, an alarm is activated, or danger is perceived.
3. An Attendant shall be present outside the space during a permit space entry operation to communicate with the Entrants, monitor conditions of the space, and summon help in an emergency. The Attendant shall maintain communication with Entrants when out of the Attendant's sight. Additional responsibilities shall include:
- a. Maintain a count of persons working in the space and ensure their safety.
 - b. Maintain effective and continuous contact with the Entrants, using communications equipment as necessary.
 - c. Verify that the conditions and requirements of the Entry Permit are maintained.
 - d. Prevent the fouling of airlines and lifelines.
 - e. Direct Entrants to evacuate the space if a hazardous condition is observed.
 - f. Summon emergency services in an emergency.
 - g. If possible, attempt to perform non-entry rescue in an emergency without entering the space.
 - h. Provide emergency rescue personnel with the Entry Permit and relevant information concerning the events leading up to the emergency.
 - i. Do not perform other tasks that interfere with the primary duty of monitoring and protecting Entrants.
 - j. Do not leave the assignment while personnel are inside the space, except to get help in an emergency.

4. Atmospheric Monitoring Personnel shall be required to:
 - a. Maintain and calibrate testing equipment in accordance with the manufacturer's specifications before each use to ensure proper functioning.
 - b. Perform tests indicated on the Entry Permit, including additional necessary tests and record the results on the permit.
 - c. Ensure that the testing is representative of all areas of the space.

H. Re-Classification of a Permit Space to a Non-Permit Space

1. A permit space may be reclassified as a non-permit confined space if the following conditions are met:
 - a. The only hazard present is an actual or potential hazardous atmosphere.
 - b. Continuous forced air ventilation alone can maintain safe entry conditions.
 - c. Monitoring and inspection data support the above two items and are documented and available to Entrants.
 - d. If initial entry is required to obtain the above information and data, the entry shall be performed in accordance with the permit system requirements described above.
2. Once a space has been re-classified as a non-permit space, provisions for continuous forced air ventilation and periodic retesting for hazardous atmospheric conditions shall be made to control potential hazards.
3. An Entry Permit shall be completed to document the actions taken for re-classification, and a copy of the Entry Permit shall be provided to the (Position Title) upon completion.

VII. RESCUE AND EMERGENCY SERVICES

A. General Information

1. The City shall ensure that Attendants are trained to perform rescue and emergency services necessary for permit-space entry operations, including non-entry rescue, first aid and CPR techniques, and summoning emergency services for entry rescue.

2. Untrained employees shall not be permitted to perform entry rescue or to enter confined spaces during an emergency.

B. Non-Entry Rescue

1. If a person has collapsed or appears to be having difficulty while working in a confined space, the Attendant shall:
 - a. Summon emergency services using the predetermined procedures such as dialing 911 or calling a local emergency phone number.
 - b. If possible, attempt to retrieve the person from outside the space using the harness retrieval system. At no time shall the Attendant enter the space during an emergency.
 - c. If a non-entry rescue is successful, immediately check for injuries and render first aid and CPR as necessary until medical help arrives.
 - d. Brief and assist emergency services personnel upon their arrival.
2. For a non-entry rescue, retrieval systems or other methods shall be used when Entrants enter a space, unless the equipment would increase the risk of entry or would not contribute to the rescue.
3. Retrieval systems shall meet the following requirements:
 - a. Authorized Entrants shall use a chest or full-body harness, with a retrieval line attached at a point so that when rescued, the Entrant presents the smallest possible profile (generally at the center of the back, near shoulder level).
 - b. Wristlets may be used in lieu of a harness if the harness is infeasible or creates a greater hazard, and that the use of wristlets is the safest alternative.
 - c. The other end of the retrieval line shall be attached to a mechanical device (e.g. tripod and lifting device) or fixed point outside the space. A mechanical device shall be available from all vertical type spaces greater than five feet deep.

C. Entry Rescue

The Fire Department shall act as the designated entry rescue team. The City shall:

1. Verify that the Fire Department is available to respond prior to each permit space entry.
2. Inform the Fire Department of the hazards they may confront when called to perform rescue services.
3. Provide the Fire Department with access to all permit spaces from which rescue may be necessary so that they can develop rescue plans and practice rescue operations.

VIII. EQUIPMENT

The following equipment shall be available for use during confined space entry operations, at no cost to employees, for program compliance:

- A. Atmosphere testing and monitoring equipment that detects the presence or deficiency of oxygen, flammability, and toxic substances. A professional or expert consultant shall be retained to perform monitoring beyond the limits of on-hand instrumentation.
- B. A portable ventilation blower and hose
- C. Lock-out or tag-out devices
- D. A tripod, hoisting device, harness, and lifeline
- E. A self-contained breathing apparatus with a minimum 30-minute air supply for emergency purposes
- F. Personal protective equipment necessary for respiratory protection, head protection (hard hat), body protection (gloves and/or coveralls to protect against the encountered materials, safety eyewear, safety footwear, and personal fall protection
- G. Adequate lighting such as flashlights or extension lamps approved for the entry environment
- H. Devices for two-way communication such as radios when Entrants are out of sight
- I. Non-sparking tools and low-voltage electrical tools for work in hazardous and wet locations

- J. Portable power tools and lamps that are grounded and equipped with ground fault circuit interrupters

IX. CONTRACTOR NOTIFICATION

The City shall inform all contractors, vendors, or other visitors who may be required to work in confined spaces of identified permit and non-permit spaces, of potential hazards associated with those spaces (e.g. fire, explosion, or other health and safety hazard), and of the contractor's/vendor's/visitor's independent responsibility to comply with applicable safety rules and regulations.

Affected contractors/vendors/visitors are required to prepare and implement written confined space entry procedures that, at a minimum, meet the requirements contained in this program.

Appendix A: CONFINED SPACE ENTRY PERMIT

Date & Time Issued:	Date & Time Permit Expires:	Entry supervisors name (please print):	
Description of Work:			
Equipment Affected:		Confined Space ID:	
Standby Team:			
Pre-entry atmospheric checks	Time	Time	Testers Initials
Oxygen (minimum 19.5%-max 23.5%)			
Explosive % LEL (less than 10% LEL)			
H ₂ S (less than 10ppm)			
CO (less than 35ppm, 25ppm / in)			
Pre-entry F fluid systems isolation	Yes	No	N/A
Pumps / lines blinded, blocked, disconnected			
Ventilation source established	Yes	No	N/A
Mechanical forced air			
Natural ventilation			
Post ventilation pre-entry atmospheric checks	Time	Time	Testers Initials
Oxygen minimum 19.5% - maximum 23.5%			
H ₂ S (less than 10ppm)			
CO (less than 35ppm, 25ppm in sewers)			
Communication procedures: (established per specific confined space entry plan)			
Rescue procedures (established per specific confined space entry plan)			

Appendix B: ENTRY CERTIFICATE

Training Verification – for the following persons and space to be entered	Yes	No
All persons entering the space		
Individual(s) acting as supervisor for the entry		
Individual(s) designated as Attendant to monitor access and interior activities		

Equipment on Scene	Yes	No	N/A	Equipment on Scene	Yes	No	N/A
Gas Monitor				Life Line			
Safety Harness				Hoisting Equipment			
Fall Arrest Gear				Communication Equipment			
Protective Clothing				Elect Gear Properly Rated			
Pre-entry Atmospheric checks				Time	Time	Testers Initials	
Oxygen (Minimum 19.5%-Max 23.5%)							
Explosive % LEL (Less than 10% LEL)							
H ₂ S (Less than 10ppm)							
CO (Less than 35ppm, 25ppm / in)							

We have reviewed the work authorized by this permit and the information contained herein. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any boxes are marked in the "No" column. This permit is not valid unless all appropriate items are completed.

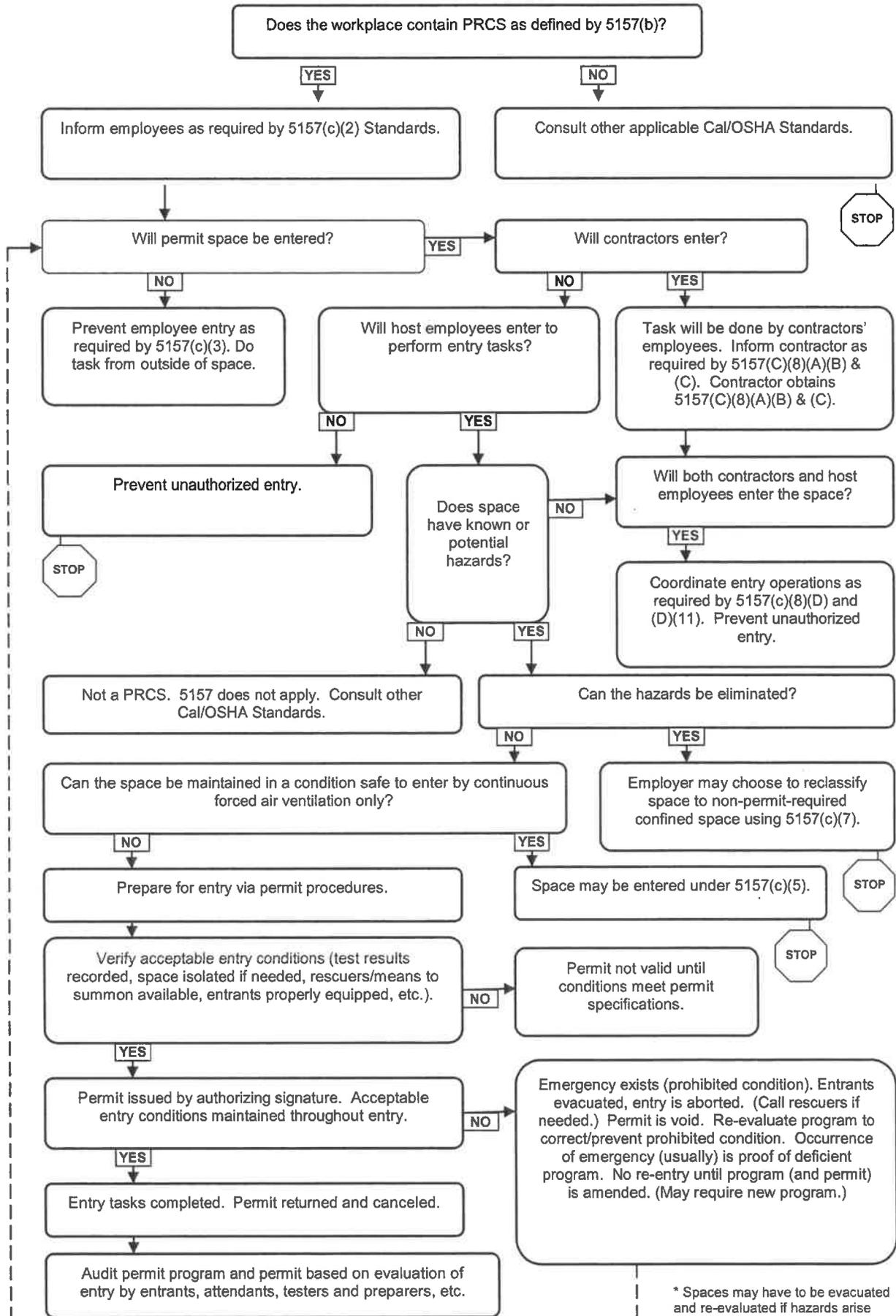
Approved by: (Entry Supervisor) _____ **Date:** _____

THIS PERMIT IS TO BE KEPT AT JOB SITE.

Return a copy to _____ **following job completion.**

Canceled by: (Entry Supervisor) _____ **Date/Time:** _____

Appendix C: Decision Flowchart



* Spaces may have to be evacuated and re-evaluated if hazards arise during entry.



Policy Number:

006

Policy Name:

Bloodborne Pathogens Exposure
Control Plan

Issued:

10/01/2016

Revised:

10/01/2016

Policy Purpose:

This policy is designed to assist in implementing an Exposure Control Plan to meet the requirements of the OSHA Bloodborne Pathogens Standard (California Code of Regulations, Title 8, Section 5193) and to inform and provide guidance to all employees.

To Whom Does The Policy Apply:

All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written over a horizontal line.

Steven Adams, City Manager

I. POLICY

This Exposure Control Plan to meet the requirements of the OSHA Bloodborne Pathogens Standard (California Code of Regulations, Title 8, Section 5193) and provide guidance to employees. This Exposure Control Plan is available to employees at any time. Employees will be advised of the availability of this policy during training programs.

II. PURPOSE

This City seeks to reduce or eliminate the risk of exposure to potentially infectious diseases for its employees. The guidelines in this policy specify the use of (1) universal precautions against incidents of occupational exposure to infectious diseases; (2) standard procedures for incident reporting, and (3) training and vaccinations for employees with high or moderate risk of occupational exposure to infectious diseases.

III. DEFINITIONS

- A. Blood. Human blood, human blood components, and products made from human blood.
- B. Bloodborne Pathogens (BBP). Pathogenic microorganisms present in human blood that can cause disease in humans including, but not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).
- C. Contaminated. The presence or the reasonably anticipated presence of blood or other potentially infectious materials on a surface or in an item.
- D. 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. Decontamination includes procedures regulated by Health and Safety Code Section 118275.
- E. Engineering Controls. Controls (e.g., sharps disposal containers, needleless systems and sharps with engineered sharps injury protection) that isolate or remove the bloodborne pathogens hazard from the workplace.
- F. Exposure Incident. A specific eye, mouth, or mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from performance of an employee's duties.
- G. Hepatitis B Virus (HBV). A virus that attacks the liver and can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure,

and death. HBV is spread when blood or body fluids from an infected person enters the body of a person who is not infected.

- H. Hepatitis C Virus (HCV). A liver disease found in the blood of persons who have the disease. HCV is spread by contact with blood of an infected person.
- I. Human Immunodeficiency Virus (HIV). A virus that destroys the body's ability to fight infections and certain cancers.
- J. Occupational Exposure. Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials resulting from the performance of an employee's duties.
- K. Other Potentially Infectious Materials (OPIM). The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, other body fluids visibly contaminated with blood such as saliva or vomit, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- L. Parenteral Contact. Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions.
- M. Personal Protective Equipment (PPE). Specialized clothing or equipment worn or used 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 are not considered to be personal protective equipment.
- N. Regulated Waste. Waste that is any of the following:
 - 1. Liquid or semi-liquid blood or OPIM
 - 2. Contaminated items that contain liquid or semi-liquid blood, caked with dried blood or OPIM; and capable of releasing these materials when handled or compressed.
 - 3. Contaminated sharps
 - 4. Pathological and microbiological wastes containing blood or OPIM
 - 5. Regulated Waste includes "medical waste" regulated by Health and Safety Code Sections 117600 through 118360
- O. Sharp. Any object used or encountered in the industries covered by subsection (1) that can be reasonably anticipated to penetrate the skin or any other part of the body, and to result in an exposure incident, including, but not limited to, needle devices, scalpels, lancets, broken glass, broken

capillary tubes, exposed ends of dental wires and dental knives, drills and burs.

- P. Universal Precautions. 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, HCV, and other bloodborne pathogens.
- Q. Work Practice Controls. Controls that reduce the likelihood of exposure by defining the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique and use of patient-handling techniques).

IV. RESPONSIBILITIES

- A. Supervisors and Managers: Department Managers and Supervisors are responsible for exposure control in their respective areas. They work directly with the safety committee representative and employees to ensure compliance with exposure control procedures.
- B. Employees: Employees have a critical role in our bloodborne pathogens compliance program including:
 - 1. Know what tasks represent a potential exposure to bloodborne pathogens
 - 2. Attend the bloodborne pathogens training session
 - 3. Plan and conduct operations in accordance with our work practice controls
 - 4. Maintain good personal hygiene habits
 - 5. Risk of exposure to bloodborne pathogens should never be underestimated. Employees who do not follow the procedures outlined in this plan will be subject to disciplinary action.

V. EXPOSURE RISK DETERMINATION

The City has determined the following levels of risk exposure:

- A. High Risk (classifications & positions in which the employee has a high risk of exposure)
- B. Moderate Risk (classifications & positions in which the employee has a moderate risk of exposure)
- C. Very Low Risk (classifications & positions in which employees are expected to have minimal, if any, risk of occupation exposure).

See Attachment K for a listing of job classifications and their related risks.

VI. METHODS OF IMPLEMENTATION AND CONTROL

A. Universal Precautions

Universal precautions are approaches to infection control in which all human blood and certain body fluids are treated as if infectious for bloodborne pathogens. Assuming all bloodborne pathogen materials are potential disease hazards eliminates the need to determine the health status of an individual and sets minimum standards for contamination control.

Employees shall observe universal precautions to prevent contact with blood or other potentially infectious materials. When differentiation between body fluid types is difficult or impossible (e.g. poor lighting, uncontrolled or emergency situations), all body fluids shall be considered potentially infectious materials.

B. Engineering and Work Practice Controls

Employees shall follow engineering and work practice controls (described below) to eliminate or minimize employee exposure to blood or other infectious materials. Personal protective equipment shall be worn as indicated below.

1. Hand Washing Requirements

All employees shall wash hands and other skin with soap and water and flush exposed mucous membranes with water immediately or as soon as feasible after contact with potentially infectious materials.

Because hands are at risk of exposure while removing gloves and gloves often leak or tear, hands will be washed even if gloves were worn. When hand-washing facilities are not readily available, the City shall provide appropriate waterless antiseptic hand cleanser with clean paper towels and antiseptic towelettes. When antiseptic hand cleansers or towelettes are used, hands should be washed with soap and water as soon as feasible.

Emergencies often occur in locations where sinks are not readily accessible. Emergency first aid kits must be stocked with antiseptic towelettes, or antiseptic hand cleanser with paper or cloth towels and closable disposable containers for depositing used cleaning materials. These intermediate measures do not eliminate the need to wash hands at a sink. All employees are required to wash hands

as soon as feasible after using antiseptic cleanser and towel alternatives.

Employees shall advise supervisors or managers of locations where contamination could reasonably occur and where hands cannot be cleaned in accordance with the following standards so that corrective action can be taken.

Employees shall report incidents in which the inability to clean hands in accordance with the following standard after possible contamination of self or others could result in transmitting a bloodborne disease.

2. Hand Washing Procedures

Hand washing is the single most important method to prevent the spread of infection. Good hand washing requires the use of friction to mechanically remove microorganisms. Using proper hand washing techniques is essential to the effectiveness of this preventive practice.

- a. Do not remove rings.
- b. Turn on water (the warmer the better).
- c. Apply soap.
- d. Scrub hands including palms, backs, between fingers, around and under fingernails, wrists and arms if exposed.
- e. Grasp rings and move up and down fingers until thoroughly soaped.
- f. Rinse thoroughly under running water.
- g. Dry hands with a clean paper towel.
- h. Using a paper towel, turn off the water faucets.
- i. All faucets, soap dispensers, or other surfaces, touched with contaminated hands, are considered contaminated and must be disinfected. Faucets can be cleaned while washing hands with disinfectant soap.

3. Requirements for Bio-Waste and Sharps Containers

Bio-waste or regulated waste shall be placed in containers which are closable and labeled using the universal biohazard symbol and the word "biohazard". Containers must be constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping.

Containers must be closed before being handled, stored, or transported. If outside contamination of a bio-waste container occurs, it must be placed in a second container that meets the requirements stated above.

All contaminated sharps and potential sharps must be immediately placed into containers that meet the following requirements:

- a. Closable and not able to be opened except by the use of tools
- b. Puncture-resistant
- c. Leak-proof on bottom and sides to prevent leakage of contaminated liquids
- d. Labeled using the universal biohazard symbol and the word "biohazard" (see Attachment)

Sharps containers must be easily accessible for use, maintained in an upright position during use, and replaced routinely to avoid overfilling.

When moving containers of contaminated sharps, containers must be closed to avoid contents spilling or protruding. If container leakage is anticipated, it must be placed into a second container that is closable, labeled, and shall safely contain all contents without leaking. Reusable containers should not be opened, emptied, or cleaned manually or in a manner exposing employees to injury.

4. Sharp Objects Procedures

Employees should use caution and avoid contaminated sharp objects, such as broken glass, sharp metal or needles. If possible, contaminated sharps will not be handled but swept up using a dust pan and brush, or picked up with tongs or forceps. All sharps, whether known to be contaminated or not, should be placed in the sharps container designated for this purpose.

C. Personal Protective Equipment (PPE)

Personal protective equipment (PPE) includes any item that employees wear or use to provide barrier protection of the skin or mucous membranes from contamination by blood or other potentially infectious materials (OPIM). Examples include gloves, lab coats, face shields, and eye protection and resuscitation masks.

PPE is required as supplementary protection in situations where occupational exposure remains after the use of engineering and work

practice controls. The City requires the use of PPE for employees engaging in tasks involving contact with blood, body fluids, or any OPIM when occupational exposure is reasonably anticipated.

The only exception to this requirement shall be those rare and extraordinary circumstances when, in the employee's professional judgment, PPE would prevent the delivery of health or public safety services or would pose an increased hazard to the employee or coworkers. Such situations must be investigated and documented to determine whether such occurrences can be prevented.

1. Provision and Use of PPE

Each department shall determine appropriate types of PPE necessary to provide barrier protection for employees for each job type or job title. PPE shall be readily accessible to employees for whom it is required and shall be provided in appropriate sizes.

The City shall provide, clean, launder, or dispose of and replace PPE at no cost to the employee.

PPE shall be removed before leaving the work area and placed in a designated area or container for storage, washing, laundering, decontamination, or disposal.

Employees should avoid stepping in body fluids as shoes and other clothing may be contaminated.

Employees with known minor skin defects (e.g. cuts, abrasions, burns, dermatitis on arms, hands, face or neck) must cover these areas with a water-resistant occlusive bandage in addition to the use of PPE.

2. Gloves

Employees shall wear approved disposable latex gloves in which hand contact with blood, other potentially infectious materials, mucous membranes, non-intact skin, is likely to occur or when handling or touching potentially contaminated items or surfaces.

Employee shall wear latex gloves or other approved protective items at all times when in contact with body fluids of another individual.

The type of gloves selected should be impervious to liquids and strong enough to withstand the task to be performed. Use of vinyl or latex gloves should cover defects in the skin on hands and is not

intended to provide protection from puncture wounds caused by sharps.

Employees must ensure that rings, jewelry, and fingernails do not compromise the integrity of the disposable latex gloves.

Gloves do not replace hand washing. Employees shall wash hands as soon as practical after potential contamination.

Gloves shall be changed under the following circumstances:

- a. After contact with subject or evidence (Police Personnel)
- b. Visibly contaminated with blood or body fluids
- c. Physical damage to the glove such as tearing or surface defect

Contaminated disposable gloves should be discarded into a biohazard waste container immediately after removal.

Employees should be aware that items such as pens, clipboards, telephone receivers, vehicles and other equipment can become contaminated if touched while wearing gloves contaminated with body fluids. Gloves must be discarded before touching vehicles, equipment, doorknobs, keypad locks or handles to avoid contaminating other surfaces.

Caution should be used when reaching into areas that are not visible such as under car seats and into trash receptacles to avoid needle sticks or cuts.

Employees who sustain a needle stick or puncture wound should immediately induce bleeding and wash thoroughly with soap and water.

3. Masks, Eye Protection, and Face Shields

These barrier devices shall be used to protect eyes, nose and mouth from contact with blood or body fluid droplets. Examples are disposable facemasks, plastic or disposable face shields, protective eyeglasses with non-permeable side vents, and goggles. Employees shall wear protective face shields or masks, and eye protection whenever splashes, spray, spatter or droplets of blood or OPIM may be generated and eye, nose or mouth contamination is reasonably anticipated.

Employees shall remove masks, eye protection, and face shields when leaving the work area. Disposable masks and shields shall be

discarded in a biohazard waste container when visibly contaminated or penetrated by blood or OPIM. Reusable eyewear and shields that are visibly contaminated should be washed with soap and water using gloved hands and then decontaminated.

4. Cardiopulmonary Resuscitation Masks

Employees whose tasks include cardiopulmonary resuscitation (CPR) shall use a one-way mask when performing mouth-to-mouth resuscitation. Masks shall be provided and made readily available wherever the need for CPR is reasonably expected to occur.

A visibly contaminated mask should be washed with soap and water using gloved hands and then decontaminated. The mouthpiece shall be disposed of after each use.

VII. HEPATITIS B VACCINATION

A. Overview of Hepatitis B

Hepatitis B is caused by a virus (HBV) that attacks the liver and can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death.

HBV is spread when blood or body fluids from an infected person enters the body of a person who is not infected. For example, HBV is spread through sexual activity with an infected person, by sharing drugs or needles, through needle sticks or sharps exposures, or from an infected mother to her baby during birth.

B. Hepatitis B Virus Vaccination

An employee shall be offered HBV Vaccination at the City's expense if the employee is determined to be at risk for exposure by an authorized Department staff member.

If a routine booster of the HBV vaccine is recommended by the U.S. Public Health Service at a future date, such booster dose shall be made available.

To receive a HBV vaccination, an employee must:

1. Obtain an on-the-Job referral form from the appropriate Department representative.
2. Go to the (insert health care provider name) of their choice between the hours of 8:30 a.m. and 12:00 noon, 1:30 p.m. and 5:00 p.m. Monday through Friday, on off-duty time. No appointment is necessary. The nearest facility is located at (insert location).
3. Employees who are members of (health care provider) shall present their membership card when checking in and should plan approximately 10 minutes for the vaccination visit.
4. Return a copy of the vaccination receipt to the Human Resources Department for placement in the employee's medical file.
5. Return for the series of shots (3 total) within the timeline provided by (health care provider). Failure to do so may result in the need to repeat the vaccinations.

VIII. HOUSEKEEPING AND POST EXPOSURE CLEAN-UP PROCEDURES

Work areas will be maintained in a clean and sanitary condition.

A. General Facility Cleaning

City facilities shall receive general daily cleaning by a contractor or designated staff. Disinfecting cleaners are to be used on public counter areas not known to be contaminated by blood or OPIM.

Contaminated work surfaces must be decontaminated with a disinfectant at the following times:

1. After completion of procedures
2. Immediately, or as soon as possible, after surfaces are overtly contaminated or after any spill of blood or OPIM
3. At the end of the work shift if the surface may be contaminated since the last cleaning

Acceptable disinfectant solutions include, but are not limited to sodium hypochlorite, five-tenths percent (0.5%) concentration by volume (common household bleach in ten percent (10%) concentration in water). The solution shall be dated and not used if more than twenty-four hours old.

B. Clean Up Procedures for Spills

1. A small spill such as from a cut or abrasion shall be cleaned up immediately:
 - a. Obtain a bloodborne pathogens kit
 - b. Don gloves
 - c. Clean the surface with soap and water or other appropriate cleaner
 - d. Disinfect the surface using one of the above described disinfectants
 - e. Towels and other items used to wipe the surface shall be placed in a bio-waste bag with the used gloves, and properly disposed
 - f. Surfaces can be sprayed with antibacterial Lysol or other similar product as an extra precautionary measure
2. Large spills such as from a major trauma scene or a large amount of blood or OPIM will be cleaned by the City's contracted vendor for such services. Employees are to notify their supervisors of a large spill occurrence. The supervisor shall contact the City's designated vendor to coordinate the clean up.

C. Laundry

Employees shall handle contaminated laundry as little as possible, with a minimum of agitation. Employees who handle contaminated laundry will use PPE to prevent contact with blood or OPIM.

Contaminated laundry shall be placed in leak-proof bags or containers and labeled with the biohazard warnings. Once bagged, contaminated laundry shall be delivered to the supervisor for forwarding to the City's designated laundering service. Contaminated laundry will be cleaned at the City's expense.

IX. EXPOSURE INCIDENT

A. Exposure Incident Determination

Employees should complete the Exposure Determination Questionnaire to assist in determining if an exposure has occurred (see Appendix G). Examples of potential exposure and immediate responses are:

1. Needle Stick or Puncture Wound: Express blood from the wound. Scrub the area vigorously with soap and water for at least five minutes.
2. Eye Exposure: Irrigate immediately with cool water or normal saline solution for 60 seconds.
3. Mucous Membrane Exposure: Rinse the area with an oxygenating agent such as hydrogen peroxide half strength for 30 seconds and repeat several times. Do not swallow if rinsing the mouth.
4. Human Bite: Cleanse the wound with Betadine or sterile water.

If an exposure incident occurs, the employee's supervisor shall:

1. Complete the Exposure Report Form (see Appendix F)
2. Follow the Post-Exposure Evaluation and Follow-up Checklist (see Appendix H)
3. Give the employee a worker's compensation claim packet

B. Medical Evaluation and Follow-up

In the event of exposure to Blood or OPIM, it is extremely important to report the incident and be referred for medical evaluation immediately. It is highly recommended for exposed employees to be evaluated for Post Exposure Prophylaxis (PEP) within 24 hours of exposure.

These post exposure procedures apply to any employee who may become exposed regardless of whether or not that employee was already considered to be at risk of exposure.

After an exposure, the City will provide follow up for the employee to include:

1. Confidential medical evaluation documenting the circumstances of exposure. If the employee declines an evaluation, the employee shall complete the Post Exposure Medical Evaluation Declination form and the form shall be retained in the employee's medical file (see Appendix I).
2. Identify and test the source individual, if feasible.
3. Draw the exposed employee's blood as soon as feasible after consent is obtained and test for HBV, HVC and HIV serological status. If the employee consents to baseline blood collection but does not give consent at the time for HIV serologic testing, the

sample will be preserved for 90 days. If the employee elects to have the baseline sample tested within 90 days of the exposure incident, such testing shall be done as soon as feasible.

4. The exposed employee will receive post exposure vaccines when medically indicated as recommended by the treating physician.
5. The exposed employee will receive appropriate medical counseling by the treating physician.
6. The City will ensure that the health-care professional responsible for the employee's HBV vaccination receives this policy.

The City will ensure that the health-care professional evaluating an employee after an exposure incident receives the following information:

1. A copy of CCR Title 8, Section 5193
2. A description of the exposed employee's duties related to the exposure incident
3. Documentation of the routes of exposure and circumstances under which the exposure occurred
4. Results of the source individual's blood testing, if available
5. Medical records relevant to the treatment of the employee, including vaccination status

The employee will be provided the health care professional's written opinion within 15 days of the evaluation. The health care professional's written opinion for HBV will be limited to whether the HBV vaccination is indicated and if the employee has received such vaccination; that the employee has been informed of the results of the evaluation; and that the employee has been counseled about medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Other findings and recommendations will remain confidential and will not be included in the written report.

Exposed employees will work directly with the treating physician to determine the appropriate post-exposure follow-up.

Medical records shall be kept confidential and must be maintained for at least the duration of employment plus 30 years.

C. Mandatory AIDS Virus Testing for Peace Officers or Victims

1. Health and Safety Code, Section 121060 deals with assaults on Peace Officers. If the accused is charged with a crime and alleged to have interfered with the official duties of a Peace Officer by biting, scratching, spitting, or transferring blood or other bodily fluid to that officer, the officer has the right to petition the court for a blood test of the accused for the AIDS virus and other communicable diseases.

The court will promptly hold a hearing on the petition. If the court finds probable cause to believe that a possible transfer of blood, saliva, semen, or other bodily fluid took place between the accused and the Peace Officer, the court shall order the accused's blood to be tested.

Test results will be sent to the accused and each requesting victim.

2. Penal Code Section 1524.1, Chapter 1088 authorizes a court, on request of a crime victim, including Police Officers, where a defendant has been charged with any crime, felony or misdemeanor, and after determining that probable cause exists to believe that the accused committed an offense that involved transmission of blood, semen, or any other bodily fluid identified in State Department of Health Services regulations as capable of transmitting the AIDS virus, to issue a search warrant for the purpose of testing the accused's blood for the AIDS virus.

X. TRAINING

- A. Employees with high or moderate risk of occupational exposure to bloodborne pathogens shall participate in an annual training program provided during working hours and at no cost to the employee. Supervisor shall train new employees on this policy at the time of initial assignment to tasks where occupational exposure may take place including low-risk employees.
- B. Additional training shall be provided when changes occur which affect the employee's occupational exposure. These include the modification of tasks or procedures or the institution of new tasks or procedures.
- C. The training program shall contain content and vocabulary appropriate for the educational level, literacy, and language of employees. Training shall be conducted by an individual who is knowledgeable in the subject matter and contain the following elements:
 1. A copy of the policy and explanation of its contents

2. A general explanation of the epidemiology and symptoms of bloodborne diseases
3. An explanation of the transmission modes of bloodborne pathogens
4. An explanation of the City's Exposure Control Plan and how employees can obtain a copy of the plan
5. How to recognize tasks and other activities that may involve exposure to blood and other potentially infectious materials
6. The use and limitations of methods that prevent or reduce exposure including engineering controls, work practices and personal protective equipment
7. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment
8. How to select PPE
9. Information on the HBV vaccine including its efficacy, safety, administration, vaccination benefits, and the availability of free employee vaccinations
10. Actions to take and persons to contact regarding a personal exposure involving blood or other potentially infectious materials
11. Employee post-exposure evaluation and follow up that the City is required to provide following an exposure incident
12. Signs and labels required by the Exposure Control Plan
13. Opportunities for questions and answers between the instructor and the employees

XI. RECORD KEEPING

The City shall maintain records for employees with occupational exposure to include HBV vaccination, exposure incidents, and training relative to occupational exposure to bloodborne pathogens.

A. Medical Records

The City shall maintain records for employees with occupational exposure for the period of employment plus 30 years after termination of employment. Medical records of employees with occupational exposure to bloodborne pathogens shall include the following elements:

1. Employee's name and social security number
2. HBV vaccination status and record
3. Results of all exams, test, and follow up related to reported exposure incidents, as allowed under Federal and State privacy laws
4. Treating physician's initial written opinion and medical opinion of post-exposure incidents, as allowed under Federal and State privacy laws
5. Bloodborne Pathogens Exposure Report.
6. Post Exposure Medical Evaluation Declination Form, if applicable.

B. Training Records

The City shall maintain records of employees trained in this program for a period of three years from the date of training and include the following:

1. Dates of training sessions
2. Names and positions of employees attending each session
3. Contents or summary of training sessions
4. Names and qualifications of trainers

C. OSHA 300 Log

The OSHA 300 Log will be generated by the City's Risk Manager and posted as required by OSHA.

D. Sharps Injury Log

The Sharps Injury Log documents each exposure incident involving a sharp to provide sufficient information about the incident to allow the City to analyze and take preventive action (see Appendix J). The Sharps Injury Log must be maintained for five years from the date of the exposure incident.

The Sharps Injury Log shall include:

1. Date and time of the sharps-related exposure incident
2. Type and brand of the sharp involved in the incident
3. Name and job classification of the exposed employee

4. Department or work area where the incident occurred
5. The procedure being performed and how the incident occurred
6. The injured body part
7. For sharps with engineered sharps injury protection or ESIP, was the safety mechanism activated
8. If the incident occurred before, during, or after activation of the safety mechanism; for sharps without ESIP, the employee's opinion if ESIP could have prevented the injury

E. Availability of Records

Employee medical and training records shall be provided upon request for examination and copying to the subject employee, to employee representatives with a signed release, to representatives of accrediting agencies, to the Director or Assistant Secretary of OSHA in accordance with Federal Law or to the State of California Department of Health in accordance with State Law.

F. Labels

Warning labels shall be affixed to refrigerators, freezers, or containers used to store, transport or ship regulated waste containing blood or other potentially infectious material. Labels are also required for equipment to be serviced or transported with components that are unable to be decontaminated. Labels must identify which portions of the equipment remain contaminated.

Labels must meet the following criteria:

1. Include the Biohazard legend (see Appendix B).
2. Have a fluorescent orange or orange-red colored background with lettering or symbols in a contrasting color.

G. Signs

Signs with fluorescent orange or orange-red, with lettering or symbols in a contrasting color, and bearing the biohazard legend (see Appendix B) shall be posted at entrances to work areas for property or evidence processing.

POLICE DEPARTMENT ADDITIONAL PROVISIONS

In addition to the General Provisions previously outlined, Police Department staff shall adhere to these additional provisions.

XII. (POLICE) HOUSEKEEPING

A. Personal Protective Equipment

Reusable CPR masks shall be maintained in a clean and sanitary condition. Each employee is responsible for ensuring that their mask is clean and decontaminated. After each use, the mask must be cleaned and decontaminated in accordance with the manufacturer's directions.

B. Cleaning

1. Vehicles, Jail, and Evidence Room

If an City vehicle, jail, or evidence room becomes contaminated from a blood or other body fluid spill, the vendor with whom the City contracts for cleanup of such spills shall be called. Employees shall not attempt to clean a blood or OPIM spill from a suspect, regardless of the size of the spill.

Suspects shall not be transported in a contaminated vehicle nor housed in a contaminated jail cell. Contaminated vehicles are to be returned to the Police station until professionally cleaned. Contaminated jail cells are to be locked to keep all persons out of the cell until professionally cleaned.

2. Footwear

Footwear contaminated with blood or OPIM should be cleaned as soon as practical. The proper cleaning method is to don gloves, obtain antiseptic and antimicrobial wipes from a first aid kit and wipe down the entire shoe, including the sole. Once completed, the used wipes and gloves shall be disposed in a bio-waste container within the department.

XIII. (POLICE) SCENE MANAGEMENT

In responding to an emergency call, Police Department employees shall follow infection control measures including, but not limited to:

- A. Blood, body fluids and tissues of injured persons are considered potentially infectious. Universal Precautions will be used for every contact with an injured person.**

- B. In general, employees should select PPE appropriate to the potential for spill, splash, or exposure to body fluids. No standard operating procedure or PPE ensemble can cover all situations. Common sense must be used. When in doubt, select maximal rather than minimal PPE.
- C. Responding Officers who are not immediately needed for life-saving measures will remain a safe distance when communicable disease exposure is possible or anticipated. Once emergency responders arrive on scene, Officers shall turn over the care of the injured person.
- D. At the conclusion of on-scene operations, potentially contaminated PPE will be removed for appropriate disposal or decontamination.

XIV. (POLICE) ENGINEERING AND WORK PRACTICE CONTROLS

A. Hand Washing

As employees with high risk of exposure, hand washing is critical. Hand washing is the best way to prevent disease. Employees should be diligent in washing hands at every opportunity, but especially before eating or drinking, before touching other items that could become contaminated, and most definitely before going home after a work shift.

B. Bio-waste and Sharps Containers

Marked bio-waste and sharps containers should be located in the trunk of every patrol vehicle. Used gloves and other contaminated items not removed from the scene by emergency responders are to be placed in the bio-waste container. Such items are not to be placed loose within the vehicle or trunk.

All sharps not collected as evidence, whether known to be contaminated or not, are to be placed in the sharps container. Both the bio-waste and sharps containers shall be returned to the Evidence staff for disposal. When returning full containers, employees will be issued new containers for replacement in the vehicle.

C. Sharp Objects Procedures

All sharps are to be treated as though known to be contaminated. Employees are to refrain from handling sharps whenever possible. Employees should handle sharps only after donning gloves, and preferably only to safely place the sharp into the sharps container or evidence bag.

D. Suspect Search Practices

The following are safe practices when searching a suspect to avoid a potential bloodborne pathogen exposure:

1. Ask the suspect if they are in possession of sharp objects. If necessary, clarify that sharp objects include knives, metal, sharpened or broken glass, plastic edged items, jewelry, razors and needles.
2. Do not reach into pockets or bags.
3. Pat lightly rather than sliding hands over a suspect.
4. Dump purses, backpacks or other hand held baggage.
5. Look with your eyes before you look with your hands.

PUBLIC WORKS DEPARTMENT ADDITIONAL PROVISIONS

In addition to the General Provisions outlined above, Public Works Department staff shall adhere to these additional provisions.

XV. (PUBLIC WORKS) HOUSEKEEPING

Use proper PPE when cleaning public restrooms. Use latex or other appropriate gloves and eye protection if hosing down the restroom.

Hand-washing agents should be stored in closed containers. Use documented routine maintenance schedules for refilling and cleaning reusable dispensers. Wash such containers and dry them thoroughly before refilling. Do not add liquid to top-off a partially full dispenser.

Check hand-washing agents for expiration dates before using especially for antimicrobial-containing agents that do not require water for use.

Buy hand lotion in small sizes. Keep it capped and discard it at short-term intervals since it can support the growth of pathogens.

XVI. (PUBLIC WORKS) ENGINEERING AND WORK PRACTICE CONTROLS

A. Hand Washing

As employees with high risk of exposure, hand washing is critical. Hand washing is the best way to prevent disease. Employees should be diligent in washing hands at every opportunity, but especially before eating or drinking, before touching other items that could become contaminated, and most definitely before going home after a work shift.

B. Procedures for Sharp Objects

All sharps are to be treated as though known to be contaminated. Employees shall refrain from handling sharps whenever possible and if necessary, pick them up with grapplers or other tools. Employees should handle sharps only after donning gloves, and preferably only to place the sharp into the sharps container. Once sharps have been placed into the container, remove gloves by pulling glove cuff down to turn the glove inside out.

Place used gloves in a bio-baggie and a small bio hazard bag upon returning to the Corp Yard, Environmental Center or other City facility. Bags should be returned to the Police Department for proper disposal when full.

C. Sharps Containers

Sharps containers should be located in vehicles for employees that clean restrooms, garbage receptacles and areas that may contain sharps. Sharps should not be placed loose within the vehicle. All sharps, whether known to be contaminated or not, shall be placed in the sharps container. Take full sharps containers to the Police Department Evidence section for proper disposal. Sharps containers are located in the warehouses. Ask your supervisor for a replacement sharps container and place it in the vehicle.

D. Garbage or Refuse Collection

Dry bandage waste, sanitary napkins, and paper towels can be disposed of in ordinary refuse containers except for items containing only dried blood. Restroom and other area waste containers shall be lined at all times with plastic or other waste bags to prevent potential exposure. Employees cleaning these facilities will wear appropriate gloves when handling mixed debris.

Employees who remove spent condoms shall place them in a bio-baggie and dispose of the bag upon returning to the Corp Yard, Environmental Center or other City facility.

When removing debris from garbage receptacles or surrounding areas, do not use or put hands into blind or dark areas. Look with your eyes before you look with your hands. Use rakes or other tools to bring material into the open to ensure no sharps or other hazards are present. If present, use proper tools and PPE to clean up the hazards.

E. Sewer and Storm Water Sanitation Procedures

1. Sewer Operations

Sewage and wastewater contain bacteria, funguses, parasites, and viruses that can cause intestinal, lung, and other infections. For work around sewage or wastewater, engineering controls and work practices are the best ways to protect employees from exposures to disease. When engineering controls are not possible, use PPE. For some jobs and around some hazards, respiratory protection is required.

- a. Wash hands well with clean water and soap before eating, smoking, or after work.
- b. Do not touch nose, mouth, eyes, or ears with your hands, unless you have just washed. In most cases, people get diseases when germs are on their hands and touch their mouth, nose or eyes.
- c. Keep fingernails short; use a stiff soapy brush to clean under nails.
- d. Wear waterproof gloves when cleaning pumps or screens and when handling wastewater or storm water.
- e. Wear gloves when hands are chapped, burned or with a rash or cut.
- f. Change out of work clothes before leaving work. (Shower facility is available.)
- g. Do not keep soiled work clothes with other clothes.
- h. Report any injury or illness immediately

2. Sanitation of Sewer Equipment

In daily operations, care should be taken to clean equipment to prevent the spread of bacteria, funguses and pathogens. The following are guidelines to keep equipment and work areas clean when working in sewer or storm water conditions:

- a. Sewer "collectables" (i.e. chains, rings, coins, etc.) shall not be removed from the work area.
- b. Use plastic bags to line 5-gallon buckets for storing used rags, latex gloves and other contaminated debris. Remove bags daily and place in trash dumpster.
- c. Use disinfectant sprays to clean rubber boots and gloves between uses to prevent the spread of bacteria, funguses,

and viruses. Do not place in truck, truck cabinets, truck cab or office areas until disinfected.

- d. Wash or wipe down handles, tubes and other contaminated areas with disinfectant sprays after each work shift or as necessary (before service in Fleet Maintenance Shop, etc.) including video equipment and snakes. Follow directions for cleaning to ensure that the disinfectant will work properly. See sample language below.

3. OSHA's policy regarding the use of EPA-registered disinfectants, Standard Interpretations 07/15/1999

OSHA's current policy is that EPA-registered disinfectants for HIV and HBV meet the requirement in the bloodborne pathogen standard and are "appropriate" disinfectants to clean contaminated surfaces, provided such surfaces have not become contaminated with agents, volumes, or concentrations of agents for which a higher level disinfection is recommended.

The memorandum concludes, "as is true with all disinfectant products, the effectiveness is governed by strict adherence to the instructions on the label." For example, the EPA-approved label on one product has a section titled "Special Instructions for cleaning and decontamination against HIV-1 and HBV of surfaces/objects soiled with blood/bodily fluids."

These sample instructions required:

- a. PPE for the worker performing the task
- b. Blood must be cleaned thoroughly before applying the disinfectant
- c. Disposal of the infectious waste is in accordance with federal, state, or local regulations
- d. Surface should be left wet with the disinfectant for 30 seconds for HIV-1 and 10 minutes for HBV

Use proper PPE when performing sewer and storm water operations and when disinfecting equipment. These items may include rubber gloves, latex or nitrile gloves, eye protection or splash shield, coveralls, and rubber boots.

When performing sewer lateral work at a home, disinfect the area before leaving.

Appendix A: Signs and Symbols

Bio-hazard



Sharps Container



Appendix B: HIV Information

Human immunodeficiency virus (HIV) is the virus that causes acquired immunodeficiency syndrome (AIDS). HIV progressively destroys the body's ability to fight infections and certain cancers by killing or damaging cells of the body's immune system.

HIV is spread most commonly through sexual activity with an infected person. It can also be spread by contact with infected blood through needle sharing, or from an infected mother to her baby during birth. It is rare for a patient to give HIV to a health care worker or vice-versa by accidental sticks with contaminated needles. There is no evidence that HIV is spread through contact with sweat, tears, urine or feces. There is clear evidence that HIV is not spread through casual contact, such as sharing food utensils, swimming pools, telephones or toilet seats. HIV is also not spread through biting insects such as mosquitoes.

HIV has no cure and no vaccine. People with HIV should work closely with their physician to determine the appropriate treatment program.

Additional information on HIV or AIDS can be found on the following websites:

www.niaid.nih.gov www.cdc.gov

<http://aidsinfo.nih.gov>

Appendix C: Hepatitis B Information

Hepatitis B is the most common serious liver infection in the world and is caused by a virus that attacks the liver. The virus, known as the hepatitis B virus (HBV), can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death.

HBV is spread when blood or body fluids from an infected person enters the body of a person who is not infected. For example, HBV is spread through sexual activity with an infected person by sharing drugs/needles through needle sticks or sharps exposures on the job or from an infected mother to her baby during birth.

Most people are able to fight off a hepatitis B infection and clear the virus from their blood. However, 5-10% of adults, 30-50% of children, and 90% of babies will not get rid of the virus and will develop chronic infection. Chronically infected people can pass the virus on to others and are at increased risk of liver problems later in life.

The hepatitis B virus is 100 times more infectious than the AIDS virus. Yet, hepatitis B can be prevented with a safe and effective vaccine. For those who are chronically infected with hepatitis B, the vaccine is of no use. However, there are promising new treatments for those who live with chronic hepatitis B.

Additional information on hepatitis B can be found on the following websites:

www.hepb.org www.cdc.gov

Appendix D: Hepatitis C Information

Hepatitis C is a liver disease caused by the hepatitis C virus (HCV), found in the blood of persons who have the disease. The virus can cause lifelong infection, chronic liver disease, cirrhosis (scarring) of the liver, liver cancer, and death. HCV is a leading indication for liver transplants.

HCV is spread by contact with the blood of an infected person. There is no cure and no vaccine for HCV.

Additional information on hepatitis C can be found on the following website:
www.cdc.gov

Appendix E: Bloodborne Pathogens Exposure Report Exposed Employee Information:

Employee Name _____ Job Classification: _____

Exposure Description: _____

Date of Exposure: _____ Time of Exposure: _____

1. What body fluids were you in contact with	Blood	_____	Feces	_____
Saliva	Sputum	_____	Sweat	_____
Urine	Vomit	_____	Vaginal secretion	_____
			Tears	_____
			Other	_____

2. What was the method of contact?

- _____ Needle stick with contaminated needle
- _____ Blood or body fluids into natural body openings (e.g., nose, mouth, eye)
- _____ Blood or body fluids in cut, wound, sores, or rashes less than 24 hrs old
- _____ Blood or body fluids on intact skin
- _____ Other (describe specifically): _____

3. How did the exposure occur?

4. What action was taken in response to the exposure to remove the contamination (e.g. hand washing)?

5. What personal protective equipment was being used at the time of exposure?

6. Please describe any other information related to the incident (use a separate piece of paper if needed):

7. Source of Exposure (name) _____ Gender: _____

Blood drawn? _____ Consent needed? _____ Medical treatment needed _____

Medical information

Did employee seek medical attention? _____ Date _____ If Yes, where? _____

Did employee complete claim for workers' compensation benefits? _____

Employee's signature _____ Date _____

Appendix F: Exposure Determination Questionnaire

The following short answer questionnaire can assist in determining if an employee has had an exposure:

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

- | | Yes/No |
|---|---------|
| • Blood | () () |
| • Semen | () () |
| • Vaginal Secretions | () () |
| • Any body fluid/matter visibly contaminated with blood | () () |
| • Other fluid or secretions, specify _____ | () () |
| • Respiratory secretions | () () |

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

- | | Yes | No |
|--|-----|-----|
| • Needle stick injury | () | () |
| • Laceration by contaminated object | () | () |
| • Open cut, wound, non-intact skin | () | () |
| • Splash or contact with eyes, mouth or nose | () | () |
| • 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.

Appendix G: Post-Exposure Evaluation & Follow-up Checklist

The following steps must be taken, and information transmitted, in case of an employee's exposure to bloodborne pathogens:

ACTIVITY	COMPLETION DATE
• Bloodborne Pathogens Exposure Report completed by employee	_____
• Employee provided with claim for workers' compensation packet	_____
• Source individual identified:	_____
• Appointment arranged for employee with healthcare professional.	_____
Professional's Name: _____	

Documentation forwarded to

- Healthcare professional: _____
- Copy of Bloodborne Pathogens Exposure Control Plan _____
- Copy of exposed employee's job description _____
- Copy of Bloodborne Pathogens Exposure Report _____
- Source individual information, if known _____
- Copy of employee's HBV vaccination records _____
- Source individual's blood tested and results given to exposed employee. _____

or

- Consent has not been able to be obtained. _____
- Human Resources notified _____

Supervisor's signature: _____

Date: _____

Original: Human Resources Copy: Employee

Appendix H: Hepatitis B Vaccination Post Exposure Medical Declination

I understand that due to my occupational exposure incident to potential infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection or other bloodborne pathogens.

I have been given the opportunity to receive a post-exposure medical evaluation, at no charge to myself.

I UNDERSTAND THAT AN IMMEDIATE MEDICAL EVALUATION IS RECOMMENDED; HOWEVER, I DECLINE THIS MEDICAL EVALUATION AT THIS TIME.

EMPLOYEE NAME: _____

Employee's Signature _____ Date: _____

Hepatitis B Vaccination Declination

I understand that due to my occupational exposure to blood or OPIM 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 myself. 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 OPIM and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

EMPLOYEE NAME: _____

Employee's Signature _____ Date: _____

Appendix I: Sharps Injury Log

Date and time of exposure incident: _____

Type and brand of sharp involved (if known): _____

Description of the exposure incident:

- Employee's job classification: _____
- Employee's department: _____
- What was the employee doing at the time of the incident? _____
- How did the incident occur? _____
- _____
- Part of body involved in the exposure incident: _____
- What could have prevented the injury/exposure from occurring? _____
- _____
- _____

If the employee was using the sharp at the time of the incident:

- Did the sharp have engineered sharps injury protection (ESIP)? Yes _____ No _____
- If yes, was the protective mechanism activated? Yes _____ No _____
- Did the injury occur before, during, or after the mechanism was activated?
Yes _____ No _____ Comments: _____
- If the sharp did not have engineered sharps injury protection, would such a mechanism have prevented the injury? Yes _____ No _____
- If yes, how? _____

To be completed by the injured employee within 14 working days of the date the incident is reported.

DO NOT PLACE THE EMPLOYEE'S NAME ON THIS LOG.

Appendix J: Risk Exposure by Job Classification

High Risk (classifications & positions in which the employee has a high risk of exposure)

Job Classification	Tasks placing employees at risk
Police Officer	Searching suspects and/or vehicles; CPR; handling of evidence; accident investigation; crime scene processing; dealing with combative subjects
Firefighter or Paramedic	Medical aid calls, CPR, first aid, IV's, administering medications, situations where bodily fluids are present
Police Sergeant	Searching suspects and/or vehicles; CPR; handling of evidence; accident investigation; crime scene processing; dealing with combative subjects
Maintenance Worker I/II - Facilities/Utilities	Sewer repair/cleaning; refuse/debris collection (sharps exposure); building maintenance; special events, CPR/first aid (confined space program)
Maintenance Lead Worker - Facilities/Utilities	Sewer repair/cleaning; refuse/debris collection (sharps exposure); building maintenance; special events, CPR/first aid (confined space program)
Maintenance Worker I/II Environmental Services - Public Works	Park clean-up & refuse collection (sharps exposure); restroom cleaning; maintenance of recreation facilities; special events, CPR/first aid (confined space program)
Maintenance Lead Worker - Environmental Services	Park clean-up & refuse collection (sharps exposure); restroom cleaning; maintenance of recreation facilities; special events, CPR/first aid (confined space program)
Maintenance Aide Parks/Water, Sewer, Streets	Sewer repair/cleaning; refuse/debris collection (sharps exposure); building maintenance; park clean-up (sharps exposure); restroom cleaning; maintenance of recreation facilities; special events
Recreation Services Worker - Marina	Building maintenance; debris collection; cleaning of restrooms (sharps exposure) & other recreation facilities/grounds; special events, CPR/first aid (confined space program)
Recreation Services Lead Worker	Building maintenance; debris collection; cleaning of restrooms & other recreation facilities/grounds; special events, CPR/first aid (confined space program)
Lifeguard/Swim Aide/Pool Supervisor/Sr. Lifeguard/Water Safety Instructor/Pool Manager	CPR, first aid
Park Manager/Park Aide-Ride Operator/Park Aide	Small World Park~ recreation programs with youth, CPR/first aid, restroom cleaning, maintenance of recreation facilities

Moderate Risk (classifications and positions in which the employee has a moderate risk of exposure)

Job Classification	Tasks placing employees at risk
Police Assistant	Booking and transporting suspects; search of suspects; handling of evidence; assisting Officers with crime scene search
Police Lieutenant	Searching suspects and/or vehicles; CPR; handling of evidence; accident investigation; crime scene processing; dealing with combative subjects (moderate risk determination due to reduced number of potential exposures)
Combination Building Inspector	Inspections of homes & constructions sites
Sr. Combination Building Inspector	Inspections of homes & constructions sites, including unsanitary conditions
Code Compliance Specialist	Inspections of homes for "unsanitary conditions"; collection of code violation evidence
Civil Engineer I/II	Construction inspections
Housing Specialist/ Housing Inspector	Inspections of homes, including unsanitary conditions
Public Works Superintendents/ Supervisors	Inspections of sewer repair clean, special events, CPR/first aid (confined space program)
Electrician	Sewer lift station repairs, sharps exposure, storm drain pump stations, CPR/first aid (confined space program)
Environmental Health Officer	Transfer station inspections; biological/chemical testing of solid or liquid waste
Sr. Administrative Analyst -- Public Works	Transfer station inspections
Water Plant Instrument / Maintenance Technician I/II	Water Plant maintenance, CPR/first aid (confined space program)
Water Plant Operator/ Apprentice Operator	Periodic assistance with Water Plant maintenance, CPR/first aid (confined space program)
Water Plant Superintendent/ Supervisor	CPR/first aid (confined space program)
Harbormaster	Building maintenance, debris collection, marina special events, CPR/first aid (confined space program)
Recreation Supervisor/ Coordinator	Responsible for/may assist with recreation programs for youth and seniors; may administer first aid/CPR; maintenance of recreation facilities, special events
Preschool Teacher/ Youth Activities Leader I&II/ Teen Center Worker/ After School Program Recreational Leader/ Ball Field Supervisor	Recreation programs for youth; may administer first aid/CPR; maintenance of recreation facilities, special events
Maintenance Aide – Golf Course/ Maintenance Helper	Grounds maintenance, restroom cleaning

Very Low Risk (classifications and positions in which employees are expected to have minimal, if any, risk of occupation exposure)

All other classifications	Unforeseen potential exposures not necessarily related to assigned tasks
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Policy Number:

007

Policy Name:

Hazard Communication Program

Issued:

10/01/2016

Revised:

10/01/2016

Policy Purpose:

To ensure that all employees of the City have adequate training and information on the hazardous substances used in their work assignments and that they are provided with proper Personal Protective Equipment (PPE).

To Whom Does The Policy Apply:

City Council and all City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "Steven Adams", is written over a horizontal line.

Steven Adams, City Manager

I. SCOPE

Title 8, California Code of Regulations, General Industry Safety Orders, Section 5194, requires employers to establish a written Hazard Communication Program that includes procedures for employee training, hazard identification, labeling and records maintenance.

II. DEFINITIONS

A. **Material Safety Data Sheets (MSDS):** A form with data regarding the properties of particular substances. This includes information such as:

1. Physical data
2. Toxicity
3. Health effects
4. First aid
5. Reactivity
6. Storage
7. Disposal
8. Spill handling procedures
9. Etc.

B. **Personal Protective Equipment (PPE):** Anything worn in order to protect the body from workplace hazards. This includes items such as:

1. Safety goggles
2. Blast shields
3. Hard hats
4. Gloves
5. Ear plugs
6. Aprons
7. Work boots
8. Etc.

- C. Hazardous substances: Chemical present in the workplace which are capable of causing harm.

III. RESPONSIBILITIES

- A. Department Manager: Each manager of any department using hazardous substances is responsible for ensuring that the Hazard Communication Program is implemented and maintained.
- B. Supervisor: Each supervisor is responsible for the following:
 - 1. Establishing and maintaining a hazardous substances inventory for those chemical products used in the department (Appendix A).
 - 2. Advising employees of the location and availability of the employer's written Hazard Communication Program, including the list of hazardous substances and Material Safety Data Sheets (MSDS).
 - 3. Ensuring that employees are properly trained on the health hazards of the substances in the work area, and the measures they can take to protect themselves from these hazards.
 - 4. Maintaining documentation of all employee Hazard Communication Program training (Appendix B).
 - 5. Ensuring that all primary and secondary chemical containers are properly labeled.
 - 6. Ensuring that employees are using approved Personal Protective Equipment (PPE) where required.
 - 7. Providing a copy of the Hazard Control Plan upon request to employees, their designated representatives, Cal/OSHA or NIOSH.
 - 8. Providing information and training on hazardous substances in employee work areas at the time of initial assignment and whenever a new hazard is introduced (Appendix C).
 - 9. Training employees in the methods and observations which may be used to detect the presence or release of a hazardous substance in the work area. Training may include monitoring conducted by the employer, monitoring devices, and visual appearance or odor of the substances.
- C. Risk Manager: The Risk Manager has overall responsibility for the Hazard Communication Program as well as the following:

1. Ensuring that Supervisors and Department Managers are properly trained and provide assistance where needed.
2. Monitoring compliance with the Hazard Communication Standard.
3. Coordinating preliminary training and assisting with future training requirements.
4. Maintaining and updating a master copy of the written Hazard Communication Program.
5. Ensuring employee training is documented consistent with Cal/OSHA standards and available for review by regulatory agencies.
6. Providing a copy of the Hazard Control Plan upon request to employees, their designated representatives, Cal/OSHA or NIOSH.
7. Obtaining MSDS.
8. Informing employees of the location of the MSDS and ensuring employees have unrestricted access to them.
9. Ensuring the MSDS coincide with the chemicals in stock.
10. Contacting the chemical manufacturer in writing if the MSDS was not provided by the vendor (Appendix D).
11. Sending the Director of Industrial Relations a copy of the written inquiry to a chemical manufacturer for a MSDS if a response has not been received from the manufacturer within 25 working days.
12. Verifying that the most current MSDS are being used for all chemicals in stock.
13. Informing employees of their right to personally receive information regarding hazardous substances to which they may be exposed.
14. Informing the employee that their physician or collective bargaining agent can receive information regarding hazardous substances to which the employee may be exposed (Appendix E).
15. Informing the employee he/she may not be disciplined due to the employee's exercise of the rights afforded pursuant to the provisions of the Hazardous Substances Information and Training Act.

- D. Employees: Each employee who is authorized to use hazardous substances has a duty to follow the safe practices and procedures prescribed for such products, including the use of Personal Protective Equipment (PPE) and clothing provided.

V. HAZARDOUS SUBSTANCES INVENTORY

An inventory will be performed to identify hazardous products and chemicals at each work location. Current hazardous substance inventory forms will be maintained in each area where these materials are used or stored. Hazardous products and chemicals include many materials not usually thought of as being "chemical" or "hazardous". Custodial staff uses maintenance supplies such as cleaners, soaps, waxes, detergents, and sweeping compounds. Vehicle services use fuels, lubricants, antifreeze, brake and hydraulic fluids. Shops use solvents, oils, adhesives, and coolants. Graphic areas use inks, solvents, and dust-producing products. Offices use rubber cement, duplicator chemicals (toner), markers, correction fluid, and so on (Appendix F).

VI. MATERIAL SAFETY DATA SHEETS (MSDS)

MSDS will be obtained from manufacturers or suppliers for all products identified during the inventory as containing hazardous or toxic ingredients. Following initial program compliance, MSDS will be obtained for all subsequent purchases. Products without accompanying MSDS will not be accepted for use until the MSDS has been received, reviewed and approved. All purchase orders will include a requirement that an MSDS be provided as a condition of purchase. A current MSDS binder will be maintained in each area where these materials are stored and used.

VII. HAZARD EVALUATION

Periodic evaluation of safety control measures for hazardous substances and chemicals will be made in each storage and use area. This evaluation will include the following:

- A. Hazard Class (flammable, toxic, corrosive, reactive, etc.)
- B. Storage compatibility
- C. Secondary Containers
- D. Labeling
- E. Protective clothing and Personal Protective Equipment (PPE) needed
- F. Emergency eyewash/shower facilities
- G. Spill cleanup supplies and equipment

H. Fire protection measures

I. Ventilation

J. Static Grounding

VIII. LABELING

The manufacturer or distributor of a hazardous substance is responsible for proper labeling and hazard warnings on their product containers. The Employer's responsibilities for labeling are:

- A. To ensure that all products containing hazardous substances and chemicals are properly marked as to contents and hazard, consistent with applicable standards. Container labels should provide: a) identity of hazardous substance(s) and chemical(s), b) level of hazard warning statement, and c) name and address of manufacturer or distributor.
- B. Storage/process tanks and piping will be marked or tagged to indicate contents and appropriate warnings.
- C. When a substance is transferred from the original container, the secondary container will be properly labeled with either a copy of the original manufacturer's label or with generic labels, which have a block for identity and blocks for the hazard warning.
- D. Manufacturer labels on incoming containers of hazardous substances will not be removed or defaced. Torn or damaged labels will be repaired or replaced before being moved to a storage or use area.
- E. Information in other languages may be added to labels and warnings as long as the same information is also displayed in English.

IX. HAZARD COMMUNICATION TRAINING

Employees will be trained in the handling and use of hazardous substances and chemicals in the work place. Employees from other locations temporarily working at a location will be provided a hazard orientation by the area supervisor prior to any work activities. Area specific training will be developed by department managers and provided for each employee. At a minimum, training will include:

- A. Identification of all hazardous substances and chemicals in the work place.
- B. Selection and use of appropriate Personal Protective Equipment (PPE) when working with hazardous substances and chemicals.
- C. Labeling requirements.

- D. Hazardous leak and spill response, clean up, and disposal.
- E. Protection against exposure to hazardous substances including proper work practices.
- F. Exposure first aid measures.
- G. Location and use of MSDS binder, chemical inventory list and written Hazard Communication Program.

X. HAZARDOUS NON-ROUTINE TASKS

Employees may periodically be required to perform hazardous non-routine tasks. Each affected employee will be given information by their supervisor about hazards to which they may be exposed prior to starting work on such projects. This information will include:

- A. Specific hazards that may be encountered.
- B. Protective measures that must be utilized.
- C. Supervisory measures taken to minimize the hazards including use of Personal Protective Equipment (PPE), ventilation, presence of additional employees and emergency procedures.

XI. CONTRACTORS

This City frequently employs contractors to perform work. Contractors are required to have their own Hazard Communication Program. The City Manager or designee shall provide the contractor with documented information on any known hazardous conditions or substances to which they may be exposed. A record of this communication shall be kept.

XII. REFERENCES

CCR Title 8 GISO Section 519

APPENDIX A HAZARDOUS MATERIAL INVENTORY

Department/Division _____ Date: _____

I. LOCATION Department/Division Name: _____ Building Location: _____ Address: _____ Contact Person: _____ Phone No: _____ Work Area: _____ Site: _____										
II. PRODUCT Product Name: _____ Manufacturer/Supplier: _____ _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Street</td> <td style="width: 15%;">City</td> <td style="width: 15%;">State</td> <td style="width: 37%;">Zip</td> </tr> </table> Is Product: Solid Liquid Gas Is MSDS on File? Yes No							Street	City	State	Zip
Street	City	State	Zip							
III. CHEMICALS Read Label-List Ingredients: _____ List any warning on Label: _____ _____										
IV. CONTAINER Type of Container (bottle, can, barrel, bag, box, cylinder, drum, underground tank, etc.) _____ Size of Container: gal/oz _____ weight _____										
V. WORK ACTIVITY Work activity and/or process where product is used (typing, copying, welding, painting, spraying, cleaning, sterilizing, etc.): Work Setting: Office Maintenance Laboratory Other: _____										
VI. WASTE Note if some of product ends up as waste. If so, where is it disposed? Specify: _____ Quantity of Waste (gal/lbs): _____										

Type of container holding waste (see Section IV. Container above): _____

APPENDIX B EMPLOYEE TRAINING CHECKLIST

This report is to be completed by the supervisor and new employee within five working days of employment or new job assignment. Additional forms are to be prepared as the employee receives safety training during the course of employment, but at least annually.

NAME: _____

Date Employed: _____ SSN: _____

Department Assigned: _____ Job Title: _____

Employee Past Work Experience:

A. Has employee taken pre-employment physical? [Yes] [No]

B. Are there any physical limitations? [Yes] [No]

If answer to B is yes, please explain: _____

I HAVE BEEN INSTRUCTED IN THE FOLLOWING SUBJECTS THAT ARE INDICATED:

- | | | |
|--|-------|------|
| 1. Safety policies and programs | [Yes] | [No] |
| 2. Safety rules, both general and specific to the job assignment | [Yes] | [No] |
| 3. Safety rule enforcement procedures | [Yes] | [No] |
| 4. Use of tools and equipment | [Yes] | [No] |
| 5. Proper work shoes and other personal protective equipment | [Yes] | [No] |
| 6. Handling of material | [Yes] | [No] |
| 7. Lifting and use of lifting equipment such as hoists and cranes | [Yes] | [No] |
| 8. How, when and where to report injuries | [Yes] | [No] |
| 9. Importance of housekeeping | [Yes] | [No] |
| 10. Special hazards of job | [Yes] | [No] |
| 11. When and where to report unsafe conditions | [Yes] | [No] |
| 12. Safe operation of vehicle | [Yes] | [No] |
| 13. Personal protective equipment: List Items _____ | | |
| 14. Hazardous materials: List Items _____ | | |
| 15. Tools/Equipment: List _____ | | |
| 16. List all training not indicated above (use back of form if necessary): _____ | | |

Employee Signature: _____ Date: _____

Follow up on employee will be observed by _____

Employee has performed operation to the satisfaction of the undersigned. An observation was complete on the date indicated.

Supervisor Signature: _____ Date: _____

APPENDIX C

HAZARD COMMUNICATION PROGRAM (HCP) TRAINING OUTLINE BY WORK AREA/ACTIVITY

Department/Division: _____ Date: _____

Worksite: _____ Address: _____

Type of training

Introduction (Light use rating) - Basic materials for awareness of HCP and where to get more information.

Overview (Medium use rating) - More in depth information about MSDS, toxicology and labeling.

Chemical/Hazard Specific (Medium/Heavy use rating) - Information specific to very hazardous or toxic chemicals.

EMPLOYEE NAME	HAZARDOUS CHEMICAL USE RATING	TRAINING INFORMATION/RESOURCES

APPENDIX D

EXAMPLE MSDS REQUEST LETTER

Chemical Company or Distributor _____(Date) _____

(Street Address or P.O. Box) _____

(City, State Zip Code)_____

RE: MSDS FOR (Name of Product/Chemical)

Please send a copy of your Material Safety Data Sheet (MSDS) for the above product(s). The MSDS is needed in compliance with the State of California Hazard Communication Standard, Section 5194 of Title 8, California Code of Regulations.

Please send the MSDS to:

_____(Department Name)
_____(Street Address)
_____(City, State Zip Code)
_____(Attn: Supervisor)

and

_____(Risk Manager)
_____(Street Address)
_____(City, State Zip Code)

If you have any questions concerning this request, please contact:

_____ (name) at () _____ (phone).

Sincerely,

(Name of City Representative)
(Title)

cc: Risk Manager



Policy Number:

008

POLICY NAME:

VEHICLE USE POLICY

Issued:

10/01/2016

Revised:

3/5/2019

Policy Purpose:

This policy establishes procedures regarding the use of Agency owned and privately-owned vehicles operated during agency business.

To Whom Does the Policy Apply:

City Council and all City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written over a horizontal line.

Steven Adams, City Manager

I. PURPOSE

This policy establishes procedures regarding the use of City owned and employee owned vehicles operated during City business. Use of City owned vehicles shall be relied upon as the primary means of vehicle usage, as it provides the greatest control over operating costs, usage, maintenance, inspection, and insurance.

II. AUTHORITY

This policy has been approved by the City in matters regarding the use of vehicles operated during City business. This policy does not apply to commercial motor vehicles.

III. POLICY

A. Definitions

Accident Kit: An information packet that should be kept in the vehicle's glove box to include a pen, Driver's Report of Accident, Information Exchange cards, Witness cards, and first response instructions after an accident.

City Business: Activities that require the use of a vehicle and are authorized by the employee's supervisor. In the use of personal vehicles, City business also means that the operator is being reimbursed for mileage expenses according to Internal Revenue Service guidelines.

City Owned Vehicle: A vehicle owned by the City, and assigned on a shared, designated, or permanent basis.

Commercial Motor Vehicle: A motor vehicle or combination of vehicles designed or used for the transportation of persons or property for compensation.

Non-Preventable Accident: The vehicle operator did everything reasonably possible to prevent the accident.

Preventable Accident: The vehicle operator failed to do everything reasonably possible to prevent the accident.

Privately Owned Vehicle: A personally owned vehicle used by an employee, whether owned by the employee or not.

Vehicle Operator: An employee who is operating a City owned vehicle or a personally owned vehicle on City business.

- B. The City shall maintain a list of employees required to drive City owned or privately-owned vehicles on City business and shall be responsible for overseeing the implementation of driver training programs and ensuring that employees attend required training.
- C. The Personnel Director shall coordinate driver training programs and maintain attendance records. The Personnel Director shall ensure that evidence of insurance and driver's license information are maintained in each employee's file. The Personnel Director shall receive, and record Department of Motor Vehicles Pull Notice reports and notify supervisors when necessary.
- D. The Safety Committee shall review all accidents to determine whether an accident was preventable or non-preventable and make disciplinary recommendations.
- E. Supervisors shall routinely monitor the driving of each employee while performing the job-related driving responsibilities. Supervisors shall review driving records as part of employee performance evaluations. Supervisors shall report accidents as indicated in Section IX.
- F. City employees shall promptly provide insurance and driver license information when notified that their job duties include driving an City owned or privately owned vehicle. Employees will comply with the requirements of this policy. Failure to comply may result in disciplinary action, up to and including termination.

IV. VEHICLE TYPES AND USE

- A. Use of City owned vehicles
 - 1. City owned vehicles are categorized and restricted based upon type and use:
 - a. Vehicles kept overnight at City facilities, assigned for use on a shared or designated basis for daily City business. Personal use is expressly prohibited.
 - b. Vehicles assigned to managers on a permanent basis, used for daily commuting to and from the City. According to the Internal Revenue Service, commuting to and from work and other incidental personal usage is not official use, and reported as taxable income.

- c. Vehicles for emergency or on-call use, authorized for use to and from work to respond on a 24-hour basis. Employees authorized to operate emergency or on-call vehicles may make reasonable, but limited stops before and after work shifts for traveling to and from work.
2. Only City employees are authorized to operate City owned vehicles.
3. City owned vehicles are for transporting employees whose duties require a motor vehicle, and other persons to conduct business activities important to City interests.
4. Under no circumstances shall family members or friends be transported in City owned vehicles. This shall also apply to employees authorized to commute to and from the City or for emergency on-call use.
5. Employees who are permanently assigned a City owned vehicle or assigned department use of a vehicle are responsible for ensuring that only those persons with a valid driver's license and on official City business are allowed the use of the City owned vehicle
6. Following are requirements and limitations related to the fueling of City vehicles and equipment:
 - a. Vehicle fuel cards are to be stored in the vehicle glove box and returned after each fueling. Fuel cards are issued to a specific vehicle and not to be used for other vehicles or gas cans.
 - b. Employees must only use their own issued fueling identification pin number. Sharing of pin numbers is not allowed.
 - c. Actual vehicle miles are to be entered at the time of every fueling.
 - d. Fueling of personal vehicles and fuel containers is not permitted and will be subject to disciplinary action.
 - e. Gas cans are to be filled using specific gas can fuel cards.
 - f. Employees utilizing pool vehicles shall add fuel at any time the fuel level falls below 50%.

B. Use of Privately-Owned Vehicles

The use of an employee's personal vehicle may be preferable and more efficient for use if a City owned vehicle is not available. Under those circumstances, the following policy will apply:

1. An employee may use his or her privately owned vehicle for City business upon written authorization by the supervisor. The Fleet Manager will obtain an Accident Kit to be kept with the privately-owned vehicle while conducting City business.

2. Employees who regularly use their own privately-owned vehicles on City business must notify their insurance company of such use. Each employee is responsible for maintaining their vehicle in a safe operable condition and maintaining accurate maintenance records.
3. Employees using a privately-owned vehicle shall maintain accurate records of the purpose and extent of travel, and submit reimbursement claims per the City's reimbursement policy. The mileage allowance is based on the rate established by the Internal Revenue Service and is intended to cover the employee's cost of operating and insuring the vehicle on City business. The employee is responsible for all operating expenses of the privately-owned vehicles including but not limited to, gasoline, oil, maintenance, wear and tear, depreciation and insurance.
4. The City is not liable for any damage to an employee's privately-owned vehicle, unless caused by the City's negligence (employee's negligence excepted). Employees are responsible for notifying his/her supervisor, the Department of Motor Vehicles, and the employee's insurance company in case of an accident. If an employee is responsible for an accident while driving a City owned or personally owned vehicle, he is responsible for any increase in his or her personal automobile insurance premium.

V. GENERAL GUIDELINES

- A. Employees shall obey all Federal, State and local laws while operating City owned or privately-owned vehicles on official City business.
- B. Employees operating a City owned or privately-owned vehicle shall ensure that all persons in the vehicle use seat belts and are properly adjusted before starting the engine.
- C. When transporting cargo, materials or tools, the vehicle operator is responsible for securing such items
- D. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating. An exception to this shall be vehicles designed and equipped for passengers outside the cab area.
- E. Any injuries sustained by the vehicle operator or other employees while operating a vehicle on City business shall be covered by workers' compensation.
- F. When the vehicle operator is determined to be involved in a preventable accident, the Safety Committee shall recommend disciplinary action subject to review and approval by the supervisor.

- G. Alcoholic beverages and drugs shall not be transported or placed in any City owned or privately-owned vehicle on City business. No employee shall operate a City owned vehicle or privately-owned vehicle on City business while under the influence of drugs or alcohol.
- H. Any employee operating a City owned vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle while under the employee's control.
- I. Before operating the vehicle and at least once a day, the employee shall check to make certain that all vehicle safety equipment including headlights, turn signals, brake lights and windshield washers are functioning properly.
- J. Any vehicle damage beyond normal wear and tear or that includes defects affecting the safe operation of the vehicle must be documented and reported to the employee's supervisor and the Fleet Manager.
- K. No employee shall smoke while in a City owned vehicle.
- L. No employee shall operate a City owned vehicle found to be in an unsafe condition.

VI. USE OF ELECTRONIC DEVICES

Safe driving practices as well as the California Vehicle Code require the use of a hands-free device while using cell phones during the operation of a motor vehicle. Employees shall refrain from operating laptop computers, navigational devices and any other device that may cause vehicle operator distraction while operating a vehicle in the course of conducting City business.

VII. RENTAL VEHICLES

When it is necessary for a City employee to use a rental vehicle for City business, the employee shall use a City approved rental agency. Optional loss damage coverage should be purchased from the rental agency at the time of rental.

VIII. ACCIDENT REPORTING REQUIREMENTS

Any accident involving a City owned vehicle, rented or leased vehicle or privately-owned vehicle used in the performance of City business shall be reported as follows:

- A. The vehicle operator shall summon medical care for any injured parties.
- B. The vehicle operator shall notify appropriate law enforcement agencies.

- C. The vehicle operator shall collect information about the other parties involved by completing the "Accident Report" located in the City owned vehicle's glove box.
- D. The vehicle operator shall notify his/her supervisor. The supervisor shall be responsible for initiating the departmental investigation of the accident, completing all required City reports and recommend action to the Safety Committee. In the event of serious bodily injury, an Incident Report form shall be completed by the supervisor and submitted to the City's liability coverage provider.
- E. The supervisor shall notify the City's risk manager.
- F. The vehicle operator must report the accident to the DMV if more than \$750 in property damage, or anyone was injured (no matter how slight) or killed. The report must be filed, whether the vehicle operator caused the accident or not and even if the accident occurred on private property. The report must be made on the California Traffic Accident Report, form SR 1, and must be made within ten days of the accident. If the report is not filed with the DMV, the vehicle operator's driving privilege will be suspended. The police or California Highway Patrol will not file this report.¹

IX. INSURANCE REQUIREMENTS

Proof of insurance is required before any privately-owned vehicle can be authorized for City business and shall be provided annually to the Human Resources Manager and no later than January 31 of each year.

- A. Employees who receive a monthly vehicle allowance or are authorized to use privately owned vehicles on City business shall maintain coverage in an amount not less than \$100,000 per person/ \$300,000 per occurrence (or a combined single limit of \$300,000) and property damage coverage in an amount not less than \$25,000 per occurrence.²
- B. California Insurance Code §11580.9 states that where two or more policies affording valid and collectible liability insurance apply to the same motor vehicle in an occurrence out of which a liability loss shall arise, it shall be conclusively presumed that the insurance afforded by that policy in which the motor vehicle is described or rated as an owned vehicle is primary and the insurance afforded by any other policy shall be excess.

¹ California Vehicle Code, Section, 16000(b) – A report is not required under subdivision (a) if the motor vehicle involved in the accident was owned, or leased by, or under the direction of, the United States, this state, another state, or a local agency.

² California Insurance Code, Section 11580b, sets the minimum liability insurance requirements for private passenger vehicles: \$15,000 for injury/death to one person, \$30,000 for injury/death to more than one person, \$5,000 for damage to property.

- C. The City shall not be responsible for any increase in the employee's automobile insurance premium as a result of an accident.
- D. In the event of an accident, the employee is responsible for paying any deductible required by the insurance company.
- E. If insurance coverage is canceled, terminated, lapsed, or curtailed for any reason, the employee must notify the immediate supervisor and the vehicle shall not be used for City service.
- F. With the exception of sworn public safety employees, should an employee using a privately-owned vehicle on City business be involved in an accident resulting in injury or property damage, the employee's own insurance carrier shall respond to defend the employee.
- G. Sworn police and fire employees operating their privately-owned vehicles at the request or direction of the City in the performance of their duties must report the accident to their private automobile insurer, but the City shall be considered the owner of the vehicle for the purpose of liability and defense of the claim. If it is later determined that the City did not direct or request the employee to use their private vehicle when the loss occurred, the City and employee will provide notice to the insurance company so the City can be reimbursed.

X. DRIVER'S LICENSE

- A. City employees authorized to use City owned or privately-owned vehicles on City business must possess a valid California driver's license and provide proof of licensing upon hire.
- B. City employees must maintain a driver's license for the class of vehicle to be driven.
- C. An employee whose driver's license is suspended or revoked for any reason must notify their supervisor no later than the first workday following suspension or revocation of their driver's license. Such employee shall not be allowed to operate any City owned or privately-owned vehicles on City business.
- D. Employees who possess temporary driving permits or hardship licenses shall not be permitted to operate City or privately-owned vehicles in the performance of official City duties.

XI. REVIEW OF DRIVING RECORD

- A. The City shall enroll employees that operate City owned or privately-owned vehicles on City business in the Department of Motor Vehicles (DMV) Pull Notice Program. When a vehicle operator has received a violation, the DMV

assigns points according to the type of violation, and automatically sends notification to the City. Appendix B contains a list of violation point counts.

- B. In compliance with Vehicle Code Section 1808.47, information received from the DMV shall be used solely for the intended purpose and kept in locked storage. Under no circumstances shall addresses or other information be given to a third party.
- C. Employees accumulating four or more points in a 12-month period or six in a 24 month period or eight in a 36 month period may have City driving privileges suspended at the discretion of the Department Director. The Human Resources Manager shall notify the Department Director when a driving record meets this threshold.
- D. Employees involved in a preventable collision or demonstrating questionable driving capabilities shall be required to attend remedial training in defensive driving. An employee may be regarded as having questionable capabilities based on a review of points assigned by the DMV for citations or vehicular accidents.
- E. Employees involved in preventable accidents or have a disqualifying action taken against their driver's license shall be subject to disciplinary action, the severity determined by the nature of the offense and the employee's past driving and disciplinary action records.
- F. Employees involved in two or more preventable accidents within a 36-month period while operating a City owned or privately owned vehicle in the performance of official City business shall be subject to disciplinary action up to and including suspension of City driving privileges.
- G. Employees convicted of driving while under the influence of drugs or alcohol (DUI) or refusing to submit to a lawful roadside sobriety test are subject to disciplinary action up to and including suspension of City driving privileges.
- H. Intentional abuse, moving violations, reckless operation, or negligent actions while operating any vehicle may result in the suspension of employee driving privileges and further disciplinary action.
- I. Temporary or permanent suspension of City driving privileges for employees whose position requires operation of a vehicle shall be considered a loss of the ability to perform an essential job function.
- J. If an employee has City driving privileges suspended, the City shall attempt to arrange for the employee to perform the essential functions of the job. If such accommodation is not possible or creates an unreasonable hardship for the City or coworkers, loss of City driving privileges shall be considered just cause for reassignment to a position that does not require operation of

a vehicle at a pay rate commensurate with that position. If no such position is open, the employee may be terminated.

XII. ACKNOWLEDGEMENT

Upon receipt of this policy, employees shall sign a form acknowledging that he or she is aware of this policy, including the legal issues arising out of the use of his or her privately owned vehicle on City business.

Appendix A
Employee Acknowledgement of Vehicle Usage Policy

This is to acknowledge that I have received a copy of the City of King Vehicle Use Policy and that I have read the policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights and obligations and does not create a contract of employment. I understand that the provisions in the Vehicle Use Policy govern me and that the City may change, rescind, or add to the policy or procedures declared in the Vehicle Use Policy from time to time.

My signature below further signifies that I have read this Policy and that I accept and will abide by all of its provisions.

PRINT FULL NAME _____

SIGNED _____

DATE _____

(RETAIN IN EMPLOYEE PERSONNEL FILE)

Appendix B
Common California Vehicle Code Violations
Used In Negligent Operator Counts

Violation Point Assessment

Violation points are assigned to Vehicle Code sections and any other code section, or city or county ordinance, involving the safe operation of a motor vehicle. Any violation occurring as a pedestrian or a bicyclist has no point assigned. The department may suspend and place on probation, or revoke, the driving privilege of a negligent operator.

Per Vehicle Code section 12810.5a, a Class C negligent operator has

- 4 or more points in 12 months,
- 6 in 24 months, or
- 8 in 36 months.

Although a Class A or B driver without a special certificate may be allowed 2 additional points, a violation received in a commercial vehicle carries 1 1/2 times the point count normally assessed (12810.5b VC). A minor, under 18 years of age, may receive a 30-day restriction for 2 points in 12 months, or be suspended for 3 points in 12 months (12814.6 VC).

One Point Count California Vehicle Code Violations

Section	Violation
2800	Disobedience to traffic officer
2800.1	Evading peace officer
2801	Disobedience to fire official
2803, 2803a, 2803b, 2803c	Unsafe vehicle load
2815	Disregarding non-student crossing guard
2816	Youth bus/children crossing highway
2817	Disregarding funeral escort officer
2818	Crossing safety flares/cones
14601.5	Driving, suspended/revoked for refusing test
14603	Violation of license restrictions
21100.3	Disregarding traffic officer's directions
21209, 21209a	Driving in bicycle lane
21367, 21367a, 21367b, 21367c	Disobedience to traffic signs/controller
21451, 21451a, 21451b	Illegal movement/green light/arrow
21452, 21452a	Illegal movement/yellow light/arrow
21453, 21453a, 21453b, 21453c	Illegal movement/red/light/arrow
21454, 21454a - d, 21455	Traffic signals
21457, 21457a, 21457b	Disobedience to flashing signals
21460a, 21460b	Double lines/one broken line
21460.5c	Use of two-way left turn lane
21461, 21461a, 21462	Disobedience to traffic control device

21650, 21650a – f	Keep right
21651, 21651a	Crossing divided highway
21652	Entering highway from service road
21654, 21654a, 21654b, 21655, 21655b	Lane use/slow moving vehicle
21655.8	High-occupancy vehicle lane/entering/exiting
21656 - 21662, 21662a, 21662b	Improper lane use
21663	Driving on sidewalk
21664	Freeway ramp/entering/exiting
21700	Load obstructing driver's view
21701	Interfering with driver's control of vehicle
21702, 21702a, 21702b	Driving hours limitation
21703, 21704, 21704a, 21705, 21706	Following too closely
21707	Driving in fire area
21709	Driving in safety zone
21711	Towed vehicle swerving
21712, 21712a, 21712d, 21712f, 21715, 21715a, 21715b	Unlawful riding/towing
21717	Turning across bicycle lane
21750 - 21757, 21758, 21759	Illegal passing
21800 - 21804, 21804a, 21804b	Right-of-way
21805, 21805b	Yielding right-of-way to horseback rider
21806, 21806a	Yielding right-of-way to emergency vehicle
21807	Unsafe operation of emergency vehicle
21950, 21950a, 21951, 21952	Yielding right-of-way to pedestrian
21954, 21954b	Due care for pedestrian on roadway
21960a	Prohibited use of freeway
21963	Yielding right-of-way to blind pedestrian
22100 – 22105	Turning and U-turns
22106	Unsafe staling/backing of vehicle
22107 - 22111, 22111a, 22111b, 22111c	Signaling turns and stops
22112, 22112a	School bus signaling
22348, 22348a, 22348c	Speed/use of designated lanes
22349, 22349.5	Maximum speed
22350, 22351, 22352, 22352a, 22352b	Basic/prima facie speed limit
22354, 22355	Exceeding posted/freeway speed limit
22356, 22356b	Maximum speed 70 mph
22357, 22358.4	Speed in excess of local limits
22359, 22360, 22361	Speed in excess of local limits
22362	Speed/construction zone
22363	Restricted speed/weather conditions

22364	Speed/traffic lanes
22400, 22400a, 22400b	Driving too slow
22405, 22405a	Speed/bridge/tunnel
22406, 22407	Maximum designated vehicle speed
22409, 22410	Speed/solid/metal tires
22413	Speed limit on grades
22450, 22451, 22452, 22452a, 22452b	Stop required/railroad crossing
22454	Stop for school bus
23109, 23109b, 23109d	Speed contest/aiding or abetting
23116, 23116a	Transporting person in truck load space
23127	Driving on trails and paths
23220	Drinking while driving
23222, 23222a, 23222b	Marijuana or open container/driving
23235	Ignition interlock verification
23244, 23244b	Defeating ignition interlock device
23253	Disobedience to toll highway officer
23270, 23270a	Unauthorized towing
23330, 23330c	Width/load of vehicle at crossing
23336	Disobedience to sign/vehicle crossing
24002, 24002a, 24002b	Unsafe/unlawfully equipped vehicle
24004	Operation after notice by officer
24250	Lighting equipment
24409, 24409a, 24409b	Failure to dim lights
24604	Lamps/flag for extended load
25103, 25103a, 25103b	Lamps on projecting load
26301, 26302, 26302a, 26302b, 26302c	Brakes
26303, 26304, 26304a, 26304b	Brakes/combination vehicles
26307	Forklift truck brakes
26311, 26311a, 26311b, 26311c	All wheel service brakes
26456, 26457	Brakes/stopping distance
26458, 26458a, 26458.5	Braking system/towing vehicles
26502a	Adjustment/use of air brakes
26503 - 26506, 26506a, 26507	Airbrake system
26508, 26508a - c, 26508e - k, 26508o	Emergency stopping system
26520, 26521, 26522	Vacuum brakes
27360, 27360a - c, 27360.5, 27360a - c	Child Passenger restraint
27363, 27363b	Child seat belt
27800, 27801, 27801a, 27801b	Motorcycle/passengers and equipment
29001, 29002	Fifth wheel connecting/locking device
29003a, 29003b, 29003c	Hitch and coupling device

29004, 29004a - c, 29006, 29006a	Towed vehicle coupling
29201	Pole dolly/load and length
31301, 31301a	Caldecott tunnel restrictions
31303, 31303b, 31303c, 31303e	Hazardous waste transportation
31402	Farm labor vehicle/unsafe operation
31540, 31504b	Removable containers/regulations
31614, 31614a, 3164b, 31614d - f 31614h, 31614i	Explosives transportation
32104, 32104a, 32104b, 32105, 32105a, 32105c-e	Inhalation hazard transportation
32106, 32106a - d	Inhalation hazard transportation
34102	Tank vehicle regulations
34501.2, 34501a, 34501c	Driving hours limitations
34506, 34506a - g	Driving hours, equipment, maintenance, operation
34506.3	Safety regulation violation
34509, 34509c, 34509d	Vanpool vehicle maintenance inspection
35784, 35784a, 35784b	Violation of special permit
35784.5, 35784a, 35784b	Extralegal load/weight
36400	Lift-carrier/speed
36705	Bale wagon load width during darkness

Two Point Count California Vehicle Code Violations

Section	Violation
2800.2, 2800.3	Evading peace officer/reckless driving
14601, 14601a, 14601 b, 14601.1- 14601.4	Driving while suspended/revoked
20001, 20001a 20002, 20002a, 20002b	Hit and run/injury/property damage
21651b	Driving wrong side/divided highway
22348b	Speed over 100 MPH
23103, 23103a, 23103 b	Reckless driving
23104, 23104a	Reckless driving/causing bodily injury
23109a, 23109c	Speed contest /exhibition of speed
23140, 23140a, 23140b	Minor driving with BAC of 0.05% or more
23152, 23152a-d	DUI/alcoholic beverage or drugs
23153, 23153a-d	DUI/causing bodily injury or death
31602, 31602a, 31602b, 31602c	Explosives transportation

Other Common California Code Violations Used In Negligent Operator Count

Section	Code	Violation	Points
49307 or 12059	Education	Disobedience to school safety patrol	1
191.5a, 192c1-192c4, 192.3c, 192.3d	Penal	Vehicular manslaughter with gross negligence	2
192c, 192.3, 192.3a, 192.3b	Penal	Vehicular manslaughter without gross negligence	1
27176	Streets and highways	Speeding on Golden Gate Bridge	1

One Point Count Out of State Violations

Section	Violation	Section	Violation
01	Speed/too fast or over speed limit	34	Entering/exiting from thoroughfare
03	Speed/too slow or failure to turn out	40	Illegally modified vehicle
04	Passing/illegal, improper or unsafe	45	Explosives transportation
05	Following too close	51	Equipment/unsafe, illegal or defective
06	Failure to yield right-of-way	58	Driving while impaired
07	Illegal/unsafe use or change of lanes	61	Child passenger seat restraint
08	Turns/illegal or unsafe	67	Defective headlights
09	Signaling/improper or no signal	69	Following emergency vehicle unlawfully
10	Failure to obey traffic control device	70	Using vehicle for felony/aiding or abetting
11	Crossing double lines/markers/dividers	72	Erratic driving/suddenly changing speeds
12	Wrong way on one-way street	73	Fleeing scene or evading arrest by turning lights off
13	Brakes	74	Unsafe operation of a vehicle
14	Lights	75	Driving off road/on shoulder/on sidewalk
21	Violation of restricted license	77	No required equipment/using prohibited equipment
26	Negligent/careless/inattentive driving	86	Felony involving commercial vehicle

27	Starting or backing/illegal or unsafe	87	Felony controlled substance/commercial vehicle
28	Driving in a prohibited area	88	Speeding 15 mph plus/commercial vehicle
30	Disobedience of lawful order	91	Illegal lane change/commercial vehicle
31	Towing/improper, unsafe or illegal	92	Following too closely/commercial vehicle
32	Obstructing driver's view or interfering	93	Fatal accident violation/commercial vehicle
33	Unlawful riding on motor vehicle		

Two Point Count Out of State Violations

Section	Violation	Section	Violation
02	Speed contest/aiding or abetting	38	DUI/dangerous drugs not narcotics
15	Reckless driving	46	Manslaughter without gross negligence
16	Reckless driving/injury	47	Manslaughter with gross negligence
17	Drunk driving	81	DUI/BAC 0.04% or more/commercial vehicle
18	Drunk driving/injury	82	DUI/commercial vehicle
19	Hit and run	84	DUI/controlled substance/commercial vehicle
20	Driving while suspended or revoked	85	Hit and run/commercial vehicle
37	DUI/narcotics	89-90	Reckless driving/commercial vehicle

Code of Federal Regulations Violations

Section	Violation	Points
36423 or 36FR46	DUI/alcoholic beverage or any drug	2



Policy Number:

009

Policy Name:

Violence in the Workplace

Issued:

10/01/2016

Revised:

10/01/2016

Policy Purpose:

This policy defines the elements associated with workplace violence and procedures for all employees to prevent, identify, respond to, and document violent acts in the workplace.

To Whom Does The Policy Apply:

All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written over a horizontal line.

Steven Adams, City Manager

I. PURPOSE

The policy for Violence in the Workplace is created to increase awareness among all City employees for the potential of violence within the organization, and to recognize signs, remedies and consequences of a violent act.

As the behavior of individuals can vary in unpredictable ways, the threat of workplace violence cannot be eliminated. However, management and employees can work together to identify and reduce the components frequently associated with workplace violence and be prepared to respond appropriately to a violent situation.

The purpose of this policy is to reduce the occurrence of injuries from workplace violence and decrease the potential and actual economic loss for employees, the public and the City.

II. POLICY

The City hereby establishes a workplace violence prevention policy in compliance with Cal/OSHA's "Guidelines for Workplace Security", which requires employers to develop a workplace security component to their Injury and Illness Prevention Program (IIPP). Employees are advised that disciplinary action may result from violation of this Policy or any workplace safety procedure. Employees are further advised that the principles of progressive discipline may be waived in instances of egregious or serious acts by employees. Termination from employment is a possibility and may be the only disciplinary action that is taken.

The City promotes an active, bilateral communication system to encourage continuous compliance of safety, health and security policies, between management and employees without fear of reprisal, and in a form that is easily understood by all employees. The City recognizes that effective communication between management and employees is essential to combating workplace violence. Effective communication requires a two-way channel in which information is provided, received and interpreted. Feedback must also be an integral part of effective communication.

III. DEFINITIONS

- A. City premises: Facilities such as City Hall, police facilities, City Corporation yard, recreation center, and treatment plant.
- B. City uniform: City issued clothing such as job uniforms, badges, hats, pens, banners or other identifiable object that carries the City's logo or represents the City.
- C. Department head: An appointed person with direct supervision and responsibility for personnel, records, funds, maintenance, and department services.

- D. Employee: A person legally employed by the City.
- E. Threat: A threat occurs when a person expresses intent to inflict harm on another person through physical injury, punishment or intimidation. There are three types of threats.
 - 1. Threats aimed directly at the victim(s) by the perpetrator.
 - 2. Veiled or indirect threats made to a third party against a victim(s).
 - 3. Conditional threats contingent on a particular event occurring.
- F. Violent Act: An action characterized by physical force or intent to use physical force with the purpose of inflicting harm upon another person(s).

IV. CITY RESPONSIBILITIES

The City is responsible for providing employees with education and training on policies relating to potentially violent situations in the workplace.

The City will appoint an Incident Management Team to supervise workplace violence cases. The team will consist of the Human Resources Director, the City Manager, the Police Chief, and the supervisor of the department involved in the incident with the following responsibilities:

- A. Implement an action plan that specifies how management should respond to a potential workplace violence case including which personnel to contact in an emergency and their role in handling the incident. This plan should include a post situation response that (1) informs employees of the situation through internal communications, (2) updates the public relations officer that the situation is under control, and (3) provides counseling for employees affected by the event (See Attachment A).
 - 1. Investigate, document, and track all workplace violence cases including the following tasks: Conduct the initial investigation of the incident.
 - 2. Assess the seriousness of the situation and respond appropriately.
 - 3. When alerted of a potentially violent person or occurrence, notify incident management team immediately.
 - 4. Interview the victims immediately after the incident to retrieve the most accurate information.
 - 5. Inspect the scene of the incident as soon as possible.

6. Determine the direct or indirect causes of the incident. Include previous reports of inappropriate behavior by the perpetrator(s) and any corrective actions taken. This will assist management in determining appropriate disciplinary action.
7. Record the results of the current investigation and corrective actions taken. The Human Resources Director shall maintain documentation in a central file.
8. Contact a specialist in workplace violence to evaluate the situation for additional corrective actions.

V. MANAGEMENT AND SUPERVISORY RESPONSIBILITIES

The City Manager and/or the Director of Human Resources is/are responsible for administering this policy and delegating authority to department heads for implementation. Department heads are responsible for delivering and interpreting this policy to their employees and ensuring that each employee fully understands and complies.

A. Human Resources Department is responsible for the following:

1. Identify a potentially violent person during the initial job interview and screening process.
 - a. Require a completed job application form that includes a waiver and release for the City to verify reported information.
 - b. Never accept a résumé in place of a fully completed application. Résumés do not contain an oath of truthfulness and can mask undesirable information.
 - c. Review a job application carefully with particular attention to unusual or suspicious entries.
 - d. Investigate gaps in employment and education history. This may reveal undesirable events such as incarceration or involuntary termination.
 - e. Always check references.
2. Conduct periodic reviews of this policy with all City personnel, as deemed necessary.
3. Offer periodic workplace safety meetings where workplace violence issues are discussed.

4. Post and/or distribute information regarding workplace violence.
 5. Remind all employees through memos and training of the importance and urgency of reporting all threats of workplace violence to a supervisor immediately after such an incidence occurs. Reporting of a violent occurrence is mandatory and failure to do so could result in disciplinary action up to, and including termination.
 6. Ensure that department personnel adhere to provisions of this policy.
 7. Respond to, and correct workplace security issues (see Attachment B).
- B. Managers and supervisors must understand the following:
1. Terminating employment of an unstable employee could cause that employee to harbor such resentment that he/she could return months or years later seeking revenge.
 2. Some violent employees may have a psychological disability that causes violent behavior.
 3. An employee assistance program is available to all employees. This program can help employees resolve issues before they become a workplace problem and provide assistance to managers and supervisors.

VI. EMPLOYEE RESPONSIBILITIES

In general, behavior that detracts from, and impedes the ability of others to work in a violence free environment will be viewed as inappropriate. Such behavior will be addressed in accordance with the City's disciplinary rules and regulations, as well as this policy.

Employees are advised that violation of these behavior standards may result in discipline up to, and including, immediate termination of employment. Certain threats or violent acts will result in arrest by law enforcement.

- A. Employees are expected to exhibit workplace behaviors that demonstrate respect for others and professionalism at all times during working hours or conducting City business. Unacceptable behavior includes, but is not limited to, the following:

1. Uttering threats of physical violence to anyone
 2. Engaging in verbal abuse of others
 3. Physical fighting
 4. Bringing items intended as weapons (guns, knives, bombs, etc.) to the workplace
 5. Creating disturbances in the workplace that cause co-workers to be concerned for their safety
 6. Bullying of employees
- B. Employees must report all acts of violence, whether physical or verbal, to a supervisor immediately following the incident.
1. Report potential acts or threats of violence by co-workers, outsiders, taxpayers, and visitors to a supervisor (e.g., noticeable changes in a co-worker's or customer's demeanor).
 2. Attend workplace safety meetings.
 3. Remain aware of the potential for violence in the workplace.
 4. Know how to respond appropriately to a potentially violent situation.
- C. Employees should respond appropriately to a potentially violent situation to ensure their safety and the safety of others.
1. Get away from the perpetrator if possible. If you cannot distance yourself from the perpetrator, try to talk him or her into calming down. Immediately call for help when given the first opportunity.
 2. Remain calm and relaxed so that the perpetrator does not sense your fear.
 3. If you have doubt about your ability to resolve a conflict with a perpetrator, do not engage in the task.
 4. Notify Human Resources if you have a domestic violence restraining order.

VII. THREAT ASSESMENT TEAM

The Threat Assessment Team must be designated to assess the vulnerability to workplace violence and reach agreement on preventive actions to be taken.

- A. The team should also be responsible for:

1. Reviewing previous incidents of violence.
2. Identifying and analyzing any apparent trends relating to particular.
3. Recommending/implementing employee training programs on workplace violence departments, units, job titles, unit activities, time of day, etc.
4. Identifying and instituting a combination of control methods designed to eliminate or minimize the risks of assault incidents. These include, but are not limited to:
 - a. General building, work station and area design, security measures.
 - b. Security equipment.
 - c. Work practice controls and procedures.
5. Conducting incident investigations and evaluations.
6. Implementing plans for responding to acts of violence.
7. Communicating internally with employees.
8. Inspecting the workplace as well as evaluating the work tasks of employees to determine the presence of hazards, conditions, operations and situations which might place workers at risk of occupational assault incidents.

VIII. ELEMENTS OF WORKPLACE VIOLENCE

- A. A potentially violent person often displays warning signs.
 1. The person is unusually argumentative and/or uncooperative.
 2. The person displays obvious changes in work patterns such as tardiness, absenteeism, or poor work performance.
 3. The person demonstrates extreme or bizarre behavior.
 4. The person has a mental illness or substance abuse problem.
- B. A potentially violent person can react to workplace situations.

1. Layoffs: The loss of one's job is a traumatic event for an employee. Loss of funding, reduction of City services or State mandates can affect continuity of City employment.
 2. Inability to cope: With today's rapidly changing society, some people are unable to cope with the stress of everyday activities, including their jobs.
- C. Workplace security hazards should be identified and corrected (see Attachment B).

IX. OVERALL TRAINING

All employees, including managers and supervisors, should receive training on general and job-specific workplace security practices. Training should be provided when the Workplace Violence Prevention Policy is initially established and periodically thereafter. Training should also be provided to new employees, employees for whom training has not previously been provided, and to employees given new job assignments for which specific workplace security training has not previously been provided. Additional training will be provided to all City personnel as deemed necessary. Training should include the following topics:

- A. Explanation of the Workplace Violence Prevention Policy
- B. Recognition of security hazards, including risk factors associated with the three types of workplace violence conduct (see Attachment B)
- C. Violence prevention measures, such as reporting security hazards or threats, to managers or supervisors
- D. Ways to defuse hostile or threatening situations
- E. How to summon others for assistance
- F. Discussion of employee routes of escape
- G. Notification of law enforcement authorities when a criminal act has occurred
- H. Post event trauma counseling for those employees desiring assistance

X. INCIDENT INVESTIGATION

- A. An investigation will immediately follow a report of an act or threat of violence. An investigation may include a search of personal and City property including areas such as desks, lockers, and vehicles. An

employee will be given reasonable notice prior to the search. The employee need not be present for the search to begin. The investigation will be conducted by the Department Head and Human Resources and may include law enforcement personnel.

- B. Before conducting an investigation, the investigating officer must be aware of employees' rights in such circumstances. This must be done before interviewing any witnesses or the accused employee.
- C. The investigating officer must document what was said, what was heard, when an alleged threat was made, and when the act of violence took place.
 - 1. Who committed the act or threat of violence and the names of all victims, potential victims, and witnesses?
 - 2. What was said or done (be exact as possible)?
 - 3. When did the incident occur?
 - 4. Where did the incident take place?
 - 5. Why was the act committed (if known, example: "the employee was just evaluated by his supervisor")?
 - 6. Collect written statements from everyone involved. Take photographs of any personal injury or property damage.
 - 7. A written report covering the investigation of the act or threat of violence and a description of the resolution, if any, will be issued by the Human Resources Department to the City Manager. A copy of the report will be kept in a confidential file in Human Resources.

XI. VIOLATION OF THIS POLICY

- A. Reporting of a violent occurrence is mandatory and failure to do so could result in disciplinary actions up to, and including termination.
- B. An employee found in violation of this policy will be provided all due process rights and is subject to discipline up to and including termination. Principles of progressive discipline may be waived in instances of egregious or serious acts by employees.

APPENDIX A INCIDENT MANAGEMENT TEAM ACTION PLAN

Members include: The Human Resources Director, the City Manager, the Police Chief and the supervisor or manager responsible for the department involved in the incident.

In the event of a workplace violence occurrence, the following steps (immediate and post trauma) should be taken by the Incident Management Team:

IMMEDIATE RESPONSE

1. Assess the seriousness of the situation and call 911 if necessary.
2. Inspect the scene of the incident as soon as possible.
3. Secure the area and deny access to all non-emergency personnel until crime scene personnel arrive to gather evidence.
4. Police will question all victims and witnesses as soon as possible to gather the most accurate information.
5. Police will notify the families of the victim(s) and provide assistance.
6. Determine the direct and indirect causes of the incident. Include all previous reports of inappropriate behavior by the perpetrator(s) and corrective actions taken at that time.
7. Calm hysterical witnesses and victims.

POST TRAUMA RESPONSE

1. Provide a professional trauma counselor for employees immediately following a violent occurrence.
2. Arrange transportation for affected employees.
3. Communicate to all City employees and the public that everything is under control via a press conference.
4. Repair inoperable phones.
5. Clean up and repair damaged City property.
6. Provide follow-up training for identifying, preventing, and responding to workplace violence.
7. Designate staff members, preferably from the Human Resources Department, to handle details such as insurance coverage for medical expenses.

APPENDIX B POTENTIAL WORKPLACE SECURITY HAZARDS AND CORRECTIVE MEASURES

Type I: External Act: Events in which the perpetrator has no legitimate relationship to the workplace and enters the workplace to commit a criminal act, like a robbery or another violent act.

Assessment Measures

- Check the workplace exterior and interior for its attractiveness to robbers.
- Assess the need for security surveillance measures, such as mirrors or cameras, to increase employee awareness of workplace surroundings.
- Create procedures for employee response during a robbery or other criminal act.
- Post all emergency telephone numbers for law enforcement, fire, and medical services where employees have access to a telephone.
- Limit the amount of cash on hand and use time access safes for large bills.

Corrective Measures

- Make the workplace unattractive (not worth the effort or too risky) to robbers.
- Use surveillance measures, such as cameras or mirrors, to increase outside and inside security in and around the workplace.
- Enhancing all procedures for reporting suspicious persons or activities.
- Update and post emergency telephone numbers for law enforcement, fire and medical services where employees have ready access to a telephone.
- Post visible signs to notify the public that limited cash is kept on site, if appropriate.

Type II: Service Recipients: An event in which the perpetrator is the recipient of, or the object of, a service provided by the workplace (e.g., contractors, consultants, instructors, temp. workers, vendor).

Assessment Measures

- Easy access to and freedom of movement within and around the workplace.
- Effectiveness of workplace security systems, such as door locks, security windows, and restraint systems.
- Assess employees' skills in effectively handling threatening recipients.
- Effectiveness of City systems and procedures, such as alarms or panic buttons, to warn others of a security danger or to summon assistance.
- The use of work practices, such as "buddy" systems, for specified emergency events.
- The availability of employee escape routes.

Corrective Measures

- Create an open floor plan so that all entrances and exits are easily accessible.
- Ensure adequacy of workplace security systems (e.g., door locks, security windows, and physical barriers).
- Provide all employees with training to handle hostile situations.
- Install effective alarm systems to warn others of security dangers, or to summon assistance, (e.g., alarms or panic buttons).
- Establish a workplace system, such as the "buddy" system, for specified emergency events.
- Ensure adequate availability of escape routes for employees.

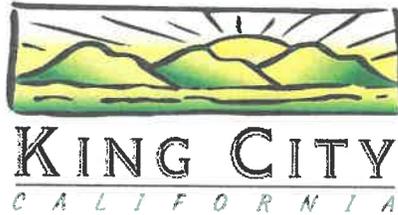
Type III: Current/Former Employees: An event in which the perpetrator has an employment interest, such as an employee, employee's spouse, or a person who has a dispute with a specific employee.

Assessment Measures

- How well the City's anti-violence policy has been communicated to employees, supervisors and management.
- The effectiveness of cross communication between and amongst management and employees.
- Our employee's, supervisors', and managers' knowledge of the warning signs of potential workplace violence.
- Access to and freedom of movement within, the workplace by non-City employees, including recently discharged employees or persons with whom an City employee may have a dispute.
- Reports of threats of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Ensure that employees adhere to disciplinary and discharge procedures.

Corrective Measures

- Communicate the City's anti-violence policy to all employees, supervisors, and managers.
- Improve management and employee communication lines to freely relay pertinent information.
- Increase the awareness of employees, supervisors and managers of the warning signs of potential workplace.
- Control access to and freedom of movement within, the workplace by non-City employees, including recently discharged employees or persons with whom one of the employees may have a dispute.
- Ensure that reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are effectively handled by management.
- Ensure that employee disciplinary and discharge procedures address the potential for violence.



Policy Number:

010

Policy Name:

**Harassment, Discrimination,
and Retaliation**

Issued:

10/01/2016

Revised:

10/01/2016

Policy Purpose:

This policy is designed to assist an agency in the prevention of sexual harassment, discrimination, and retaliation in the work place.

To Whom Does The Policy Apply:

All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written over a horizontal line.

Steven Adams, City Manager

I. PURPOSE

The City is committed to providing a work environment that is free from discrimination. In keeping with this commitment, the City maintains a strict policy prohibiting discrimination, harassment (including sexual harassment), and retaliation.

The purpose of this Policy is to define and forbid discriminatory, harassing, or retaliatory conduct, to prohibit the condoning or perpetuating of such conduct and to provide an efficient means for reporting and resolving complaints of discrimination, harassment, or retaliation against any individual who reports discrimination, harassment, or retaliation or who participates in an investigation of such reports.

State and federal law expressly prohibit discrimination and/or harassment of employees or applicants based upon race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, marital status, sex (including gender identify), or age over 40 years.

Discrimination, harassment, and retaliation are misconducts that can decrease work productivity, decrease morale and cause emotional and physical damage. Incidents of discrimination, harassment, and/or retaliation can result in serious economic implications such as high turnover, ineffective use of time during working hours, costly salaries paid for nonproductive work hours, and employee absences due to hearings and meetings related to discrimination, harassment, and/or retaliation complaints.

II. POLICY

The City's policy strictly prohibits unlawful discrimination or harassment on the basis of race, religion, creed, color, sex (including gender identity), sexual orientation, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, marital status or age over 40 years. The City considers discrimination, harassment, or retaliation to be a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from discriminatory intimidation, ridicule and insult and to be treated with courtesy, dignity and respect. Employees are expected to adhere to a standard of conduct that is respectful to all persons within the work environment.

The City maintains and follows a strict policy prohibiting unlawful discrimination, harassment, or retaliation, in any form, including verbal, physical and visual harassment, coercion, or reprisal. This policy applies to all employees, vendors and visitors. The City does not tolerate sexual or other harassment of employees at the work place or in any work-related situation by anyone. If, after a prompt and thorough investigation, an employee has been determined to have engaged

in discrimination, harassment, or retaliation, that employee will be disciplined, up to and including discharge.

III. DEFINITIONS

- A. **Discrimination:** Discrimination is action or conduct by which an employee is treated differently or less favorably than other similarly situated employees for the sole reason that he or she is a member of a legally protected category such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, marital status, sex (including gender identity), or age over 40 years. For example, it would be discrimination for an individual to be denied employment or terminated from employment because that individual has a disability or is 40 years of age or older.
- B. **Harassment:** Unlawful harassment is verbal or physical conduct based on an employee's membership in a protected category such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, marital status, sex (including gender identity), or age over 40 years, that is sufficiently severe or pervasive to affect an employee's work performance negatively or alter the conditions of employment and create an intimidating, hostile or otherwise offensive working environment.
- C. **Sexual Harassment:** Sexual harassment is action that constitutes an unwelcome sexual advance or request for sexual favors, or any verbal or physical conduct of a sexual nature that is:
 - 1. Related to or conditional to the receipt of employee benefits, including, but not limited to, hiring and advancement.
 - 2. Related to or forms the basis for employment decisions affecting the employee.
 - 3. Sufficiently severe or pervasive so as to affect an employee's work performance negatively or alter the conditions of employment and create an intimidating, hostile or offensive working environment.

Examples of conduct that can constitute unlawful harassment or sexual harassment include, but are not limited to, the following:

- a. **Verbal Harassment:** Epithets, derogatory comments or slurs, graphic commentaries about an individual's body or other suggestive comments made on the basis of a legally protected category, such as race, religion, creed, color, national origin, ancestry, physical or mental disability,

medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, marital status, sex (including gender identity), sexual orientation or age over 40 years

- b. Physical Harassment: Assault, impeding or blocking movement, interference with normal work movement, massages, sitting on laps, or unwanted touching of any type based upon a legally protected category, such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, marital status, sex (including gender identity), sexual orientation or age over 40 years.
 - c. Visual Forms of Harassment: Leering, making derogatory gestures, derogatory posters, notices, bulletins, cartoons, drawings, e-mails, faxes or other depictions based on a legally protected category, such as race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, marital status, sex (including gender identity), sexual orientation or age over 40 years.
 - d. Sexual Conduct: Unwelcome sexual advances, requests for sexual favors, propositions, and other verbal or physical conduct of a sexual nature which is made a condition of an employment benefit or unreasonably interferes with an individual's work performance and creates an offensive work environment.
- D. Retaliation: Taking adverse action against an employee because of (1) the employee's opposition to a practice the employee believes to constitute employment discrimination, harassment, or retaliation or (2) because of the employee's participation in an employment discrimination, harassment, or retaliation investigation, proceeding, or hearing.

Examples of conduct that can constitute unlawful retaliation include, but are not limited to, the following:

- 1. Protected opposition to perceived discrimination, harassment, or retaliation such as threatening to file a complaint with any federal or state City, or court, or complaining or protesting about alleged discrimination, harassment, or retaliation to a supervisor, manager, co-worker, or other official. Protected opposition also includes a

complaint or protest made on behalf of another employee or made by the employee's representative. Opposition not made in good faith, disrupts the workplace or constitutes an unlawful activity, or includes badgering or threatening of employees or supervisors is not protected.

2. Protected participation such as filing a charge, testifying, assisting, or participating in an investigation, proceeding, hearing or litigation under federal or state statutes or at other hearings regarding protected employee rights, such as unemployment compensation proceedings.
3. Adverse actions such as disciplinary actions, negative performance evaluations, undesirable transfer, undesirable assignments, negative comments, unwarranted criticism, actions that harm the employee outside the workplace, undesirable change in benefits, undesirable change in work schedule, unwarranted exclusion from meetings or events, or undesirable change in work duties or any action that is taken because of the employee's opposition to harassment or discrimination, or because of the employee's participation in an employment discrimination or harassment investigation, proceeding, or hearing:

Employees should contact their supervisor, the Human Resources Manager, the City Manager or other supervisory employee if they have questions regarding these definitions or they are uncertain what constitutes discrimination, harassment, sexual harassment, retaliation, or prohibited conduct under the City's Policy.

- E. Supervisor: an employee with the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, regard, or discipline other employees, or has the responsibility to direct them, or to adjust their grievances, or to effectively recommend that action, if, in connection with the foregoing, the exercise of that authority is not merely of a routine or clerical nature, but requires the use of independent judgment.

IV. REPORTING DISCRIMINATION, HARASSMENT, OR RETALIATION

The City encourages reporting of all perceived incidents of discrimination, harassment, or retaliation.

If an employee believes comments, gestures or actions of a co-worker, supervisor, vendor or visitor to be discriminatory, harassing, retaliatory, or offensive, he/she should immediately communicate to that person that such behavior is unwelcome. However, failure to do so does not prevent an employee from filing a complaint nor does it in any way exonerate the discriminating, harassing, or retaliating party.

City management is readily available and receptive to complaints of discrimination, sexual or other harassment, or retaliation. If an employee feels he/she is being discriminated against or harassed by, or retaliated against by another employee, a vendor, a visitor, or other individual, he/she should immediately report the facts of the incident and the names of the individuals involved to his/her immediate supervisor or to another supervisor. If an employee does not feel that the matter can be discussed with their immediate supervisor or another supervisor, he/she should contact the Human Resources Manager and arrange for a meeting to discuss his/her complaint. If an employee does not feel that the matter can be discussed with the Human Resources Manager, he/she should contact the City Manager and arrange for a meeting to discuss his/her complaint.

It is recommended, but not required, that complaints be made no later than 15 working days after the incident. A written and signed statement of the complaint should be submitted to an employee's supervisor, the Human Resources Manager or the City Manager within 10 days of the initial report. Employees in need of assistance in filing the complaint will be provided such.

Complaints must include the following information:

- A. The employee's name, department and position title.
- B. The name of the person or persons committing the discrimination, harassment, or retaliation, including their titles if known.
- C. The specific nature of the discrimination, harassment, or retaliation, how long it has gone on, and any employment action such as demotion, failure to promote, dismissal, refusal to hire, or transfer taken against the victim as a result of the discrimination, harassment, or retaliation, or any other threats made against the victim as a result of the discrimination, harassment, or retaliation.
- D. Witnesses to the discrimination, harassment, or retaliation.
- E. Whether the victim has previously reported such discrimination, harassment, or retaliation, and, if so, when and to whom.

An employee's notification to the City is essential. Employees will not be penalized for good faith reporting of discrimination, sexual or other harassment, or retaliation problems. It is unlawful for an employer to retaliate against employees who oppose practices prohibited by state and federal law, file complaints, or otherwise participate in an investigation, proceeding or hearing conducted by the Department of Fair Employment and Housing or the Equal Employment Opportunity Commission. Similarly, the City will not tolerate employees who interfere with internal investigations and complaint procedures.

Employees are reminded that the City protects employees from sexual or other harassment by non-employees such as vendors or visitors. Any employee who is the victim of harassment by a non-employee or observes this conduct toward another City employee should report such harassment to his or her immediate supervisor, and appropriate action will be taken.

Employees who observe or are advised about the sexual or other harassment of another employee are encouraged to follow these reporting procedures. A supervisor will be subject to discipline for failing to report offensive conduct that potentially constitutes discrimination, harassment, or retaliation if the supervisor knew or should have known of the offensive conduct in the normal course and scope of their supervisory duties. Supervisors must report potential discrimination, harassment, or retaliation to the Human Resources Manager or to the City Manager.

The City cannot resolve discrimination, harassment or retaliation problem unless it knows about it. Therefore, it is the employee's responsibility to bring those kinds of problems to the attention of the City so that necessary steps can be taken to correct the problem and the City encourages employees to do so.

V. ANONYMOUS COMPLAINTS

The City discourages anonymous complaints. However, any employee who wishes to make a complaint of discrimination, harassment, or retaliation, but is uncomfortable disclosing his or her identity may do so by following the above complaint procedure and filing the complaint anonymously with the Human Resources Manager or City Manager.

Employees should know, however, that anonymity in the complaint procedure may compromise the City's ability to complete a thorough investigation.

VI. THE CITY'S RESPONSE TO COMPLAINTS OF DISCRIMINATION, HARASSMENT, OR RETALIATION

All complaints of discrimination, harassment, or retaliation reported to the City will be investigated immediately, thoroughly, objectively, completely and as confidentially as possible. The City will make every attempt to interview all individuals with information relative to the complaint in the investigation.

Any investigation related to a complaint under this policy will be conducted with as much confidentiality as possible and with respect for the rights of all individuals involved. Information related to the investigation will be provided on a "need to know" basis.

The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of discrimination, harassment, and/or retaliation, and to protect the reputation of any employee wrongfully charged with discrimination, harassment, and/or retaliation.

The confidential nature of the complaint and the investigation is vital in protecting the privacy rights of all parties involved. It is a violation of this policy for the complaining party, the accused party, and all persons interviewed as witnesses during the investigation to discuss any investigation with other employees or to conduct their own investigation at anytime. If an employee has information to assist the City, he/she shall contact the person conducting the investigation. Failure to follow this policy may subject an employee to discipline.

The City will make its determination and communicate that determination to the complaining employee and to the accused party. Employees are not entitled to copies of any notes or other written materials regarding the investigation as they are considered confidential documents. If it is determined that the accused party has violated City policies, appropriate corrective action will be taken in accordance with established City disciplinary procedures, up to and including discharge. As part of the City's attempt to remedy the complaining employee's concerns, the complaining employee will be informed of remedial measures and disciplinary actions imposed against the violator.

Employees who believe they have been discriminated, harassed, or retaliated against may, within one year of the conduct, also file a complaint of discrimination with the California Department of Fair Employment and Housing ("DFEH"), or to the federal Equal Employment Opportunity Commission ("EEOC"). The DFEH and/or the EEOC may also investigate and process the complaint. Violators are subject to penalties and remedial measures that may include sanctions, fines, injunctions, reinstatement, back pay and damages.

While the City vigorously defends its employees' right to work in an environment free of discrimination, harassment, or retaliation, it also recognizes that false accusations of discrimination, harassment, or retaliation can have serious consequences. Any employee who is found, through the City's investigation, to have deliberately and falsely accused another person of discrimination, harassment, or retaliation will be subject to appropriate disciplinary action, up to and including discharge.

The City trusts that employees will act responsibly to establish a pleasant working environment free of discrimination, harassment, or retaliation. The City encourages employees to raise questions regarding discrimination, harassment, or retaliation with their immediate supervisor, department head, the Human Resources Manager or the City Manager.

VII. TRAINING

In accordance with AB 1825, the City requires supervisory employees be trained on preventing sexual harassment in the workplace every two years. In addition, all persons appointed or promoted to supervisory positions shall be trained within six months of the appointment or promotion, if the supervisory employee is a new

hire or was promoted from a non-supervisory position. Supervisory training shall last for a minimum of two hours.

The City shall also require that non-supervisory employees be trained on preventing sexual harassment in the workplace every four years.

In addition, all employees shall be given a copy of this policy as part of their initial orientation with the City, and shall be given a copy in conjunction with any training they attend.

APPENDIX A

**EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF
POLICY AGAINST DISCRIMINATION, HARASSMENT,
AND RETALIATION POLICY**

This will acknowledge that I have received my copy of the King City Policy Against Discrimination, Harassment, and Retaliation ("Policy") and that I have read the Policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights and obligations and does not create a contract of employment. I understand that the provisions in the Policy Against Discrimination, Harassment and Retaliation govern me and that the City may change, rescind, or add to the policy or procedures declared in the Policy Against Discrimination, Harassment, and Retaliation from time to time.

My signature below further signifies that I have read this Policy and that I accept and will abide by all of its provisions.

PRINT FULL NAME

SIGNED

DATE

[RETAIN IN EMPLOYEE PERSONNEL FILE]



Policy Number:

011

Policy Name:

Drug Free Workplace Policy

Issued:

10/01/2016

Revised:

10/01/2016

Policy Purpose:

To further interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, to protect its business, property, equipment and operations, and to comply with all federal and state requirements.

To Whom Does The Policy Apply:

City Council and all City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "Steven Adams", is written over a horizontal line.

Steven Adams, City Manager

I. PURPOSE

The purpose of this policy is to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by employees. There is a vital interest in maintaining safe and efficient working conditions for employees. Substance abuse is incompatible with health, safety, efficiency, and success. Employees who are under the influence of alcohol or who have any illegal drugs in their system, or who abuse legal drugs while conducting or performing business endanger their own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of work, inferior quality in service and disruption of resident relations.

It is important for employees to understand that this policy governs not only the abuse of alcohol and illegal drugs, but also the use and abuse of legal drugs in the workplace. Employees who find the need to use legal drugs, including prescription and over-the counter drugs, should consult with and must comply with those provisions set forth in this policy that address such use.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, to protect its business, property, equipment and operations, and to comply with all federal and state requirements, this policy has been established concerning employee use of alcohol and drugs. As a condition of continued employment, each employee must abide by this policy.

II. DEFINITIONS

- A. **Illegal Drugs or Other Controlled Substances:** Illegal drugs or other controlled substance means any drug or substance that (i) is not legally obtainable; or (ii) is legally obtainable but has not been legally obtained; or (iii) has been legally obtained but is being sold or distributed unlawfully.
- B. **Legal Drugs:** Legal drugs means any drug, including prescription drugs and over the-counter drugs, that has been legally obtained and that is not unlawfully sold or distributed.
- C. **Abuse of any Legal Drug:** Abuse of any legal drug means the use of any legal drug (i) for any purpose other than the purpose for which it was prescribed or manufactured; or (ii) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- D. **Reasonable Suspicion:** Reasonable suspicion means a suspicion that is based on (i) specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; or (ii) information provided to management by an

employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or (iii) a suspicion that is based on other surrounding circumstances.

- E. Possession: Possession means that an employee has the substance on his or her person or otherwise under his or her control.
- F. Safety-Sensitive Employees: As defined by the Code of Federal Regulations (CFR), safety-sensitive employees include those who perform, or may be called upon to perform, the following safety-sensitive functions:
 - 1. Operating a revenue service vehicle, even when it is not in revenue service;
 - 2. Operating a non-revenue service vehicle when required to be operated by a Commercial Driver's License (CDL) holder;
 - 3. Controlling dispatch or movement of a revenue service vehicle;
 - 4. Maintaining (including inspection, repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service; or
 - 5. Carrying a firearm for security purposes.

Supervisors are considered safety-sensitive only if they perform, or may be called upon to perform, any of the above safety-sensitive functions.

Note: The City has analyzed actual job duties performed (or called upon to perform) of all of its employees and has determined that the job classifications listed in Appendix A are considered safety-sensitive for the purposes of this policy.

III. THE CITY'S CONSENT FOR USE OF LEGAL DRUGS

- A. Use of Legal Drugs: The City recognizes that it may be necessary for employees to use legal drugs from time to time. The City also recognizes that an employee who is using legal drugs might become impaired by the drug such that the employee's ability to adequately or safely perform is compromised. In order to accommodate employees who might be required to use legal drugs, and to help assure that no serious adverse consequences in the workplace result from such drug use, employees are required to obtain the City's consent and comply with certain disclosure and work-restriction requirements under the following circumstances.
- B. When Consent Is Required: Employees who know or should know that their use of legal drugs might endanger their own safety or the safety of another person, or might pose a risk of significant damage to the City's

property, or might substantially interfere with their job performance or the efficient operation of the City's business, are obligated to report such drug use to the Human Resources Manager or the City Manager, and to obtain the City's consent to continue working. The City reserves the right to have either a City physician or the employee's own physician determine whether it is advisable for the employee to continue working while taking such drugs.

- C. **Duty to Disclose:** Employees who operate or who are responsible in any way for the operation, custody or care of the City's property, or for the safety of other employees or other persons, have a duty to disclose the nature of their job duties to any prescribing physician or pharmacist and/or to a City physician or pharmacist and to inquire of the physician(s) or pharmacist whether their use of the drugs prescribed might result in the dangers, risks or impairment that this Policy is intended to prevent.
- D. **Restrictions on Work:** The City reserves the right to restrict the work activities of any employee who is using legal drugs or prohibit any employee from working entirely while he or she is using legal drugs.
- E. **Duty to Refrain from Working:** Each employee using legal drugs has a duty to not report for work while impaired by the drug if such impairment might result in serious harm or damage or might interfere with his or her job performance. Accordingly, even if an employee has obtained the City's consent to continue working while taking legal drugs, the employee will not be authorized to work while impaired by the use of such drug if the employee knows or has reason to know that working while impaired might endanger the safety of the employee or some other person, pose a risk of significant damage to the City's property, or substantially interfere with the employee's job performance or the efficient operation of the City's business.

IV. PROHIBITED CONDUCT

- A. **Scope:** The prohibitions of this section apply whenever the interests of the City may be adversely affected, including any time the employee is:
 - 1. On City premises;
 - 2. Conducting or performing City business, regardless of location;
 - 3. Operating or responsible for the operation, custody, or care of City equipment or other property; or
 - 4. Responsible in any way for the safety of other individuals associated with City, including, but not limited to, co-employees, management, visitors, residents and vendors.

- B. Alcohol: The following acts are prohibited and subject an employee to discharge:
 - 1. The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of alcohol; or
 - 2. Being under the influence of alcohol as defined by applicable state law.
- C. Illegal Drugs: The following acts are prohibited and subject an employee to discharge:
 - 1. The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
 - 2. Having any illegal drug or other controlled substance in your system.
- D. Legal Drugs: The following acts are prohibited and subject an employee to discharge:
 - 1. The abuse of any legal drug; or
 - 2. The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription or over-the-counter drug in a manner inconsistent with law; or
 - 3. Working while impaired by the use of a legal drug in violation of Section III above; or
 - 4. Working without obtaining the required consent in violation of Section III, above; or
 - 5. Failure to make proper disclosure in violation of Section III, above.

V. SUBSTANCE SCREENING

- A. Job Applicants: Job applicants not currently employed with the City may be required to undergo drug and alcohol testing as a condition of employment with the City.
- B. Employees: Current employees will be subject to testing if they:
 - 1. Report to work or, while conducting or performing City business regardless of location, are suspected of being intoxicated or exhibiting abnormal behavior or performance difficulties associated with substance abuse;

2. Are involved in a work-related accident and exhibit indicators of substance abuse;
 3. Are subject to federal or state regulatory requirements for random drug or alcohol testing; or
 4. Are in safety-sensitive positions or other positions in which impaired performance could have an adverse effect on the health or safety of the employee, his or her co-employees, other individuals or the City.
- C. Testing: The City may utilize each or all of the following testing methods:
1. Pre-employment testing;
 2. Random testing for employees in safety-sensitive positions;
 3. Reasonable suspicion testing;
 4. Post-accident testing (where the employee exhibits indicators of substance abuse); and
 5. Testing authorized or required by federal or state regulations, including Department of Transportation regulations.

VI. DISCIPLINARY ACTION

Violation of this Policy by any employee may result in discipline, up to and including discharge, depending on the circumstances and at the discretion of the City. At a minimum, disciplinary mandates for safety-sensitive positions, as required under Title 13 of the California Code of Regulations and Title 49 of the Code of Federal Regulations, will be followed for those individuals in safety-sensitive positions.

- A. Effect of Criminal Conviction: An employee who is convicted under a criminal drug statute for a violation occurring in the workplace, while conducting or performing City business regardless of location, or during any City-related activity or event will be deemed to have violated this Policy.
- B. Refusal to Test: Includes circumstances or behaviors such as:
1. Failure to appear at the collection site in the time allotted;
 2. Leaving the collection site before the testing process is completed;
 3. Failure to provide a urine, breath, or saliva specimen as required by CFR, Part 40;

4. Failure to permit the observation or monitoring of specimen collection when it is required;
5. Failure to provide a sufficient amount of urine or breath specimen without a valid medical explanation;
6. Failure or refusal to take a second test when required;
7. Failure to undergo a medical evaluation when required;
8. Failure to cooperate with any part of the testing process. (Example: refusal to sign the testing form when required);
9. Leaving the scene of an accident without just cause prior to submitting to a test; or,
10. If the Medical Review Officer (MRO) reports a verified adulterated or substituted test result.

Note: A refusal to test shall be treated as a positive test result for the purposes of administration of this Policy and any resulting disciplinary action.

- C. First Violation: Any employee who is not discharged for a first violation of this Policy will receive a final written warning. The City reserves the right to suspend the employee without pay for a period of up to five (5) business days.
- D. Second Violation: A second violation of this Policy at any time will result in discharge.

VII. CRIMINAL CONVICTIONS

Employees are required by this Policy to notify the City of any conviction under a criminal drug statute for a violation occurring in the workplace, while conducting or performing City business regardless of location, or during any City-related activity or event, not later than five (5) days after any such conviction. When required by applicable law, the City will notify agencies under contract of any employee who has been convicted under a criminal drug statute for a violation occurring while conducting or performing City business, regardless of location.

VIII. UNREGULATED OR AUTHORIZED CONDUCT

- A. Customary Use of Over-the-Counter Drugs: Nothing in this Policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as such activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this Policy.

- B. **Off-the-Job Conduct:** Nothing in this Policy is intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or legal drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this Policy.

IX. QUALIFIED DISABLED EMPLOYEES

- A. **Commitment to Employ Disabled Individuals:** Nothing in this Policy is intended to diminish the City's commitment to employ qualified disabled individuals or to provide reasonable accommodation to such individuals consistent with all federal, state and local laws. As noted above, however, employees are required, under certain limited circumstances, to obtain the City's consent to continue working while using legal drugs.
- B. **Reasonable Accommodation:** If an employee's use of a legal drug is related to a disability and the employee voluntarily self-identifies as a disabled individual to the City in connection with an effort to determine whether it is advisable to continue working despite the use of the drug, and if it is determined that the employee should not continue to work in his or her regular job while using the legal drug, an effort will be made to reasonably accommodate that employee.

X. CONFIDENTIALITY

Disclosures made by employees to the Human Resources Manager or City Manager concerning their use of legal drugs will be treated confidentially and will not be revealed to managers or supervisors unless there is an important work-related reason to do so. Disclosures made by employees to the Human Resources Manager or City Manager concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

Managers and supervisors should restrict communications concerning possible violations of this Policy to persons who have an important work-related reason to know. In addition, managers and supervisors should not disclose the fact of an employee's participation in any drug or alcohol counseling or rehabilitation program.

XI. COUNSELING

Employees who suspect they may have alcohol or drug problems, even in the early stages, are encouraged to voluntarily seek diagnosis and to follow through with the treatment as prescribed by qualified professionals.

APPENDIX A

SAFETY-SENSITIVE POSITIONS

Police Department

Sworn Positions

Public Works

Maintenance Worker Positions

**EMPLOYEE ACKNOWLEDGMENT OF
RECEIPT OF DRUG FREE WORKPLACE POLICY**

This will acknowledge that I have received my copy of the King City Drug Free Workplace Policy ("Policy") and that I have read the Policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights and obligations and does not create a contract of employment. I understand that the provisions in the Drug Free Workplace Policy govern me and that the City may change, rescind, or add to the policy or procedures declared in the Drug Free Workplace Policy from time to time.

My signature below further signifies that I have read this Policy and that I accept and will abide by all of its provisions.

PRINT FULL NAME _____

SIGNED _____

DATE _____

[RETAIN IN EMPLOYEE PERSONNEL FILE]



Policy Number:

012

Policy Name:

**Grievance Procedure under the
Americans with Disabilities Act**

Issued:

10/01/2016

Revised:

10/01/2016

Policy Purpose:

To establish a grievance procedure to comply with the
Americans with Disabilities Act.

To Whom Does The Policy Apply:

All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "Steven Adams", is written over a horizontal line.

Steven Adams, City Manager

I. PURPOSE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by King City. The Personnel Rules govern employment related complaints of disability discrimination.

II. PROCEDURE

A. The complaint should be in writing and contain information about the alleged discrimination, including name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

B. The complaint should be submitted by the grievant and/or his/her designee as soon as possible, but no later than 60 calendar days after the alleged violation to:

Building Official
King City
212 S. Vanderhurst Avenue
King City, CA 93930

C. Within 15 calendar days after receipt of the complaint, the Building Official or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the City Manager or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of King City and offer options for substantive resolution of the complaint.

D. If the response by the Building Official or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the City Manager.

E. Within 15 calendar days after receipt of the appeal, the City Manager or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint. All written complaints received by the Building Official or his/her designee, appeals to the City Manager or his/her designee, and responses from these two offices will be retained by the City of King City for at least three years.

F. An official notice of the City's ADA policy is attached.

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with disabilities Act of 1990 ("ADA") the City of King City will not discriminate against individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of King City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: The City of King City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in King City programs, services, and activities including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications of Policies and Procedures: The City of King City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in King City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program service, or activity of City of King City, should contact the office of the Building Official as soon as possible but no later than 48 hours before the schedule event.

The ADA does not require the City of King City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program service, or activity of the City of King City is not accessible to persons with disabilities should be directed to City of King City Building Official.

The City of King City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



Policy Number:
013

POLICY NAME:
NEPOTISM

Issued:
10/01/2016

Revised:
10/01/2016

Policy Purpose:
The policy prohibits family and romantic relationships between employees that involve a supervisory and subordinate relationship.

To Whom Does The Policy Apply:
All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is positioned above a horizontal line.

Steven Adams, City Manager

I. PURPOSE

This policy is intended to prevent potential conflicts of interest, harassment claims, or adverse impacts on supervision and to ensure a work environment free of favoritism or preferential treatment, or the appearance of favoritism or preferential treatment, based upon personal relationships. The City has an obligation to avoid appearance of and to prevent patronage and favoritism. The City shall avoid sanctioning employment relationships that have the potential for creating adverse impact on supervision, safety, security, or morale, or involve potential conflicts of interest.

II. POLICY

It is the policy of the City of King to:

- A. Not permit or place an employee in a circumstance where they may be required to assign, evaluate, supervise or review the work of a member of their immediate family. Immediate family is defined by subdivision (d) of Labor Code Section 2066, as spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great-grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (child of an aunt or uncle).
- B. Not employ immediate family members in the same division, facility, work section or office for reasons of supervision, safety, security or morale if the work involves potential conflicts of interest or other hazards.
- C. Take all reasonable and necessary steps to assign job duties so as to minimize problems of supervision, safety, security or morale that may exist at the time this procedure is adopted or which may subsequently be created by marriage amongst employees.
- D. Not permit romantic or dating relationships between a supervisor/manager and employee while the employee is subject to the supervisor's/manager's influence or supervision.
- E. Not employ a family member of the City Manager or member of the City Council given that these individuals have authority over decisions that may involve discipline, promotion, compensation and other personnel actions involving all employees in the organization.

III. PROCEDURE

- A. When a policy violation circumstance is identified involving existing employees, the City will notify the affected individuals and explore available options for resolving the matter. Although the preferences of the involved employees will be considered, the controlling factor will be the operation and efficiency of the City and/or to avoid conflicts of interest. Where necessary, involuntary non-disciplinary reassignment, transfer, or other action may be considered.
- B. Should a supervisor/manager develop a romantic or dating relationship with an employee under his/her influence or supervision, it is the supervisor's/manager's responsibility to immediately inform their Department Director and Human Resources Manager or City Manager of this relationship.
- C. Where possible, the Department Director or City Manager shall make reasonable efforts to minimize problems of supervision, safety, security or morale through reassignment of duties, relocation or transfer. Any employee whose status has changed due to marriage or other action which falls under this policy must inform his/her supervisor as soon as practical.
- D. If it is not possible to address policy violations that occur through reassignment or transfer, and the individuals are unable to voluntarily address the violation, normally the employee with the longest tenure will have priority.
- E. The City Manager shall retain final authority over any transfer or similar personnel action that may be necessary or desirable to fully implement this policy. The City Manager may disqualify a candidate for a position privy to confidential personnel matters who has a relative already in the City's employment when, in the City Manager's judgement, the relationship may compromise confidential information.



Policy Number:

014

POLICY NAME:

TRAVEL REIMBURSEMENT

Issued:

10/01/2016

Revised:

10/01/2016

Policy Purpose:

This policy establishes criteria and procedures for reimbursement of employee expenditures involving business related travel.

To Whom Does The Policy Apply:

City Council and all City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written over a horizontal line.

Steven Adams, City Manager

I. PURPOSE

This policy establishes criteria and procedures for employee reimbursement of expenditures involving business related travel in order to ensure that employee training and business is conducted as efficiently as possible and all expenses are limited to those that are necessary and appropriate.

II. POLICY

It is the City's policy to authorize City employees and officials for travel outside the City in order to participate in regional meetings, training and conference activities for professional development and to represent the City's interests. However, it is also the City's policy to manage travel expenses in an efficient manner and to limit such expenses to matters that are necessary and provide a direct benefit to the City. The City shall reimburse travel expenses directly related to travel on approved City business. All costs incurred for travel-related expenses are subject to budgeted amounts and this policy is applicable to all City employees, elected officials and appointed officials. Travel expense reimbursements are tax-free, provided IRS regulations are followed as described within this policy. Employees traveling on City business are representing the City and are expected to conduct themselves in the same manner as they would while at work. Violation of the travel policy and procedures will be investigated and may result in disciplinary action and/or possible denial of future travel requests.

Authorized expenditures of City funds for the purpose of this policy include items paid directly by the City to applicable vendors, paid via City credit card, advanced to the employee, or reimbursed to the employee after travel is completed.

III. PROCEDURE

A. Authorized Travel

City funds, equipment, supplies, titles and staff time must only be used for authorized City business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Communicating with representatives of regional, state and national government on City adopted policy positions;
2. Attending educational seminars designed to improve skill and information levels;
3. A conference or organized educational activity relating to topics important to City policy and operations;

4. Attending meetings involving activities and/or decisions important to the City's interests; and
5. Preparing research for City projects and/or implementing City approved strategies.

B. Authorization and Cash Advances

1. Travel on City business shall be claimed on an itemized basis. Employees and officials attending a conference, training or out of town meeting shall itemize all daily expenses. In general, expenses should be charged to the City credit card. Funds can be advanced. However, the employee or official must itemize all expenses and may be eligible for additional reimbursement or need to refund some of the cash advance to the City. Receipts should be kept and submitted on all expenses, except for P.O.S.T. meal and incidental per diem as described below.
2. Whenever possible, conference and training should be specified during the budget process.
3. A Travel Request and Expense Report shall be submitted for all travel on City business that exceeds \$250 and/or involves an overnight stay.

Travel authorizations should detail all expenses associated with a trip. This would include, but not be limited to, meals, lodging, registration fees, air fare/mileage reimbursement, and estimated car rental.

Travel authorizations and accompanying Travel Request and Expense Form for employees require approval of the City Manager. A Travel Request and Expense form for travel by the City Manager shall require approval of the Mayor or his/her designee.

4. If a receipt is lost, a Travel Substitute Receipt Form (Exhibit B) may be submitted in its place.
5. Police Department personnel attending P.O.S.T training courses will be allocated the per diem rate currently approved by P.O.S.T. for meals and incidental expenses.

C. Reimbursable Expenditures

1. Registration

The City shall pay for or reimburse primary registration costs for authorized training and conferences. The City shall not reimburse

costs for additional optional social and entertainment conference activities offered. The City shall not reimburse conference registration costs for family and friends accompanying the employee or official.

2. Transportation

- a. Air travel shall be reimbursed at the lowest reasonable coach rate available. Tickets should be purchased through the California Statewide Travel Program whenever possible as long as they represent the lowest rate available at that time.
- b. In cases where air travel would be the normal means of transportation on City business, an employee or official may drive one's personal vehicle with the approval of the City Manager. Costs shall be reimbursed at the IRS per mile rate as set forth in the Use of City Vehicles policy up to the cost of coach air travel to the conference or training.
- c. An employee may leave from home for a meeting, conference, or other approved business travel destination. However, the mileage reimbursement for travel shall not exceed what would normally be the mileage reimbursement for travel from the employee's work site.
- d. Use of City vehicles may be authorized for travel on City business outside the local area when this method of transportation can be demonstrated as the most economical means available and a City vehicle is available. There shall be no reimbursement for transportation when a City-owned vehicle is used. Any out-of-pocket expenses incurred in operating the vehicle, such as gasoline, shall be reimbursed if receipts are provided.
- e. Rental vehicles shall be utilized for travel if rental fees and actual projected gasoline costs are determined to be less than the projected mileage reimbursement to utilize a personal vehicle. Any out-of-pocket expenses incurred in operating the vehicle, such as gasoline, shall be reimbursed if receipts are provided.
- f. Carpooling is encouraged when more than one employee or official are attending the same event or activity.
- g. Rental rates that are equal or less than those available through the State of California's website (www.catravelmart.com/default.htm) shall be considered

the most economical and reasonable for purposes of reimbursement under this policy. The most economical car make and models sufficient to meet the needs of the travel shall be utilized subject to vendor availability.

- h. Taxi, bus and shuttle fares may be reimbursed, including a 10% gratuity per fare when applicable, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time efficiency.

3. Lodging

- a. Lodging expense at the single room rate will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay.
- b. If such lodging is in connection with a conference, lodging expenses shall not exceed the group rate published by the conference sponsor if such rates are available at the time of booking.
- c. Employees and officials shall request government rates when available.
- d. Gratuities of \$1 per night for hotel maids shall be reimbursed and \$1 per bag for bellhops when necessary.
- e. Lodging incidental costs that are not listed as reimbursable expenses in this policy shall not be reimbursed.

4. Meals

- a. Meals shall be paid or reimbursed at actual cost not to exceed the U.S. Government Per Diem Schedule for the specific geographic area, as stated on the U.S. General Services Administration web site (www.gsa.gov), which shall include tax and a 15% to 20% gratuity, as appropriate.
- b. To determine the maximum reimbursement amount for daily meals, access www.gsa.gov and take the following steps:
 - 1. Access the per diem rates table.
 - 2. Identify the Meals & Incidental Expense (M&IE) rate for the area where the travel will take place.

3. Access the M&IE rate to determine the daily limit for meals by adding the amounts for all meals identified.
 4. If meals are provided by the event or hotel and consumed by the employee or official, the amount identified in the M&IE table for that meal shall be deducted from the allowable reimbursement amount. Employees and officials are encouraged to take advantage of meals provided unless infeasible due to times or business necessity. To determine the amount to be deducted from the daily limit for a specific meal, access the M&IE table and apply the M&IE rate to identify the specific limit for each meal.
- c. Meals for meetings within the local area will be paid when approved at the discretion of the City Manager.
5. Parking
 - a. Parking fees shall be reimbursed at the actual cost, including a \$2 gratuity for valet parking when necessary.
 - b. Parking fees at hotels and conference sites will be predetermined whenever possible and included in the employee's travel expenses. When parking costs cannot be predetermined, employees will be reimbursed for any required parking fees.
 - c. Long-term parking shall be used for any airport parking for travel exceeding 24 hours.
6. Communications
 - a. Employees and officials shall be reimbursed for actual telephone, fax and internet access occurred on City business.
 - b. Telephone bills should identify which calls were made on City business.
 - c. Staff needing internet access for City related business while on City travel and/or training may purchase high speed internet access from the employee's place of lodging if available at the City's expense. Determination of the need for internet access shall require approval of the Department Director.

F. Non-Authorized Expenditures

1. Alcohol and personal bar expenses are not authorized expenditures.
2. Personal expenses such as in-room movies or games are not authorized expenditures.
3. Excess baggage charges are generally not eligible for reimbursement. If the airline charges for all checked baggage, the City will cover the cost for one checked bag only, unless pre-approved by the City Manager.
4. Laundry and dry cleaning services are not reimburseable.
5. Rental car options, such as GPS devices, are not a reimburseable expenditure unless pre-approved by the City Manager.
6. Expenses for which City employees or officials receive reimbursement from another agency are not reimbursable from the City.
7. No costs associated with family members and friends accompanying an employee or official shall be reimbursed.
8. The City shall not be responsible for or reimburse any additional costs related to the extension of stay beyond the time necessary to complete the approved conference, trainings, conventions or other functions.

G. IRS Guidelines

Payment for travel related expenses is not considered compensation for tax purposes under IRS regulation, provided reimbursement requests are submitted and approved within sixty (60) days after being incurred.

H. Travel Time

For non-exempt (hourly) employees, required travel time to the event on workdays during normal working hours will be counted as time worked. Generally, travel time to the event on City business is limited to the actual dates of a function plus reasonable travel time not to exceed a maximum of twenty-four (24) hours before and/or after the function. No overtime will be provided for travel time to the event, other than that mandated by the Federal Fair Labor Standards Act ("FLSA") requirements and/or approved Memorandums of Understanding (MOU). Departments must be aware of the FLSA and MOU requirements when arranging for travel for all non-

exempt (hourly) travelers. Travel-related overtime in connection with travel on City business requires authorization from the Supervisor.

Upon prior approval by the Department Director, the employee may stay beyond the time required for business purposes. Such time must be charged to an available leave balance. The City will not be responsible for any additional costs associated with extended travel.

I. Follow-Up

Council Members shall make an oral report on the meeting or conference during Council Communications and Committee Reports as appropriate. Written reports of the highlights of a conference or training program may also be required for employees at the discretion of the City Manager, particularly when other individuals in the organization could benefit from such information.

**KING CITY
TRAVEL REQUEST AND EXPENSE REPORT**

Complete Prior to Travel:

Name and Title of Requestor _____

Date of Request _____ Date of Trip _____

Conference or Meeting _____ Estimated Cost _____

Location _____ Account Number _____

Is Travel in Budget? _____ Advance Payment Requested _____

Signature of Requestor City Manager Approval

Complete Following Travel:

Expenses Amount

Registration Fees

Transportation

Lodging (room charges and taxes only)

Meals

Garage/Parking

Communications

Gratuities

Other (Please Itemize)

Total Expenses

Less Total Advance and Amounts Paid by Credit Card

Balance Due to Traveler/(City)

Signature of Employee City Manager Approval

**KING CITY
TRAVEL SUBSTITUTE RECEIPT FORM**

INSTRUCTIONS: If a receipt for eligible travel reimbursement expenses is lost, complete the following form and submit with itemized expenses along with Travel Request and Expense Report.

Name & Title _____

Date of Request _____ Date of Expense _____

Amount of Expense _____

Description of Expense _____

Name of Business _____

Location of Business _____

Reason Why Receipt is Not Available _____

I confirm that the information above is true and correct and represents a business related expense eligible for reimbursement.

Signature of Requestor _____

Department Director Approval _____

City Manager Approval _____



Policy Number:
015

POLICY NAME:
GIFTS AND GRATUITIES

Issued:
10/01/2016

Revised:
10/01/2016

Policy Purpose:
The policy sets forth restrictions on the acceptance of gifts and gratuities by employees to ensure ethical conduct at all times and to prohibit any type of inappropriate influence.

To Whom Does The Policy Apply:
All City employees.

Issued By:



Steven Adams, City Manager

I. PURPOSE

The purpose of this policy is to set forth restrictions on the acceptance of gifts and gratuities by employees to ensure ethical conduct at all times and to prohibit any type of inappropriate influence.

II. POLICY

- A. It is the policy of the City to prohibit the acceptance of gifts to individual employees. This policy shall apply to all forms of gifts, including entertainment, food items, beverages, cash, checks, merchandise, gift certificates, loans of equipment, or waiver of charges for services or food items.
- B. Food and other items that can be shared by City staff may be accepted if directed to all City employees or an entire department (for departments with multiple employees) rather than an individual employee. Such items shall be placed in a location and/or information provided that makes it clear to all employees that the items are to be shared.
- C. If a gift is offered to an individual, it must be returned or donated to a non-profit organization. The party offering the gift or gratuity must be made aware that the City prohibits the acceptance of gifts and the intended course of action regarding the gift (return or donate). If it is an item that can be shared, the party offering the gift may be offered the opportunity to redirect the gift to all employees.
- D. No gift or favor of any value should be accepted if the grantee or grantor believes it will give the grantor preferential treatment in one's dealings with the City or possibly influence the grantee with the discharge of his/her duties.
- E. In no circumstances should cash be accepted as a gift.
- F. Refer to California Fair Political Practices Commission Regulations regarding reporting requirements and imposed dollar limits on the acceptance of gifts and gratuities if any question arises regarding potential reporting requirements.
- G. All City employees shall report the offering of any gift to his/her Department Director.
- H. This policy is not intended to prohibit the exchange of gifts among City employees, officers, officials and/or other staff for the celebration of holidays and birthdays.

III. RESPONSIBILITY

- A. Department Directors are responsible for determining whether gifts offered are covered under this policy.
- B. The City Manager shall be notified if gifts of more than nominal value are offered, returned, or donated.



Policy Number:

016

POLICY NAME:

USE OF COMPUTERS AND INTERNET

Issued:

10/01/2016

Revised:

10/01/2016

Policy Purpose:

The purpose of this policy is to ensure the appropriate use of City equipment, data and staff time with regards to computers, technology and the internet.

To Whom Does The Policy Apply:

All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written above a horizontal line.

Steven Adams, City Manager

I. PURPOSE

The purpose of this policy is to ensure City computer systems, data, and use of the internet are managed appropriately and procedures are followed to reduce the City's liability and to prevent technology related issues and problems.

II. POLICY

- A. It is the policy of the City that authorized users shall utilize City computers solely for the purposes of transferring data and conducting City business.
- B. Authorized users shall maintain the integrity and security of computer based information through proper computer network administration practices and consistent records management practices.
- C. The City is committed to meeting federal and state laws and regulations regarding public access to information, while protecting the City from liability.
- D. Except for pre-authorized external data exchange, only authorized users may use the computer network system.
- E. Authorized users shall comply with computer network system security procedures.
- F. All electronic systems, hardware, software, temporary or permanent files, electronic mail, and electronic documents contained in the computer network system are owned by, and are the intellectual property of the City.

III. PROCEDURE

A. Access

Authorized users will be assigned a unique computer network system logon ID and password. Authorized users shall change their access passwords a minimum of every six (6) months. Passwords are considered "confidential" and should not be disclosed to other users. The Finance Department shall notify the IT provider when users leave employment to request their logon ID be deleted.

B. Privacy

Authorized users of the City's computer and/or electronic systems have no expectation of privacy. System support personnel have the right to access all files, documents, and records which are appropriate to accomplish their tasks. Supervisors, managers with Department Director authorization,

and Department Directors have the right to access all files, documents, and records created by their department staff. All documents, e-mail, voicemail and other data created or stored on any City computer could be considered public information and may be disclosed upon request.

C. Allowable Data

1. Only City approved, licensed application software will be installed on any computer network system device.
2. All software must be purchased from reputable, vendor-authorized resellers who can provide maintenance, warranty coverage, or technical support services, and certified licensed software.
3. The City and its employees shall abide by the terms of all license agreements. Employees shall not duplicate, modify or manipulate software licensed by the City. Software held by the City under a license agreement may not be supplied to an outside consultant unless the license agreement permits such use.
4. The use of commercial software not licensed by the City, but licensed to a user, may not be used on a City-owned personal computer, including, but not limited to screensaver software.
5. Users shall not bypass virus scans that could arrest the transmission of computer viruses.
6. Uploading/downloading and/or installation of "shareware" or any other application software/programs/files/data and/or documents to a City-owned computer network system device without prior approval of the City is prohibited.
7. Manipulation of data files for the purpose of personal gain is prohibited and may result in disciplinary action. This includes the exploitation of images or videos taken during the course of employment. Photographs or videos taken while an employee is on duty or acting within the scope of employment may not be posted to any Internet site or used for any other purposes other than City business.

D. Internet Access

1. Internet access is provided to authorized employees for the sole purpose of facilitating job performance and communications as it relates to City business activities.

2. Internet access must be limited to City business activities. Brief and occasional use of the Internet for personal use is acceptable as long as it is not excessive or inappropriate, occurs during personal time, does not result in an expense or liability to the City, and otherwise complies with this policy.
3. Inappropriate use of the Internet is prohibited, including use of online chat rooms, non-work related web blogs, personal instant messaging, online gambling, games, subscription to non-work related services, downloading programs for personal use, and access to any type of web site displaying profane or sexual materials.
4. The City reserves the right to filter, log, and/or monitor Internet usage by employees.
5. Employees are expected to exercise good judgement when determining subject matter that qualifies as official business. Information that is considered offensive is prohibited.
6. Restricted or confidential information shall not reside on the Internet.
7. Creation of any sites to post information for the public on the Internet by employees shall require approval of the City Manager. Posting of any information on Internet sites shall require approval of the department director or department representative designated by the City Manager.

E. Remote Access

Remote access to the computer e-mail network system is permitted for employees authorized by the City Manager's Office. All access must be facilitated through a City-approved remote access system only.

F. Electronic Mail and Text Messaging

1. The City reserves the right to access and review all software programs, documents, electronic mail, notes journal entries, or any electronic file created or stored on and/or sent over the City's computer network system.
2. E-mail transmissions are not confidential. Therefore, employees do not have any expectation of privacy in anything that is sent over the e-mail network. Except in certain circumstances, e-mail correspondence are considered a public record and can be

accessed by the public through a public records request. Therefore, while personal comments can sometimes be appropriate in an e-mail message in order to maintain a friendly and personable approach to conducting business, it is important to never include in an e-mail message any information that would be inappropriate for the public to have access to. E-mail messages should always be written to advance the City's mission, goals and values.

3. Harassing, threatening, obscene, or offensive e-mail is prohibited to the same extent that verbal/written forms of such harassment is prohibited.
4. Users are solely responsible for the management of their mailboxes. Users shall keep both their "In" box and the "Sent Mail" box free from aged e-mail. E-mails should normally be deleted no later than six (6) months after receipt.
5. Global e-mails sent to groups or all employees should not be used to advertise non-City related activities or events.
6. Due to the "real-time" nature of e-mail correspondence, it is important that employees utilize appropriate etiquette in writing e-mail messages. E-mail is effective in sharing information, but not in resolving conflicts. As a result, e-mail should not be used for argumentative comments and the phone or personal meetings should be used to resolve differences. Humor and/or sarcasm should be used with great care because such comments can be easily misunderstood absent tone of voice or the ability to elaborate. Avoid reacting too quickly and sending e-mail messages prior to thinking through the content.
7. Avoid sending e-mail messages to more recipients than need to see it.
8. Any inappropriate e-mail messages received should be reported to the employee's supervisor, department director and/or City Manager. Inappropriate e-mail messages should not be forwarded to others.
9. E-mail messages regarding employee union communications are allowed under this policy.

G. Social Media

1. Departments may use social media tools to reach a broader audience for community outreach where appropriate and with pre-

approval. However, use and management of all social media services must be done in a manner that is legal, consistent with all City rules and regulations, and of tangible benefit to the City.

2. All King City social media authors shall be clearly identified.
3. Departments will have social media site content view-only access.
4. Personal use of social media sites is strictly prohibited while on City time and utilizing City-owned equipment.
5. Content posted to the City social media sites should contain links directing users back to the City's official Web site for information, forms, documents or online services necessary to conduct official City business.
6. Any content maintained in a social media format, including a list of subscribers and posted communication may be considered a public record.
7. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for the City to provide information to the public.
8. The following information is prohibited from City social media sites:
 - a. Comments in support of or opposition to political campaigns or ballot measures;
 - b. Profane language or content;
 - c. Content that promotes, fosters or perpetuates discrimination in violation of Federal and State law;
 - d. Sexual content or links to sexual content;
 - e. Solicitation of commerce;
 - f. Conduct or encouragement of illegal activity;
 - g. Information that may tend to compromise the safety or security of City.
 - h. Content that violates a legal ownership interest of any other party;

- i. Information related to pending business decisions that would compromise negotiations; or
- j. Personal views of any employee of the City. All postings shall reflect the official view of the City.

**ACKNOWLEDGEMENT RECEIPT OF
USE OF COMPUTERS AND INTERNET POLICY**

This is to acknowledge that I have received a copy of the City of King Use of Computers and Internet Policy and understand that it contains important information about the City's policies and procedures. I understand my obligations and responsibilities as an employee.

City computer equipment, e-mail access, and Internet access shall only be used for business related use other than exceptions set forth within this policy. Employees do not have a reasonable expectation of privacy with regard to City property, data or equipment.

I acknowledge that I am expected to read, understand, and adhere to City policies and will familiarize myself with the provisions in the Use of Computers and Internet Policy.

I understand that the provisions in the Use of Computers and Internet Policy govern me and that the City may change, rescind, or add to the policy or procedures declared in the Use of Computers and Internet Policy from time to time.

I understand that any violation of this Social Media Use policy may result in discipline up to and including termination.

Employee's Signature Date

Employee's Name (Typed or Printed)

This document shall be signed by the employee and placed in the employee's personnel file.



Policy Number:

017

POLICY NAME:

PRESS RELATIONS

Issued:

10/01/2016

Revised:

10/01/2016

Policy Purpose:

The policy sets forth guidelines, authority, responsibilities and procedures for responding to requests from the press for information.

To Whom Does The Policy Apply:

All City officials and employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written over a horizontal line.

Steven Adams, City Manager

I. PURPOSE

The purpose of this policy is to ensure City staff and officials handle requests from the press for information in a coordinated, responsive, consistent, effective and timely manner.

II. POLICY

It shall be the City's policy that all staff respond to requests and contacts by the news media consistent with these standard procedures. The purpose of this policy is to effectively inform the public about City business and issues on an ongoing basis, to ensure that information is provided in a timely, accurate and appropriate manner, and to maintain confidentiality where appropriate and legally defensible. In addition to this policy, departments may establish specific procedures regarding press contacts, release of information and notification requirements consistent with the general provisions of this policy.

III. PROCEDURE:

A. Employees Authorized to Respond to Media Requests/Contacts

1. Only the City Manager, department directors, or the designated lead person in each department are authorized to respond to the media.
2. If the media contacts an employee not authorized to respond to the media, the call should be referred to the Department Director, his/her designee, or the City Manager.
3. If the City Manager, Department Director or designee determines that it is appropriate for another employee to respond to a media request in order to provide information consistent with the objectives of this policy, he/she may contact the appropriate employee and direct them to respond to the request.
4. If the Department Director, designee or requested employee responds to a media request, he/she shall notify the City Manager and/or Public Information Officer (PIO). The City Manager or PIO need not be notified if the request is for public information requested by and/or distributed to the media on an ongoing basis, such as meeting agendas, agenda reports, Police press information, etc.
5. When appropriate, the City Manager may designate a media spokesperson to respond to a specific issue of major significance to ensure that information is disseminated quickly, accurately and consistently. When such a designation is made, the City Manager

will notify the Department Directors to forward all inquiries regarding the issue to the appropriate spokesperson.

6. This policy does not apply to City employees acting in the capacity of a member of a labor organization regarding labor organization activities.

B. Public Information Officer (PIO)

1. The City Manager may designate a Public Information Officer (PIO).
2. The general responsibilities of the PIO include the following:
 - a. Monitor City activities and coordinate the distribution of information to the news media and public regarding items of significance; and
 - b. Serve as a liaison between the City and news media to maintain an effective relationship and proactively provide information to the public on items of interest.
3. Specific tasks of the PIO include the following:
 - a. Request departments to prepare press releases on appropriate items on an ongoing basis;
 - b. Contact media representatives to provide follow-up information and encourage coverage of items when public education is deemed important for the benefit of the community;
 - c. Coordinate staff responses to requests from the media for information to ensure appropriate staff is assigned and information provided is consistent, accurate and complies with the provisions of this policy.
 - d. Coordinate distribution of public information through other media, including the cable television government access channel bulletin board, City web site, etc.
4. Department staff should contact the PIO regarding items within this policy involving the City Manager when the City Manager is not available.
5. Once approved, all press releases should be submitted electronically to the PIO.

C. Response to Requests for Information

1. Every attempt shall be made by those contacted to respond promptly and accurately to media inquiries.
2. Information provided shall be factual and not include personal opinions.
3. Information regarding matters requiring City Council approval shall not be released prior to being provided to the City Council unless directed by the Council for purposes of receiving public input. Responses by employees shall not include speculation regarding future City Council action.
4. The media shall be provided access to all records or proceedings deemed to be of a public nature. Confidential records shall not be released, which primarily involve, but are not limited to, personnel and medical records, labor negotiations, Police records declared by law as confidential, draft correspondence, records pertaining to pending City litigation, proceedings of closed Council Executive Sessions, and confidential correspondence between the City Attorney and City officials/staff. The City Attorney shall be consulted at any time there is an uncertainty as to whether information should be released to the media.

D. Press Releases

1. For the purpose of this policy, a press release is the issuance of information and/or announcements by the City to the media, which are considered an official position of the City of King. It is submitted to the media for potential media coverage. It does not include advertisements, public notices, bids and other items submitted for direct publication.
2. Staff is encouraged to prepare and distribute press releases to provide announcements of significant City items, events, accomplishments or upcoming activities.
3. All press releases shall be prepared in the standard City format, which can be accessed on the City network.
4. All press releases shall be approved by the Department Director and City Manager prior to distribution. Exceptions include crime and related press releases issued by the Police Department and ongoing Recreation programs and classes, which do not require City Manager approval.

5. Press releases shall be distributed to the media distribution list of contacts maintained by the City Manager's Office.
6. Consistent with Section B of this policy, press releases should be submitted electronically to the PIO when approved in order to transmit information to the City web site, cable television government access channel bulletin board, etc.

E. Major Events

1. When a major event of a sensitive and/or serious nature occurs, the PIO and City Manager and City Council shall be notified immediately.
2. No information or responses regarding a major event shall be provided to the media until an attempt has been made to seek authorization by the PIO or City Manager. Exceptions include public safety information that must be provided to the general public for informational purposes.
3. The PIO, City Manager, Department Director(s) involved in the event, and appropriate staff shall prepare and coordinate appropriate responses and information to be provided to the media as soon as feasible following the event. A central contact point for all press requests shall be designated in most cases.
4. The PIO or City Manager shall contact all members of the City Council as soon as feasible following development of media information to provide an updated briefing on the event and instructions regarding media contacts.
5. The PIO, City Manager, Department Director(s) involved in the event, and appropriate staff shall continue to meet periodically as appropriate to update media information.



Policy Number:

018

Policy Name:

Hearing Conservation Program

Policy Purpose:

This program contains provisions for appropriate hearing protection, annual audiometric tests, annual employee training and periodic environmental assessments.

Issued:

10/01/2016

Revised:

10/01/2016

To Whom Does The Policy Apply:

All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written over a horizontal line.

Steven Adams, City Manager

I. PURPOSE

Title 8, California Code of Regulations, General Industry Safety Orders, Sections 5095-5100, mandate the implementation of a continuing, effective hearing conservation program whenever employee noise exposures equal or exceed an 8-hour time weighted average (TWA) of 85 decibels measured on the A-scale (slow response) or, equivalently, a dose of fifty percent. This program contains provisions for appropriate hearing protection, annual audiometric tests, annual employee training and periodic environmental assessments.

All departments are responsible for protecting their employees from exposure to excessive noise. This policy and procedure defines responsibilities for the prevention of occupationally induced hearing loss in City employees.

II. DEFINITIONS

The following terms are used in this document:

- A. Decibel (dB): Unit of measurement of sound level
- B. Decibels-A-Weighted (dBA): A unit of measurement of sound level corrected to the A-weighted scale, as defined in ANSI S1.4-1971 (R1 1976), using a reference level of 20 micropascals (0.00002 Newton per square meter)
- C. Audiogram: A chart, graph, or table resulting from an audiometric test showing an individual's hearing threshold levels as a function of frequency
- D. Otolaryngologist: A physician specializing in diagnosis and treatment of disorders of the ear, nose and throat

III. RESPONSIBILITIES

- A. Administration / Department Managers
 - 1. Implement a noise exposure control program within their area of jurisdiction and budget resources to fund such a program. The program shall include providing two types of hearing protectors for employees to choose from and annual refresher training on proper use.
 - 2. Assign responsibility for implementation to appropriate Administration/Department staff.
 - 3. Develop written Standard Operating Procedures to ensure that employees are protected against the effects of noise exposure when sound levels exceed those shown in **Appendix A** when measured on the A-scale of a standard sound level meter at slow response.

B. Risk Manager

1. Implement a hearing conservation program with Administration, Manager, and Supervisor assistance.
2. Coordinate annual training of respective department employees as required by CAL/OSHA standards.
3. Assist supervisors in the procurement, issuance, and proper utilization of hearing protective equipment. The National Institute for Occupational Safety and Health (NIOSH) Compendium of Hearing Protection Devices can be downloaded from <http://www.cdc.gov/niosh/95-105.html>.
4. Establish and maintain an audiometric testing program by making audiometric testing available to all employees whose exposures equal or exceed the action level.
5. Assist supervisors with scheduling routine employee audiometric examinations. Each employee exposed at or above the action level is to receive an annual audiogram after obtaining the initial baseline.
 - a. If the annual audiogram shows that an employee has suffered a standard threshold shift, the employer may obtain a retest within 30 days and consider the results of the retest as the annual audiogram.
 - b. If comparison of the annual audiogram to the baseline audiogram indicates a standard threshold shift as defined by Section 5097 (d)(8), the employee shall be informed of this fact, in writing, within 21 days of the determination.
6. Monitor supervisor's assessments of employee compliance with the Hearing Conservation Program and their documentation of incidences of employees not wearing protectors as required.
7. Identify the need for, and when necessary, retain qualified consultants for the following support services:
 - a. Evaluation of employee noise exposures
 - b. Noise control
 - c. Assessment of hearing protective equipment relative to employee noise exposure

- d. Training for Administration, Managers, and Supervisors
- e. Coordination of a periodic re-evaluation to determine noise exposures in the workplace

8. Maintain copies of employee medical records.

C. Department Managers/Supervisors

- 1. Monitor subordinate program compliance to ensure proper personal protective equipment is always used when needed.
- 2. Document incidences of employees not wearing hearing protective equipment as required.
- 3. Ensure annual audiometric assessment for those employees exposed to noise in excess of 85 dBA TWA.

D. Employees

Comply with the requirements specified in California Code of Regulations, Title 8 and City policies and procedures.

E. Occupational Hearing Consultant / Physician

- 1. Provide the following services for the Hearing Conservation Program:
 - a. Conduct annual hearing examinations. See Title 8, CCR, Section 5097(c)(3) for qualification requirements for person conducting the tests.
 - i. Medical review of employee audiometric testing results. Each employee's annual audiogram shall be compared to that employee's baseline audiogram to determine if the audiogram is valid and if a standard threshold shift, as defined in Section 5097 (d)(8), has occurred. A properly trained technician may do this comparison.
 - ii. An Audiologist, Otolaryngologist or physician shall review problem audiograms and shall determine whether there is a need for further evaluation.
 - b. Maintain original employee medical records.
 - c. Evaluate the adequacy of hearing protector attenuation whenever employee noise exposures increase to the extent

that the hearing protectors provided may no longer provide adequate attenuation.



Policy Number:

019

Policy Name:

Heat Illness Prevention Plan

Issued:

10/01/2016

Revised:

10/01/2016

Policy Purpose:

The purpose is to provide general requirements for a Heat Illness Prevention Plan in accordance with CCR Title 8: Section 3395.

To Whom Does The Policy Apply:

All City employee operations in outdoor places.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written over a horizontal line.

Steven Adams, City Manager

I. PURPOSE

The purpose is to provide general requirements for a Heat Illness Prevention Plan in accordance with CCR Title 8: Section 3395.

II. LOCATION

This Policy includes provisions applied to maintenance workers performing outdoor work at the Public Works Corporation Yard, Sewer Treatment Plant, and work on streets and parks throughout the City.

III. DESIGNATION OF RESPONSIBILITY

The Public Works Superintendent is responsible for implementation of this Policy.

IV. PROCEDURE

A. Procedures for Provision of Water

1. Drinking water containers (of 5 to 10 gallons each) will be brought to the site, so that at least two quarts per employee are available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water. Sufficient drinking water shall always be available for every employee to drink at least 1 quart per hour.
2. Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used.
3. As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically and more frequently when the temperature rises. Water containers will be refilled with cool water, when the water level within a container drops below 50 percent. Additional water containers will be provided, to replace water as needed.
4. Ice will be provided in separate containers, so that when necessary, it will be added to the drinking water to keep it cool.
5. Water containers will be placed reasonably close to the workers (given the working conditions and layout of the worksite), to encourage the frequent drinking of water. If field terrain prevents the water from being placed reasonably close to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.

6. Water containers will be relocated to follow along with the crew, so drinking water will remain readily accessible.
7. Water containers will be kept in sanitary condition.
8. Workers will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to exceed 90 degrees Fahrenheit, brief 'tailgate' meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.
9. When the temperature equals or exceeds 95 degrees Fahrenheit or during a heat wave, the number of water breaks will be increased, and workers will be reminded throughout the work shift to drink water.
10. During employee training and tailgate meetings, the importance of frequent drinking of water will be stressed.

B. Procedures for Access to Shade

1. Employees shall have access to shade structures or areas when the temperature equals or exceeds 85 degrees Fahrenheit. When a shade structure or area is not available, shade structures will be opened and placed as close as practical to the workers when the temperature equals or exceeds 85 degrees Fahrenheit. When the temperature is below 85 degrees Fahrenheit, access to shade will be provided promptly when requested by an employee. The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.
2. Enough shade structures will be available at the site to accommodate at least 25 percent of the employees on the shift at any one time.
3. Workers will be informed of the location of the shade structures and will be encouraged to take a five minute cool-down rest in the shade.
4. Shade structures will be relocated to follow along with the crew and they will be placed as close as practical to the employees, so that access to shade is provided at all times.

5. In situations where trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated, before assuming that sufficient shadow is being cast to protect employees.
6. In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide shade upon request.
7. For non-agricultural employers, in situations where it is not safe or feasible to provide shade, a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.

C. Procedures for Monitoring the Weather

1. The supervisor will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked with the aid of the internet (<http://www.nws.noaa.gov/>), or by calling the *National Weather Service* phone numbers (see CA numbers below) or by checking the *Weather Channel TV Network*. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. This type of advance planning should take place all summer long.

CALIFORNIA Dial-A-Forecast

Hanford 559-584-8047

Los Angeles 805-988-6610 (#1)

Sacramento 916-979-3051

San Francisco 831-656-1725 (#1)

2. Prior to each workday, the forecasted temperature and humidity for the worksite will be reviewed and will be compared against the National Weather Service Heat Index to evaluate the risk level for heat illness. Determination will be made of whether or not workers will be exposed at a temperature and humidity characterized as either "extreme caution" or "extreme danger" for heat illnesses. It is important to note 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.
3. Prior to each workday, the supervisor will monitor the weather (using <http://www.nws.noaa.gov/> or with the aid of a simple thermometer, available at most hardware stores) at the worksite.

This critical 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).

4. A thermometer will be used at the jobsite to monitor for sudden increases in temperature, and to ensure that once the temperature exceeds 85 degrees Fahrenheit, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures such as the High Heat Procedures will be implemented.

D. Handling a Heat Wave

1. During a severe heat wave or heat spike, the work day will be cut short or rescheduled (example conducted at night or during cooler hours).
2. During a heat wave or heat spike, and before starting work, tailgate meetings will be held, to review the City heat illness prevention procedures, the weather forecast and emergency response. In addition, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and will be observed closely for signs and symptoms of heat illness.
3. Employees shall work in pairs or groups to lookout for signs and symptoms of heat illness from each other and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

E. High Heat Procedures

1. Effective communication by voice, observation, or electronic means will be maintained, so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then an electronic device, such as a cell phone or text messaging device, may be used for this purpose if reception in the area is reliable.
2. Frequent communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness.

3. Employees will be observed for alertness and signs and symptoms of heat illness. When the supervisor is not available, an alternate responsible person may be assigned, to look for signs and symptoms of heat illness. Such a designated observer will be trained and know what steps to take if heat illness occurs.
4. Employees will be reminded throughout the work shift to drink plenty of water.
5. New employees will be closely supervised or assigned a more experienced coworker for the first 14 days of the 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).

F. Procedures for Acclimatization

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

1. The weather will be monitored daily. The supervisor will be on the lookout for sudden heatwave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.
2. During a severe heat wave or heat spike, the work day will be cut short (example 12 p.m.), will be rescheduled (example conducted at night or during cooler hours), or if possible, work will be assigned in areas not exposed to the heat.
3. For new employees, the intensity of the work will be lessened during a two-week break-in period (such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the

day (early-morning or evening). Steps taken to lessen the intensity of the workload for new employees will be documented.

4. The supervisor will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
5. New employees will be assigned a more experienced coworker to watch each other closely for discomfort or symptoms of heat illness.
6. During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the lookout for possible symptoms of heat illness.
7. Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how the City procedures address it.

G. Procedures for Emergency Response

1. Prior to assigning a crew to a particular worksite, workers and the foreman will be provided a map of the site, along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads), to avoid a delay of emergency medical services.
2. Prior to assigning a crew to a particular worksite, efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid if necessary.
3. Prior to the start of the shift, a determination will be made of whether or not a language barrier is present at the site and steps will be taken (such as assigning the responsibility to call emergency medical services to the foreman or an English speaking worker) to ensure that emergency medical services can be immediately called in the event of an emergency.
4. All foremen and supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
5. When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).

6. At remote locations such as rural farms, lots or undeveloped areas, the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vests or flashlights in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.
7. During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
8. Employees and supervisors training will include every detail of these written emergency procedures.

H. Handling a Sick Employee

1. When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to
2. When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be called.
3. Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!
4. If an employee does not look OK and displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim and request an Air Ambulance.

I. Procedures for Employee and Supervisory Training

1. Supervisors will be trained prior to being assigned to supervise other workers. Training will include this City's written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness.
2. Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on how weather information will be used to modify work schedules, to increase the number of water and rest breaks or cease work early if necessary.
3. All employees and supervisors will be trained prior to working outside. Training will include the City's written prevention procedures.
4. Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.
5. When the temperature exceeds 75 degrees Fahrenheit, short 'tailgate' meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to provide reminders to drink water frequently, to inform them that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.
6. New employees will be assigned a more experienced coworker to ensure that they understand the training and follow City procedures.
7. Employees will be trained on the importance of wearing lightweight, loose fitting clothing; light-colored clothing that better reflects sunlight/heat; and shirts with long sleeves that better cover the body to avoid sunburn. Employees should also be trained on the importance of wearing (and the City may choose to provide) a wide-

brim hat with attached fabric to provide shade to the head, neck, face and eyes.

8. Employees will be trained on the importance of applying and reapplying (and the City may choose to provide) sunscreen to exposed areas of the body to avoid sunburn.



Policy Number:

020

Policy Name:

Lead and Asbestos

Issued:

10/01/2016

Revised:

10/01/2016

Policy Purpose:

The purpose of this operating plan is to prevent employee exposure, above the respective action levels, to lead and asbestos materials.

To Whom Does The Policy Apply:

All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is positioned above a horizontal line.

Steven Adams, City Manager

I. PURPOSE

The purpose of this operating plan is to prevent employee exposure, above the respective action levels, to lead and asbestos materials.

II. DEFINITIONS

The following terms are used in this document:

- A. **Asbestos:** a non-burning material that is used for fireproofing and insulation. It is composed of fibrous forms of various hydrated minerals including chrysotile (fibrous serpentine), crocidolite (fibrous riebeckite), amosite (fibrous cummingtonite-grunerite), fibrous tremolite, fibrous actinolite, and fibrous anthophyllite.
- B. **Certified Supervisor:** one who is capable of identifying existing and predictable asbestos material hazards in the surroundings or working conditions, and who has authorization to take prompt corrective measures to eliminate them.
- C. **Competent Person:** one who is capable of identifying existing and predictable lead or asbestos material hazards in the surroundings or working conditions and who has authorization to take prompt corrective measures to eliminate them. (Separate certifications are required for each.)
- D. **Construction Work:** construction, alteration, plumbing, and/or repair, including painting, decorating, and general maintenance. It includes but is not limited to the following:
 - 1. Demolition or salvage of structures where lead or asbestos materials are present;
 - 2. Operations that disturb lead or asbestos materials including removal or encapsulation of paint coatings;
 - 3. New construction, alteration, repair, or renovation of structures, substrates, or portions thereof, that contains lead or asbestos materials;
 - 4. Installation of products containing lead or asbestos materials;
 - 5. Lead or asbestos materials contamination/emergency clean up;
 - 6. Transportation, disposal, storage, or containment of lead or asbestos materials, or materials containing lead or asbestos materials on the site or location at which construction activities are performed.

- E. Lead: metallic lead, all inorganic lead compounds, and organic lead soaps.

III. REQUIREMENTS

- A. This operating plan applies to all construction work where an employee may be occupationally exposed to lead or asbestos materials.
- B. Full protection for the employee is required at work sites where there is the possibility of employee exposure to lead or asbestos materials (assumed or tested).
- C. Where lead or asbestos abatement is required:
 - 1. Chemical stripping wet removal, wet sanding, or wet scraping will be required.
 - 2. Abatement area containment is required in all of the above methods.
 - 3. No burning of lead material will be allowed.
 - 4. Dry scraping; use of power tools without low emissions vacuum, or use of compressed air is prohibited.
- D. The Public Works Department will inspect all areas that are known to contain lead or asbestos materials on a frequency to be determined by the condition of the material with a maximum of two years between inspections. Any apparent loosening of paint or insulation potentially resulting in exposure shall be abated or repaired immediately.
- E. A Competent Person or Certified Supervisor shall inspect all worksites for lead or asbestos materials before employees are assigned to perform construction work.
- F. Worksites with lead or asbestos materials that are beyond the in-house abatement capabilities shall be abated by a licensed/certified contractor.
- G. Employees assigned to worksites with lead or asbestos materials, to which they may be exposed, shall be provided with the following.
 - 1. Site-specific lead or asbestos materials training.
 - 2. Appropriate respiratory protection.
 - 3. Appropriate personal protective clothing and equipment, which includes, but is not limited to the following:
 - a. Gloves

- b. Hardhat
 - c. Face shields or vented goggles
 - d. Coveralls or disposable full-body work clothing
 - e. Shoe coverlets
- 4. Change area equipped with separate storage facilities for protective clothing, equipment, and street clothes to prevent cross contamination.
- 5. Medical surveillance designed to facilitate early detection of health effects associated with exposure to lead or asbestos materials.
- H. All employees shall follow the Hygiene Guidelines listed below when working with lead or asbestos. Employees must:
 - 1. Wash their hands, forearms, and face before eating, drinking, or smoking
 - 2. Remove unclean protective clothing prior to leaving the abatement area
- I. All employees shall report any accidental exposure to lead or asbestos to their Supervisor immediately.
- J. Upon notification of exposure the Supervisor shall:
 - 1. Investigate and file an Accident Report;
 - 2. Send the employee to the clinic for medical surveillance;
 - 3. Notify the Safety Officer.

IV. TRAINING

- A. All superintendents and supervisors with duties that include working with or around lead or asbestos materials shall be trained to the level of Competent Person (lead) or Certified Supervisor (asbestos).
- B. All employees with duties that include working with or around lead shall be trained to the level of Lead Worker or Foreman.
- C. All employees with duties that include working with or around asbestos shall be trained to the level of Asbestos Operations and maintenance worker.
- D. Lead or asbestos retraining shall be done on an annual basis.

- E. No employee will be assigned to any task without the appropriate level or training.
- F. Copies of the lead and asbestos materials standards and appendices shall be readily available to all affected employees through their supervisor.



Policy Number:

021

Policy Name:

Disaster Response Reporting for Duty/ Recall

Issued:

02/01/2018

Revised:

02/01/2018

Policy Purpose:

The purpose of this policy to clarify how City employees should respond to work in response to a disaster emergency.

To Whom Does This Policy Apply:

All City employees.

Issued By:

A handwritten signature in blue ink, appearing to read "S. Adams", is written over a horizontal line.

Steven Adams, City Manager

I. PURPOSE

The purpose of this policy to clarify how City employees should respond to work in response to a disaster emergency. Major disasters or emergencies can occur with little or no warning, and may result in severe conditions that require some or all City departments to recall off-duty personnel to assist with the City's response. Some disasters/emergencies may provide the opportunity for a planned or orderly recall of City employees, while other types of disaster/emergencies (i.e. a major earthquake) may result in extreme conditions that impact or prevent direct contact and may require emergency recall through the media or other methods.

II. DISASTER SERVICE WORKERS

In the event of a local proclamation or a state and/or federal declaration of an emergency, all full-time and part-time public employees, whether in technical specialties or not, are considered *essential* and are deemed disaster service workers. As such, employees:

- A. Are provided the immunities, protections, and benefits as provided in the California Emergency Services Act and the Master Mutual Aid Agreement (California Labor Code, Division 4, Chapter 1, Section 3211.92);
- B. Must remain on their jobs until authorized to leave;
- C. May be required to remain on their jobs after their shift ends;
- D. Are expected to report to their normal work locations if at all possible and may be reassigned to other departments, other facilities, or to do work that they do not normally perform;
- E. May be asked to cancel vacations that were approved before the disaster occurred; and
- F. May be pre-identified, trained, and deployed to disaster areas, with the concurrence of their supervisors or managers.

III. REPORTING TO WORK

- A. The City of King and its employees have a responsibility to staff their positions and assist the City in the event of a declared disaster or emergency. Upon declaration of an emergency (as declared by the City Manager or his/her designee and adopted by City Council resolution), it shall be the duty of every City employee to report to work as further directed by the employee's respective department recall procedure.

- B. For declared disasters or emergencies occurring during work hours, it shall be the duty of every employee to respond to the disaster or emergency and to work toward its mitigation. This response to the disaster/emergency should be further directed by the employee's respective department recall procedure. This includes working overtime hours as deemed necessary and making every effort to be of assistance.
- C. For disasters or emergencies occurring during non-work hours, it shall be the duty of every employee, upon being recalled or made aware of the disaster/emergency recall, to report to work or attempt to report to work as further directed by the employee's respective department recall procedure.
- D. In the event that a major disaster or emergency occurs resulting in substantial widespread damage and/or risks to life and property, and electronic communications are impacted and prevent contact of the employee per the recall procedure, an employee shall report to work to determine the status of disaster work assignments. Alternatively, if the disaster or emergency prevents an employee from reporting to work in the City of King, the employee may report to the labor pool area at a County facility nearest their home to assist or establish contact with their department and obtain instructions.
- E. If the extent of the disaster is unknown and electronic communications are impacted and prevent contact of the employee per the recall procedure, employees must:
 - 1. Follow their respective department response plans.
 - 2. Monitor local television news media, local radio stations, and the City's Facebook page for instructions.
 - 3. Attempt to make contact with City Hall or the Police Department for instructions.
 - 4. Report for their next scheduled shifts if no emergency instructions are available.
- F. When reporting to work in response to a disaster, all employees shall immediately complete ICS Form 211 to be eligible for possible Federal and State funding reimbursement. All employees will be provided ICS Form 214 in order to track all time worked on disaster related activities.

IV. RECALL ROSTER

- A. The City will maintain a master recall roster of all full and part time personnel, including the King City Fire Department. This master roster will be maintained on the City's network for limited authorized access to be used only in a test recall or an actual emergency.
- B. It shall be the responsibility of the Human Resources Coordinator to maintain a complete and up to date roster based on City employment status.
- C. All City departments, including the King City Fire Department, shall forward any changes in contact information regarding individual employees assigned to their respective department to the Human Resources Department within 72 hours of being notified of the change.
- D. The master recall roster shall be divided into individual department lists that include as a minimum the following:
 - 1. Title/position (In department rank order)
 - 2. Last name, first name
 - 3. Residence address
 - 4. Home telephone number
 - 5. Mobile telephone number
 - 6. Personal email address

V. AUTHORITY

The authority for declaring all employees to be Disaster Service Workers is set forth in California Government Code, Chapter 8 of Division 4 of Title 1, Section 3100.



Policy Number:

022

Policy Name:

Code and Nuisance Abatement Enforcement

Issued:

04/01/2018

Revised:

04/01/2018

Policy Purpose:

The purpose of this policy is to clarify the process and procedures used for Code Enforcement and Nuisance Abatement Enforcement.

To Whom Does This Policy Apply:

All City employees.

Issued By:



Steven Adams, City Manager

I. PURPOSE

The purpose of this policy is to set forth the primary steps involved in enforcing Municipal Code violations, including nuisance abatement cases. Code enforcement cases shall be initiated based upon citizen complaints, areas established as priorities for proactive enforcement, or incidents determined to present a health and safety risk or an egregious violation. This policy is intended to serve as a basic framework. Modifications may be made based upon unique circumstances involved in individual cases. The City's ultimate goal is to achieve voluntary compliance whenever possible. The overall approach aims to be responsive to complainants, respectful and sensitive to constraints of the party(ies) involved in the violation, cost effective in achieving compliance and overall positive results, and to appropriately track and record each case to ensure consistent follow-up on a systematic basis.

II. NUISANCE ABATEMENT CASES

- A. When a violation of Nuisance Abatement Ordinance is reported or identified, it will be assigned to the Chief Building Official for enforcement if a Building Code violation or the Code Enforcement Officer if another Municipal Code violation. The Community Development Department may be requested for assistance if a Zoning Code violation is involved. Each step in the process shall be reported to the Police Department to be recorded in the Code Enforcement tracking system.
- B. The following steps will be taken to obtain compliance:
 - 1. Verbal warning
 - 2. Courtesy notice sent from Code Enforcement Officer or Chief Building Official (Exhibit 1)
 - 3. Second notice sent from Chief of Police (Exhibit 2)
 - 4. Final notice sent from City Attorney (Exhibit 3)
 - 5. Citation issued
 - 6. Additional citations issued on daily or weekly basis until compliance is achieved
- C. The process may be modified to reduce the number of written notices for cases that involve urgent health and safety issues.

III. CODE ENFORCEMENT CASES

- A. Code Enforcement items that are routine in nature shall be enforced through the following process by the Code Enforcement Officer. Each step in the process shall be reported to the Police Department to be recorded in the Code Enforcement tracking system.

- B. The following steps will be taken to obtain compliance:
1. Verbal warning
 2. Written warning notice issued
 3. Citation issued
 4. Additional citations issued on daily or weekly basis until compliance is achieved
- C. Flexibility is provided to the Code Enforcement Officer to provide additional verbal warnings if it will be effective in achieving voluntary compliance in a timely manner.

IV. CITATION PAYMENT PROCESS

- A. Citations issued shall direct payment to be made to the City Clerk at City Hall. When citations are issued, copies shall be submitted to the City Hall front counter and the citation issuance date shall be entered in the Code Enforcement tracking system. When payment is received, City Hall front counter staff shall enter the payment date in the code enforcement tracking system. At the end of each month, a copy of the tracking system will be printed and submitted to the Finance Department.
- B. Follow-up on unpaid citations shall include the following steps:
1. After 30 days, courtesy notice sent from Finance Department and a 10% late penalty will be added (Exhibit 4)
 2. After 60 days, warning letter sent from City Manager (Exhibit 5)
 3. After 90 days, final warning letter sent from City Attorney
 4. After 120 days, Code Enforcement cases referred to collection agency
 5. After 120 days, nuisance abatement cases involving Building Code or safety and health issues shall be referred to the City Attorney's Office to file for a judgement lien on the property as necessary.

Date

Name

Address

Re: Notice of Code Violation at _____

Dear _____:

This is a courtesy warning to notify you that the City has determined your property to be in violation of the following Municipal Code Section: _____

The City requests that you correct this violation within 21 days to avoid any further need for enforcement. Once completed, please notify the City's Code Enforcement Officer at _____ so a follow-up inspection can be made and it can be recorded that a violation no longer exists at that location.

We regret any expense or inconvenience caused by this action. However, these provisions have been established to enhance public safety, King City's appearance and quality of life, and property values in your neighborhood. We are all working together to improve our community.

The City's Code Enforcement Officer and other staff are also available to assist you if you have questions or would like to discuss how to make any related or other improvements to your property. Your assistance and cooperation in making King City a place we are proud of is greatly appreciated.

Sincerely,

Code Enforcement Officer

Date

Name
Address

Re: Second Notice of Code Violation at _____

Dear _____:

This is the second notification of a violation of the following Municipal Code Section at your property:

To avoid more serious enforcement action, please correct this violation within 14 days. Once completed, please notify the City's Code Enforcement Officer at _____. If not corrected, the violation will be referred to the City Attorney's Office.

Your cooperation and timely correction of this matter would be greatly appreciated. City staff are available to assist you with any questions regarding permits or regulations related to the improvements necessary.

Thank you.

Sincerely,

Chief of Police

Date

Name
Address

Re: Final Notice of Code Violation at _____

Dear _____:

This is the third and final notification of a violation of the following Municipal Code Section at your property:

To avoid more serious enforcement action, please correct this violation within 7 days. Once completed, please notify the City's Code Enforcement Officer at _____. If not corrected within 7 days, a citation and fine for each day the violation remains in effect will be issued.

Your response in immediately correcting this violation on a voluntary basis to avoid the need for enforcement action would be greatly appreciated. Please contact the City's Code Enforcement Officer if you have any questions.

Sincerely,

City Attorney

Date

Name
Address

Re: Citation # _____

Dear _____:

This is a courtesy notice to inform you that the City of King has not received payment for the attached citation issued to you for a King City Municipal Code violation. Please submit the payment to the City Clerk, 212 S. Vanderhurst Avenue, King City, CA 93930 per the instructions on the citation with 14 days to avoid additional enforcement action.

You may contact City Hall at 831-385-3281 if you have any questions. Thank you for your timely response to this matter.

Sincerely,

Accountant

Exhibit 5

Date

Name
Address

Re: Citation # _____

Dear _____:

The City of King has not received payment for the attached citation issued to you for a King City Municipal Code violation. Please submit the payment to the City Clerk, 212 S. Vanderhurst Avenue, King City, CA 93930 per the instructions on the citation with 14 days to avoid additional enforcement action.

Sincerely,

City Manager