

Specific Examples of how Public Works, Utilities, and Parks is Addressing Safety – May 2019

Public Works

- Reinforced the important of Tailgate meetings - All divisions are required to have tailgate meetings prior to starting a job. All employees are encouraged to provide their input.
- Hired a Safety Officer - Last years an interim Safety Officer was appointed. City Council approved a permanent safety officer position and the city hired a safety officer.
- Record Keeping – For better record keeping, all employees are required to schedule their training by using a computer program called Target solution.
- Undergrounded High Voltage lines at vehicle wash rack - During an inspection of Corporation Yard Interim Safety Officer discovered that existing above ground high Voltage lines may jeopardize safe operation of Vehicle Wash Rack. To address this issue, city worked with Modesto Irrigation District to underground power lines.
- Reminded Supervisors to prioritize and visit job sites. Supervisors were reminded to prioritize their work and visit work sites as time permits.
- Division Managers directed to print a copy of SART report and make available in break rooms
- Discussed SART finding in multiple all hands meetings
- Updating Corporation Yard Evacuation Plan
- Electrical Supervisor prepared a DRAFT Training Matrix for City Electrical, this matrix pending City Safety Officer review

Secured Corporation Yard

- a. Card reader locks were placed on all doors throughout buildings 1 through 5
 - i. Employee HID cards are programmed to access authorized areas
- b. Front gate closed
 - i. Employee HID cards are used to enter and exit yard.
 - ii. Provides log of access
 - iii. Public must schedule or call for access
- c. Bus facility service entrance fenced and gated
 - i. This was to ensure entire Corporation Yard compound was secure

Streets Division

- a. Regular job site visits by ops and division manager
 - i. Tailgate meetings to hear concerns from team
 - ii. Ensure sight analysis is done each time to identify hazards
- b. Scheduled staff/safety meetings – second and fourth Thursday of each month
 - i. Formal agenda and minutes taken with signed attendance log
 - ii. Safety topics are shared relevant to current conditions and tasks
 - iii. Procedure and or equipment concerns are discussed
 - iv. City news updates are shared and discussed
- c. Updated vehicles/equipment/tools safe use manual
 - i. Ensure that manufacturer safety precautions are listed for each equipment/tool
 - ii. Every employee reads, discusses with supervisor, and signs log acknowledging training
 1. New employees are required to do this prior to first assigned task.

Fleet Division

- d. Regular shop walk through by manager and supervisor
 - i. On the spot safety discussion any time a concern is identified; i.e. tripping hazard, improper use of tool, etc.
- e. Bus facility admin area
 - i. Added a chime (doorbell) to let the staff know when the public access door is opened
 - ii. Added remote control to roll down door over public access area so staff does not need to approach counter
- f. Scheduled staff/safety meetings – every payday week on Thursday
 - i. Formal agenda and minutes taken with signed attendance log
 - ii. Safety topics are shared relevant to current conditions and tasks
 - iii. Procedure and or equipment concerns are discussed
 - iv. City news updates are shared and discussed
- g. Updated vehicles/equipment/tools safe use manual
 - i. Ensure that manufacturer safety precautions are listed for each equipment/tool
 - ii. Every employee reads, discusses with supervisor, and employee signs log acknowledging training
 - 1. New employees are required to do this prior to first assigned task.

Airport Division

- a. Regular job site visits by ops and division manager
 - i. Tailgate meetings to hear concerns from team
 - ii. Ensure sight analysis is done each time to identify hazards
 - iii. Ensure FAA policies and procedures are followed
- b. Scheduled staff/safety meetings – every pay week Wednesday
 - i. Formal agenda and minutes taken with signed attendance log
 - ii. Safety topics are shared relevant to current conditions and tasks
 - iii. Procedure and or equipment concerns are discussed
 - iv. City news updates are shared and discussed
- c. Updated FAA/IIPP/vehicles/equipment/tools safe use manual
 - i. Ensure that manufacturer safety precautions are listed for each equipment/tool
 - ii. Every employee reads, discusses with supervisor, and signs log acknowledging training
 - 1. New employees are required to do this prior to first assigned task.
- d. Installed doorbell and keypad lock on admin office door to control public access.
- e. Added panic button at admin staff desk
- f. Admin office has one staff person when manager is on the airfield, this is added security for them

Utilities Department

Wastewater Division

- In 2015 the Wastewater Division began to work closely with Du-All Safety to identify safety training needs and to develop and implement a safety training program.
 - Purchased safety training tracking software, Industry Safe.
 - Developed Staff safety training matrix for all Wastewater classifications that summarized the training required based on each job classification.

- Wastewater staff developed a Safety Task Force and scheduled monthly meetings where employees can report their safety concerns or make recommendations and help to develop or improve safety processes or procedures.

Once all training needs were identified in 2016, Wastewater began implementing a training program for all staff based on the Cal-OSHA recommended intervals.

- Wastewater has since attempted to continue to follow those recommendations and provide the safety training needed at the intervals that are required.
- In 2017 and 2018, when no safety training consultant agreement in place, Wastewater utilized internal resources to provide training such as CPR, First Aid/AED, Confined Space Entry, Forklift and front loader training.
- In 2018 Wastewater secured an outside vendor to provide medical clearances and fit testing for the employees who are required to wear respirators in their course of work.
- Since the accident, additional measures have been put in place to ensure staff's safety and recordkeeping compliance.
 - As of 2018:
 - All Safety Tailgate meeting documentation is centrally located and tracked electronically.
 - Wastewater requested a practical sharps handling exercise be included in our annual Bloodborne Pathogens training and sharps containers were purchased for proper disposal of sharps.
 - Wastewater held an all hands Safety Day on October 18, 2018, where all staff inspected their tools, vehicles and work areas for any safety concerns or deficiencies.
 - As of 2019:
 - Wastewater has begun to develop an onboarding program for new employees based on their job classifications.
 - Wastewater has purchased their own fit-testing machine and is working to ensure that employees will be evaluated annually and medically cleared to wear respirators.
 - Wastewater has provided more technical and job specific training for our Electrical and Instrumentation Technicians, such as Safety Qualified Electrical Worker certification and Boiler Safety & Maintenance training.
 - Posted the Safety Hazard Reporting Hotline throughout all of our offices so that if employees feel like their safety concerns aren't being addressed internally or through their Safety Task Force, they can report directly to the Risk hotline.
 - All of our digger derrick equipment operators are crane certified, Wastewater has 9 employees who are certified and is adding two more.

Water Division

In addition to the similar safety activities as Wastewater:

- Water Division has tailgate meetings 3 times a month and a safety meeting once a month. Examples of a sign in sheet are provided along with how we keep the records.
- Supervisors visit the sites once a week, and fill out a safety check off list along with pictures.
- Since the accident, in addition to maintaining current safety standards, continuous monitoring of the Division safety program (see attached), including:
 - Annual safety and training topics at each location (2018 & 2019)
 - Review all accidents/incidents at our staff meetings.

- Specialized Environmental Health and Safety Training Matrix (Du-All, In-house or Risk Management)
- Safety class training roster/sign-in sheets.

Parks, Recreation, & Neighborhoods

- Docent Training for Fire, Injuries, Illness, and Emergency Manual
- Service Worker Training for Fire Codes and Safety
- First Aid, CPE, AED
- Signs & Symptoms of Heat-Related Illness
- Slips, Trips, and Falls Prevention
- Workplace Violence
- For Aquatics
 - Lifeguard Certification: ARC LG, ARC Title 22, ARC First Aid, ARC CPR PRO, Blood born Pathogen, Heat Illness, PPE, EAP, AED, Water Safety Instructor
- Drivers Training Bootcamp
- Crisis and Loss Forum
- Active Shooter Training
- Handling Sharp Objects
- Concussion Protocol
- Recreation Leader Training
 - General Safety Procedures, Fire Safety, Lockdown, Injuries, Illness, Emergency Manual/Procedures, Conflict Resolution, Incidents and Accidents, EAP, Mandated Reporter
- Certified Pool Operator Training
- Exposure Control, Safe Handling
- Self-Defense Training