

Public Works Directors Association Meeting
9:00-11:00 a.m.
Wednesday, September 12, 2007
GPCOG Conference Room

Present: Erik Street, Chair, (Yarmouth); Shawn Bennett (Pownal); John Foster (Brunswick); Bob Malley (Cape Elizabeth); Roger Mosley (Standish); Adam Ogden (Cumberland); Jim Plummer (Freeport); Mike Shaw (Scarborough).

Staff: Steve Greeley, Safety Works, BLS; Carol MacKenzie (GPCOG); Sue McIntyre (GPCOG).

1. Welcome and Introductions – Erik Street, Chairman

Erik Street called the meeting to order at 9:00 a.m. and welcomed those present.

2. Acceptance of Minutes from August 8th, 2007 Meeting

Mike Shaw made a motion for approval of the August 8th, 2007 minutes, seconded by Bob Malley. All were in favor. Minutes were unanimously approved.

3. Guest Speaker: Steve Greeley – representative from Safety Works

Steve Greeley provided an overview of Safety Works, a division of the Maine Department of Labor and considered similar to “OSHA” for the public sector. Steve has been with the Department of Labor for eight years and is now a supervisor. Safety Works provides free and comprehensive consultation services. It is in the process of developing a database consisting of programs and compliance records, etc. A brochure was distributed outlining their services. There are different standards that apply but if you follow the compliance directive as described in the brochure then you should be in good shape.

An overview of the consultation process was provided:

- Safety Works can only come in when invited by someone that has the authority to invite them.
- The process is confidential.
- A summary report of the visit is developed and sent out to the requesting party.
- Enforcement department does not have access to the consultation report.
- For the most part this exempts the requesting party from enforcement for six months.
- Exception to this would be the filing of a complaint or injury report.

A new training center has been established in Fairfield that will allow Safety Works to conduct training sessions. The facility is located on 40 acres of land and will allow for many on-hands type training scenarios with the use of props. The Safety Works office has moved to a new location at 45 State House Station in Augusta. Their new phone number is 623-7900 (main line) and 623-7916 (direct line).

Steve directed the group to the “Bureau of Labor Standards Compliance Directive, which he distributed among the group and provided an overview of the document. This paper does not cover everything but it does provide an enforcement checklist done in layman’s terms that can be used as a guideline. All of the standards mentioned in this document can be found at www.OSHA.gov, along with more detailed information.

Among items focused on during the presentation:

Written Programs:

- Respiratory Protection Program:
 - Respirators and dust masks
- Confined Space:
 - OSHA definition: large enough for employee to bodily enter and work; is not designed for continued occupancy; has limited means of egress
 - Permitted confined space
 - Alternate procedure
 - Documentation

- Hazard Communications
 - A written Hazcom Program and an MSDS is required.
- Blood borne Pathogens
- Lockout/Tagout
 - Develop a good written program. Many generic types available.
 - Bob Dawes in Bangor is a good contact for requesting a generic form.
 - If a piece of equipment has more than one energy source, then it is mandatory to have more than one written procedure to lock it and tag it.
 - If a piece of equipment has only one source of energy, it still needs to be locked and tagged, but no procedure is needed.
- Hazard Assessment of Personal Protective Equipment
 - A sample of a PPE assessment form was depicted:

TASK	HAZARD	PPE
Welding	Burns Fire Fumes Electrical injury Flash	Leather Hood/shield/gloves Ventilation
Etc.		

- Items needed for doing a PPE assessment:
 - Need to show where it was done; who did assessment; date it was done.
 - Training should include a review of policies
 - It was recommended that training be conducted on an annual basis
 - Do initial training and keep doing the awareness segment.
 - A daily activity plan for employees is useful. It would include the list of hazards, what you would have for tools and what you would wear for PPE that day. Then a quick safety talk about these items should be conducted.
 - Posting a PPE is also a good idea.
- Emergency Action Plan
 - Basically involves how to get out of building in the event of an emergency. If less than ten people involved, then a verbal program is allowed. Anything more than ten people, a written program is required.
- Hearing Conservation Program
 - Noise levels: what is acceptable and what is not.
 - One 90 decibels is reached, hearing protective apparel must be worn.
 - Allowable duration timelines. Chart can be found in the manual at www.osha.gov
 - It is recommended that if the 8 hour duration time is exceeded you have to enroll in a hearing conservation program. This would include annual medical hearing exams.
 - Timeframe guidelines must be strictly adhered to
 - Although not required, a written program is advised.

Required Training and/or Education:

- Hazard Communications
 - Maine used to have refresher training but have now adopted the federal guidelines. Subsequently, there is no requirement for annual refresher hazard training.
 - It is recommended, however, that when a new product is purchase that refresher training is done.
 - It was advised to label all jugs.
 - A “household quantity” was clarified.

- If you put down a jug and as soon as you walk away from it, you are not in control of it.
- A safe and easy way is to get the MSDS for everything and label the secondary items.
- Confined Space
 - Training is needed.
 - Options for rescue: a tripod; and onsite rescue team; or the fire dept.
- Lockout/Tagout
 - Annual review of program is required.
- Hearing conservation
 - Only test those employees exposed
- Respiratory Protection
 - Health related items must include training on annual basis
- Fire extinguishers
 - Annual training
- Forklift
 - Requires training every three years unless you see someone misusing it, then training is needed
 - In regards to backhoes, etc., if using more than 50% of the time, then train for that item.
- Blood borne Pathogens
 - A written program is needed
 - If there is an exposure, a program is needed and the Hepatitis B inoculation must be offered.
 - If an employee handles trash, then they should be inoculated and trained.
 - A written statement is needed by employees who decline the series of shots.

Among some of the records that should be maintained

- Save permits
- Have records of annual inspections on hoists
- Keep most current medical evaluation when referring to respiratory issues.
 - a. Up to age 35: medical evaluation every five years
 - b. Age 36 to 40: medical evaluation every two years.
 - c. Once over 40: medical evaluation every year.
- OSHA 300 Summary
 - a. Posting must now be done for the months of February, March and April.
 - b. A senior official must certify that the information is correct.
 - c. Would recommend taking the class.

Equipment Inspections

- Lift/hoists should have annual inspection
- A monthly inspection should be done on fire extinguishers.
- Eye wash stations:
 - a. Refer to rule 151c paragraph on injurious corrosive material.
 - b. OSHA standards do not require tempered water, but Steve would recommend it.
 - c. Portable units do not take the place of an eye wash station.
 - d. In reference to big plastic tanks: Much maintenance is needed in regards to how often you need to change the solution. It is a good idea to have a tag that shows when it was last changed.
- Vehicle lifts: Follow manufacturer's recommendations
- Jacks should be inspected every six months.

- Acetylene cylinders need to be stored separately and covers should be placed over them. Written documentation is required. All tanks could be listed on one form and each could be initialed as they are inspected. Good reference for this is Bob Dawes.

Questions, comments and discussion followed. A question was asked about a bucket lifter (truck). If there is an aerial lift, it was recommended to follow manufacturer's instructions in regards to tying off. For automatic defibrillators, follow the manufacturer's instructions and train. Facilities should be well organized, neat with clear walkways. Garages do require GFCI receptacles. When there is snow or ice, secondary exits should be shoveled. Cabinets containing flammable and/or combustible items should be ventilated.

Steve summarized his presentation by encouraging the group to call Safety Works and to take advantage of the free classes and consultation visits. He spoke of a program called, "Getting in Shape". It is recognition for public employers where a safety and health award is given out. It exempts you from enforcement. Get a plaque and keep applying for the "Shape" program. Anyone interested in this program should write or call Dave Wagner. A CD will be sent out with a self-evaluation form, followed by a meeting with the safety staff. He advised the group to go through the compliance directive first and then do the "Shape" program. This could be done by the Public Works Department only or can involve an entire town. Sample programs can be found on the website: www.safetyworksmaine.com

Erik thanked Steve for coming in.

4. **Announcement**

Roger Mosley announced that he had heard from Dave Sherlock at the MaineDOT in regards to salt brine. He was told that the DOT could sell the brine at \$.20 cents per gallon. Anyone interested can give him a call. Roger noted that he had also heard that Dave Sherlock would be leaving the Scarborough DOT office and heading to Augusta for another position with the MaineDOT. It is not known yet who his replacement will be.

Roger has also contacted Randy Geaumont and received confirmation that he would be coming to next month's meeting.

It was noted that the MMA Convention is scheduled to take place on October 4th.

Mike Shaw announced that Scarborough would be buying B20 biodiesel. They will also be converting one pick-up truck and one police cruiser to run on LP. They will be teaching people how to install conversion kits. If anyone is interested in sending mechanics from their respective towns, get in touch with Mike and he will notify you when those training sessions will take place. They plan on doing some analysis. It is believed that some savings may be had on changing the oil in these vehicles. The cost of a conversion kit goes for about \$2500.00 per vehicle.

5. **Other Business**

The REACT Committee is in the process of getting the joint board formed. They have about 25 members. The first meeting is scheduled to take place within a few weeks.

6. **Next Meeting**

Arthur Bush will be speaking at the next meeting about road salt. The next meeting is scheduled for Wednesday, October 10th, 2007 at 9:00 a.m. here at GPCOG. Other topics will focus on winter operations.

7. **Adjourn**

The meeting adjourned at 10:55 a.m.