



ATTACHMENT #2

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Memorandum

To: Jim Thyden, Risk Management Analyst
Michelle Gillette, Risk Management Analyst
From: Tiffany Taylor, EH&S Resources Inc.
Date: 9/29/2004
Re: Program Accomplishments, Status and Multi-Year Plan

MAJOR PROGRAM ACCOMPLISHMENTS:

EH&S Resources Inc has been providing environmental health and safety consulting services to the City of Costa Mesa since November of 1998. While this is not an exhaustive list, during our tenure with the City, EH&S Resources has completed, assisted, and facilitated the following major projects:

- Pre-Control and Post-Control air sampling on diesel exhaust from the Fire apparatus prior to installation of the diesel filters, which resulted in the 75%-80% reduction of diesel exhaust exposure to the fire personnel;
- Development and Implementation of new safety programs regulated by Cal-OSHA, which consisted of the Injury and Illness Prevention Program, Respiratory Protection Program, and the Hazard Communication Program;
- Training to City employees in the Council Chambers on the Injury and Illness Prevention Program and Hazard Communication Program, which included videotaping the training for utilization in new hire orientation for new City employees;
- Division and Department Manager Training on the Injury and Illness Prevention Program and their responsibilities to their employees as managers/supervisors;
- Participation in the Safety Coordinating Committee, Seismic Retrofit Committee and Homeland Security Committee;
- Development of the Chemical Hygiene Plan for the CSI Laboratory in the Police Department including preparation of each of the responses to Cal-

OSHA based on complaints from City employee alleging unsafe working conditions; and

- Immediate response to the Costa Mesa Fire as an environmental health and safety expert.

Outside of these major projects, EH&S Resources provides day to day environmental health and safety consulting services to the City of Costa Mesa consisting of air sampling, noise dosimeter surveys, training sessions, regulatory interpretation, safety program development; safety status meetings with risk management; report preparation as well as any other tasks related to compliance.

STATUS:

EH&S Resources has consistently worked with all levels of personnel within the City from the City Manager to the interns to provide expertise as it relates to environmental health and safety. The role that EH&S Resources plays as the City's safety consultant is very involved and includes active participation with Risk Management, the employee population, management, regulatory agencies, and other City service providers.

Since November of 1998, EH&S Resources has been allocated as much as 312 hours per year for environmental health and safety services to the City of Costa Mesa, but that has been reduced of the years to the current level of 250 hours. After responding to an RFP for environmental health and safety consulting services in 2003, EH&S Resources was awarded a one-year contract based on the attached Scope of Services over the seven other vendors that responded. EH&S Resources sees a need to increase the number of consulting hours for the upcoming contract years. While the City has made great strides in employee safety, it is important that each employee, manager and supervisor understands his or her responsibility for safety. At this point in time, it is difficult to determine if the safety programs that have been developed for the entire City have been implemented and operate properly through the different employee levels. EH&S Resources would like to begin addressing safety from a departmental level as opposed to a city-wide organizational level while still focusing on compliance for the City.

MULTI-YEAR PLAN:

Under the proposed contract, EH&S Resources will determine compliance including program development and implementation through the following measures:

- 1) Attend departmental staff meetings and determine if employees are aware of the Injury and Illness Prevention Program and their responsibilities under the Program.
- 2) Perform Hazard Assessments on the high exposure departments/divisions such as Police, Fire, Public Services and Recreation, which will include meeting with management and conducting physical walkthrough of the work areas. A report will be generated detailing the exposures in the work areas and the requirements for regulatory compliance based on those exposures. EH&S Resources recognizes the need for the development and implementation of the following programs based on the exposures at other cities that it services:
 - a. Confined Space Program
 - b. Fall Protection Program
 - c. Ergonomics Program
 - d. Lockout/Tagout Program
 - e. Electrical Safety Program
 - f. Forklift Safety Program
 - g. Ladder Safety Program
 - h. Trenching and Shoring Program

The increase in hours will not only be utilized toward further compliance, but EH&S Resources would like to begin reducing the incidence of worker's compensation claims by focusing on Accident Prevention. This will be accomplished through the following measures:

- 1) Data entry of all workers' compensation claims information acquired from the injury report (5020) into a system maintained by EH&S Resources. Worker's compensation loss information for use in the City's safety program will be obtained from the City's third party administrator for loss analysis purposes. The information that EH&S Resources enters into the database would be utilized to prepare loss analysis reports, which would identify frequency and severity rates by department as well as provide the necessary data for EH&S Resources to know where to focus their efforts in reducing losses.
- 2) Specific safety training related to the causation of worker's compensation losses as well as supervisor safety training in conjunction with worker's compensation training.
- 3) Implementation of proactive measures, such as abatement of unsafe conditions as opposed to reactively addressing worker's compensation losses when proactive measures could minimize the potential for an injury or a loss.

EH&S Resources spends approximately 60-80 hours each year addressing safety issues related to an emergency, worker's compensation claim or an issue not projected to be addressed as part of the contractual safety objectives. Since January 1, 2003, all public agencies can be monetarily penalized for non-

compliance with Cal-OSHA regulations just as private industry. Most recently, the City of South Gate incurred over \$11,000 in violations. I have attached the informational sheet on their violations.

EH&S Resources would like to increase the monthly hours from 20 hours to at 36 hours beginning on October 1, 2004. The cost of services would total \$36,000 per contract year.

The increase in hours will enable EH&S Resources to perform the comprehensive hazard assessments and develop the necessary safety programs that would be required based on regulatory standards. Additionally, the focus on safety for the past several years has been regulatory compliance, yet there are still a number of regulations that the City must comply. EH&S Resources would like to see the City focus more monetary and consulting efforts on obtaining full compliance while analyzing the worker's compensation claims to increase efforts in accident prevention. The focus on comprehensive regulatory compliance and accident prevention will inevitably enable cost reduction in worker's compensation claims.

ENVIRONMENTAL HEALTH & SAFETY SCOPE OF SERVICES

for

City of Costa Mesa

Specifically for the upcoming year, the services that EH&S RESOURCES will provide, under the direction of Risk Management include, but are not limited to the following:

1. **Safety Coordinating Committee:** Attend the bimonthly meetings as well as record and prepare the meeting minutes. In conjunction with Risk Management, develop the agenda and prepare any applicable materials for distribution to the committee members.
2. **Environmental, Health & Safety Issues:** Assist in the resolution of environmental, health and safety issues brought up by Risk Management, departmental and/or executive management, or City employees. Conduct necessary research to address questions and concerns. Provide written reports to appropriate personnel for implementation of response.
3. **Communicate New Environmental/Safety Regulations:** Serve as a liaison in gathering information relevant to new environmental/safety regulations. Interpret impact on City of Costa operations and provide written results to Risk Management and other applicable entities.
4. **Safety Training:** Provide employee safety training in applicable areas for regulatory compliance and/or minimizes accident potential.
5. **Environmental/Safety Exposure Assessments:** Conduct physical and/or written program audits of areas identified by management or that are of concern based on hazard exposures. Report findings and recommendations for corrective actions to Risk Management and applicable departmental manager. Assist in the abatement efforts.
6. **Develop written safety programs based on Cal-OSHA Title 8 Standards and their applicability to the City of Costa Mesa.**
7. **Management and Committee Meetings:** Participate in seismic retrofit meetings and ad hoc safety committee meetings on a monthly basis. Potential participation in the MAC meetings on an as needed basis. Meetings also include continuous collaboration with Risk Management and staff.

Inspection: 120221304 - City Of South Gate-Parks Dept.

| Inspection Information - Office: Ca Pico Rivera | | | | |
|--|-------------------|-----------------------|------------|--------|
| Nr: 120221304 | Report ID:0950642 | Open Date: 11/17/2003 | | |
| City Of South Gate-Parks Dept. 4900 Southern Ave South Gate, CA 90280 SIC: 9199/General Government, Not Elsewhere Classified NAICS: 921190/Other General Government Support Mailing: 4900 Southern Ave, South Gate, CA 90280 | | Union Status: Union | | |
| Inspection Type: | Complaint | Advanced Notice: | N | |
| Scope: | Partial | Close Conference: | 04/14/2004 | |
| Ownership: | LocalGovt | Close Case: | | |
| Safety/Health: | Health | | | |
| Related Activ | Type | ID | Safety | Health |
| | Complaint | 201045895 | | Yes |

VIOLATIONS

| ID | Type | Standard | Issuance | Abate | Curr\$ | Init\$ | Fta\$ |
|------------------------------|-------------|-----------------|-----------------|--------------|---------------|---------------|--------------|
| <u>01001</u> | Other | 461 D | 04/14/2004 | 05/14/2004 | \$500 | \$500 | \$0 |
| <u>01002</u> | Other | 3203 A | 04/14/2004 | 05/14/2004 | \$420 | \$420 | \$0 |
| <u>01003</u> | Other | 3328 D | 04/14/2004 | 05/14/2004 | \$375 | \$375 | \$0 |
| <u>01004</u> | Other | 5144 D01 B | 04/14/2004 | 05/14/2004 | \$280 | \$280 | \$0 |
| <u>01005</u> | Other | 5194 E01 | 04/14/2004 | 05/14/2004 | \$560 | \$560 | \$0 |
| <u>02001</u> | Serious | 3577 E | 04/14/2004 | 04/21/2004 | \$4500 | \$4500 | \$0 |
| <u>03001</u> | Serious | 3578 G | 04/14/2004 | 04/21/2004 | \$4500 | \$4500 | \$0 |