

# ADMINISTRATIVE RULES – CITY OF KNOXVILLE

## 14 – Occupational Safety and Health Program

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### **14.01**      **TITLE**

This Program shall be known as “The Occupational Safety and Health Program for the Employees of the City of Knoxville.”

### **14.02**      **PURPOSE**

To provide for the safety of the employees of the City of Knoxville in the performance of the operations of the City and compliance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.

### **14.03**      **RESPONSIBILITIES**

Every employee and representative of the City of Knoxville shall have the same responsibility and accountability for the safety of the City’s operations and compliance with this order and all laws and regulations related to safety as they have for the performance of those operations. Each supervisor shall be responsible for ensuring each employee is properly trained and knowledgeable to safely perform all tasks assigned to them and that no task is assigned to an employee who is not properly trained and knowledgeable.

The Risk Manager is designated as the Director of Occupational Safety and Health as defined by the Commissioner of Labor and Workforce Development of the State of Tennessee and shall have the responsibilities and authority to coordinate and to administer this plan as established within it.

### **14.04**      **PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH PROGRAM FOR THE EMPLOYEES OF THE CITY OF KNOXVILLE**

#### **I.    PURPOSE AND COVERAGE**

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program for the employees of the City of Knoxville.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The City of Knoxville, in electing to update and maintain an effective occupational safety and health program for its employees, will:

- A. Provide a safe and healthful place and condition of employment that includes:
  - 1. Top management commitment and employee involvement;
  - 2. Continual analysis of the worksite to identify all hazards and potential hazards;
  - 3. Development and maintenance of methods for preventing or controlling the existing or potential hazards; and

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4. Training of managers, supervisors, and employees in order for them to understand and deal with worksite hazards.
- B. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- C. Make, keep, preserve and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- D. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- E. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- F. Assist the Commissioner of Labor and Workforce Development or his designated representative regarding his monitoring activities to determine program effectiveness and compliance with the occupational safety and health standards.
- G. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the occupational safety and health program.
- H. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this program, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

## II. DEFINITIONS

For the purpose of this program, the following definitions apply:

- A. COMMISSIONER OF LABOR AND WORKFORCE DEVELOPMENT means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.

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- B. EMPLOYER means the City of Knoxville or the City.
- C. DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or DIRECTOR means the Risk Manager, who is authorized to perform duties and exercise powers so as to plan, develop, and administer the occupational safety and health program for employees.
- D. INSPECTOR(S) means individual(s) appointed or designated by the Risk Manager to conduct inspections provided for herein, which includes but is not limited to the Risk Coordinator and the Safety Inspector.
- E. APPOINTING AUTHORITY means any official of the City having legally designated powers of appointment, employment, or removal therefrom for a specific department, board, commission, division, or other agency of this employer.
- F. EMPLOYEE means any person performing services for the City and listed on the City's payroll, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as volunteers provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- G. PERSON means one or more individual, partnership, association, corporation, business trust, or legal representative of any organized group of persons.
- H. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- I. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- J. ESTABLISHMENT or WORKSITE means a single physical location under the control of the City where business is conducted, services are rendered, or industrial type operations are performed.
- K. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:

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1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanent reduced), or
2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- L. ACT or TOSHA Act shall mean the Tennessee Occupational Safety and Health Act of 1972.
- M. GOVERNING BODY means the Knoxville City Council.
- N. CHIEF EXECUTIVE OFFICER means the Mayor of the City of Knoxville.

### III. EMPLOYER'S RIGHTS AND DUTIES

Rights and duties of the City shall include, but are not limited to, the following provisions:

- A. The City shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- B. The City shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- C. The City shall refrain from any unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the City's place(s) of business. The City shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- D. The City is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearings on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- E. The City is entitled to request an order granting a variance from an occupational safety and health standard.

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- F. The City is entitled to protection of its legally privileged communication.
- G. The City shall inspect all worksites to insure the provisions of this program are complied with and carried out.
- H. The City shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- I. The City shall notify all employees of their rights and duties under this program.

### IV. EMPLOYEES' RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- A. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this program and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- B. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSHA Act or any standard or regulation promulgated under this Act.
- C. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under this Act.
- D. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this program may file a petition with the Commission of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- E. Any employee who has been exposed or is being exposed to toxic material or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- F. Subject to regulations issued pursuant to this program, any employee or authorized representative of employees shall be given the right to request

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an inspection and to consult with the Risk Manager or Inspector at the time of the physical inspection of the worksite.

- G. Any employee may bring to the attention of the Risk Manager any violation or suspected violations of the standards or any other health and safety hazards.
- H. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this program.
- I. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Risk Manager. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- J. Nothing in this or any other provisions of this program shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety of others, or when a medical examination may be reasonably required for performance of a specific job.
- K. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor immediately or as soon as reasonably practical after the occurrence, but not more than 2 hours.

### V. ADMINISTRATION

- A. The Risk Manager is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program.
  - 1. The Risk Manager may designate a person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this program.
  - 2. The Risk Manager may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Risk Manager.
  - 3. The Risk Manager shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this program.
  - 4. The Risk Manager may request qualified technical personnel from any department or section of government to assist him in making

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compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this program.

5. The Risk Manager shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
  6. The Risk Manager shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
  7. The Risk Manager shall assist any officials of the employer in the investigation of occupational accidents or illnesses or conduct investigations as deemed appropriate.
  8. The Risk Manager shall maintain or cause to be maintained records required under Section VIII of this plan.
  9. The Risk Manager and the responsible department director shall independently, in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees insure that the Commission of Labor and Workforce Development receives notification of the occurrence within eight (8) hours.
- B. The director of each department or division shall be responsible for the implementation of this occupational safety and health program within their respective areas.
1. The administrative or operational head shall cooperate with the Risk Manager on all issues involving occupational safety and health of employees as set forth in this plan and ensure compliance with all standards of the Tennessee Occupational Safety and Health Act.
  2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Risk Manager within the abatement period.
  3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
  4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Risk Manager along with his

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findings and/or recommendations in accordance with APPENDIX V of this plan.

### VI. STANDARDS AUTHORIZED

The standards adopted under this program are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 or which may, in the future, be developed and promulgated. Additional standards may be promulgated by the Mayor as deemed necessary for the safety and health of employees.

### VII. VARIANCE PROCEDURE

The department director may request that the Risk Manager apply for a variance as a result of a complaint from an employee or of her/his knowledge of certain hazards or exposures by providing the information required below to the Risk Manager. The Risk Manager should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- A. The application for a variance shall be prepared in writing and shall contain:
  1. A specification of the standard or portion thereof from which the variance is sought.
  2. A detailed statement of the reason(s) why the City is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
  3. A statement of the steps the City has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
  4. A statement of when the City expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
  5. A certification that the City has informed employees by posting a statement summarizing the application (to include the location of a copy available for examination) on bulletin boards where required federal employee notices are posted. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- B. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.

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- C. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
  - 1. The City
    - a. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities of technology.
    - b. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
    - c. Has an effective program from coming into compliance with the standard as quickly as possible.
  - 2. The employee is engaged in an experimental program as described in subsection (b), section 13 of the Act.
- D. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- E. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- F. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

### VIII. RECORDKEEPING AND REPORTING

- A. Recording and reporting of all occupational accidents, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet, RECORDKEEPING REQUIREMENTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (Revised 2003) or as may be prescribed by the Tennessee Department of Labor and Workforce Development.
- B. The positions responsible for recordkeeping are shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix V to this plan.

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- C. Details of how reports of occupational accidents, injuries, and illnesses will reach the record keeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix V to this plan.

### IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that they are assigned to work in conditions that might affect their health, safety, or general welfare at the present time or at any time in the future, he or she may report the condition to the Risk Manager. Employees are encouraged to advise the appropriate supervisor of their concerns and report the concerns to the Risk Manager if the concerns are not satisfactorily resolved by the supervisor. However, employees will not be prohibited from initially making complaints to the Risk Manager.

- A. The complaint to the Risk Manager should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his or her health, safety, or general welfare. The employee should sign the letter but need not do so if he or she wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- B. Upon receipt of the complaint letter, the Risk Manager will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Risk Manager will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if not, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for the period of three (3) working days.
- C. if the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Mayor explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- D. The Mayor will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following the receipt of the complaint by the Mayor explaining decisions made and action taken or to be taken.
- E. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases

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shall include copies of all related correspondence with the Risk Manager and the Mayor.

- F. Copies of all complaints and answers thereto will be filed by the Risk Manager, who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

### X. EDUCATION AND TRAINING

#### A. Risk Manager and/or Inspector(s)

1. Arrangements will be made for the Risk Manager and/or Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies.
2. Reference materials, manuals, equipment, etc., deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

#### B. All Employees (including Managers and Supervisory personnel):

A suitable safety and health training program for employees will be established by the respective departments. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employee's work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury (such as falls, electrocution, crushing injuries (e.g., trench cave-ins), and being struck by material or equipment).
2. Instruct employees who are required to handle poisons, acids, caustics, explosives, and other harmful or dangerous substances (including carbon monoxide and chlorine) in the safe handling and use of such items and make them aware of the potential hazards, proper handling procedures, personal protective measures, personal hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present of the hazards of the environment, how to best avoid injury or exposures, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct employees required to handle or use flammable liquids, gases, or toxic materials in their safe handling and use and make employees

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aware of specific requirements contained in Subparts H and M and other applicable subparts of TOSHA Act standards (1910 and/or 1926).

5. Instruct employees on hazards and dangers of confined or enclosed spaces.
  - a. Confined or enclosed space means having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four (4) feet in depth such as pits, tubs, vaults, and vessels.
  - b. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
  - c. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

### XI. GENERAL INSPECTION AND INVESTIGATION PROCEDURES

In order to be aware of hazards, periodic inspections and thorough investigations must be performed. These inspections and investigations will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites and identify the causes of accidents, injuries, or real or potential losses of any type.

Inspections made on pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on an unannounced basis at intervals not to exceed thirty (30) calendar days. Investigations will be conducted for any real or potential accidents, incidents or loss deemed to warrant investigation by the Risk Manager. All employees shall cooperate with the Risk Manager or Inspector in conducting inspections or investigations.

- A. In order to carry out the purposes of this program, the Risk Manager and/or Inspector(s) are authorized:
  1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such

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establishment, facility, or worksite is under the jurisdiction of the City and;

2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- B. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Risk Manager or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- C. An administrative representative of the employer and an authorized representative of employees shall be given an opportunity to accompany the Risk Manager and/or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- D. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- E. The conduct of the inspection or investigation shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques. The Risk Manager or Inspector may take recorded statements from any employee as part of an investigation or examine any records not classified as confidential. Inspection of records classified as confidential must be under other appropriate authority.
- F. Advance Notice of Inspections.
1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create a misleading impression of conditions in an establishment.
  2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- G. The Risk Manager need not personally make an inspection of each and every worksite. He may delegate the responsibility for such inspection to supervisors or other personnel provided:

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1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Risk Manager.
  2. Records are made of the inspections and of any discrepancies found and are forwarded to the Risk Manager.
- H. The Risk Manager shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Said inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

### XII. IMMINENT DANGER PROCEDURES

- A. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
1. The Risk Manager or Inspector shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
  2. If the alleged imminent danger situation is determined to have merit by the Risk Manager or Inspector, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
  3. As soon as it is concluded from such inspection that conditions or practices exist which constitute an imminent danger, the Risk Manager or Inspector shall advise the appropriate supervisor or management of the need to abate the unsafe condition. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary for abatement of the imminent danger.
  4. The department director of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Risk Manager or Inspector and to the mutual satisfaction of all parties involved.
  5. The imminent danger shall be abated if:
    - a. The imminence of the danger has been eliminated by removal of employees from the area of danger.
    - b. Conditions or practices that resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.

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6. A written report shall be made by the Risk Manager describing in detail the imminent danger and its abatement. This report will be maintained by the Risk Manager in accordance with subsection (i) of Section XI of this plan.

### B. Refusal to Abate

1. Any refusal to abate an imminent danger situation shall be reported to the Risk Manager and/or Mayor immediately.
2. The Risk Manager and/or Mayor shall take whatever action may be necessary to achieve abatement.

## XIII. ABATEMENT ORDERS AND HEARINGS WHEN THERE IS NOT AN IMMINENT DANGER

- ### A. Whenever, as a result of an inspection or investigation, the Risk Manager or Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the department director of the worksite within a reasonable period of time, the Risk Manager shall:

1. Issue a violation notice to the responsible department director.
2. Post a copy of the violation notice at or near each location referred to in the violation notice.

### B. Violation notices shall contain the following information:

1. The standard, rule, or regulation that was found to be violated.
2. A description of the nature and location of the violation.
3. A description of what is required to abate or correct the violation.
4. A reasonable period of time during which the violation must be abated or corrected.

- ### C. At any time within ten (10) days after receipt of a violation notice, anyone affected by the order may advise the Risk Manager in writing of any objections to the terms and conditions of the notice. Upon receipt of such objections, the Risk Manager shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Risk Manager shall, within three (3) working days, issue a violation notice and such subsequent notice shall be binding on all parties and shall be final.

## XIV. PENALTIES

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- A. No civil or criminal penalties shall be issued by the Tennessee Department of Labor and Workforce Development against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this program.
- B. Any employee, regardless of status, who negligently, willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action including, but not limited to suspension and/or termination.
- C. Any employee who intentionally discourages or hinders any other employee from or belittles any other employee for complying with safety regulations or policies or any reasonable safety practices shall be subject to disciplinary action.

### XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Risk Manager pursuant to this plan of operation or the legislation (Ordinance, or executive order) enabling this occupational safety and health program which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this program or when relevant in any proceeding under this program. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

### XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

Part IV of the Tennessee Occupational Safety and Health Plan and the Tennessee State law prohibit discriminatory action by an employer towards an employee who has exercised his rights under the Act. In addition to filing a complaint alleging discrimination with the Commissioner, an employee has the option of filing a complaint alleging discrimination with the Risk Manager in accordance with the provisions of T.C.A. § 50-3-409. The Commissioner may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

### XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- A. Compliance with any other law, statute, Ordinance, or executive order, as applicable, which regulates safety and health in employment and places of employment shall not excuse the employer, the employee, or any other person from compliance with the provisions of this program.
- B. Compliance with any provisions of this program or any standard, rule, regulation, or order issued pursuant to this program shall not excuse the

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employer, the employee, or any other person from compliance with the law, statute, Ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, Ordinance, or executive order, as applicable, is specifically repealed.

### **14.05 ASBESTOS MANAGEMENT POLICY**

#### **I. PURPOSE**

The purpose of this policy is to ensure employees and the general public are provided appropriate information regarding Asbestos and Asbestos-Containing Materials present in City of Knoxville buildings and to comply with the Occupational Safety and Health Administration (OSHA) Asbestos Standard in 29 CFR § 1910.1001. This Policy has been developed to eliminate or control hazards associated with Asbestos-Containing Materials at all City of Knoxville locations. This Policy is not intended to state all procedures that may be required by all departments. This Policy will be available to all employees on the City's intranet site and from the Risk Management Department:

Risk Management Department  
City County Building, Suite 599  
400 Main Street  
Knoxville, TN 37902

#### **II. DEFINITIONS**

**Asbestos:** The name given to a group of naturally occurring minerals that are resistant to heat and corrosion. Asbestos has been used in products such as insulation for pipes (steam lines for example), floor tiles, building materials, and in vehicle brakes and clutches. Asbestos includes the mineral fibers chrysotile, amosite, crocidolite, tremolite, anthophyllite, actinolite, and any of these materials that have been chemically treated or altered. Heavy exposures tend to occur in the construction industry and in ship repair, particularly during the removal of Asbestos materials due to renovation, repairs, or demolition. Workers are also likely to be exposed during the manufacture of Asbestos products (such as textiles, friction products, insulation, and other building materials) and during automotive brake and clutch repair work.

**Asbestos-Containing Material (ACM):** Materials that contain greater than 1% Asbestos. Any building materials installed before 1970 are suspected of being ACM and will be treated as ACM unless proven otherwise by analytical results.

**Director of Occupational Health and Safety:** The City of Knoxville's Risk Manager (865-215-2630).

**Friable:** Can be crumbled by hand pressure, such as hard-packed thermal insulation on pipes.

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Safety Inspector: The City of Knoxville's Safety Inspector (865-215-3453).

### III. ASBESTOS MANAGEMENT PLAN

The Director of Occupational Health and Safety is responsible for the development and maintenance of this Policy. Each department responsible for oversight of a facility and/or for facility maintenance is responsible for implementation of this Policy for that facility and will ensure that affected employees are trained in Asbestos hazards and their responsibilities to control those hazards.

Each department is responsible for identifying ACM and maintaining a list of those locations in Attachment 1 of their Plan. Departments can request assistance from the Safety Inspector in determining possible ACM. Each department is responsible for conducting and documenting a site "walkthrough" inspection of these locations with exposed ACM every six months to assess and evaluate the condition of all known ACMs and all materials presumed to be ACM. The inspection must document the condition of the ACM and whether any Asbestos dust is likely/not likely to occur. If dust might be released due to poor condition, an Asbestos contractor must be hired to either repair or remove the material.

To meet the 29 CFR § 1926.1101 requirements, notify building occupants of the presence of ACMs, and prevent the materials being disturbed, the following sign will be placed on all ACMs:

DANGER  
Contains Asbestos Fibers  
Avoid Creating Dust  
Cancer and Lung Disease Hazard

#### Maintenance:

Maintenance activities must be restricted so that ACMs are not handled in a manner that could release Asbestos fibers.

#### Sampling:

Only a Certified Asbestos Inspector is allowed to take samples of suspected ACMs. City of Knoxville employees are not permitted to take samples of suspected ACM.

#### Vinyl Floor Tile:

Buffing and waxing must be conducted in a manner that avoids penetrating the top layer of the tile so that Asbestos fibers are not released. No cutting of Asbestos-containing tiles is permitted. The EPA has published safe work practices for buffing, waxing, and other housekeeping activities on 9x9 Asbestos floor tile. OSHA has these guidelines:

- Sanding of Asbestos floor tile is prohibited;

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- Stripping of finishes shall be conducted using low abrasion pads at speeds lower than 300 rpm and wet methods; and
- Burnishing or dry buffing may be performed only on tiles that have sufficient finish so that the pad cannot contact the ACM.

### Hard-packed Elbow Insulation:

If the insulation requires removal, an Asbestos-abatement contractor must be hired to conduct the removal. NOTE: Building maintenance personnel cannot conduct insulation repair, or clean-up of small quantities of Asbestos debris unless they have completed a 24 hour worker O&M training course

### Spills and Releases:

If any ACM becomes damaged so that fibers may have been released, contact an Asbestos-abatement contractor to remove the remaining material and to remove any contamination on adjacent surfaces. NOTE: Building maintenance personnel cannot conduct this type of spill clean-up unless they have completed a 24-hour worker training course.

### Outside Contractors:

General Building Work: The department responsible for monitoring the contract is responsible for notifying contractors working in a City of Knoxville building of the location of ACMs in their work area. Contractors will be instructed not to damage ACMs, to avoid the accidental release of Asbestos fibers into the area. This includes, but is not limited to, electricians, plumbers, carpenters, fire protection, HVAC, flooring, painting contractors, etc.

Building Renovation: The department responsible for monitoring the contract is responsible for ensuring plans for building renovations are evaluated to determine if ACMs may be involved. If ACMs may be damaged during renovation activities, then a Certified Asbestos-Abatement Contractor must be hired to remove the Asbestos material before renovation work begins in that area. The contractor will be informed of:

- The location of the ACMs, and
- The condition of the ACM.

City of Knoxville Properties Rented or Leased: It is the responsibility of each department to inform anyone renting or leasing a City of Knoxville facility of the presence of any ACM. A signed acknowledgement (Attachment 2) must be kept on file stating that the renter has been informed of the ACM and that the ACM cannot be removed or disturbed without permission from the City of Knoxville.

### Training:

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Training must be provided to each employee who may handle or potentially handle ACMs. All affected employees in each department will receive Asbestos Awareness Training. The training allows workers to safely work in the vicinity of ACMs. It does not authorize workers to remove Asbestos. Training is annual, and must include at a minimum:

- Health effects of Asbestos;
- Locations of known ACMs (have been tested) and the location of presumed ACMs (not tested, but assumed to contain Asbestos due to visual appearance and year installed before 1970);
- Recognition of damage and deterioration;
- Requirements for housekeeping without creating dust; and
- Proper response to events that release dust.

### **14.06**      **CONFINED SPACE POLICY**

Contact Risk Management for a sample procedure document and any referenced attachments to assist in complying with this policy.

#### I.      PURPOSE

The purpose of this policy is to ensure employees and the public are protected from the hazards of confined spaces and to comply with the OSHA Permit-Required Confined Space Standard in 29 CFR § 1910.146. This policy is not intended to state all procedures that may be required by all departments. This policy will be available to all employees on the City's intranet site and from the Risk Management Department:

Risk Management Department  
City County Building, Suite 599  
400 Main Street  
Knoxville, TN 37902

#### II.     DEFINITIONS

Acceptable Entry Conditions: The conditions that must exist in a permit space to allow entry and to ensure that employees involved can safely enter into and work within the space.

Authorized Entrant: A properly trained employee who is authorized by the employer to enter a Permit-Required Confined Space.

Attendant: A properly trained individual stationed outside one or more Permit-Required Confined Spaces that monitors the authorized entrants and who performs all attendant's duties assigned in the employer's Permit-Required Confined Space program.

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Confined Space: Meets all the following criteria: (1) is large enough for an employee to enter fully and perform assigned work, (2) is not designed for continuous occupancy by the employee, and (3) has limited or restricted means of entry or exit. Examples include underground vaults, tanks, storage bins, pits and diked areas, vessels, silos, and similar areas.

Director of Occupational Health and Safety: The City of Knoxville's Risk Manager (865-215-2630).

Entry: Means the action by which a person passes through an opening into a Permit-Required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

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 on the body to cause death by strangulation, constrictions, or crushing.

Entry Permit: The written or printed document that is provided by the employer to allow and control entry into a permit space.

Entry Supervisor: The designated person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this policy.

Hazardous Atmosphere: An atmosphere that may expose employees to a risk of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness from one or more of the following:

- A. Flammable gas, vapor, or mist in excess of 10 percent of its Lower Flammable Limit (LFL);
- B. Airborne combustible dust at a concentration that meets or exceeds its LFL;
- C. Atmosphere oxygen concentration below 19.5 percent or above 23.5 percent;
- D. Atmosphere concentration of any substance for which there is a dose or permissible exposure limit; and
- E. Any other atmospheric condition that is Immediately Dangerous to Life or Health.

Immediately Dangerous to Life or Health (IDLH): An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Non-Permit Confined Space: A confined space that does not contain hazards or has the potential to contain any hazard capable of causing death or serious physical harm.

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Permit-Required Confined Space: A confined space that has one or more of the following characteristics: (1) contains or has the potential to contain a hazardous atmosphere; (2) contains a material with the potential to engulf someone who enters the space; (3) has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section; and/or (4) contains any other recognized serious safety or health hazards.

Safety Inspector: The City of Knoxville's Safety Inspector (865-215-3453).

### III. CONFINED SPACE REQUIREMENTS

- A. No City of Knoxville employee may enter a space that meets the definition of a Permit-Required Confined Space unless a written confined space program is in effect that has been determined to be compliant with § 1910.146, the employee is an authorized entrant under that program, and all requirements of the program are being met. The one exception to this rule is that emergency response employees who have been properly trained, are properly equipped, and are authorized by their department may enter confined spaces in accordance with such training and authorization.
- B. Departments will assess and identify all confined spaces that employees may reasonably be anticipated to need to enter in the performance of their jobs and determine whether each of those confined spaces meet the definition of a Permit-Required Confined Space. Use the Confined Space/Permit Space Evaluation Survey, Attachment A.
- C. Departments that identify the need for employees to enter Permit-Required Confined Spaces will develop, maintain, and ensure compliance with a written Permit-Required Confined Space program(s) compliant with § 1910.146. The program(s) will ensure that each Permit-Required Confined Space is properly addressed so that, if appropriate, separate programs or sections of the program are used to address different spaces. The written program(s) will include the following at a minimum.
  - 1. Identification, evaluation, and posting of Permit-Required Confined Spaces and measures to prevent unauthorized entry.
  - 2. Establishing and implementing means, procedures, and practices to eliminate or control hazards necessary for safe permit-space entry operations, including identifying and clearly designating job duties. These may include specifying and/or verifying acceptable entry conditions; isolating the permit space; providing barriers; and purging, making inert, flushing, or ventilating the permit space.
  - 3. Procedures for testing of atmospheric conditions in the permit space as appropriate before entry in the sequence of (1) oxygen, (2) combustible

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gases or vapors, and (3) toxic gases or vapors, as well as monitoring during entry.

4. The provision and proper maintenance of personal protective equipment and any other equipment necessary for safe entry as well as measures to require and ensure its use. Appropriate equipment may include, but is not limited to, testing, monitoring, ventilating, communications, and lighting equipment; barriers and shields; ladders and retrieval devices.
  5. Ensuring at least one attendant is stationed outside the permit space for the duration of entry operations, and ensuring that attendants are properly equipped, trained, and fully understand the circumstances and their responsibilities.
  6. Coordination of entry operations when employees or volunteers of more than one employer or organization are working in the permit space, and ensuring that authorized entrants are fully equipped, trained, and fully understand the circumstances and their responsibilities.
  7. Appropriate plans and procedures for summoning rescue and emergency services, and preventing unauthorized personnel from attempting rescue.
  8. Establish, in writing, and implement a system for preparation, use, and cancellation of entry permits.
  9. Provide for effective and documented training of all employees.
  10. Review the program and operations annually and revise as necessary.
- D. An alternative to a full permit entry system may be used when compliant with § 1910.146. Alternative procedures are used so that the department can demonstrate with monitoring and inspection data that the only hazard is a hazardous atmosphere that has been made safe using continuous forced air ventilation.

### **14.07**

#### **HAZARD COMMUNICATION POLICY**

Contact Risk Management for a sample procedure document and any referenced attachments to assist in complying with this policy.

Note: The following text has been updated to align with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS), Revision 3.

#### I. **PURPOSE**

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The purpose of this Policy is to ensure that employees and the general public are provided appropriate information regarding hazardous materials used or produced by the City of Knoxville and to comply with the Tennessee Occupational Safety and Health Administration (TOSHA) Hazardous Communication Standard in 29 CFR § 1910.1200, as well as the reporting requirements under the Environmental Protection Agency (EPA) regulation for Emergency Planning and Community Right to Know (40 CFR 355). This policy is not intended to state all procedures that may be required by all departments. This policy will be available to all employees on the City's intranet site and from the Risk Management Department:

Risk Management Department  
City County Building, Suite 599  
400 Main Street  
Knoxville, TN 37902

### II. DEFINITIONS

**Chemical Inventory List:** An inventory containing the following information: the chemical name; whether the chemical is considered a hazardous material; the size of the container; and the maximum amount kept on hand.

**Director of Occupational Health and Safety:** The City of Knoxville's Risk Manager (865-215-2630).

**Hazardous Material:** Any solid, liquid, or gas that is used, stored, or produced by City of Knoxville operations that through inhalation, ingestion, injection, or skin contact could cause illness, injury, health hazard, or environmental damage. OSHA does not require identifying a chemical as hazardous if it is a household consumer product used in the workplace in the same manner that a consumer would use it, i.e., where the amount of the product and the duration and frequency of use (and therefore exposure) is not greater than what the typical consumer would experience. This exemption in OSHA's regulation is not based on the chemical manufacturer's intended use of the product, but upon how it actually is used in the workplace. If employees work with such chemicals in a manner that results in duration and frequency of exposure greater than a normal consumer would experience, the chemical must be included in the communications program.

**Safety Data Sheet (SDS):** A specially designed report provided by the manufacturer of a hazardous material that identifies physical and chemical properties, known health effects, exposure limits, carcinogenic properties, precautionary measures, personal protective equipment to be worn, and emergency and first aid procedures.

**Non-Routine Tasks:** A job, task, or function that is not generally performed on a routine or day-to-day basis. It could include unscheduled or unplanned tasks. It could include a task that is only performed on an annual basis or may never have been performed previously. The hazards associated with non-routine

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tasks can be difficult to understand. There may not be documented procedures for these tasks, and the employee may not have been previously trained to perform them.

Safety Inspector: The City of Knoxville's Safety Inspector (865-215-3453).

### III. HAZARD COMMUNICATION PROGRAM

Each department must inventory all chemicals used or produced in its operations and make a list of all those that are hazardous materials requiring a communications program under 29 CFR § 1910.1200.

- A. Each department that uses or produces hazardous chemicals must develop and maintain a Hazard Communication Plan (Plan) compliant with 29 CFR § 1910.1200. A template provided by the Tennessee Occupational Safety and Health Administration (Attachment 1) can be used as a guideline. At a minimum, this Plan must:
- Make a hazard determination for each material or chemical used in the department;
  - Maintain a Chemical Inventory List of all hazardous materials including container size and maximum amount kept on hand;
  - Provide proper labeling for all containers of hazardous materials;
  - Maintain an up-to-date Safety Data Sheet for each hazardous material;
  - Identify the methods to be used to inform employees of hazards of non-routine tasks; and
  - Provide annual Hazard Communication refresher training.
- B. The Plan must be available for review by the Director of Occupational Health and Safety, the Safety Inspector, or a representative of OSHA.
- C. Office workers who encounter hazardous chemicals only in isolated instances are not covered under this program. OSHA considers most office products (such as pens, pencils, adhesive tape) to be exempt under the provisions of the rule, either as articles or as consumer products. OSHA has previously stated that intermittent or occasional use of a copying machine does not result in coverage under the rule. However, if an employee handles the chemicals to service the machine, or operates it for long periods of time, then the program would have to be applied.
- D. Under 29 CFR § 1910.1200, the department must ensure that the SDSs are readily accessible during each work shift to employees when they are in their work area(s). SDSs are allowed to be kept in any form and can be kept on a computer as long as the computer is available in the employee's work area. If the employee's work area includes the area where the SDSs can be obtained, then maintaining SDS on a computer would be in compliance. This includes using an SDS service if all affected employees have the practical knowledge to access the program.

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- E. Hazardous materials that can be generated from a process or operation within a department are also covered under 29 CFR § 1910.1200. Some examples of these are welding fumes in a repair shop or machine shop, wood dust from operations such as sawing or sanding, and carbon monoxide from forklifts, motor vehicles, and other fossil fuel engines operated indoors or in areas with limited air circulation. A sign indicating that these materials are present and the hazards associated with them must be posted in the area where they are generated. An SDS must be kept on file and the material must also be listed on the Chemical Inventory List for that department.
- F. Departments providing services that require vehicles to carry hazardous materials in order to provide those services must ensure that an SDS for each hazardous material is kept on the vehicle.
- G. To comply with the Environmental Protection Agency (EPA) regulation for Emergency Planning and Community Right to Know (40 CFR 355) reporting requirements, departments must determine if they have any materials that must be reported to the local Emergency Planning Commission and the Knoxville Fire Department. Any department with chemicals in quantities that equal or exceed the following thresholds must be reported.

For materials on the Extremely Hazardous Substance (EHS) list, either 500 pounds or the Threshold Planning Quantity (TPQ), whichever is lower. The EHS list, including the TPQ, can be found at [www.epa.gov/osweroc1/docs/er/355table01.pdf](http://www.epa.gov/osweroc1/docs/er/355table01.pdf).

For all other materials that require an SDS, the reportable quantity is 10,000 pounds.

A copy of the report must be kept on hand by the department and must also be provided to the Director of Occupational Health and Safety or the Safety Inspector.

### **14.08      OCCUPATIONAL NOISE EXPOSURE POLICY**

Contact Risk Management for a sample procedure document and any referenced attachments to assist in complying with this policy.

#### I.      PURPOSE

The purpose of this policy is to ensure that employees are properly protected from the effects of hazardous/injurious noise and to comply with the Occupational Safety and Health Administration (OSHA) Occupational Noise Exposure Standard in 29 CFR § 1910.95. This policy is not intended to state all procedures that may be required by all departments. This policy will be available to all employees on the City's intranet site and from the Risk Management Department:

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Risk Management Department  
City/County Building, Suite 599  
400 Main Street  
Knoxville, TN 37902

### II. DEFINITIONS

Director of Occupational Health and Safety: The City of Knoxville's Risk Manager (865-215-2630).

Hearing Conservation Program: A program required by 29 CFR § 1910.95 for employees who are exposed to noise above the permissible noise exposures in Table G-16 of 29 CFR § 1910.95.

Permissible Noise Exposures: Levels of exposure based on sound level and duration that are below those identified in Table G-16 of § 1910.95.

Safety Inspector: The City of Knoxville's Safety Inspector (865-215-3453).

Standard Threshold Shift: Change in hearing threshold relative to the baseline audiogram of an average of 10dB or more at 2000, 3000, and 4000 Hz in either ear.

Table G-16: Permissible Noise Exposures table found in 29 CFR § 1910.95 listing sound levels and corresponding durations by hours.

### III. DEPARTMENTAL PROCEDURES

Departments must arrange for evaluation of any known or reasonably anticipated noises to which employees are exposed in performing their job responsibilities that may exceed the exposures specified in Table G-16 of § 1910.95. Any department needing assistance in this evaluation may contact the Risk Management Department. Risk Management has instrumentation that will help in determining if more extensive testing is required. If additional testing is required, Risk Management can provide information for consultants specializing in occupational noise exposure. If noises are identified that exceed the permissible noise exposures, the department shall attempt to utilize feasible administrative or engineering controls to reduce the noise to permissible exposure levels. If noise levels to which employees are exposed cannot be reduced adequately by feasible administrative or engineering controls, the department will require exposed employees to use personal protective equipment that reduces the exposure within the permissible limits and place those employees in a Hearing Conservation Program compliant with § 1910.95.

A. Departments will notify the Director of Occupational Health and Safety of all employees whose job responsibilities expose them to noises that exceed

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the permissible noise exposures and post a copy of § 1910.95 in the effected work area.

- B. Departments with employees in a Hearing Conservation Program will institute a training program compliant with § 1910.95, ensure that every such employee participates in the program, and repeat the training at least annually, updating any information consistent with changes in protective equipment or work processes.
- C. Departments with employees in a Hearing Conservation Program shall implement a monitoring program compliant with § 1910.95. Monitoring will be repeated whenever there is a change in production, process, equipment, or controls that increases noise levels so that additional employees are exposed or the personal protective equipment may no longer be adequate. Departments will notify each employee in a Hearing Conservation Program of the monitoring program, and will provide every such employee with an opportunity to observe the monitoring. Departments will provide all monitoring results to the Director of Occupational Safety and Health and maintain written results for at least two years.
- D. Departments will arrange with the Health, Education and Wellness Center (The Center) to conduct audiograms at least annually of each employee in a Hearing Conservation Program. Employees will not be exposed to work related noises exceeding the permissible noise exposures for 14 hours prior to an audiogram and will be advised to avoid non-work-related exposure to high noise levels for 14 hours prior to the audiogram.
- E. Departments will provide, train, require, and monitor proper use of hearing protectors in compliance with § 1910.95 when an employee is in a hearing conservation program or when advised by the Director of Occupational Health and Safety that the employee has suffered a standard threshold shift. The hearing protector must reduce exposure to at or below an 8-hour time-weighted average of 85 decibels. The Department will provide a variety of suitable hearing protectors from which affected employees may choose and replace hearing protectors as appropriate.

#### IV. AUDIOGRAMS

- A. The Director of Occupational Health and Safety shall arrange for all medical services necessary to provide audiograms in compliance with § 1910.95.
- B. The Center shall maintain appropriate procedures for conducting audiograms in compliance with § 1910.95, including maintenance of records and periodically providing a copy of those records to the Director of Occupational Health and Safety.

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- C. The Center shall advise the supervising department of any initial identification of a Standard Threshold Shift (STS) and arrange for the employee to be retested within 30 days. The employee must be notified of a STS in writing within 21 days of testing. The Center will notify the Director of Occupational Health and Safety of all confirmed STSs.
- V. EMPLOYEES NOT EXPOSED TO NOISE ABOVE PERMISSIBLE NOISE EXPOSURES
- A. For employees not exposed to noise above permissible noise exposures, departments may (1) require use of hearing protectors, (2) provide hearing conservation training, and/or (3) provide baseline and annual audiograms.
- B. Providing or requiring use of hearing protectors, hearing conservation training, or audiograms is not evidence that employees are exposed to noise above permissible noise exposures.

### **14.09 RESPIRATORY PROTECTION POLICY**

Contact Risk Management for a sample procedure document and any referenced attachments to assist in complying with this policy.

#### I. PURPOSE

The purpose of this policy is to ensure that employees are properly protected from respiratory hazards and to comply with the Occupational Safety and Health Administration (OSHA) Respiratory Protection Standard 29 CFR § 1910.134. This policy is not intended to state all procedures that may be required by all departments. This policy will be available to all employees on the City's intranet site and from the Risk Management Department:

Risk Management Department  
City County Building, Suite 599  
400 Main Street  
Knoxville, TN 37902

#### II. DEFINITIONS

Director of Occupational Health and Safety: The City of Knoxville's Risk Manager (865-215-2630).

Immediately Dangerous to Life or Health (IDLH): An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Respiratory Protection Program: A written program in compliance with 29 CFR § 1910.134 for protection of employees or volunteers who require the use of a respirator to safely perform their job responsibilities or to protect them from

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reasonably foreseeable emergencies. A respiratory protection program is not required for employees who voluntarily use a dust mask.

Safety Inspector: The City of Knoxville's Safety Inspector, (865-215-3453).

### III. DEPARTMENTAL PROCEDURES

Departments must evaluate and identify, in compliance with 29 CFR § 1910.134, the respiratory hazards in the workplaces to which employees or volunteers performing work on behalf of the City are or may reasonably be expected to be exposed. If hazards are identified so that use of a respirator is necessary to protect the health of any employee or volunteer, the department must develop a respiratory protection program meeting the requirements of § 1910.134. This program shall include:

- A. Designating a properly trained Respirator Program Administrator to oversee the program.
- B. Developing and maintaining procedures including: (1) selection of appropriate NIOSH-certified respirators including a determination of whether an IDLH appropriate respiratory is needed, (2) fit testing procedures if tight-fitting respirators are used, (3) use of respirators in routine work as well as foreseeable emergencies, (4) maintaining respirators, (5) requiring employees and volunteers identified to be included under the respiratory protection program and be medically evaluated and monitored, and (6) periodic evaluation of the program.
- C. Arrange with the Employee, Health, Education and Wellness Center (The Center) to evaluate and monitor the medical ability of employees included in the respiratory protection program to use respirators.
- D. The department shall provide appropriate respirators and monitor to ensure their proper use and maintenance.

### IV. MEDICAL EVALUATION

- A. The Director of Occupational Health and Safety shall arrange for all medical services necessary to provide medical evaluation, monitoring, and oversight to ensure compliance with § 1910.134.
- B. The Center shall maintain appropriate procedures for conducting medical evaluation and monitoring compliant with § 1910.134.

### **14.10 BLOODBORNE PATHOGENS, TUBERCULOSIS, AND RABIES POLICY**

Contact Risk Management for a sample procedure document and any referenced attachments to assist in complying with this policy.

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### I. PURPOSE

The purpose of this Policy is to minimize exposure of employees to bloodborne pathogens (BBP) and to provide procedures for vaccination and Exposure Incidents for BBP, tuberculosis (TB), and rabies, including compliance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR § 1910.1030. This Policy is not intended to state all procedures that may be required by all departments. Departments with employees who have occupational exposure shall develop a written Exposure Control Plan (ECP) for their specific operations and ensure the procedures are compliant with § 1910.1030. This Policy will be available to all employees on the City's intranet site and from the Risk Management Department:

Risk Management Department  
City County Building, Suite 599  
400 Main Street  
Knoxville, TN 37902

### II. DEFINITIONS

**Blood or Other Potentially Infectious Materials:** (1) The following human body fluids: human blood, human blood components, products made from human blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, body fluid visibly contaminated with human blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures; HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

**Bloodborne Pathogens (BBP):** Pathogenic microorganisms that are present in human blood and can cause disease in humans, including, but not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

**Bloodborne Pathogen Exposure Incident (Exposure Incident):** A specific eye; mouth; or other mucous membrane, non-intact skin, or parenteral contact with Blood or Other Potentially Infectious Materials that result from the performance of an employee's duties. An Exposure Incident occurs when one person's body fluids potentially entered another person's body. Examples of possible Exposure Incidents:

- Needle sticks;
- Sharp penetrations of skin;

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- Splashes from blood or body fluids to any mucous membranes—eyes, nose, or mouth;
- Exposure from blood or body fluids to any non-intact skin, cuts, or other openings; and
- Human bites.

Claims Specialist: The City's Claims Specialist (865-215-2254).

Contaminated: The presence or the reasonably anticipated presence of Blood or Other Potentially Infectious Materials on an item or surface.

Director of Occupational Health and Safety: the City of Knoxville's Risk Manager (865-215-2630).

Exposure Control Plan (ECP): Departmental procedures to assist each department in implementing and ensuring compliance with § 1910.1030. The ECP includes, but is not limited to, determination of employee exposure; implementation of various methods of exposure control including universal precautions, engineering and work practice controls, personal protective equipment, and housekeeping; Hepatitis B vaccination; communication of hazards to employees; and training.

Infection Control Officer: The Fire Department EMS Quality Improvement Officer or the On-Call EMS Supervisor acting as the EMS Quality Improvement Officer in his/her absence.

Occupational Exposure to Bloodborne Pathogens (Occupational Exposure): Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with Blood or Other Potentially Infectious Materials that may result from the performance of an employee's duties. (A job classification does not have Occupational Exposure if an actual exposure while performing job duties is simply possible, but does have Occupational Exposure if the potential for an Exposure Incident is expected as part of the job responsibilities.) Examples of Occupational Exposure are: job responsibilities that include being a first responder to medical emergencies; performance of first aid; cleanup of Blood and Other Potentially Infectious Materials or of human debris in areas known to be frequented for illegal drug use or prostitution or frequently inhabited by the homeless; or the physical handling of medical patients or criminal suspects.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.

Personal Protective Equipment (PPE): Specialized clothing or equipment worn 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.

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Safety Inspector: The City of Knoxville's Safety Inspector (865-215-3453).

The Center: The City of Knoxville's Health, Education and Wellness Center located at 1405 Loraine Street (865-215-6150).

### III. OCCUPATIONAL EXPOSURE TO BLOOD BORNE PATHOGENS

- A. Each department of the City shall be responsible for ensuring that any job classifications within their department that have Occupational Exposure are identified and communicated to the Director of Occupational Health and Safety. This determination shall be made without regard to the use of PPE.
- B. Departments that have positions with Occupational Exposure shall develop and maintain an ECP in compliance with § 1910.1030. A template provided by the Tennessee Occupational Safety and Health Administration (Attachment 1) can be used as a guideline.
- C. The Center shall make the Hepatitis B vaccination series available at no cost to employees identified as having Occupational Exposure (unless antibody testing has revealed that the employee is immune or the vaccine is contraindicated for medical reasons). If antibody testing or a routine booster dose of Hepatitis B is recommended by the U.S. Public Health Service for an employee with Occupational Exposure, such antibody testing or booster dose shall be made available at no cost to the employee.
- D. Departments are responsible for arranging for employees with Occupational Exposure to be informed of the availability of the vaccine and requiring that employees with Occupational Exposure complete a form regarding the offer of Hepatitis B Vaccine and the employee's acceptance or declination of the vaccinations (Attachment 2 may be used for this purpose). Departments will coordinate with The Center regarding the notification and arrangements for providing the vaccine.
- E. Departments may provide procedures and/or training for BBP for positions without Occupational Exposure. The provision of procedures or training shall not be considered to imply that a position has been identified as having Occupational Exposure.
- F. Employees without Occupational Exposure will advise their supervisor of any discovery of medical waste or possible body fluid for remediation or of any potential exposure to BBP. The supervisor will contact an appropriate manager or supervisor with responsibility for Occupational Exposures for assistance or advice on appropriate actions.
- G. The Director of Occupational Safety and Health may approve the provision of Hepatitis B vaccination to employees without Occupational Exposure. The provision of the vaccine shall not be interpreted as a determination of Occupational Exposure. The initial provision of the vaccination to

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employees without Occupational Exposure shall not commit the City of Knoxville to the provision of antibody testing or the provision of booster.

- H. Departments shall provide and document training for all employees with Occupational Exposure compliant with § 1910.1030, including annual refresher training.

### IV. BBP OR TB EXPOSURE INCIDENTS AND FOLLOW-UP

- A. Any employee who is potentially exposed to BBP or TB shall immediately notify their supervisor and the Fire Department On-Call EMS Supervisor. The EMS Supervisor can be reached by contacting Emergency Dispatch at 865-215-1154 and requesting a return call from the On-Call Fire Department EMS Supervisor regarding an exposure. It is important that this contact be made promptly so that appropriate tests and any appropriate medical precautions/treatment can be conducted timely, including testing of the source individual. The EMS Supervisor will provide instructions as needed and coordinate testing of the employee and the source individual if available. The City will be financially responsible for any testing of the employee and/or the source individual arranged by the EMS Supervisor as well as any initial precautionary medical services approved by the EMS Supervisor immediately following the exposure. The EMS Supervisor will coordinate with The Center regarding test results and follow-up as appropriate.
- B. Any employee who believes they may have had a potential exposure to BBP or TB shall complete a Confidential Exposure Report Form (Online Incident Report or Attachment 2). This form may be completed at The Center. If there are additional injuries, the employee must also complete a City of Knoxville Report of Work Injury/Illness form. Copies of the completed forms shall be provided to the Claims Specialist, The Center, and the employee's supervisor. These forms may be available to complete and submit online, and employees may do so when available.
- C. The Center shall develop and maintain procedures for evaluation and follow-up of BBP and TB exposures in compliance with federal regulations, evidence-based medicine, and this Policy.
- D. The supervising department will ensure that The Center is provided a description of the employee's duties as they relate to the Exposure Incident and that a finalized copy of the Exposure Report Form detailing the route(s) of exposure and circumstances under which exposure occurred is provided to The Center and the Claims Specialist (for online reporting, this will occur automatically).
- E. The Center shall provide a written opinion for post-exposure evaluation of BBP and follow-up to the Claims Specialist and to the employee that shall be limited to the following:

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1. That the employee has been informed of the results of the evaluation;
  2. That the employee has been told about any medical conditions resulting from exposure to Blood or Other Potentially Infectious Materials that require further evaluation or treatment;
  3. The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination; and
  4. All other findings or diagnoses shall remain confidential and shall not be included in the written report.
- F. The Center shall provide the Claims Specialist any records that the Claims Specialist requests and that the Claims Specialist is entitled to receive under the State of Tennessee laws regulating workers' compensation.
- G. The Claims Specialist shall maintain an accurate record for each employee with Occupational Exposure compliant with Federal and State regulations.

### V. RABIES

- A. The Center shall provide rabies pre-exposure vaccinations to employees of Animal Control free of cost to the employee. The Center shall maintain procedures for administering pre-exposure rabies vaccine as well as titer testing and boosters for the vaccine and administer titer testing and boosters per these procedures free of cost to Animal Control employees.
- B. The Police Department will advise Animal Control employees of the availability of pre-exposure vaccinations and titer testing for pre-exposure vaccine from The Center.
- C. Any employee who receives an animal bite in the course of his or her job will promptly seek treatment from The Center (for minor bites) or a local hospital emergency room and complete and submit a Report of Work Injury/Illness according to the appropriate procedures.
- D. The supervising department will promptly report all animal bites to the health department.

### **14.11 EMERGENCY ACTION PLAN POLICY**

Contact Risk Management for a sample procedure document and any referenced attachments to assist in complying with this policy.

#### I. PURPOSE

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The purpose of this Policy is to ensure employee safety from workplace emergencies during regular hours and after hours and to comply with the Occupational Safety and Health Administration (OSHA) Emergency Action Plan standard, 29 CFR § 1910.38.

This Policy will be available to all employees on the City's intranet site and from the Risk Management Department:

Risk Management Department  
City County Building, Suite 599  
400 Main Street  
Knoxville, TN 37902

### II. DEFINITIONS

Director of Occupational Health and Safety: The City of Knoxville's Risk Manager (865-215-2630).

Emergency Action Plan (EAP): A written document detailing and organizing the actions and procedures to be followed by employees in case of a workplace emergency.

Emergency Action Plan Administrator: The person who has the overall responsibility for developing, maintaining, and implementing the EAP.

Safety Inspector: The City of Knoxville's Safety Inspector (865-215-3453).

### III. EMERGENCY ACTION PLAN

A. Each department will be responsible for developing and implementing an EAP. An EAP template is provided that may be used to develop the EAP. The template covers the requirements set by § 1910.38, but must be made site-specific by completing the information in spaces left blank.

An EAP template that also meets all of the requirements for the EAP may also be found at [www.osha.gov/SLTC/etools](http://www.osha.gov/SLTC/etools). This template may be completed online and a copy then printed to keep on file.

B. The EAP will be included in the information that will be required during a City of Knoxville safety inspection.

C. This EAP must be made available upon request by the Director of Occupational Health and Safety, the Safety Inspector, or a representative of OSHA.

D. The EAP must be reviewed and updated at least annually, or whenever any of the site-specific information changes.

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## 14 – Occupational Safety and Health Program

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### 14.12 LOCKOUT/TAGOUT POLICY

Contact Risk Management for a sample procedure document and any referenced attachments to assist in complying with this policy.

#### I. PURPOSE

The purpose of this policy is to ensure employees are protected during servicing and/or maintenance of machines or equipment from the hazards of unexpected energization, start up, or the release of stored energy, and to comply with the OSHA Lockout/Tagout Standard in 29 CFR § 1910.147.

#### II. DEFINITIONS

**Affected Employee:** An employee whose job requires him/her to operate or use a machine/equipment on which servicing or maintenance is being performed under lockout or tagout.

**Authorized Employee:** An employee who locks out or tags out machines or equipment to perform servicing or maintenance on that machine or equipment.

**Capable of being Locked Out:** An energy isolating device is Capable of being Locked Out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are Capable of being Locked Out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

**Director of Occupational Health and Safety:** The City of Knoxville's Risk Manager (865-215-2630).

**Energized:** Connected to an energy source or containing residual or stored energy.

**Energy Isolating Device:** A mechanical device that physically prevents the transmission or release of energy. Manually operated disconnect switches, line valves, blocks, and slide gates are examples of energy control devices that provide visible indication of the position of the device. “On/off” buttons, selector switches and other control circuit devices are not energy control devices.

**Energy Sources:** Any electrical, mechanical, hydraulic, pneumatic, chemical, nuclear, thermal, or other energy.

**Lockout:** The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

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Lockout Device: A device that utilizes a positive means, such as a lock, either key or combination, to hold an energy isolating device in a safe position and prevent energization of a machine or equipment.

Normal Production Operations: The utilization of a machine or equipment to perform its intended production function.

Safety Inspector: The City of Knoxville's Safety Inspector (865-215-3453).

Servicing and/or Maintenance: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, maintaining, and/or servicing machines or equipment. These activities include lubrication, cleaning, or unjamming of machines or equipment and making adjustments or tool changes where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting Up: Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout: The placement of a tagout device on an energy isolating device in accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device: A prominent warning device, such as a tag, that can be securely fastened to an energy isolating device in accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device has been removed.

### III. DEPARTMENT LOCKOUT/TAGOUT REQUIREMENTS

A. During the servicing and maintenance of machines and equipment, unexpected energization or start-up could occur as a result of stored energy. Lockout/Tagout procedures are designed to minimize these risks and ensure that the machine or equipment is isolated from all potentially hazardous energy and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

B. In general, it will be the responsibility of each department to ensure that all equipment is equipped with an approved means of power disconnect. One disconnect may service more than one machine. However, when this disconnect is locked out, all equipment connected to it must become de-energized. Any equipment that is energized or operated by steam, electricity, water, air, gas, or hydraulic pressure must be locked in a neutral position. A plug will be acceptable as a means of power disconnect provided the equipment is powered by 117v or less.

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- C. Lockout is the preferred method of isolating machines or equipment from energy sources. When the energy isolating devices are not lockable, tagout may be used.

### **14.13** **PERSONAL PROTECTIVE EQUIPMENT POLICY**

Contact Risk Management for a sample procedure document and any referenced attachments to assist in complying with this policy.

#### I. PURPOSE

- A. The purpose of this policy is to protect employees by identifying hazards that can be reduced by use of personal protective equipment (PPE) and to implement protocols to ensure appropriate use of PPE. This policy is intended to ensure compliance with the Occupational Safety and Health Administration (OSHA) Personnel Protective Equipment Standard, 29 CFR § 1910.132.
- B. This policy is not intended to cover Respiratory Protection, Bloodborne Pathogens, Fall Protection, or Seat Belts, which are addressed in other policies. This policy is not intended to state all procedures that may be required by all departments. Each department shall ensure written documentation is maintained as required by this policy and § 1910.132. This policy will be available to all employees on the City's intranet site and from the Risk Management Department:

Risk Management Department  
City County Building, Suite 599  
400 Main Street  
Knoxville, TN 37902

#### II. DEFINITIONS

Director of Occupational Health and Safety: The City of Knoxville's Risk Manager (865-215-2630).

Hazard Assessment: A tool used to assess the workplace to determine if hazards are present, or likely to be present, that can cause injury or illness and will require the use of personal protective equipment to ensure employee safety.

Personal Protective Equipment: Includes, but is not limited to: safety glasses, safety goggles, face shields, ear plugs, earmuffs, gloves, steel toe safety shoes, protective clothing, hard hats, and chaps.

Safety Inspector: The City of Knoxville's Safety Inspector (865-215-3453).

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Worksite: The City facility where employees work. If the employee regularly works in the field, departments shall identify classes of field worksites according to whether different types of PPE are required.

### III. HAZARD ASSESSMENT

- A. Each department will conduct a survey of each worksite within the department compliant with § 1910.132 to identify sources and types of hazards to employees (including hazards to their eyes, face, head, torso, and extremities). Affected employees within the department should participate in the survey. The survey will take into consideration each job classification, each individual job task within the department, and the various job processes. The manner in which the surveys are completed will be up to the individual department, but the survey must identify all of the hazards present. This information collected must include: (1) the job functions or tasks, (2) the sources of hazards, (3) the types of hazards, and (4) the body part(s) at risk. Material Safety Data Sheets for any chemicals and manufacturer's instructions for other materials or equipment should be referenced, including the specific type of PPE required for use with the material/equipment. Attachment 1 below should also be reviewed to assist in identifying conditions that may require use of PPE.
- B. Following the survey, the information will be organized and reviewed to determine the type and the potential for injuries and illnesses.
- C. The most desired option for an identified hazard is to remove or reduce the hazard by engineering and/or work practice controls. After engineering and work practice controls have been considered to minimize each hazard, PPE shall be used for hazards that cannot be effectively eliminated by engineering and/or work practice controls.
- D. A Hazard Assessment form (Attachment 2) will be completed for each worksite using the information from the survey. The assessment will be used to match the necessary PPE to each hazard identified.
- E. The completed Hazard Assessment must be kept on file in the department and be available for review by the Director of Occupational Safety and Health or the Safety Inspector. The signed and dated assessment will serve as documentation that the Written Hazard Assessment required by § 1910.132 has been completed.
- F. A re-assessment must be made when there is a change in the work area, or when there is new equipment, processes, or materials used.
- G. Departments with employees who use PPE on a daily basis and/or have a variety of PPE requirements (have more than 4 lines completed on the Hazard Assessment Form) will develop and maintain written procedures for PPE.

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- H. An annual review should be conducted to assure that no changes to the operations or job tasks have been made. A review of the accident/injury reports for the past year should also be made to evaluate the effectiveness of the selected PPE.

### IV. TRAINING

- A. Each department with employees required to use PPE will provide training for each covered employee. This training will be provided to new employees before they begin assignments requiring the use of PPE. At a minimum the training will include:
- What PPE is required and why it was selected;
  - When PPE is required;
  - How to properly put on, take off, and adjust PPE;
  - Making sure PPE fits properly;
  - The limitations of PPE;
  - How to determine if PPE is no longer effective or damaged;
  - How to care for, maintain, and store PPE; and
  - How to get replacement PPE.
- B. Each department must verify that each employee who is required to use PPE has received and understood the required training by maintaining a certification of training, which shall contain as a minimum the information in Attachment 3, Personal Protective Equipment (PPE) Training Certification.

### V. COST OF PPE

- A. If the employee is allowed to use the item off the job-site, the City is not required to pay for (1) non-specialty safety-toe footwear, (2) prescription safety eyewear, or (3) every day or ordinary clothing. Departments have the discretion to implement a policy to pay all or a portion of the cost of these items.
- B. The department will pay for other required PPE.

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### APPENDIX I SAFETY AND HEALTH ORGANIZATIONAL CHART

The offices of the following officials are located in the City County Building listed below and they may be contacted at the following address:

City of Knoxville  
P.O. Box 1631  
Knoxville, Tennessee 37901

Mayor	Madeline Rogero	865-215-2040
Chief Operating Officer	Christy Branscom	865-215-3384
Director of Finance and Accountability	Jim York	865-215-2013
Director of Law	Charles Swanson	865-215-2613
Risk Manager	Gary Eastes	865-215-2630
Risk Coordinator Responsible for recordkeeping under this program.	Ginger Huskey	865-215-2256
Claims Specialist	Lynn Nenninger	865-215-2254
Safety Inspector	Charles Thomas	865-215-3453

# ADMINISTRATIVE RULES – CITY OF KNOXVILLE

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APPENDIX II  
CITY OF KNOXVILLE  
Locations of Employees by Department

City Location/Department(s)	Address (all Knoxville, TN)	Phone Numbers	# Employees
<b>CITY COUNTY BUILDING</b>			
Mayor, Gen & Various Depts' Admin	401 Main Street (P.O. Box 1631)	Various – Main Number is 215-2000	281
<b>POLICE DEPARTMENT (KPD)</b>			
Safety Building	800 Howard Baker Jr. Avenue	215-7000	80
East District Precinct	4450 Walker Blvd	215-1200	100
Fifth Avenue Offices	917 East 5 <sup>th</sup> Avenue	215-8600	38
Safety City	165 S. Concord St.	215-8683	5
Moses Center	220 Carrick Street	215-1308	5
Safety Education & Property Storage	2422 Mineral Springs	215-1356	11
Family Justice Center	400 Harriet Tubman Street	215-6810	20
Phil Keith Training Center	6388 Cement Plant Rd	525-1089	2
Internet Crimes Against Children (ICAC)	1200 McCalla Avenue	524-8616	6
<b>FIRE DEPARTMENT (KFD)</b>			
Fire Administrative Office	900 Hill Avenue	595-4480	11
Fire Headquarters (Stations 1 and 2)	600 Summit Hill Drive	525-8771 523-7666	45
Arson Office	Unpublished address	637-1386	5
EMS Office	900 E. Hill Avenue, Suite 140	595-4671	4
Fire Training Academy	1301 Vice Mayor Jack Sharp Road	215-6226	5
Radio Equipment Repair Shop	203 Locust St	525-2308	1
Public Education	900 Hill Avenue	595-4673	3
Logistics	1625 Highland Ave	524-1158	4
Station 3 (Baxter Avenue)	204 E. Baxter Avenue	522-7421	24
Station 4 (Park City/Park Ridge)	2300 Linden Avenue	525-2964	12
Station 5 (Mechanicsville)	419 Arthur Street	522-2469	12
Station 6 (Burlington)	3925 Holston Drive	525-0244	12
Station 7 (Lonsdale)	1216 New York Avenue	522-8425	12
Station 9 (Ft. Sanders)	1625 Highland Avenue	522-1374	24
Station 10 (Sevier Avenue)	2911 Sevier Avenue	577-0118	12
Station 11 (Whittle Springs)	2600 Whittle Springs Road	522-6477	15
Station 12 (Lonas)	4620 Old Kingston Pike	588-2721	12
Station 13/19 (South	4701 Chapman Highway	577-8683	12

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Knoxville)			
Station 14 (Inskip-Norwood)	5400 Central Avenue	687-9373	15
Station 15 (Fountain City)	5301 Jacksboro Pike	687-5574	24
Station 16 (Chilhowee-Holston Hills)	5102 Asheville Highway	524-5788	12
Station 17 (Northwest)	4804 Oak Ridge Highway	584-2654	12
Station 18 (Bearden)	610 Weisgarber Road	584-2749	21
Station 19	6323 Chapman Highway	573-6703	12
Station 20 (West Hills)	200 Portsmouth Road	693-9449	24
Station 21 (John J. Duncan Fire Sta)	245 Perimeter Park	690-6590	12
<b>PARKS &amp; RECREATION DEPARTMENT</b>			
Athletics & Rec Ctr Area Supervisors	917-A East Fifth Avenue	215-1400	8
Caswell Park	633 Jessamine Street	522-3353	1
Cagle Terrace Rec Ctr (Seniors)	515 Renford Road	450-9450	1
Cal Johnson Recreation Center	507 Hall of Fame Drive	522-3177	1
Cecil B. Webb Recreation Center	953 E. Moody Avenue	577-0651	2
Christenberry Recreation Center	931 Oglewood Avenue	637-5991	1
Cumberland Estates Recreation Center	4529 Silver Hill	588-3442	2
Deane Hill Recreation Center	7400 Deane Hill Drive	690-0781	2
Dr. E. V. Davidson Community Center	3124 Wilson Avenue	971-4746	2
Fountain City Recreation Center	3710 Ludo Road, East	687-0510	1
Golden Gloves	3301 E. Magnolia Avenue	522-5885	2
Inskip Recreation Center	301 W. Inskip Road	687-6321	1
Isabella Towers (Seniors)	1515 Isabella Circle	594-8694	.5
Knoxville Adaptive Recreation Center	2235 Dandridge Avenue	525-9080	2
Knoxville Fine Arts & Crafts	1127 Broadway Ave	523-1401	2
Larry Cox Senior Center	3109 Ocoee Trail	546-1700	1
Lonsdale Recreation Center	2700 Stonewall Street	546-0696	1
Guy B. Love Towers (Seniors)	1171 Armstrong Avenue	522-8226	.5
Milton E. Roberts Recreation Center	5900 Asheville Highway	546-4536	1
New Hope Recreation Center	1905 McMinn Street	523-9003	1
Northgate Senior Citizens Center	4301 Whittle Springs Road	281-8527	1
Richard Leake Recreation	3511 Alice Bell Road	525-2031	1

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Center			
South Knoxville Community Center	522 Maryville Pike	573-3575	1
Senior Aides Program Director Office	400 Harriet Tubman Street	215-6886	1
West Haven Recreation Center	3622 Sisk Road	546-1315	2
Williams Creek Golf Course	2335 Dandridge Avenue	546-5828	1
<b>PUBLIC SERVICE DEPARTMENT</b>			
Operations Center	1400 Loraine Street	215-6014	194
Facilities Services	3209 Morris Avenue	215-6025	25
Horticulture Services/Arborist	1400 Loraine Street	215-6008	50
Transfer Station	1033 Elm Street	215-6700	13
<b>FLEET SERVICES DEPARTMENT</b>			
Car Impound Lot Facility	3407 Vice Mayor Jack Sharp Road	215-6215	10
Loraine Street Fleet Services Garage	1400 Loraine Street	215-6199	21
Prosser Road Facility Garage	3409 Vice Mayor Jack Sharp Road	215-6200	18
<b>PUBLIC ASSEMBLY FACILITIES</b>			
Coliseum/Auditorium	500 Howard Baker Jr. Avenue	544-5399	20
Chilhowee Park	3301 E. Magnolia Avenue	215-1450	11
<b>ENGINEERING DEPARTMENT</b>			
Elm Street Engineering Dept.	1025 Elm Street	215-6730	21
Loraine Street Engineering Dept.	1400 Loraine Street	Civil 215-6100 Traffic 215-6100	32
<b>OTHERS</b>			
Pension Board	917-B East 5th Avenue	215-1444	4

# ADMINISTRATIVE RULES – CITY OF KNOXVILLE

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### APPENDIX III

#### NOTICE TO ALL EMPLOYEES OF THE CITY OF KNOXVILLE

The Tennessee Occupational Safety and Health Act of 1972 provides job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this program which are applicable to his or her own actions or conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage, of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this program may file a petition with the Risk Manager.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the City and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this program, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this program.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before the Law Director for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program for the Employees of the City of Knoxville is available for inspection by any employee at the Risk Management Office during regular office hours.

# **ADMINISTRATIVE RULES – CITY OF KNOXVILLE**

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### **APPENDIX IV PROGRAM BUDGET**

The City of Knoxville will provide for sufficient funds to implement and administer the Occupational Safety and Health Program for the employees of the City of Knoxville through the annual budget process and approval of the City Council.

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### APPENDIX V ACCIDENT REPORTING PROCEDURES

Employees shall report all accidents, injuries, or illnesses (which are not life/limb threatening) to their supervisors immediately as soon as practical in accordance with the requirements of the Program. For accidents requiring medical attention, the supervisor will contact the Risk Management Office to authorize treatment. The employee will complete and submit the appropriate sections of the City of Knoxville Report of Work Injury/Illness to department supervision within one (1) working day of the injury/illness. The department shall complete the remaining sections and promptly forward the report to the Risk Management Office. The Risk Management Office will provide required reports to the Tennessee Department of Labor and Workforce Development.

If the accident involves loss of consciousness, a fatality, hospitalization, severely broken bones, severed body member, third degree burns, or death, the department director and the Risk Manager (or appropriate representatives of each) will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred.

Since a Workers' Compensation Form C20 or OSHA No. 301 Form must be completed, all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

- A. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
- B. Name, social security number, home address, age, sex and occupation (regular job title) of injured or ill employee.
- C. Title of the department or division in which the injured or ill employee is normally employed.
- D. Specific description of what the employee was doing when injured.
- E. Specific description of how the accident occurred.
- F. A description of the injury or illness in detail and the part of the body affected.
  - 1. Name of the object or substance that directly injured the employee.
  - 2. Date and time of injury or diagnosis of illness.
  - 3. Name and address of physician, if applicable.
  - 4. If employee was hospitalized, name and address of hospital.
  - 5. Date of report.