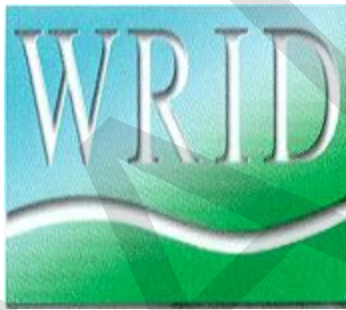


# Written Workplace Health and Safety Program

**Walker River Irrigation District**

**Yerington, NV**



## Contents

Section 1: Policy Statement .....	3
Section 2: Assignment of Responsibilities .....	4
Section 3: Hazard Identification, Analysis and Control .....	7
Section 4: Safety Training .....	10
Section 5: Incident Investigation and Corrective Action.....	13
Section 6: Medical and First Aid.....	18
Section 7: Portable Fire Extinguishers .....	20
Section 8: Ergonomics and Workplace Safety .....	22
Section 9: Ditch Burning.....	23
Section 10: General Equipment Safety .....	24
Section 11: Reservoir Safety Procedures.....	27
Section 12: Program Compliance.....	29
Section 13: Forms .....	30
Incident Investigation Form .....	31
Safety Concern and Near Miss Form .....	34
Nevada Workers Compensation Forms .....	36
Nevada OSHA Forms.....	36
Section 14: Annexes .....	37
Confined space plan.....	38
OSHA Emergency Action Plan.....	59

## Section 1: Policy Statement

### Program Policy Statement

Walker River Irrigation District (WRID) shall comply with all applicable federal and State of Nevada occupational safety and health laws. To accomplish this, employees must be constantly aware of unsafe acts and conditions in all work areas that can cause injury. Employees are neither expected nor required to work at a job that is not healthy and safe. Safety of our employees is vital to successful public service. This Plan incorporates provisions of Nevada Revised Statutes Chapter 618 and OSHA 29 CFR 1910. The WRID shall not:

1. Require or permit any employee to go or be in any employment or place of employment which is not healthy and safe;
2. Fail to furnish, provide, and use safety devices and safeguards or fail to adopt and use methods and processes reasonably adequate to render such employment and place of employment healthy and safe;
3. Fail or neglect to do everything reasonably necessary to protect the life, safety, and health of such employees; and
4. Maintain any place of employment that is not healthy and safe.

Safety is an important consideration for all employees. Employees must follow the responsibilities outlined in this Written Workplace Safety Plan (WWSP) and must especially inform supervisors immediately of any safety situation that may be beyond their ability or authority to correct.

Supervisors and managers may be disciplined for failure to properly train employees whom they directly supervise.

---

Robert C Bryan, General Manager

Date:

---

Jessica Halterman, Executive Administrator

Date:

---

[Name of Employee]

Date:

## **Section 2: Assignment of Responsibilities**

The following sections describe the responsibilities of management and employees that will ensure the WWSP is successfully implemented throughout Walker River Irrigation District. The prevention of bodily injury and safeguarding the health of employees are the first considerations in all workplace actions and are the responsibility of every employee at every level. Walker River Irrigation District is committed to maintaining a safe working environment in which work is performed in a safe manner and energies are directed toward protecting the safety of the individual, other employees, and the public they serve. In keeping with this commitment, all employees in the course of their employment are required to adhere to organization wide and departmental safety rules, regulations, and practices, Chapter 618 of the Nevada Revised Statutes, Occupational Safety and Health Act, and other pertinent Federal and State laws. The cooperation and commitment of all employees to the goals established will help to provide for a safe work environment for both employees and members of the public.

### **1. General Manager**

The General Manager shall have the authority and responsibility to:

- A. Ensure the development and implementation of the WRID WWSP.
- B. Set high standards with respect to health and safety and lead by example.
- C. Ensure that financial, material, and personnel resources are provided to achieve the goals and objectives of the health and safety program by informing and working closely with the Board of Directors.
- D. Ensure accountability.

### **2. Safety Director, or designee**

The Safety Director shall have the authority and responsibility to:

- A. Develop and administer the WRID Written Safety Plan (WWSP). Review it annually to ensure it complies with all applicable federal, state, and local health and safety requirements.
- B. Ensure that adequate and appropriate occupation health and safety training is readily available and accessible.
- C. Promote health and safety and serve as a resource to assist the WRID in completing the WWSP goals.
- D. Ensure that the WWSP and all health and safety policies are comprehensive and effective.
- E. When requested or as appropriate, work with managers/supervisors and employees to (a) assess their knowledge of safety practices; (b) identify any need for, and ensure proper use of, appropriate safety devices and safeguards; and (c) ensure duty or job specific standards, practices, and procedures establish the safest method of accomplishing the duty or job.

- F. Conduct regular safety meetings with employees to communicate any changes in standards, policies, procedures, or other hazard controls, and review pertinent employee suggestions or comments regarding health and safety.
- G. Investigate incidents resulting in death or serious injury following the procedure in this WWSP and prepare a written Incident Investigation Report.
- H. Review each Incident and Near Miss Report and, while observing confidentiality requirements, collaboratively identify possible corrective actions during safety meetings.
- I. Report all reportable occupational injuries to OSHA; maintain OSHA 300 Log data and prepare annual summary of work-related injuries.
- J. Monitor, review, and evaluate incidents to identify trends and develop policies and procedures to prevent recurrence.

### **3. Managers/Supervisors**

Each manager/supervisor has the authority and responsibility for healthy and safe working conditions within his/her area of responsibility:

- A. Ensure that relevant standards, policies, and procedures pertaining to health and safety are posted in a prominent location, communicated to all employees, and employees understand and acknowledge their obligation to follow relevant standards, policies, and procedures.
- B. Ensure that employees are adequately trained in the proper and accepted way each duty or job must be accomplished upon initial assignment and any change in standard, policy, procedure, or assignment.
- C. Before assigning the operation of any equipment or machinery, ensure that employees are trained in the proper and accepted method of operating the equipment or machinery.
- D. Ensure that safety devices and/or safeguards for each duty or job are available and functional.
- E. Ensure employees can identify where protective equipment is required and are trained in its proper and accepted use.
- F. Conduct health and safety inspection of his/her area of responsibility and any equipment or machinery used. Ensure that any maintenance required for equipment or machinery is current.
- G. Stop or shut down any activity or operation considered to be an imminent danger to employees or the public. Remove employees from potentially hazardous duties or job where appropriate safety device, safeguard, and/or protective equipment is not properly used.

- H. When an incident occurs, investigate, and complete an Incident Investigation Form. If a Near Miss is reported, complete a Near Miss Form. Ensure reports are provided to the Safety Director in a reasonably prompt fashion.
- I. Ensure that prompt and reasonable corrective action is taken whenever hazards are identified, or unsafe acts found or observed.
- J. Attend and participate in safety meetings. Ensure that health and safety suggestions and/or comments from employees are encouraged and where appropriate, forwarded to the Safety Director for consideration.

#### **4. Employees**

Each employee has the authority and responsibility to:

- A. Be an active participant in the health and safety program, training, and safety meetings.
- B. Perform his/her duty or task in accordance with established standards, policies, procedure, and other relevant safe work practices.
- C. Evaluate the health and safety of his/her workspace daily.
- D. Inspect and ensure that all safety devices and safeguards on equipment or property are properly adjusted and in good working order.
- E. Operate equipment or machinery only if trained and authorized to do so. Do not attempt repairs of equipment or machinery unless trained and authorized to do so.
- F. Inspect and ensure that protective equipment is functional and in good working order. Do not attempt repairs of protective equipment unless trained and authorized to do so.
- G. Use and/or wear protective equipment and devices where it is necessary to perform a duty or job.
- H. Immediately report any hazards to a manager/supervisor or Safety Director.
- I. Immediately, or as soon as reasonably possible, report any incident, injury, illness, or property damage to a supervisor or Safety Director.
- J. Cooperate fully with any investigation concerning incidents, injury, illnesses, or property damage.
- K. Offer or make suggestions and/or comments regarding the health and safety of his/her work area, duty, or job.

## **Section 3: Hazard Identification, Analysis and Control**

### **1. Identification & Analysis**

Walker River Irrigation District is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. To that end, hazards will be identified and analyzed using some or all the following programs/tools:

#### **a. Outside, site-specific assessment or inspection options.**

- i. ADA Site Assessments should be conducted on an as needed basis. Nevada Center for Excellence in Disabilities, ADA Nevada MS0285, University of Nevada, Reno, 89557, (775) 682-9056. WRID has only one permanent site with two buildings at 410 N Main Street, Yerington, NV 89447. The office building is accessible to the public and will be subject to ADA Site Assessments if or when alterations are made to the building or office layout.
- ii. CyberSecurity: Dark Web Monitoring, Passive Network Assessments (PNA), KnowB4 program, and other similar services should be conducted by a professional outside agency or expert Anthony Rucci, Information International Associates, Inc.
- iii. Nevada Safety and Health Consultation and Training Section (SCATS) Assessments, in association with POOL/PACT, may perform worksite hazard assessments on an as needed basis.
- iv. MSDSOnline. WRID is enrolled with MSDSOnline. This program allows employees to be aware of all hazardous materials to which employees may be exposed and provides safety data sheets (SDS) for such materials. All SDS are located at [entity's MSDSOnline address]. For additional information, please contact the MSDSOnline local administrator: Safety Officer

**b. Employee Occupational Safety and Health Concerns.** All employees are not only encouraged, but responsible for notifying their supervisor regarding conditions they believe to be a safety, health, or environmental hazard without fear of reprisal. Notification may be made verbally or by submitting a Safety Concern or Near-miss Form.

**c. Equipment and/or Machinery Inspections and Maintenance Records.** All employees who have WRID vehicle assigned to them will be responsible for maintaining a fuel and maintenance log. Equipment staff will be responsible for maintaining inspection and maintenance records on all rental equipment and unassigned vehicles. All routine maintenance will be performed according to the manufacturer's recommendations. Equipment requiring repairs and/or maintenance from a specialty technician will be red tagged until a technician can respond. The Equipment Foreman is responsible for notifying the Safety Director or General Manager of red tagged equipment.

**d. Record Review.** Review of Incident, Near-miss, and OSHA 300 Log of Work-related Injuries and Illnesses will be conducted by the Safety Director.

- e. **Review of Property and Casualty and/or Workers Compensation Claims.** Member Valuation & Performance (MVP) Reviews may be conducted on an as needed basis with POOL/PACT Risk Management and include analysis of property and casualty and/or workers compensation claims to identify and minimize or eliminate hazards or causes of injury.

## 2. Elimination & Control of Workplace Hazards

Hazard control is triggered by a determination that a hazard or potential hazard exists and includes methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and procedures in a timely manner, based on whether the hazard is imminent or non-imminent.

### a. Imminent Hazard

- i. An Imminent Hazard is any condition where there is reasonable certainty that a danger exists that can be expected to cause death or serious physical harm immediately, or before the danger can be eliminated.
- ii. If an imminent hazard is observed or discovered by an employee, the employee should notify their supervisor immediately. The supervisor will notify the Safety Director and/or General Manager immediately.
- iii. Corrective action should be taken at once to abate the hazard including, but not limited to, placing an out of service tag on defective tools or equipment, as a temporary means of warning employees. If an imminent hazard cannot be immediately abated, all personnel will be removed from the area. The Safety Director will determine what safeguards and corrective measures are to be implemented.

### b. Non-imminent Hazards

- i. If a non-imminent hazard is observed or discovered by an employee, the employee's immediate supervisor and/or site administrator should be made aware of the exposure so that a corrective action can be taken in a timely manner. Determination of the time allotted for correction will be at the discretion of the supervisor.

### c. Hazard Control

- i. Any hazard that can be eliminated will be.
- ii. All other hazards will be controlled using engineering or work practice controls, or a combination of these, as appropriate. We will meet or exceed the requirements of safety standards where there are specific rules about a hazard or potential hazard in our workplace
- iii. The Safety Director will evaluate and implement controls for the hazards.
- iv. Supervisors and employees are responsible for correcting hazards within their sites and ensuring that any remaining hazards are passed to the Safety Director for corrective action.



- v. Protective equipment will be used as a last option or as an interim measure. Where necessary, PPE will be provided at no cost to the employee. If PPE is selected, a PPE Program should be developed and implemented.
- vi. The Safety Director will coordinate safety standards, policies, and procedures to any vendors and/or subcontractors working within facility or on location.

### **3. Basic Safety Rules**

The following basic safety rules have been established to help make our work environment safe and efficient place to work. Never do anything that is unsafe to get the job done. If you are unsure about whether you are engaging in an unsafe activity, ask your supervisor. If a job is unsafe, stop and report it to your supervisor.

- a. Always keep safety devices or safeguards in place.
- b. Operate equipment and/or machinery only if you have been trained and authorized to do so.
- c. Obey all safety warning signs.
- d. Use appropriate personal protective equipment whenever required.
- e. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- f. Do not bring firearms or explosives onto Walker River Irrigation District property.
- g. Smoking and/or use of Tobacco products is only permitted outside the building at the designated location.
- h. Horseplay, running, and fighting are prohibited.

### **4. Record Maintenance**

All records of inspections, corrections, and claims will be retained in accordance with the General Record Retention Schedule of the State of Nevada. Records will be filed in the Safety Director's office and/or on-site storage buildings.

## Section 4: Safety Training

Training must be conducted in a language and format the employees understand. NRS 618.383(4). If temporary employment services are used, the WRID shall provide any specialized training concerning safety for employees of the service before they begin work at each site. NRS 618.383(7).

WRID has developed a training program in compliance with NRS 618.383. Under no circumstances should an employee perform their work duties until he/she has successfully completed the appropriate training.

The Safety Director is responsible for developing topics and providing training for both new employees and existing employees who need training or retraining for specific hazards to which they are exposed. The goal of the training program is not just to provide knowledge, but to affect behavior and provide employees with enough information so they can actively participate in protecting themselves.

Resources include eLearning provided through POOL/PACT. Please contact your supervisor, Safety Director, or the General Manager concerning training needs that are not currently in the catalog.

### **1. Supervisory Training**

The WRID administrators and supervisors are key figures in the implementation and overall success of the health and safety program. As a minimum, administrators and supervisors shall be trained in the following areas:

- a. The need to establish and maintain healthy and safe working conditions in the area supervised.
- b. The dangers associated with a duty, task, or job; the potential effect on employees; and the standards, policies, and/or procedures for control of these dangers.
- c. How to relate this information by example and instruction to employees, to ensure that they understand and follow safe procedures.
- d. Incident investigation such as OSHA Course #7505, *Introduction to Incident Investigation*, or a substantially similar incident investigation training.
- e. Required **eLearning** courses, in addition to New-Hire training:
  - i. Nevada Anti-Harassment Training for Supervisors.
  - ii. Safe and Sober Workplace for Employees – Supervisor Supplement.
  - iii. Nevada Ethics in Government.

### **2. New-Hire Employee Orientation**

All new hires must attend a new-hire orientation prior to commencing employment. It is the responsibility of the supervisor to ensure that each new hire is trained in the following:

- a. Review and explanation of this WWSP, including how to access relevant documents and forms.
- b. Disciplinary procedures for non-compliance with the WWSP.
- c. Emergency Action Plans.
- d. Hazardous Condition Reporting.
- e. Incident Reporting.
- f. Safe Use of Equipment and Machinery.
- g. Personal Protective Equipment (when applicable).
- h. Signed and dated NV OSHA Employee Rights and Responsibility Agreement (NRS 618.376) placed in employee's file.
- i. Required new-hire **eLearning** courses:
  - i. Cyber Security Awareness, Phishing, Ransomware, and enrollment in KnowBe4 program for all employees who will have access to WRID's network server(s).
  - ii. Bullying in the Workplace.
  - iii. Workplace Violence Awareness.
  - iv. Nevada Anti-Harassment Training for Employees.
  - v. Whistleblower Protections – What, When, and How.
  - vi. Conflict of Interest.
  - vii. Hazard Communication; see OSHA Hazard Communication Quickcards.<sup>1</sup>
  - viii. Back Safety in the Workplace.
  - ix. Safe and Sober Workplace for Employees
  - x. Slip, Trip, and Fall Prevention – Extended Course.
  - xi. Fire Extinguisher Training.

---

<sup>1</sup> Hazard Communication QuickCards may be found at <https://www.osha.gov/publications/bytype/popular-downloads>.

### **3. Job Specific Training**

In addition to general orientation training, certain employees may receive additional, specific training depending upon work assignments. Supervisors for every department are responsible for being aware of job hazards in their area and ensuring that those under their supervision receive in-house or contracted to an outside source training. The training must be consistent with the specific hazards to which employees are exposed. Some job specific training may be provided through the eLearning catalog.

### **4. Retraining/Evaluation**

The following OSHA general industry rules include annual retraining or employee information requirements:

- A. Portable Fire Extinguishers
- B. Medical Services and First Aid
- C. Fall Prevention

### **5. Training Record Retention**

Records of employee training attendance shall be kept in employee files and must include (1) who was trained, (2) the instructor, (3) the date of training, and (4) training topic. Records maintained for a period of three (3) years from the date of training and will be made available for inspection or review, upon request, by the employee, the employee's supervisor, the Safety Director, and/or the Division of Industrial Relations (OSHA).

## Section 5: Incident Investigation and Corrective Action

<i>In the event of a serious injury or medical emergency: Provide location, patient age, injury/illness description</i>	<b>Dial 911</b>
<i>For non-life threatening occupational injuries:</i>	24-7-365 Nurse Triage Program (844) 334-6472
<i>Nearest Urgent Care:</i>	South Lyon Medical Center 213 S Whitacre St Yerington, NV 89447 (775) 463-2301

### 1. Purpose

Incident investigation is an integral part of our workplace safety and health program. It is a fact-finding function – incident investigations are **not** fault finding. The purpose is to promote safety by identifying root causes and any shortcomings in the overall safety plan to prevent the incident from happening again. To that end, the WRID will investigate all incidents, including near-misses, for prevention or reduction controls.

### 2. Training

All persons performing incident or near-miss investigations shall complete OSHA Course #7505, *Introduction to Incident Investigation*, or a substantially similar incident investigation training, prior to an incident investigation.

### 3. Incident Investigation

#### a. Responsibilities

##### i. Employee Responsibilities

1. For occupational injuries, seek appropriate medical care.
2. For emergency medical care, go to the nearest emergency room or call 911.
3. For PACT member non-emergency care, use the **24-7-365 Nurse Triage Program at (844) 344-6472**. Otherwise, go to an approved workers compensation provider.
4. If the injury is minor and only requires first aid, obtain supplies from the nearest first aid kit.
5. Report the injury or near-miss.

6. Contact your supervisor and complete the C-1 Notice of Injury Form.
7. The C-1 must be sent to your supervisor for signature.
8. If a Near-miss, complete the Near-miss Form and give it to your supervisor.
9. File a Workers Compensation Claim.
  - a. During your initial medical evaluation, alert medical staff that your injury or illness is work related.
  - b. Complete the Worker's Compensation Packet located in the Safety Director's office.
  - c. Employee's Report of Injury Form: Fill out first page then give to Supervisor
  - d. C-1 Notice of Injury or Occupational Disease: Fill out then give to Supervisor
  - e. C-3 Employer's Report of Industrial Injury or Occupational Disease: Give to Supervisor to fill out
  - f. C-4 Employee's Claim for Compensation/Report of Initial Treatment: Fill out top of form and then give to medical provider to complete
  - g. C-4A Release of Medical and Other Information for Nevada Worker's Compensation Claims: Fill out and return to the Safety Director
  - h. Follow up on medical care and modified duty.
  - i. Notify your supervisor in advance of medical appointments.
  - j. If placed on modified duty, notify your supervisor in advance of returning to work and only work within your restrictions.
  - k. Contact your supervisor at least once every two weeks if off work.

## **ii. Supervisor Responsibilities**

1. Ensure proper medical treatment is received.
2. For emergency medical care, go to the nearest emergency room or call 911.
3. For PACT member non-emergency care, use the **24-7-365 Nurse Triage Program at (844) 344-6472**. Otherwise, go to an approved workers compensation provider. Transport the employee if necessary.
4. If the injury is minor and only requires first aid, assist in first aid.

5. For injuries requiring more than first aid but do not require on scene response, transport the Employee to the nearest medical facility.
6. Complete Supervisor portions of Employee's Report of Injury Form, C-1 Form, and C-3 Form. Submit forms to the Safety Director.

**iii. Safety Director, or designee**

1. For incidents involving death or serious injury, the Safety Director will assist the Supervisor in arranging emergency medical care if appropriate, and secure or assist in securing the scene after ensuring emergency medical care is provided. Once emergency care is provided and the scene secure, begin the Incident Investigation. Upon completion, complete a written Incident Investigation Report and provide a copy to the Director/Manager.
2. Notify OSHA (within 8 hours for work-related deaths and within 24 hours for work-related inpatient hospitalizations, amputations, and any losses of an eye). The reports required by this paragraph must contain:
  3. The name of the employer;
  4. The location and time of the incident resulting in death or serious injury;
  5. The number and names of employees hospitalized as inpatients or who suffered fatalities, amputations, or loss of an eye as a result of the incident;
  6. A brief description of the incident; and
  7. The name and contact information of the Safety Director.
8. Investigate and Report the Injury/Illness.
  - a. Review the C-1 Form with the employee and sign it.
  - b. Investigate the incident and complete the Incident Investigation or Near-miss Form.
  - c. Forward both forms to the Safety Director and Davies Claims Solutions.
  - d. Correct the hazard immediately when possible.
  - e. For incidents involving death or serious injury, the Safety Director must be notified, and the incident scene secured,

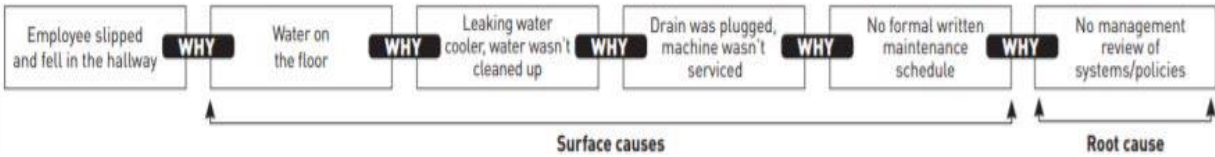
as soon as reasonably possible after proper emergency care is provided.

- f. Follow up on employee medical care and modified duty.
  - i. Provide modified duty as appropriate.
  - ii. Contact the employee every two weeks if the employee is off work to determine medical progress.
  - iii. Comply with Nevada OSHA Injury and Illness Recordkeeping and Reporting Requirements

**b. Incident Investigations and Corrective Measure**

- i. The Safety Director, or designee, will review C-1, Incident Investigation, and Near-miss Forms upon receipt to determine if any further investigation is warranted. If necessary, the Safety Director will contact the reporter for additional information and clarification.
- ii. Where needed or required according to this WWSP, the following steps will serve as a guide for conducting the investigation. The primary purpose of investigations is to identify root causes and develop corrective actions to prevent future occurrence, not to determine or assign blame.
  - a. *Secure the Scene.* The primary goal is to secure and preserve the scene as quickly as possible to protect the well-being of the affected employee, prevent further injury, and protect information from being destroyed. Use of caution tape, cones, or other barricades may be necessary.
  - b. *Collect Information.* Document facts using the Incident Investigation Form. Take photos, video, or draw diagrams of the area. Interview witnesses as quickly as possible. Review relevant records such as equipment manuals, maintenance schedules/logs, policies, procedures, training records, audits, assessments, previous corrective action recommendations, etc.
  - c. *Determine Root Causes.* Use the data collected to determine the sequence of events. Analyze the facts and sequence of events to determine the root cause. The “Five Whys” technique, or other similar analytical tool should be used to determine the root cause. The main goal is to understand how and why existing barriers against the hazards failed or proved insufficient, not to find blame.





- d. *Recommend or Implement Corrective Measures.* Recommendations and corrective action should directly address root causes to the greatest extent possible. The Safety Director will report findings to the General Manager who is responsible for the corrective action. Corrective action will be performed based on the outline provided in the Walker River Irrigation District Personnel Manual. The Safety Director and/or General Manager will follow up to ensure that the corrective action is implemented within the established time frame. Communicate the action to employee and provide necessary training.

DRAFT

## Section 6: Medical and First Aid

### 1. FIRST AID KITS

#### a. Contents

- i. Each department shall be equipped with a standard first aid kit suitable for the size of the workforce. The minimally acceptable number and type of first aid supplies for first aid kits adequate for small work sites may be found at <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.266AppA>.
- ii. All first aid supplies shall be inspected at least monthly and replenished as needed using the checklist located with each kit.

#### b. Location

First aid kits are clearly marked "FIRST AID" and are located at:

- (1) WRID Shop Bathroom
- (2) WRID Front Office
- (3) WRID Shop Vehicles

#### c. FOLLOWING AN INJURY:

- i. The employee's injury will be evaluated and if appropriate, first aid rendered.
- ii. **In the event of a serious injury, contact 911 for emergency medical assistance.**
- iii. As a PACT member, the **24-7-365 Nurse Triage Program** can be used for non-life-threatening occupational injuries requiring medical attention. For additional information contact **POOL/PACT Risk Management** at (775) 885-7475.
- iv. If the injury requires medical attention and is not an emergency, the employee will be escorted to the nearest appropriate medical facility. Further evaluation and treatment will be rendered.
- v. The procedures for Incident Investigation and Report found in Section 6 of the WSP will be followed to appropriately document, report, and investigate the injury for hazard elimination to minimization.
- vi. The facts and circumstances of each incident will be reviewed by the Safety Director to assess the root cause of the incident. The safety training provided by the involved employee's supervisor will also be assessed.



## **2. FIRST AID TRAINING**

- a. All employees will take Fire Extinguisher Training upon initial employment and annually thereafter.
- b. Training will be conducted by Yerington-Mason Valley Fire Protection District, 118 S. Main St, Yerington, NV 89447.

DRAFT

## **Section 7: Portable Fire Extinguishers**

### **1. Intended Operation.**

WRID maintains portable fire extinguishers at its premises. Portable fire extinguishers are provided to combat early-stage fires only. Employees are not required to use portable fire extinguishers in the event of any fire. If an employee decides to use a fire extinguisher to combat a fire, the employee must:

- a. Ensure the fire department has been called or notified by **calling 911** or triggering a monitored fire alarm system.
- b. Ensure other occupants are alerted to the fire.
- c. Ensure other occupants have begun evacuating the building.
- d. Ensure the fire is small and not spreading.
- e. Only operate a portable fire extinguisher if the employee has received appropriate training.
- f. Ensure that there is a safe means of escape that is not obstructed by the fire or other hazards.

**\*\*\* If there is any doubt that one of the above conditions is not satisfied, evacuate. \*\*\***

### **2. Location and Type.**

- a. Location.
  - i. Portable fire extinguishers are located: WRID Front Office x2; WRID Shop; Kenworth Dump truck, Kenworth Transport, Peterbilt Transport
- b. Type(s) of portable fire extinguisher(s). 5-10lb ABC Powder Canisters

### **3. Inspection, Maintenance, and Testing**

- a. Inspection. The Safety Director shall conduct monthly visual inspections of all portable fire extinguishers.
- b. Maintenance and Testing.
  - i. The Safety Director shall ensure that all portable fire extinguishers are subject to annual maintenance, six (6) year internal maintenance, and twelve (12) year hydrostatic testing. Additionally, hydrostatic testing will be performed whenever the portable fire extinguishers show new evidence of corrosion or mechanical injury.

Maintenance and testing will be conducted by Summit Fire & Security, 1025 Telegraph St, Reno, NV 89502.

- c. Whenever a portable fire extinguisher fails visual inspection, annual maintenance, internal maintenance, or hydrostatic testing it will be removed from the workplace and replaced with a functioning unit.

#### **4. Training.**

All employees will take Fire Extinguisher Training upon initial employment and annually thereafter.

- a. Training will be conducted by Yerington-Mason Valley Fire Protection District, 118 S. Main St, Yerington, NV 89447.

DRAFT

## **Section 8: Ergonomics and Workplace Safety**

1. Learn to lift and handle materials safely. Do not hesitate to ask for help in lifting heavy loads. Always push rather than pull a load.
2. Keep walking surfaces free from tripping hazards. Keep work areas dry, clean and orderly.
3. Do not leave desk and file cabinet drawers open.
4. Open one file drawer at a time. Place heavier items in drawers at the bottom of the cabinet.
5. The top of the computer monitor should not be higher than the user's eyes for normal vision. Bifocal and trifocal users may prefer their monitor at a lower position.
6. The computer screen and any document holder should be the same distance from the eye and at the same level to avoid constant changes in focus and close enough together so the operator can look from one to the other without excessive movement of the neck or back.
7. The preferred viewing distance for computer monitors ranges between 18" and 24".
8. The preferred working position for most computer keyboard operators is with the forearms parallel to the floor and elbows at the sides.
9. The computer mouse should be positioned at the operator's side with his or her arm close to the body for support, while maintaining a straight line between the hand and forearm.
10. If you have a concern relating to your workstation, please contact your supervisor.

## **Section 9: Ditch Burning**

1. Purpose
  - a. Burning of weeds and debris in drain ditches can be hazardous when there are large buildups of weeds and/or dry grasses. Extra caution should be used when these situations arise or when wind velocities increase. Also, care and protection of personal property shall be maintained the irrigation ditches are near private property.
2. Training
  - a. Training will include field training with a supervisor.
3. Responsibility
  - a. Two vehicles and three employees are required when performing burn operations. One employee is to drive the tow vehicle with the burn trailer, one employee is to perform the burn operations, and one employee is to drive the water supply vehicle.
  - b. Before performing operations, the local fire department must be notified of times and location of burning.
  - c. Personal protective equipment such as long sleeve shirts, hats, boots, gloves, and goggles are required.

## **Section 10: General Equipment Safety**

### 1. Purpose

- a. This section is to protect employees from safety hazards that may be encountered during normal work activities. This section is intended to assure that:
  - i. Employees are aware of their responsibilities and know how to perform the work safely.
  - ii. WRID has appointed one or more individuals within the company to assure compliance with the requirements of this section.
  - iii. The responsibilities of the Equipment staff are clearly detailed.
  - iv. All person involved in excavation and trenching work have received appropriate training in the safe work practices that must be followed when performing this type of work.

### 2. Assignment of Responsibility

#### a. Employer

In administering Section 10, WRID will:

- i. Monitor the overall effectiveness of the section.
- ii. Provide personal protective equipment as needed.
- iii. Provide protective systems as needed.
- iv. Provide training to affected employees and supervisors.
- v. Provide technical assistance as needed.
- vi. Preview and update the Section on at least and annual basis, or as needed.

#### b. Equipment Foreman

The Equipment Foreman acts as the competent person for WRID in reference to this Section, and must assure that:

- i. The procedures described in this program are followed.
- ii. Employees entering excavations or trenches are properly trained and equipped to perform their duties safely.
- iii. All required inspections, tests, and recordkeeping functions have been performed.

#### c. Employees

All employees, including contractor personnel, must comply with the requirements of this Section. Employees are responsible for reporting hazardous practices or situations to WRID management, as well as reporting incidents that cause injury to themselves or other employees to the Safety Director.

##### 1. Training

##### i. Training Schedule

1. All personnel shall be trained in the requirements of this Section by the Equipment Foreman with assistance from the appropriate supervisors.



2. Training shall be performed before employees are assigned duties in excavation.
3. Retraining will be performed when worksite inspections indicate that an employee does not have the necessary knowledge or skills to safely perform the assigned work, or when changes to this Section are made.
4. Training records will be maintained by the Equipment Foreman and shall include:
  - a. Date of the training;
  - b. Name(s) of the instructor(s) who conducted the training;
  - c. A copy of the written material presented (if any);
  - d. Name(s) of the employee(s) who received the training.

ii. Training Components

The training provided to all personnel who perform work in excavations shall include:

1. The work practices that must be followed during excavating or working in excavations.
2. The use of personal protective equipment that will typically be required during work in excavations, including but not limited to safety shoes, hardhats, and fall protection devices.
3. The OSHA Excavation Standard, 29 CFR 1962, Subpart P.
4. Emergency and non-entry rescue methods, and the procedure for calling rescue services.
5. WRID policy on reporting incidents that cause injury to employees.

iii. Training and Duties of the Equipment Foreman

The Equipment Foreman shall:

1. Coordinate, actively participate in, and document the training of all employees affected by this Section.
2. Ensure daily, or more often as needed, that worksite conditions are safe for employees to work.
3. Determine the means of protection that will be used for each project.
4. Make available a copy of this Section and the OSHA Excavation Standard to any employee who requests it.

2. Requirements

i. Utilities and Pre-Work Site Inspection

1. Prior to beginning a project, the site shall be thoroughly inspected by the Equipment Foreman to determine if special safety measures must be taken.

- ii. Surface Encumbrances
    - 1. All equipment, materials, supplies, permanent installations, vegetation, boulders, and other objects at the surface that could present a hazard to employees shall be removed or supported as necessary to protect employees.
  - iii. Underground Installations
    - 1. The location of any underground utilities that may be encountered during the excavation work shall be determined and marked by USA North 811 prior to opening an excavation site.
    - 2. Excavation shall be done in a manner that does not endanger the underground installations or the employees engaged in the work.
  - iv. Overhead Utilities
    - 1. The location of overhead utilities must be clearly communicated and marked when necessary.
    - 2. When applicable, one employee must be an on-the-ground lookout when overhead wires are present and equipment is operating in the vicinity.
  - v. Protection of Employees
    - 1. Stairs, ladders, or ramps shall be provided at excavation sites where employees are required to enter trench excavations over four (3) feet deep.
  - vi. Protection from Water Accumulation Hazards
    - 1. Employees are not permitted to work in excavations that contain or are accumulating water unless precautions have been taken to protect them from the hazards posed by water accumulation. Precautions may include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of safety harnesses and lifelines.
    - 2. If excavation work interrupts the natural drainage of surface water, diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation.
3. Accident Investigations
- i. All incidents that result in injury to workers, as well as near misses, regardless of their nature, shall be reported and investigated. Investigations shall be conducted by the Equipment Foreman, Safety Director, or General Manager as soon after an incident as possible to identify the cause and means of prevention to eliminate the risk of reoccurrence.

## **Section 11: Reservoir Safety Procedures**

1. Purpose
  - i. This section is to protect employees from safety hazards that may be encountered during normal work activities. This section is intended to assure that:
    - a. Employees are aware of their responsibilities and know how to perform the work safely.
    - b. WRID has appointed one or more individuals within the company to assure compliance with the requirements of this section.
    - c. The responsibilities of the Reservoir staff are clearly detailed.
    - d. All person involved in gate and generator operation have received appropriate training in the safe work practices that must be followed when performing this type of work.
2. Assignment of Responsibility
  - i. Employer

In administering Section 10, WRID will:

    - a. Monitor the overall effectiveness of the section.
    - b. Provide personal protective equipment as needed.
    - c. Provide protective systems as needed.
    - d. Provide training to affected employees and supervisors.
    - e. Provide technical assistance as needed.
    - f. Preview and update the Section on at least and annual basis, or as needed.
  - ii. Reservoir Tender

The Reservoir Tender acts as the competent person for WRID in reference to this Section, and must assure that:

    - a. The procedures described in this program are followed.
    - b. They are properly trained and equipped to perform their duties safely.
    - c. All required inspections, tests, and recordkeeping functions have been performed.
2. Training
  - i. Training Schedule
    - a. All personnel shall be trained in the requirements of this Section by a senior Reservoir Tender with assistance from the appropriate supervisors.
    - b. Training shall be performed before employees are assigned duties operating the reservoir gates and generators.
    - c. Retraining will be performed when worksite inspections indicate that an employee does not have the necessary knowledge or skills to safely perform the assigned work, or when changes to this Section are made.
  - ii. Training records will be maintained by the Safety Director and shall include:
    - a. Date of the training.

- b. Name(s) of the instructor(s) who conducted the training.
  - c. A copy of the written material presented (if any).
  - d. Name(s) of the employee(s) who received the training.
- iii. Training Components
- a. The work practices that must be followed during working at the Reservoirs.
  - b. The use of personal protective equipment that will typically be required during work, including but not limited to safety shoes, hardhats, and fall protection devices.
  - c. Compliance with the Confined Space Plan.
  - d. Emergency and non-entry rescue methods, and the procedure for calling rescue services.
  - e. WRID policy on reporting incidents that cause injury to employees.
- iv. Accident Investigations
- a. All incidents that result in injury to workers, as well as near misses, regardless of their nature, shall be reported and investigated. Investigations shall be conducted by the Equipment Foreman, Safety Director, or General Manager as soon after an incident as possible to identify the cause and means of prevention to eliminate the risk of reoccurrence.

## **Section 12: Program Compliance**

1. Violations of health and safety rules, standards, policies, and/or procedure may result in discipline of the employee, in accordance with WRID's policy and negotiated agreements, up to and including termination.
2. All records pertaining to compliance issues will be maintained in the employee's personnel file.

DRAFT

## **Section 13: Forms**

1. [Incident Investigation Form.](#)
2. [Safety Concern and Near Miss Form.](#)
3. [Nevada Workers' Compensation Forms.](#)
  - A. C-1 Notice of Injury or Occupational Disease
  - B. C-3 Employer's Report of Industrial or Occupational Disease
  - C. C-4 Employee's Claim for Compensation
  - D. C-4A Release of Medical and Other Information for Nevada Workers' Compensation Claims
4. [Nevada OSHA Forms.](#)
  - A. OSHA Injury and Illness Recordkeeping & Reporting Requirements (Federal OSHA).
  - B. Injury and Illness Recordkeeping Instructions
  - C. Injury and Illness Recordkeeping Forms (300, 300A, and 301)
  - D. Employee Rights & Responsibilities (English).
  - E. Employee Rights & Responsibilities (Spanish).
  - F. Nevada Safety and Health Protection on the Job (Poster).
  - G. Emergency Phone Numbers (Poster).

## Incident Investigation Form

Section A: Information	
Entity Name:	Date:
Investigator or Team Name(s) and Title(s)	
<u>Name</u>	<u>Title</u>
Section B: Incident Description/Injury Information	
<i>1. Injured Employee Information</i>	
(a) Name & Age of Injured Employee:	
(b) Employee's first language:	
(c) Employee Job Title:	
(d) Job at time of injury:	
(e) Type of Employment:	
(f) Length of Time with Entity:	
(g) Length of Time in Current Position:	
(h) Description and Severity of Injury:	
<i>2. Incident Information</i>	
(a) Date and Time of Incident:	
(b) Location of Incident:	

(c) Detailed description of incident. Include relevant events leading up to, during, and after the incident. *[It is preferred that the information is provided by the injured employee.]*

*Use additional pages if needed.*

(d) Description of incident from eye witnessed, including relevant events leading up to, during, and after the incident. Include names of persons interviewed, job titles, and date/time of interviews.

*Use additional pages if needed.*

(e) Description of incident from additional employees with knowledge, including relevant events leading up to, during, and after the incident. Include names of persons interviewed, job titles, and date/time of interviews.

*Use additional pages if needed.*



### **Section C: Identify Root Causes**

The Root Causes are the underlying reasons the incident occurred and are the factors that need to be addressed to prevent future incidents. If safety procedures were not being followed, **why** were they not being followed? If a machine was faulty or a safety device failed, **why** did it fail? It is common to find factors that contributed to the incident in several of these areas: equipment/machinery, tools, procedures, training or lack of training, and work environment. If these factors are identified, you must determine **why** these factors were not addressed before the incident.

*Use additional pages if needed.*

### **Section D: Recommend Corrective Action to Prevent Future Incidents**

Recommend any corrective actions necessary to prevent future incidents and if relevant, identify who should implement the corrective action and the time frame in which the corrective action should be implemented.

*Use additional pages if needed.*

### **Section E: Corrective Actions Taken/Root Causes Addressed**

Document the corrective action taken, who implemented the corrective action, and when the corrective action was implemented.

*Use additional pages if needed.*

## Safety Concern and Near Miss Form

This form allows employees to describe a safety concern or near miss, note the location, and provide a report to a manger/supervisor and/or the Safety Director. Reporting safety concerns and near misses allows [Entity] the opportunity to evaluate the condition to either eliminate the hazard or provide workplace or administrative controls.

Employees are advised that the use of this form or other reports of unsafe practices or conditions are protected by law. It is illegal for the employer to take any action against any employee in reprisal for exercising rights to participate in communications involving safety.

<b>Section A: Safety Concern or Near Miss Information</b>	
Entity Name:	
Date & Time of Report:	
Location of potential incident/hazard/concern:	
Type of Report: <ul style="list-style-type: none"> <li><input type="radio"/> Safety Concern</li> <li><input type="radio"/> Near Miss</li> <li><input type="radio"/> Safety Suggestion</li> <li><input type="radio"/> Other (describe):</li> </ul>	Type of Concern: <ul style="list-style-type: none"> <li><input type="radio"/> Unsafe act</li> <li><input type="radio"/> Unsafe condition or area</li> <li><input type="radio"/> Unsafe use of equipment</li> <li><input type="radio"/> Unsafe condition of equipment</li> <li><input type="radio"/> Other (describe):</li> </ul>
Describe the potential incident/hazard/concern and possible outcome in as much detail as possible:	
Safety Suggestions:	
Name (Optional):	
Phone Number (Optional):	
Email Address (Optional):	
<p><i>The remainder of this form will be completed by your manager/supervisor or Safety Director. Please send all Safety Concern &amp; Near Miss Report Forms to your manager/supervisor or Safety Director for further action.</i></p> <p>(775) 463-3523 x612 jessica@wrid.us</p>	

### **Section B: Identify Root Causes**

Review the safety concern or near miss. The Root Causes are the underlying reasons the near miss occurred and are the factors that need to be addressed to prevent future incidents. If safety procedures were not being followed, **why** were they not being followed? If a machine was faulty or a safety device failed, **why** did it fail? It is common to find factors that contributed to the near miss in several of these areas: equipment/machinery, tools, procedures, training or lack of training, and work environment. If these factors are identified, you must determine **why** these factors were not addressed before the near miss.

*Use additional pages if needed.*

### **Section C: Recommend Corrective Action to Prevent Future Incidents**

Recommend any corrective actions necessary to prevent future incidents and if relevant, identify who should implement the corrective action and the time frame in which the corrective action should be implemented.

*Use additional pages if needed.*

### **Section D: Corrective Actions Taken/Root Causes Addressed**

Document the corrective action taken, who implemented the corrective action, and when the corrective action was implemented.

*Use additional pages if needed.*

## **Nevada Workers Compensation Forms**

C-1 Notice of Injury or Occupational Disease (Incident Report):  
<https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/c-1.pdf>.

C-3 Employer's Report of Industrial Injury or Occupational Disease:  
<https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/c-3.pdf>.

C-4 Employee's Claim for Compensation:  
<https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/C-4%20revised%208-12-2021%20.pdf>.

C-4A Release of Medical and Other Information for Nevada Workers' Compensation Claims:  
<https://dir.nv.gov/uploadedFiles/dirnvgov/content/WCS/PM%20MEDICAL%20RELEASE%20C-4A%208-12-21.pdf>.

## **Nevada OSHA Forms**

OSHA Injury and Illness Recordkeeping & Reporting Requirements (Federal OSHA):  
<https://www.osha.gov/recordkeeping>.

Injury & Illness Recordkeeping Instructions:  
[https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/300%20Logs%20\(Instructions\).pdf](https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/300%20Logs%20(Instructions).pdf).

Injury & Illness Recordkeeping Forms (300, 300A, & 301):  
[https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/300%20Logs%20\(Forms%20300,%20300A%20and%20301\).xls](https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/300%20Logs%20(Forms%20300,%20300A%20and%20301).xls).

Employee Rights & Responsibilities (English):  
[https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/Rights%20and%20Responsibilities%20\(English\).pdf](https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/Rights%20and%20Responsibilities%20(English).pdf).

Employee Rights & Responsibilities (Spanish):  
[https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/Rights%20and%20Responsibilities%20\(Spanish\).pdf](https://dir.nv.gov/uploadedFiles/dirnvgov/content/Governance/Rights%20and%20Responsibilities%20(Spanish).pdf).

Nevada Safety and Health Protection on the Job (Poster):  
<https://www.4safenv.state.nv.us/wp-content/uploads/2021/04/ENG-OSHA-POSTER-1-21.pdf>.

Emergency Phone Numbers (Poster):  
<https://www.4safenv.state.nv.us/wp-content/uploads/2021/04/EMERGENCY-PHONE-NUMBERS-English.pdf>.

## **Section 14: Annexes**

1. Confined Space Plan
2. OSHA Emergency Action Plan

DRAFT

# CONFINED SPACE PLAN

## I. PURPOSE AND OBJECTIVES

**A. Purpose:** The purpose of this Confined Space Plan (Plan) is to provide safe work practices and procedures for employees required to enter confined spaces. These procedures and practices will be implemented in compliance with all applicable state and federal regulations pertaining to confined space entry.

**B. Objectives:** The objectives of the Walker River Irrigation District Confined Space Program are:

- (1) To ensure the safety and health of employees required to work in a confined space.
- (2) To comply with state and federal regulations regarding confined spaces.
- (3) To assess the feasibility of reducing the number of confined spaces.
- (4) To limit the number of confined space entries.
- (5) To identify, evaluate, and eliminate potential hazards within confined spaces prior to entry.
- (6) To train employees who may work in confined spaces on proper procedures and entry techniques.

## II. DEFINITIONS

**A. “Acceptable entry conditions”** means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

**B. “Attendant”** means an individual stationed outside one or more permit space who monitor the authorized entrants and who performs all attendant’s duties assigned in the employee’s permit space program.

**C. “Authorized entrant”** means an employee who is authorized by the employer to enter a permit space.

**D. “Blanking or blinding”** means the absolute closure of a pipe, line, or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

**E. “Confined space”** means a space that:

- (1) Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- (2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry); and

(3) Is not designed for continuous employee occupancy.

**F. “Emergency”** means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

**G. “Engulfment”** means 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, constriction, or crushing.

**H. “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.

**I. “Entry permit”** means the written or printed document that is provided by the employer to allow and control entry into a permit-required space and that contains the information specified by 29 CFR 1910.146(f).

**J. “Entry Supervisor”** means the person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing and overseeing entry operations, and for terminating entry as required by this section. An entry supervisor may also serve as an attendant or as an authorized entrant, as long as that person is trained and equipped as required by this section for each role they fill. Also, the duties of entry supervisor may be passed from one person to another during the course of an entry operation.

**K. “Hazardous atmosphere”** means an atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue, injury, or acute illness from one or more of the following causes:

- (1) Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL);
- (2) Airborne combustible dust at a concentration that meets or exceeds its LFL or a condition in which the dust obscures vision at a distance of five feet or less;
- (3) Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
- (4) Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in 29 CFR 1910 Subpart G or Subpart Z, and which could result in employee exposure in excess of its dose or permissible exposure limit; or
- (5) Any other atmospheric condition that is immediately dangerous to life or health.

**L. “Immediately dangerous to life or health (IDLH)”** means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual’s ability to escape unaided from a permit space.

**M. “Inerting”** means the displacement of the atmosphere in a permit space by a noncombustible gas to such extent that the resulting atmosphere is noncombustible.

**N. “Isolation”** means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

**O. “Line breaking”** means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

**P. “Non-permit confined space”** means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious bodily harm.

**Q. “Permit-required confined space”** means 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 that has the potential for engulfing an entrant;
- (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- (4) Contains any other recognized serious safety or health hazard.

**R. “Rescue service”** means the personnel designated to rescue employees from permit spaces.

**S. “Retrieval system”** means the equipment (including retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

**T. “Testing”** means the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

### **III. EVALUATION AND IDENTIFICATION OF CONFINED SPACES**

**A. Evaluation:** Potential confined spaces will be evaluated using the Permit-Required Confined Space Decision Flow Chart provided by 29 C.F.R. 1910.146, App. A. See Appendix A. When performing confined space evaluations, air monitoring and inspection will be conducted from outside the space. If an evaluation cannot be performed outside the space, the space will be entered through permit procedures described herein.



**B. Inventory of Confined Spaces:** An inventory of identified confined spaces can be found in Appendix B. The inventory describes the space's location, a brief description of the space, associated hazards inside the space, and classification as a permit- or non-permit required confined space.

#### IV. NOTICE AND PREVENTION OF UNAUTHORIZED ENTRY

**A. Postings:** All permit spaces that can be readily labeled will be posted in a manner designed to inform employees of the existence/location of the dangerous space. Postings will read as follows:

**DANGER! PERMIT-REQUIRED CONFINED SPACE. DO NOT ENTER!**

**B. Other Notice:** If posting danger signs cannot be used to inform exposed employees, use any other equally effective means to warn of the existence, location, and danger posed by the permit space(s).

**C. Restriction:** If it is determined that posting and/or other notification is inadequate to prevent unauthorized entry into permit spaces covers, guardrails, fences, locks or other methods of restricting access will be implemented.

**D. No-Entry Policy:** If Walker River Irrigation District does not allow employees to enter permit spaces, Walker River Irrigation District will ensure the spaces are evaluated and identified appropriately, that employees are notified of or restricted from entering the permit spaces, and that any changes to the use or configuration of the space are re-evaluated and, if necessary, re-classified accordingly. 29 CFR 1910.146(c)(1), (2), (6), and (8).

#### V. RECLASSIFICATION OF CONFINED SPACES

**A. Re-classification as Permit Space:** When there are changes in the use or configuration of a non-permit space that might increase the hazards to the entrants, the employer shall re-evaluate the space as described in paragraph (III)(A) and, if necessary, reclassify it as a permit space.

**B. Re-classification as Non-Permit Space:** A permit space may be reclassified as a Non-permit Space under the following procedures:

(1) If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated without entry into the space, the permit space may be reclassified as a non-permit space for as long as the non-atmospheric hazards remain eliminated.

(2) If it is necessary to enter the permit space to eliminate hazards, such entry shall be performed using the Permit System and Entry Procedures described in this Plan. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated, the permit space may be reclassified as a non-permit space for as long as the hazards remain eliminated.

(3) Walker River Irrigation District will document the basis for determining that all hazards in a permit space have been eliminated through a certification that contains the date, location of the space, and signature of the person making the determination. The certification will be retained by the Walker River Irrigation District Safety Director made available to each employee entering the space.

(4) If hazards arise within space classified or re-classified to a non-permit space, each employee shall exit the space and the space will be re-evaluated for classification as a permit space following the procedure in paragraph (III)(A).

## **VI. ROLES AND RESPONSIBILITIES**

### **A. Safety Director must:**

- (1) Establish the written Plan.
- (2) Review the written Plan using cancelled permits within one (1) year after each entry and revise the Plan as necessary.
- (3) Review entry operations when there is reason to believe the measures taken may not protect employees and revise the Plan as necessary.
- (4) Establish and maintain a training program that provides affected employees with the understanding, knowledge, and skills necessary for safe and proper work in confined spaces.
- (5) Provide and maintain the equipment and personal protective equipment (PPE) necessary for safe entry operations.
- (6) Assist in confined space evaluation, testing, and monitoring.
- (7) Keep and maintain records relating to classification and re-classification of confined spaces.
- (8) Keep and maintain employee training records for a period of three (3) years.

### **B. Authorized Entrant(s) must:**

- (1) Know the hazards that may be faced during entry, including the mode, signs, or symptoms, and consequences of exposure.
- (2) Properly use equipment provided for entry operations.
- (3) Communicate with the attendant as necessary to allow the attendant to monitor entrant status and to allow the attendant to alert entrants of the need to evacuate.
- (4) Alert the attendant whenever:
  - (i) The entrant recognizes any warning sign or symptom of a dangerous situation, or
  - (ii) The entrant detects a prohibited condition.
- (5) Exit from the permit space as quickly as possible whenever:
  - (i) An order to evacuate is given by the attendant or entry supervisor;

- (ii) The entrant recognizes any warning sign, symptom, or exposure to a dangerous situation;
- (iii) The entrant detects a prohibited condition; or
- (iv) An evacuation alarm is activated.

**C. Attendant(s) must:**

- (1) Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- (2) Be aware of possible behavioral effects of hazard exposure in authorized entrants.
- (3) Continuously maintain an accurate count of authorized entrants in the permit space and ensure that the means used to identify authorized entrants accurately identifies who is in the permit space.
- (4) Remain outside the permit space during entry operation until relieved by another attendant – at least one attendant must be outside the permit space during the entirety of the entry operation.
- (5) Communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.
- (6) Monitor activities in- and outside the space to determine if it is safe for entrants to remain in the space and order the authorized entrants to evacuate the permit space immediately if:
  - (i) The attendant detects a prohibited condition,
  - (ii) The attendant detects the behavioral effects of hazard exposure in an authorized entrant,
  - (iii) If the attendant detects a situation outside the space that could endanger the authorized entrants, or
  - (iv) The attendant cannot effectively and safely perform all the duties of this section.
- (7) Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
- (8) Take the following actions if unauthorized persons approach or enter a permit space while entry is underway:
  - (i) Warn the unauthorized person that they must stay away from the permit space,
  - (ii) Advise the unauthorized person that they must exit immediately if they have entered the permit space, and
  - (iii) Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.

(9) Perform non-entry rescues as specified in paragraph (IX).

(10) Perform no duties that might interfere with the attendant's primary duty to monitor and protect the permit space. If more than one space is monitored by a single attendant, the procedures below must allow the attendant to respond to emergencies affecting one or more permit spaces without distracting from the duties of this subparagraph (C).

**D. Entry Supervisor(s) must:**

(1) Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.

(2) Verify, by checking the entries on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.

(3) Terminate entry and cancel the permit when:

(i) The entry operations covered by the permit are complete, or

(ii) A prohibited condition arises in or near the permit space.

(4) Verify that rescue services are available and that the means for summoning them are in place and operational.

(5) Remove unauthorized individuals who enter or attempt to enter the permit space during entry operations.

(6) Determine that entry operations remain consistent with the terms of the entry permit and that acceptable entry conditions are maintained whenever:

(i) Responsibility for a permit space entry operation is transferred, and

(ii) At intervals dictated by the hazards and operations performed within the space.

**E. Responsibilities Related to Contractors and Other Outside Employees:**

(1) Walker River Irrigation District will inform all other affected outside employees and contractors of the identified permit space locations and permit space hazards at Walker River Irrigation District by the following procedures:

(i) WRID will inform any outside employee or contractor of any permit spaces and that entry is only allowed through compliance with this program.

(ii) WRID will notify any outside employee or contractor of the elements, including identified hazards and [Entity's] experience with the space, that make it a permit space.

(iii) WRID will notify any outside employee or contractor of precautions and/or procedures the WRID uses for the protection of employees in or near permit spaces where the outside employee or contractor will be working.

(iv) When both WRID and outside employees or contractors will be working in or near permit spaces, entry operations will be coordinated by WRID and the outside employee or contractor.

(v) After entry operations are completed, WRID will debrief with the outside employee or contractor regarding any hazards confronted or created during entry operations.

(2) The outside employee or contractor is responsible for:

(i) Obtaining available information regarding permit space hazards and entry operations from WRID.

(ii) Coordinate entry operations when both outside employees or contractors and WRID is working near or in a permit space.

(iii) Debrief with the WRID regarding hazards created or confronted during entry operations.

## VII. ENTRY PERMITS

**A. Permit requirements:** The required information for a permit-required confined space permit is in Appendix C. Each permit prepared will have at least all the information contained therein.

**B. Notice and Posting:** The completed permit shall be made available to all supervisors, authorized entrants, attendants, authorized employee representatives, and rescue personnel. The permit will remain posted outside of the permit space entry portal and will remain there for the duration of the authorized entry.

**C. Duration of the Permit:** The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.

**D. Cancellation:** The entry supervisor shall terminate entry and cancel the entry permit when:

(1) The entry operations covered by the permit are complete, or

(2) A condition that is not allowed under the entry permit arises in or near the permit space.

**E. Recordkeeping:** WRID shall retain each cancelled entry permit for at least 1 year. Any problems encountered during an entry operation shall be noted on the pertinent permit so that revision to the program can be made.

## VIII. ENTRY PROCEDURES

**A. Entry Procedures:** WRID has developed site-specific entry procedures for each confined space entered by WRID. Site-specific entry procedures are in Appendix D. At a minimum, all entry procedures will:

- (1) Specify acceptable entry conditions;
- (2) Provide authorized entrants the opportunity to observe any monitoring or testing of the permit space;
- (3) Isolate the permit space;
- (4) Purge, inert, flush, or ventilate the permit space as necessary to eliminate or control atmospheric hazards;
- (5) Provide pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards;
- (6) Verify that conditions in the permit space are acceptable for entry throughout the authorized entry; and
- (7) After authorized entry has concluded, or entry operation completed, the permits shall be cancelled and the permit space isolated from unauthorized entry.

**B. Alternate Procedures:** Alternate procedures for permit spaces in which the only hazard posed is an actual or potential hazardous atmosphere are in Appendix E.

**C. Entry Supervisor Responsibilities:** The entry supervisor will prepare the entry permit by documenting the completion of pre-entry procedures in paragraph (VIII)(A)(1-7). Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.

**D. Pre-entry Briefing:** Prior to work that requires entry into confined spaces, the Department supervision will meet with each employee involved for a pre-entry briefing. The briefing will consist of a review of every confined space to be entered that day and ensure that each employee is aware of their role and responsibilities. The supervisor will also review the known hazards of each space, entry procedures, required equipment, planned rescue, non-entry rescue procedures, and any other information necessary for safe entry. A review of the testing condition for any confined space that may have layered atmospheres will be addressed and the appropriate method of testing per operator's manuals. This will be a time for employees to ask questions, make suggestions, or voice concerns. Details obtained in the Permit procedures will be used for this briefing.

**E. Equipment:** Equipment necessary for safe entry operations will be provided and properly maintained by WRID at no cost to the employee. WRID will ensure that employees required to work in or near confined spaces are able to properly use the following equipment:

- (1) Testing and monitoring equipment.
- (2) Ventilation equipment needed to obtain acceptable entry conditions.
- (3) Communications equipment necessary for contact between authorized entrants and attendants.

(4) PPE, insofar as feasible engineering and work practice controls do not adequately protect employees.

(5) Lighting equipment to enable employees to see well enough to work safely and to exit the space quickly in an emergency.

(6) Barriers and shields necessary to protect entrants from external hazards.

(7) Equipment, such as ladders, needed for safe ingress and egress by authorized entrants.

(8) Rescue and emergency equipment.

(9) Any other equipment necessary for safe entry into and rescue from permit spaces.

**F. Evaluation and Monitoring of Permit Space Conditions:** When conducting permit space entry operations, WRID will ensure that the following evaluation of permit space conditions is conducted:

(1) Test conditions of the permit space to determine if acceptable entry conditions exist prior to any authorized entry. If the space cannot be isolated (i.e., large size or part of a continuous system), conduct pre-entry testing to the extent feasible and continuously monitor areas in which authorized entrants are working.

(2) Test and monitor the permit space as necessary to ensure acceptable conditions are maintained through the course of entry operations.

(3) When testing for atmospheric hazards, conduct testing in the following order: (1) oxygen, (2) combustible gases and vapors, (3) toxic gases and vapors, and (4) layered atmospheres.

(4) Provide each authorized entrant an opportunity to observe pre-entry and subsequent testing or monitoring of permit spaces.

(5) Re-evaluate the permit space in presence of authorized entrant upon request when an authorized entrant has reason to believe that the evaluation was inadequate.

(6) Immediately provide each authorized entrant the results of any testing conducted.

(7) The following limits will be used for entry evaluation and monitoring:

(i) Oxygen: between 19.5% and 23.5%.

(ii) Combustible Gases and Vapors: less than 10% of the lower explosive limit (LEL).

(iii) Toxic Gases and Vapors: [See 29 C.F.R. Subparts G or Z for permissible exposure limits].

(iv) Carbon Monoxide (CO): less than 25ppm.

(v) Combustible Dust: If combustible dust reduces visibility to five feet or less, entry will not be approved or continue.

## IX. RESCUE

**A. Designating Rescue Services:** When designating rescue and emergency services, an employer shall:

- (1) Evaluate the rescuer's ability to respond to a rescue summons in a timely manner considering the hazards identified.
- (2) Evaluate a prospective rescue service's ability to function appropriately while rescuing entrants from the permit space or types of permit spaces identified.
- (3) Select a rescue team or service that:
  - (i) Has the capability to reach the victim(s) within a time frame that is appropriate for the permit space hazard identified, and
  - (ii) Is equipped for and proficient in performing the needed rescue services.
- (4) Inform each rescue team or service of the hazards identified that they may confront when called on to perform a rescue.
- (5) Provide the rescue team or service with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

**B. Employee Rescue Teams:** If employees have been designated to perform permit space rescue and emergency services, the employer shall:

- (1) Provide affected employees with PPE needed to conduct permit space rescues safely and train affected employees so that they are proficient in use of that PPE, at no cost to employees.
- (2) Train affected employees to perform assigned rescue duties. The employer must ensure that such employees successfully complete the training required to establish proficiency as an authorized entrant.
- (3) Train affected employees in basic first-aid and CPR. The employer shall ensure that at least one member of the rescue team or service holding a current certification in first aid and CPR is available.
- (4) Ensure that affected employees practice making permit space rescues at least once every 12 months by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from representative permit spaces. Representative permit spaces shall simulate the types of permit spaces from which rescue is to be performed with respecting to opening size configuration, and accessibility.



**C. Retrieval Systems:** Retrieval systems or methods shall be used whenever an authorized entrant enters a permit space unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements:

(1) Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which the employer can establish presents a small enough profile for the successful removal of the entrant. Wristlets may be used instead of a chest or full body harness if the employer can demonstrate that the use of the chest or full body harness is infeasible or creates a greater hazard and that use of wristlets is the safest and most effective alternative.

(2) The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than five (5) feet deep.

**D. Availability of Safety Data Sheets (SDS) for Treatment Purposes:** If an injured entrant is exposed to a substance for which a SDS or other similar written information is required to be kept at the worksite, the SDS or written information shall be made available to the medical facility treating the exposed entrant.

## **X. TRAINING**

**A. Content:** Training will be provided so that all employees whose work is regulated by the program acquire the understanding, knowledge, and skills necessary for the safe performance of duties assigned. The training will establish proficiencies in the duties of the program and shall include new or revised procedures as necessary.

**B. When Provided:** Training will be provided to each affected employee:

(1) Before the employee is first assigned duties in a permit space.

(2) Before there is a change in assigned duties.

(3) Whenever there is a change in permit space operations that presents a hazard about which the employee has not been trained.

(4) Whenever the employer has reason to believe that there are deviations from the permit space entry procedures or there are inadequacies in the employee's knowledge or use of these procedures.

**C. Recordkeeping:** The WRID shall certify the training has been accomplished. The certification will contain the employee's name, signature of the trainers, and dates of the training. The certification will be available for inspection by employees. Records of completed training will be kept by the Safety Director for a period of three (3) years and will be made available for inspection or review, upon request, by the employee, the employee's authorized representative, the employee's supervisor, and/or the Division of Industrial Relations.

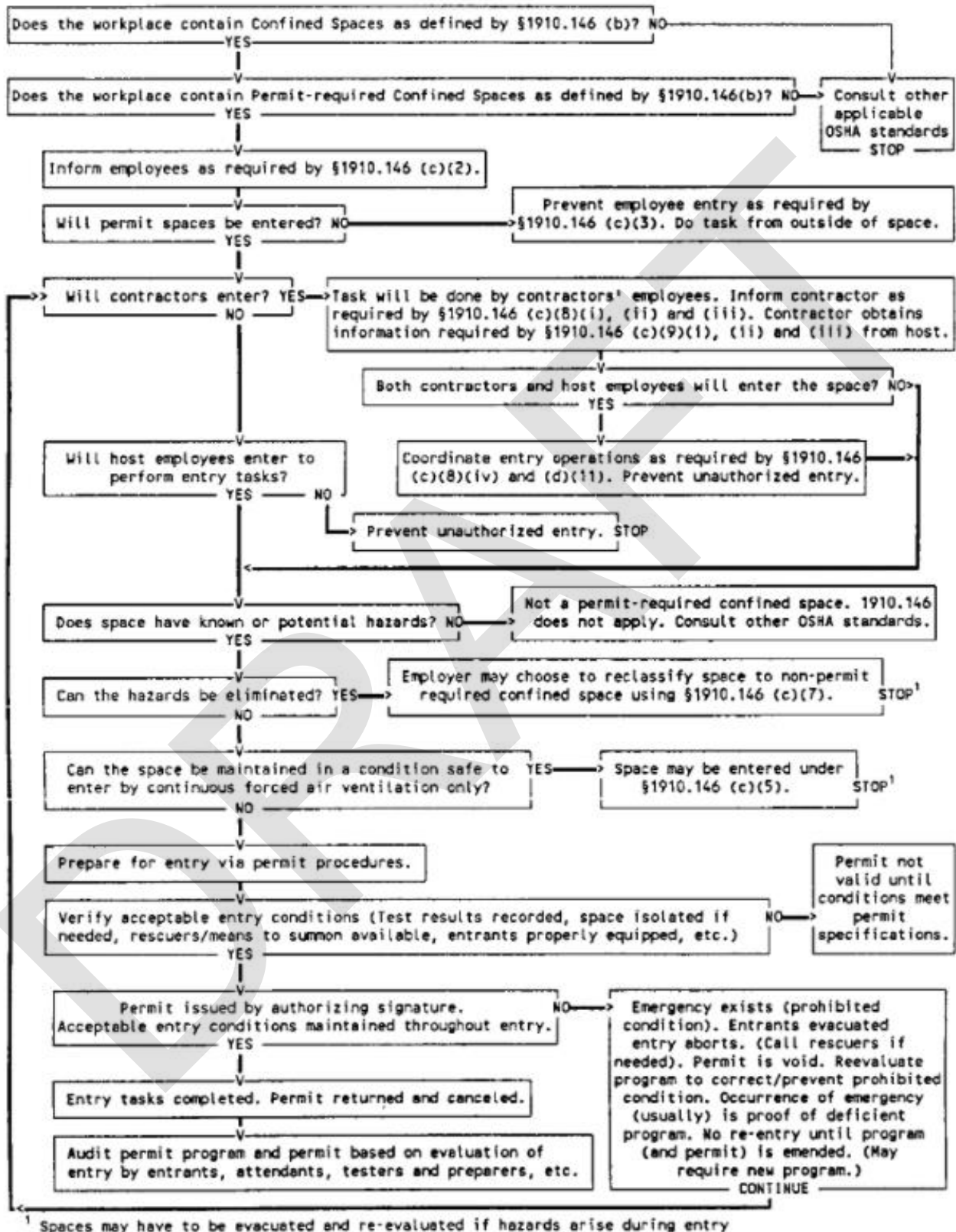
## **XI. EMPLOYEE PARTICIPATION**

**A. Employee Consultation:** WRID will consult with affected employees on the development and implementation of all aspects of the permit space program.

**B. Inspection or Review:** WRID will make available to affected employees all information required to be developed by this section.

DRAFT

Appendix A: Permit-Required Confined Space Decision Flow Chart



Appendix B: Inventory of Confined Spaces

Location	Brief Description	Potential Hazards	Classification

*Use additional pages as necessary.*

### **Appendix C: Permit-Required Confined Space Permit Requirements.**

- (1) The permit space to be entered.
- (2) The purpose of the entry.
- (3) The date and authorized duration of the entry permit.
- (4) The authorized entrants by name.
- (5) The attendants by name.
- (6) The entry supervisor, by name, with a space for the signature of the entry supervisor who originally authorized entry.
- (7) The hazards of the permit space to be entered.
- (8) The measures used to isolate the permit space and to eliminate or control hazards before entry.
- (9) The acceptable, site-specific entry conditions.
- (10) The results of initial and periodic tests accompanied by the names of the testers and an indication of when the tests were performed. When testing for atmospheric hazards, test in the following order: (a) oxygen, (b) combustible vapors and gases, and (c) toxic vapors and gases.
- (11) The rescue and emergency services that can be summoned and the means for summoning the services.
- (12) The communication procedures used by authorized entrants and attendants to maintain contact during entry.
- (13) Equipment to be provided.
- (14) Any other information whose inclusion is necessary to ensure employee safety and any additional permits issued to authorize work within the permit space.

**Appendix E: Alternate Procedures for Entering a Permit Space, 29 C.F.R. 1910.146(c)(5).**

A. WRID may use alternate procedures for entering a permit space if WRID:

- (1) Can demonstrate that the only hazard posed by the permit space is an actual or potential hazardous atmosphere;
- (2) Can demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry;
- (3) Develops monitoring and inspection data that supports subparagraphs (1) and (2), above;
- (4) Can show that an initial entry to obtain the supporting data required by subparagraph (3), above, is performed in compliance with the WRID Confined Space Plan;
- (5) Documents the determinations and supporting data required by subparagraphs (1) – (3), above, and makes them available to each employee who enters the permits space; and
- (6) Only allows entry into the permit space in accordance with the requirements below.

B. The following requirements apply to any entry of a permit space using alternate procedures:

- (1) Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed;
- (2) When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space;
- (3) Before an employee enters the space, an internal atmosphere shall be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminant, in that order. Any employee who enters the space shall be provided an opportunity to observe pre-entry testing.
- (4) There may be no hazardous atmosphere within the space whenever any employee is inside the space;
- (5) Continuous forced air ventilation shall be used as follows:
  - (i) An employee may not enter the space until the forced air ventilation has eliminated any hazardous atmosphere;
  - (ii) The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space; and
  - (iii) The air supply for forced air ventilation shall be from a clean source and may not increase the hazards in the space.

(6) The atmosphere within the space shall be periodically tested to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee who enters the space shall be provided with an opportunity to observe the periodic testing required by this paragraph.

(7) If a hazardous atmosphere is detected during entry:

- (i) Each employee shall the space immediately;
- (ii) The space shall be evaluated to determine how the hazardous atmosphere developed; and
- (iii) Measures shall be implemented to protect employees from the hazardous atmosphere before any subsequent entry takes place.

DRAFT

## **Appendix F: 29 C.F.R. 1910.146 App. F - Rescue Team or Rescue Service Evaluation Criteria**

(1) This appendix provides guidance to employers in choosing an appropriate rescue service. It contains criteria that may be used to evaluate the capabilities both of prospective and current rescue teams. Before a rescue team can be trained or chosen, however, a satisfactory permit program, including an analysis of all permit- required confined spaces to identify all potential hazards in those spaces, must be completed. OSHA believes that compliance with all the provisions of §1910.146 will enable employers to conduct permit space operations without recourse to rescue services in nearly all cases. However, experience indicates that circumstances will arise where entrants will need to be rescued from permit spaces. It is therefore important for employers to select rescue services or teams, either on-site or off-site, that are equipped and capable of minimizing harm to both entrants and rescuers if the need arises.

(2) For all rescue teams or services, the employer's evaluation should consist of two components: an initial evaluation, in which employers decide whether a potential rescue service or team is adequately trained and equipped to perform permit space rescues of the kind needed at the facility and whether such rescuers can respond in a timely manner, and a performance evaluation, in which employers measure the performance of the team or service during an actual or practice rescue. For example, based on the initial evaluation, an employer may determine that maintaining an on-site rescue team will be more expensive than obtaining the services of an off-site team, without being significantly more effective, and decide to hire a rescue service. During a performance evaluation, the employer could decide, after observing the rescue service perform a practice rescue, that the service's training or preparedness was not adequate to effect a timely or effective rescue at his or her facility and decide to select another rescue service, or to form an internal rescue team.

### **A. Initial Evaluation**

I. The employer should meet with the prospective rescue service to facilitate the evaluations required by §1910.146(k)(1)(i) and §1910.146(k)(1)(ii). At a minimum, if an off-site rescue service is being considered, the employer must contact the service to plan and coordinate the evaluations required by the standard. Merely posting the service's number or planning to rely on the 911 emergency phone number to obtain these services at the time of a permit space emergency would not comply with paragraph (k)(1) of the standard.

II. The capabilities required of a rescue service vary with the type of permit spaces from which rescue may be necessary and the hazards likely to be encountered in those spaces. Answering the questions below will assist employers in determining whether the rescue service is capable of performing rescues in the permit spaces present at the employer's workplace.

1. What are the needs of the employer with regard to response time (time for the rescue service to receive notification, arrive at the scene, and set up and be ready for entry)? For example, if entry is to be made into an IDLH atmosphere, or into a space that can quickly develop an IDLH atmosphere (if ventilation fails or for other reasons), the rescue team or service would need to be standing by at the permit space. On the other hand, if the danger to entrants is restricted to mechanical hazards that would cause injuries (e.g., broken bones, abrasions) a response time of 10 or 15 minutes might be adequate.

2. How quickly can the rescue team or service get from its location to the permit spaces from which rescue may be necessary? Relevant factors to consider would include: the location of the rescue team or service relative to the employer's workplace, the quality of roads and highways to be traveled, potential bottlenecks



or traffic congestion that might be encountered in transit, the reliability of the rescuer's vehicles, and the training and skill of its drivers.

3. What is the availability of the rescue service? Is it unavailable at certain times of the day or in certain situations? What is the likelihood that key personnel of the rescue service might be unavailable at times? If the rescue service becomes unavailable while an entry is underway, does it have the capability of notifying the employer so that the employer can instruct the attendant to abort the entry immediately?

4. Does the rescue service meet all the requirements of paragraph (k)(2) of the standard? If not, has it developed a plan that will enable it to meet those requirements in the future? If so, how soon can the plan be implemented?

5. For off-site services, is the service willing to perform rescues at the employer's workplace? (An employer may not rely on a rescuer who declines, for whatever reason, to provide rescue services.)

6. Is an adequate method for communications between the attendant, employer and prospective rescuer available so that a rescue request can be transmitted to the rescuer without delay? How soon after notification can a prospective rescuer dispatch a rescue team to the entry site?

7. For rescues into spaces that may pose significant atmospheric hazards and from which rescue entry, patient packaging and retrieval cannot be safely accomplished in a relatively short time (15-20 minutes), employers should consider using airline respirators (with escape bottles) for the rescuers and to supply rescue air to the patient. If the employer decides to use SCBA, does the prospective rescue service have an ample supply of replacement cylinders and procedures for rescuers to enter and exit (or be retrieved) well within the SCBA's air supply limits?

8. If the space has a vertical entry over 5 feet in depth, can the prospective rescue service properly perform entry rescues? Does the service have the technical knowledge and equipment to perform rope work or elevated rescue, if needed?

9. Does the rescue service have the necessary skills in medical evaluation, patient packaging and emergency response?

10. Does the rescue service have the necessary equipment to perform rescues, or must the equipment be provided by the employer or another source?

## **B. Performance Evaluation**

Rescue services are required by paragraph (k)(2)(iv) of the standard to practice rescues at least once every 12 months, provided that the team or service has not successfully performed a permit space rescue within that time. As part of each practice session, the service should perform a critique of the practice rescue, or have another qualified party perform the critique, so that deficiencies in procedures, equipment, training, or number of personnel can be identified and corrected. The results of the critique, and the corrections made to respond to the deficiencies identified, should be given to the employer to enable it to determine whether the rescue service can quickly be upgraded to meet the employer's rescue needs or whether another service must be selected. The following questions will assist employers and rescue teams and services evaluate their performance.

1. Have all members of the service been trained as permit space entrants, at a minimum, including training in the potential hazards of all permit spaces, or of representative permit spaces, from which rescue may be needed? Can team members recognize the signs, symptoms, and consequences of exposure to any hazardous atmospheres that may be present in those permit spaces?
2. Is every team member provided with, and properly trained in, the use and need for PPE, such as SCBA or fall arrest equipment, which may be required to perform permit space rescues in the facility? Is every team member properly trained to perform his or her functions and make rescues, and to use any rescue equipment, such as ropes and backboards, that may be needed in a rescue attempt?
3. Are team members trained in the first aid and medical skills needed to treat victims overcome or injured by the types of hazards that may be encountered in the permit spaces at the facility?
4. Do all team members perform their functions safely and efficiently? Do rescue service personnel focus on their own safety before considering the safety of the victim?
5. If necessary, can the rescue service properly test the atmosphere to determine if it is IDLH?
6. Can the rescue personnel identify information pertinent to the rescue from entry permits, hot work permits, and MSDSs?
7. Has the rescue service been informed of any hazards to personnel that may arise from outside the space, such as those that may be caused by future work near the space?
8. If necessary, can the rescue service properly package and retrieve victims from a permit space that has a limited size opening (less than 24 inches (60.9 cm) in diameter), limited internal space, or internal obstacles or hazards?
9. If necessary, can the rescue service safely perform an elevated (high angle) rescue?
10. Does the rescue service have a plan for each of the kinds of permit space rescue operations at the facility? Is the plan adequate for all types of rescue operations that may be needed at the facility? Teams may practice in representative spaces, or in spaces that are "worst-case" or most restrictive with respect to internal configuration, elevation, and portal size. The following characteristics of a practice space should be considered when deciding whether a space is truly representative of an actual permit space:
  - (1) Internal configuration.
    - (a) Open -- there are no obstacles, barriers, or obstructions within the space. One example is a water tank.
    - (b) Obstructed -- the permit space contains some type of obstruction that a rescuer would need to maneuver around. An example would be a baffle or mixing blade. Large equipment, such as a ladder or scaffold, brought into a space for work purposes would be considered an obstruction if the positioning or size of the equipment would make rescue more difficult.

///

# Emergency Action Plan

Created using OSHA's Emergency Action Plan Expert System

## Company Name:

Walker River Irrigation District  
410 N Main Street  
Yerington, NV 89447

## Company Contact:

**Name:** Jessica Halterman  
**Title:** Safety Director  
**Telephone/Cell:** 775-463-3523 / 775-223-7327  
**Email:** water@wrid.us

## Alerts:

In the event of an emergency, employees are alerted by:

The sounding of an alarm and verbal Announcement

Identify the emergency signal for each emergency situation (i.e. earthquake, fire, general evacuation): Smoke detectors, verbal communication

## Policy:

In the event of fire or other emergency, ALL employees shall evacuate immediately.

## Routes:

In the event of an emergency, employees shall evacuate by means of the *nearest available marked exit*.

## Extinguishers:

Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.

### **Operations:**

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

### **Duties:**

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

### **Assembly:**

After an emergency evacuation, employees are to gather in the following location(s):

City of Yerington City Hall at 14 E Goldfield Avenue, Yerington, NV. Located to the north of WRID facilities.

### **Accounting:**

After an emergency evacuation, the procedure for accounting for all employees is: Visual accountability.