

Metro Nashville

PUBLIC WORKS

02/08/2016

MPW Status Re: TriAD/Stantec October 28, 2015 Initial Review

Progress toward addressing observations:

- **New MPW Safety Manual:** Working to create a safety manual specific to MPW's needs that is consistent with Metro's Safety Guidelines and TOSHA requirements. Final drafts have been developed for a Hearing Conservation Program, Emergency Action Plan, and Chemical Hazard Communication Plan.
- **Emergency Action Plan and evacuation maps** have been developed and posted for each MPW site. Employee meetings around these new maps are taking place as the next step. The maps include information specific to each building on the location of fire extinguishers, AEDs, evacuation routes, shelter-in-place areas, first aid kit locations, and spill kit locations.
- **Job Hazard Analysis (JHA):** MPW is creating JHAs for each field activity to establish the necessary safety training, protective equipment, and policies and procedures for employees to perform their jobs.
- **Organization Structure and Staffing Review:** MPW has been working with TriAD/Stantec to develop a model safety program and have been reviewing the necessary program roles, responsibilities, knowledge, skills and abilities required. The model places the Safety Manager role in the center of the organization. The Safety Manager will provide leadership and oversight of safety programs, training, inspections and audits, maintain and provide personal protective equipment (PPE), maintain the new safety IT system, and serve as the safety subject matter expert.
- **New Employee Orientation and Safety Training:** Newly hired employees are required to this training prior to beginning their work. This training covers Hepatitis B, Bloodborne Pathogens, Safe Backing (which includes information on the ANSI standard), Work Zone Safety, Right to Know, Hazard Communications, Personal Protective Equipment and more. Additionally, employees receive on the job training that provides them with proper operating procedures for vehicles and equipment prior to use. Current employees have been retrained in OSHA and Department specific training requirements.
- **We have begun implementation of a new software package, IHS Compliance Suite,** that will allow us to manage and monitor compliance with safety training as well as job specific safety requirements. This software will additionally promote consistency in maintaining records.
- **Hazardous Materials/Workplace Chemical List:** MPW has overhauled the process to keep the workplace chemical list up to date and accurate for each facility.
- **Asbestos and Lead Paint Surveys** are in progress.
- **Summary:** MPW is continuing to develop a top notch safety program. Change has been put into motion in every aspect of our safety program and tremendous strides have been made to reinforce and strengthen the program.