



Hidden Valley Lake Community Services District

SPECIAL MEETING

Tuesday June 2, 2020 – 6:00 p.m.

DUE TO THE EVOLVING SITUATION WITH THE COVID-19 NOVEL CORONAVIRUS AND THE STATE OF CALIFORNIA STAY AT HOME ORDER, EXECUTIVE ORDER N-33-20, THIS MEETING SHALL ONLY BE AVAILABLE TO THE PUBLIC VIA TELECONFERENCE

To join this meeting go to the www.hvlcsd.org select the June 2, 2020 Special Meeting of the Board of Directors. Select Join Microsoft Teams Meeting Select [Join on the web instead](#)

The general public may not attend this meeting at the district's offices due to social distancing requirements

Prior to board discussion the board president will ask for comments from the public on each item.

- For public comments during the meeting, please submit your comment by email during the meeting to pcuadras@hvlcsd.org, the board secretary will submit comments to the board president.
- The public may send written comments to the board secretary prior to 4 p.m. on the evening prior to the meeting. The written comments will be read during public comments of the agenda item specified. Mail comments to the attention of: Secretary to the Board, Hidden Valley Community Services District, 19400 Hartmann Road, Hidden Valley Lake, Ca 95467 or email at pcuadras@hvlcsd.org.

DATE: June 2, 2020

TIME: 6:00 p.m.

PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSSION AND POSSIBLE ACTION: Interview, Discuss, And Consider Candidates to Serve on The District Board and Committees
- 6) DISCUSSION AND POSSIBLE ACTION: Appoint A New Director to Fill the Vacant Seat on The Board of The Hidden Valley Lake Community Services District
- 7) DISCUSSION AND POSSIBLE ACTION: Discussion and Possible Approval of Field Staff Re-Organization
- 8) DISCUSSION AND POSSIBLE ACTION: Discuss and Consider Land Lease Between the District and HVLA

- 9) **DISCUSSION AND POSSIBLE ACTION:** Approve and Adopt Personnel Policy 3501 Safety and Health Program IIPP
- 10) **DISCUSSION AND POSSIBLE ACTION:** Discuss Recent OSHA Inspection and Approve and Adopt Injury Illness Protection Program
- 11) **PUBLIC COMMENT**
- 12) **BOARD MEMBER COMMENT**
- 13) **ADJOURN**

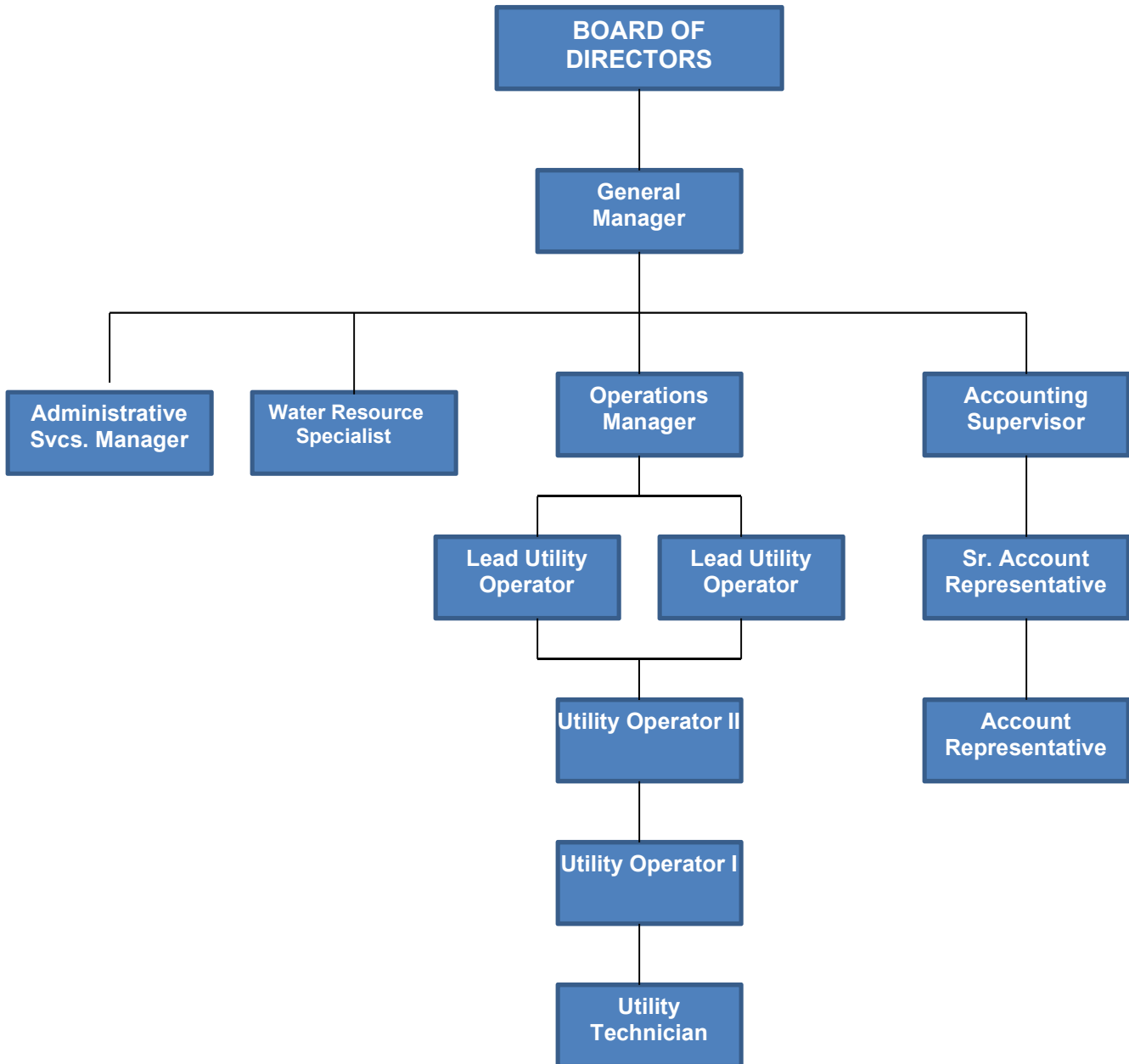
Public records are available upon request. Board Packets are posted on our website at www.hvlcsd.org/meetings

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

Exhibit B

PROPOSED ORGANIZATIONAL STRUCTURE



Proposed new job series: Utility Operator and Account Representative

**ACTION OF
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

DATE: June 2, 2020

AGENDA ITEM: Discuss and Consider Land Lease Between the HVLCSO and HVLA

RECOMMENDATIONS: Authorize staff to move forward with ground lease ratification.

FINANCIAL IMPACT: None. The two ground leases both charge \$1 annually, which would net to \$0 for both HVLA and CSD.

BACKGROUND: HVLA has expressed an interest in the CSD owned parcel 144-011-04 located at the end of Fiddlers Court. A ground lease from CSD to HVLA would enable HVLA to construct a potential maintenance building, or storage lot here which has been a long-standing need identified by the Association.

Similarly, CSD has expressed an interest in a portion of the HVLA owned parcel 142-363-23. To maintain equity in this transaction, a 9.5 acre portion of this 36 acre parcel has been identified by CSD. A ground lease from HVLA to CSD for this 9.5 acre parcel would enable the District to make much needed improvements to wildfire safety, water storage and water distribution in this area.

Having been given direction by the former Interim General Manager, Paul Kelley, the ground lease templates, and corresponding exhibits were drafted for review by both parties. These templates are included in their entirety in the board packet, but the highlights include an annual rent of \$1, due at the signing of the lease, and the anniversary of the lease signing, thereafter, for 30 thirty years. After his review, the GM at HVLA Randy Murphy agrees with this course of action and will be presenting to his board of directors at executive session.

It was Mr. Kelley's intent to have this mutually beneficial ground lease established before an award for grant funding materialized. Moving forward, this would ease complexity at the outset of the Unit 9 project, and reduce project management costs from the supervising Engineers, Coastland.

This staff report appears before the board of directors to gain approval to move forward with the ratification of these documents, namely consulting with legal counsel and survey contractors.

APPROVED
AS RECOMMENDED

OTHER
(SEE BELOW)

Modification to recommendation and/or other actions:

I, Penny Cuadras, Secretary to the Board, do hereby certify that the foregoing action was regularly introduced, passed, and adopted by said Board of Directors at a special board meeting thereof held on June 2, 2020 by the following vote:

Ayes:

Noes:

Abstain:

Absent

Secretary to the Board

- (g) IMPROVEMENTS: Improvements shall mean the construction and maintenance of a maintenance building in accordance with plans described and depicted in Exhibit B.
- (h) TERM: The term of the lease shall be thirty (30) years.
- (i) COMMENCEMENT DATE: June 1, 2020
- (j) ANNUAL RENT: One Dollar (\$1) annually payable on the anniversary of the commencement date (June 1).
- (k) SECURITY DEPOSIT: None

1.2 Exhibits. The following exhibits are attached to this Lease and are made part of this Lease:

Exhibit A: Description and Depiction of the Land

Exhibit B: Improvements for Permitted Use.

ARTICLE 2 – AGREEMENT AND USE

2.1 Lease. Landlord hereby demises and leases to Tenant the Land, and Tenant shall lease the Land from Landlord, according to the terms and conditions of this Lease Agreement. The duration of this Lease will be for the Term described in section 1.1(h).

2.2 Use. Tenant shall use the Land only for the Permitted Use. Tenant shall not allow the Land to be used for any unlawful purposes. Tenant will not commit waste and will not create any nuisance or interfere with, annoy or disturb any other tenant of Landlord's Property. Tenant shall not erect signs of other improvements on the Land without the approval of Landlord, which approval may be withheld in the sole discretion of Landlord, unless such signs are required by state or federal law, in which case such approval shall not be unreasonable withheld or delayed. Tenant will keep and maintain the Improvements in good condition and repair. Tenant will keep the Land free from all trash, debris, and waste. Landlord will provide Tenant with access to the Land twenty-four (24) hours per day, seven (7) days a week, three hundred sixty-five (365) days a

year, subject to limitations set forth in Section 2.5 of this agreement. Notwithstanding anything to the contrary contained in this Lease Agreement, if, in the exercise of any rights hereunder, Tenant or agents shall cause damage to the Landlord's Property or any equipment located on Landlord's Property, Tenant shall, within ten (10) days after receipt of a statement from Landlord evidencing the amount of such damage, pay Landlord the costs to repair such damage.

2.3 Delivery of Possession. Landlord will deliver possession of the Land to Tenant on the Commencement Date, "AS-IS" in its present condition. Tenant acknowledges neither Landlord nor its agents or employees have made any representations or warranties as to the suitability of fitness of the Land for the conduct of Tenant's business or as to the physical condition of the Land, nor has Landlord or its agents or employees agreed to undertake any alterations or construct any improvements to the Land.

2.4 Government Approvals. Tenant shall, at its sole cost and expense before improvements, apply for and obtain all licenses, permits, approvals, required by any local, state or federal governmental authorities for its use of the Land, including without limitations, all applications for zoning variances, zoning ordinances, building code variances, amendments, special use permits, and construction permits and other licenses and approvals necessary for the operations of Tenant's business from the Land. Landlord shall cooperate with Tenant to obtain all necessary Governmental Approvals, provided; however, Landlord shall not be required to expend any money in such cooperation. Tenant understands and agrees that Tenant's right to use the Land is contingent upon Tenant obtaining and continually maintaining in full force and effect all Governmental Approvals. In the event any Governmental Approvals issued to Tenant are cancelled, expire, lapse, or are otherwise withdrawn or terminated by any governmental authority so that Tenant will be unable to use the Land for its intended purposes, this Lease shall automatically terminate.

2.5 Access. Tenants access the Land via Tenant's owned parcel, APN 144-011-03, as more particularly depicted in Exhibit A (the "Access Drive").

ARTICLE 3 – RENT

3.1 Rent. Annual Rent shall be in the sum of One Dollar (\$1) per year, paid annually on or before the Commencement Date, with the first year's rent being paid by Tenant to Landlord concurrently with the signing of this lease. Annual Rent will be paid to Landlord, 19400 Hartmann Road, Hidden Valley Lake, CA 95467, or to such person, firm or place as Landlord may, from time to time, designate in writing.

3.2 Utilities. Tenant shall, at its sole cost and expense, arrange for electricity, water, and other utilities necessary for Tenant's operations to be provided to the Land directly from such providers. Tenant shall be billed directly for the use of such services and shall promptly pay the same when due.

3.4 Limitation on Liability. Landlord will not be in default under this Lease or be liable to Tenant or any other person, for direct or consequential damages, or otherwise, for any interruptions of electricity, or other such services or utilities.

ARTICLE 4 – INSURANCE

4.1 Tenant's Insurance. At all times during the Term, Tenant will carry and maintain, at Tenant's expense, the following insurance in the amounts specified below or such other amounts as Landlord may from time to time reasonably request.

(a) Bodily injury and property damage liability insurance, with a single combined single occurrence limit of not less than \$2,000,000. All such insurance will be equivalent to coverage offered by a Commercial General Liability form including, without limitation, personal injury, death or persons or damage to property occurring in, on, or about the Land, and contractual liability coverage for the performance by Tenant of the indemnity agreements set forth in this Lease;

(b) Insurance covering the Improvements, and any other personal property owned by Tenant or any Licensee located on or about the Land, and any leasehold improvements to the Land, in an amount not less than the full replacement cost.

Property forms will provide coverage on a broad form basis insuring against “all risks of direct physical loss.”

(c) Worker’s compensation insurance insuring against and satisfying Tenant’s obligations and liabilities under the workman’s compensations laws of California, including employer’s liability insurance in the limits required by the State of California;

(d) Additional insurance reasonably requested by Landlord.

4.2 Forms of the Policies. All such insurance shall be placed with insurers having an A.M. Best’s rating of B+XIII and under such form of policies acceptable to Landlord. Certificates of Insurance, together with copies of endorsements, when applicable, listing Landlord and any others specified by Landlord as additional insureds, will be delivered to Landlord prior to Tenant’s occupancy of the Land and from time to time at least 10 days prior to the expiration of the term of each such policy. All Commercial General Liability or comparable policies maintained by Tenant will list Landlord and such other persons or entities as Landlord specifies from time to time as additional insured parties, entitling them to recover under such policies for any loss sustained by them, their agents and employees. All such policies maintained by Tenant will provide that they may not be terminated nor may coverage be reduced except after 30 days’ prior written notice to Landlord. All Commercial General Liability and property policies maintained by Tenant will be written as primary policies not contributing with and not supplemental to the coverage that Landlord may carry.

4.3 Self Insurance. Notwithstanding the provisions of Article 4 of this Agreement, Tenant shall be permitted to assume and self-insure the risks covered as set forth in Section 4.1 of this Agreement with deductible amounts as agreed to by the Landlord and shall not be required to purchase or maintain any insurance policy of any kind with respect to this Lease.

4.4 Waiver of Subrogation. Landlord and Tenant each waive any and all rights to recover against the other or against the officers, directors, shareholders, partners, joint

ventures, employees, agents, customers, invitees or business visitors of such other party, for any loss or damage to such waiting party arising from any cause covered by any property insurance actually carried by such party to the extent of the limits of such policy. Landlord and Tenant, from time to time, will cause their respective insurers to issue appropriate waiver or subrogation rights endorsements to all property insurance policies carried in connection with the Land or the contents of the Land.

ARTICLE 5 – INDEMNIFICATION, WAIVER, AND RELEASE

5.1 Tenant's Indemnification. From and after execution of this Lease, Tenant assumes all risk of its own operations, and those of its agents, and any independent contractors. Tenant and its agents, and any independent contractors, shall indemnify, defend and hold Landlord, its employees, directors, officers and agents harmless from and against, any and all demands, claims, causes of actions, fines, penalties, damages (including consequential damages), liabilities, judgments, and expenses (including, without limitation, reasonable attorneys' fees and expert witness fees) which arise out of or related to: (1) the use or occupancy or manner of use or occupancy of the Land by Tenant or any person claiming under Tenant; (2) any activity, work, or thing done or permitted by Tenant in or about the Land; (3) any breach by Tenant or its employees, agents, contractors or invitees of this Lease; and (4) any injury, loss or damage to the person, property or business of Tenant, its employees, agents, or contractors or any invitees entering upon the Land under the express or implied invitation of Tenant. If any action or proceeding is brought against Landlord or its employees, directors, officers, or agents by reason of any such claim for which Tenant has indemnified Landlord, Tenant, upon written notice from Landlord, will defend the same at Tenant's expense with counsel reasonably satisfactory to Landlord. Tenant's obligations under this Section shall survive the expiration of other termination of this Lease. The Tenants shall have each of its agents, and independent contractors, sign an agreement in favor of Landlord that obligates each of Tenant's agents, and independent contractors, to indemnify Landowner in accordance with the terms of this Lease Agreement and promptly provide Landlord with copies of such agreements.

5.2 Waiver and Release. Tenants, as a material part of the considerations to Landlord for this Lease, by this section waives and releases all claims against Landlord, its directors, officers, employees and agents with respect to all matters for which Landlord has disclaimed liability pursuant to the provisions of this Lease.

ARTICLE 6 – MAINTENANCE; REQUIREMENTS OF LAW

6.1 Maintenance. Tenant shall at all times throughout the Term, at its sole cost and expense, maintain and repair the Land, the Improvements, and all trade fixtures and personal property of Tenant located thereon.

6.2 Compliance with Laws. For the purposes of this Section 6.2, “Applicable Laws” means all laws, statutes, ordinances, and governmental rules, regulations, or requirements now in force or in force after the Commencement Date, the requirements of any board of fire underwriters or other similar body constituted now or after the Commencement Date, and any direction or permanent occupancy certificate issued pursuant to any law by and public officer or officers, as well as the provisions of all recorded documents affecting the Land. At its sole cost and expense, Tenant will promptly comply with Applicable Laws insofar as the related to (a) Tenant’s use, occupancy, or alteration of the Land; (b) the condition of the Land resulting from Tenant’s use, occupancy, or alterations of the Land; or (c) alterations to the Land required as a result of Tenant’s status under Applicable Laws.

ARTICLE 7 – DEFAULT

7.1 Events of Default. The following events are referred to collectively, as “Events of Default” or, individually, as an “Event of Default”:

- (a) Tenant defaults in the due and punctual payment of Rent, and such default continues for thirty (30) days after written notice from Landlord; however, Tenant will not be entitled to more than two written notice for monetary defaults during any

twelve (12)-month period, and if after such written notice any Rent is not paid when due, an Event of Default will be considered to have occurred without further notice;

(b) Tenant vacates or abandons the Premises;

(c) This Lease or the Premises or any part of the Premises are taken upon execution or by other process of law directed against Tenant, or are taken upon or subject to any attachment by any creditor of Tenant or claimant against Tenant, and said attachment is not discharged or disposed of within thirty (30) days after its levy;

(d) Voluntary or involuntary proceedings under any bankruptcy or insolvency of for reorganization or arrangement under the bankruptcy laws of the United States or insolvency act of any state of for the dissolution of Tenant are instituted against Tenant, or a receiver or trustee is appointed for all of substantially all of the property of Tenant, and such proceeding is not dismissed or such receivership or trusteeship vacated within ninety (90) days after such institution or appointment.

(e) Any recordation in violation of Section 8.11 below; or,

(f) Tenant breaches any of the other agreements, terms, covenants or conditions which this Lease requires Tenant to perform, and such breach continues for a period of thirty (30) days after written notice from Landlord to Tenant or, if such breach cannot be cured reasonably within such thirty (30)-day period, if Tenant fails to diligently commence to cure such breach within thirty (30) days after written notice from Landlord and to complete such cure within a reasonable time thereafter.

7.2 Replacement of Statutory Notice Requirements. When this Lease required service of a notice, that notice shall replace rather than supplement any equivalent or similar statutory notice, including any notices required by California Code of Civil Procedures Section 1161 or any similar or successor statute. When a statute requires service of notice in a particular manner, service of that notice (or a similar notice required by this Lease) in the manner required by Section 10.6 shall replace and satisfy the statutory service of notice procedures, including those required by California Code of Civil Procedure Section 1162 or any similar or successor statute.

7.3 Landlord's Remedies. If any one or more Events of Default set forth in Section 7.1 occurs then Landlord has the rights, at its election to cure any event of default and to

charge Tenant for the cost of effecting such cure, including without limitation reasonable attorneys' fees and interest provided that Landlord will have no obligation to cure any such event of default of Tenant.

ARTICLE 8 – GENERAL

8.1 Quiet Enjoyment. As long as Tenant performs all covenants and obligations contained in this Lease, Landlord warrants quiet enjoyment of the Land by Tenant; provided that Landlord, its agents or representatives, and any other person authorized by Landlord, may enter upon the Land for the purpose of inspecting the Land. Any entry onto or inspection of the Land shall not constitute eviction of Tenant in whole or in part.

8.2 Condemnation. In the event of a condemnation or other taking by any governmental agency of all or a portion of the Land necessary for Tenant's operation of its business thereon, this Lease will terminate when the condemning authority takes possession of the Land. Any such condemnation award shall be paid to Landlord, except that Tenant will have the right to assert a separate claim for moving expenses, business interruption, and leasehold improvement paid for the Tenant.

8.3 Liens. Tenant will keep the Land free and clear of all mechanics' liens and other liens on account of work done for Tenant or persons claiming under Tenant.

8.4 Limitation on Liability. Tenant specifically agrees to look solely to Landlord's interest in the Land for the recovery of any judgments from Landlord. It is agreed that Landlord (and its officers, directors and employees) will not be personally liable for any such judgments. The provisions contained in the preceding sentences are not intended to, and will not, limit any right that Tenant might otherwise have to obtain injunctive relief against Landlord.

8.5 Notices. All notices and other communications required or permitted under this Lease shall be in writing and shall be given (a) by United States first class mail, postage prepaid, registered or certified, return receipt requested; (b) by hand delivery (including by means of a professional messenger service); or (c) by delivery from a nationally recognized overnight delivery service that routinely issues receipts, which notice shall be addressed to the party to whom such notice is being given, at the address set forth in

Section 1.1 above. Any such notice or other communication shall be deemed to be effective when actually received or rejected. Either party may be similar notice given change the address to which future notices or other communications shall be sent.

8.6 Inspection. Landlord reserves the right to enter, at any time, the Land to inspect the same.

8.7 No waiver. The waiver by either Landlord or Tenant of any agreement, condition, or provision contained in this Lease will not be deemed to be a waiver of any subsequent breach of the same or any other agreement, condition, or provision contained in this Lease.

8.8 Authority. Tenant represents to Landlord that such Tenant is authorized to do so by requisite action of the board of directors and agree, upon request to deliver to Landlord a resolution or similar document to that effect.

8.9 Governing Law. This Lease shall be governed by and construed pursuant to the laws of the State of California.

8.10 Captions. The captions of the various Articles and Sections of this Lease are for convenience only and do not necessarily define, limit, describe or construe the contents of such Articles or Sections.

8.11 Recordation. Tenant shall not record this Lease in the public records without the prior written consent of Landlord.

8.12 Severability. If any provision of this Lease proves to be illegal, invalid or unenforceable, the remained of this Lease shall not be affected by such finding, and in lieu of each provision of this Lease that is illegal, invalid or unenforceable, a provision will be added as a part of this Lease as similar in terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.

8.13 Entire Agreement; Amendment. This Lease contain the entire agreement between Landlord and Tenant. No amendment, alteration, modification of, or addition to the Lease will be valid or binding unless expressed in writing and signed by Landlord and Tenant.

8.14 Attorney's Fees. If any action is instituted by either party to this Lease Agreement to enforce any of the terms of this Lease or the License Agreement, the prevailing party shall be entitled to receive from Tenant its reasonable attorneys' fees, expert witness fees, costs, and expenses.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as of the day and year first above written.

Executed on _____ 2020, at Hidden Valley Lake,

T

LANDLORD:

Hidden Valley Lake Community Services District, an independent special district

By _____

Name _____

Title _____

TENANT:

Hidden Valley Lake Association, a homeowners association

By _____

Name _____

Title _____

ATTEST:

APPROVED AS TO FORM:

Land Lease Agreement

THIS LAND LEASE (this “LEASE”) is made and entered into as of June 1, 2020, by and between Landlord and Tenant, as described in the following basic lease information.

Landlord and Tenant hereby agree as follows:

ARTICLE 1 – BASIC LEASE INFORMATION

- 1.1 Defined Terms. In addition to the terms, which are defined elsewhere in this Lease the following terms shall have the following meaning:
- (a) LANDLORD: **Hidden Valley Lake Association (“HVLA”)**, a homeowners association, formed pursuant to California Civil Code Section 400 et seq.
 - (b) LANDLORD’S ADDRESS: 18174 Hidden Valley Road
Hidden Valley Lake, CA 95467
 - (c) Tenant: **Hidden Valley Lake Community Services District (“HVLCS D”)**, an independent special district formed pursuant to the guidelines of the Local Agency Formation Commission (LAFCO).
 - (d) TENANT’S ADDRESS: 19400 Hartmann Road
Hidden Valley Lake, CA 95467
 - (e) LAND: Approximately 9.5 acres of land which is described and depicted in Exhibit A attached hereto and incorporated herein by this reference, and which is a part of the parcel of real property owned by Landlord and identified as APN 142-301-01 (“Landlord’s Property”).
 - (f) PERMITTED USE: The Land may be used for the purpose of constructing a water storage facility and water conveyance equipment and appurtenances, and the maintenance and management on same. Tenant agrees to comply with all policies, rules, and regulations of Landlord as they now or may hereinafter exist with respect to the use of the Land.

- (g) IMPROVEMENTS: Improvements shall mean the construction and maintenance of water storage tanks and supporting infrastructure in accordance with plans described and depicted in Exhibit B.
- (h) TERM: The term of the lease shall be thirty (30) years.
- (i) COMMENCEMENT DATE: June 1, 2020
- (j) ANNUAL RENT: One Dollar (\$1) annually payable on the anniversary of the commencement date (June 1).
- (k) SECURITY DEPOSIT: None

1.2 Exhibits. The following exhibits are attached to this Lease and are made part of this Lease:

Exhibit A: Description and Depiction of the Land

Exhibit B: Improvements for Permitted Use.

ARTICLE 2 – AGREEMENT AND USE

2.1 Lease. Landlord hereby demises and leases to Tenant the Land, and Tenant shall lease the Land from Landlord, according to the terms and conditions of this Lease Agreement. The duration of this Lease will be for the Term described in section 1.1(h).

2.2 Use. Tenant shall use the Land only for the Permitted Use. Tenant shall not allow the Land to be used for any unlawful purposes. Tenant will not commit waste and will not create any nuisance or interfere with, annoy or disturb any other tenant of Landlord's Property. Tenant shall not erect signs of other improvements on the Land without the approval of Landlord, which approval may be withheld in the sole discretion of Landlord, unless such signs are required by state or federal law, in which case such approval shall not be unreasonable withheld or delayed. Tenant will keep and maintain the Improvements in good condition and repair. Tenant will keep the Land free from all trash, debris, and waste. Landlord will provide Tenant with access to the Land twenty-four (24) hours per day, seven (7) days a week, three hundred sixty-five (365) days a

year, subject to limitations set forth in Section 2.5 of this agreement. Notwithstanding anything to the contrary contained in this Lease Agreement, if, in the exercise of any rights hereunder, Tenant or agents shall cause damage to the Landlord's Property or any equipment located on Landlord's Property, Tenant shall, within ten (10) days after receipt of a statement from Landlord evidencing the amount of such damage, pay Landlord the costs to repair such damage.

2.3 Delivery of Possession. Landlord will deliver possession of the Land to Tenant on the Commencement Date, "AS-IS" in its present condition. Tenant acknowledges neither Landlord nor its agents or employees have made any representations or warranties as to the suitability of fitness of the Land for the conduct of Tenant's business or as to the physical condition of the Land, nor has Landlord or its agents or employees agreed to undertake any alterations or construct any improvements to the Land.

2.4 Government Approvals. Tenant shall, at its sole cost and expense before improvements, apply for and obtain all licenses, permits, approvals, required by any local, state or federal governmental authorities for its use of the Land, including without limitations, all applications for zoning variances, zoning ordinances, building code variances, amendments, special use permits, and construction permits and other licenses and approvals necessary for the operations of Tenant's business from the Land. Landlord shall cooperate with Tenant to obtain all necessary Governmental Approvals, provided; however, Landlord shall not be required to expend any money in such cooperation. Tenant understands and agrees that Tenant's right to use the Land is contingent upon Tenant obtaining and continually maintaining in full force and effect all Governmental Approvals. In the event any Governmental Approvals issued to Tenant are cancelled, expire, lapse, or are otherwise withdrawn or terminated by any governmental authority so that Tenant will be unable to use the Land for its intended purposes, this Lease shall automatically terminate.

2.5 Access. Tenants access the Land via Tenant's owned parcel, APN 142-363-23, as more particularly depicted in Exhibit A (the "Access Drive").

ARTICLE 3 – RENT

3.1 Rent. Annual Rent shall be in the sum of One Dollar (\$1) per year, paid annually on or before the Commencement Date, with the first year's rent being paid by Tenant to Landlord concurrently with the signing of this lease. Annual Rent will be paid to Landlord, 18174 Hidden Valley Road, Hidden Valley Lake, CA 9547, or to such person, firm or place as Landlord may, from time to time, designate in writing.

3.2 Utilities. Tenant shall, at its sole cost and expense, arrange for electricity, water, and other utilities necessary for Tenant's operations to be provided to the Land directly from such providers. Tenant shall be billed directly for the use of such services and shall promptly pay the same when due.

3.4 Limitation on Liability. Landlord will not be in default under this Lease or be liable to Tenant or any other person, for direct or consequential damages, or otherwise, for any interruptions of electricity, or other such services or utilities.

ARTILE 4 – INSURANCE

4.1 Tenant's Insurance. At all times during the Term, Tenant will carry and maintain, at Tenant's expense, the following insurance in the amounts specified below or such other amounts as Landlord may from time to time reasonably request.

(a) Bodily injury and property damage liability insurance, with a single combined single occurrence limit of not less than \$2,000,000. All such insurance will be equivalent to coverage offered by a Commercial General Liability form including, without limitation, personal injury, death or persons or damage to property occurring in, on, or about the Land, and contractual liability coverage for the performance by Tenant of the indemnity agreements set forth in this Lease;

(b) Insurance covering the Improvements, and any other personal property owned by Tenant or any Licensee located on or about the Land, and any leasehold improvements to the Land, in an amount not less than the full replacement cost.

Property forms will provide coverage on a broad form basis insuring against “all risks of direct physical loss.”

(c) Worker’s compensation insurance insuring against and satisfying Tenant’s obligations and liabilities under the workman’s compensations laws of California, including employer’s liability insurance in the limits required by the state of California;

(d) Additional insurance reasonably requested by Landlord.

4.2 Forms of the Policies. All such insurance shall be placed with insurers having an A.M. Best’s rating of B+XIII and under such form of policies acceptable to Landlord. Certificates of Insurance, together with copies of endorsements, when applicable, listing Landlord and any others specified by Landlord as additional insureds, will be delivered to Landlord prior to Tenant’s occupancy of the Land and from time to time at least 10 days prior to the expiration of the term of each such policy. All Commercial General Liability or comparable policies maintained by Tenant will list Landlord and such other persons or entities as Landlord specifies from time to time as additional insured parties, entitling them to recover under such policies for any loss sustained by them, their agents and employees. All such policies maintained by Tenant will provide that they may not be terminated nor may coverage be reduced except after 30 days’ prior written notice to Landlord. All Commercial General Liability and property policies maintained by Tenant will be written as primary policies not contributing with and not supplemental to the coverage that Landlord may carry.

4.3 Self Insurance. Notwithstanding the provisions of Article 4 of this Agreement, Tenant shall be permitted to assume and self-insure the risks covered as set forth in Section 4.1 of this Agreement with deductible amounts as agreed to by the Landlord and shall not be required to purchase or maintain any insurance policy of any kind with respect to this Lease.

4.4 Waiver of Subrogation. Landlord and Tenant each waive any and all rights to recover against the other or against the officers, directors, shareholders, partners, joint

ventures, employees, agents, customers, invitees or business visitors of such other party, for any loss or damage to such waiting party arising from any cause covered by any property insurance actually carried by such party to the extent of the limits of such policy. Landlord and Tenant, from time to time, will cause their respective insurers to issue appropriate waiver or subrogation rights endorsements to all property insurance policies carried in connection with the Land or the contents of the Land.

ARTICLE 5 – INDEMNIFICATION, WAIVER, AND RELEASE

5.1 Tenant's Indemnification. From and after execution of this Lease, Tenant assumes all risk of its own operations, and those of its agents, and any independent contractors. Tenant and its agents, and any independent contractors, shall indemnify, defend and hold Landlord, its employees, directors, officers and agents harmless from and against, any and all demands, claims, causes of actions, fines, penalties, damages (including consequential damages), liabilities, judgments, and expenses (including, without limitation, reasonable attorneys' fees and expert witness fees) which arise out of or related to: (1) the use or occupancy or manner of use or occupancy of the Land by Tenant or any person claiming under Tenant; (2) any activity, work, or thing done or permitted by Tenant in or about the Land; (3) any breach by Tenant or its employees, agents, contractors or invitees of this Lease; and (4) any injury, loss or damage to the person, property or business of Tenant, its employees, agents, or contractors or any invitees entering upon the Land under the express or implied invitation of Tenant. If any action or proceeding is brought against Landlord or its employees, directors, officers, or agents by reason of any such claim for which Tenant has indemnified Landlord, Tenant, upon written notice from Landlord, will defend the same at Tenant's expense with counsel reasonably satisfactory to Landlord. Tenant's obligations under this Section shall survive the expiration of other termination of this Lease. The Tenants shall have each of its agents, and independent contractors, sign an agreement in favor of Landlord that obligates each of Tenant's agents, and independent contractors, to indemnify Landowner in accordance with the terms of this Lease Agreement and promptly provide Landlord with copies of such agreements.

5.2 Waiver and Release. Tenants, as a material part of the considerations to Landlord for this Lease, by this section waives and releases all claims against Landlord, its directors, officers, employees and agents with respect to all matters for which Landlord has disclaimed liability pursuant to the provisions of this Lease.

ARTICLE 6 – MAINTENANCE; REQUIREMENTS OF LAW

6.1 Maintenance. Tenant shall at all times throughout the Term, at its sole cost and expense, maintain and repair the Land, the Improvements, and all trade fixtures and personal property of Tenant located thereon.

6.2 Compliance with Laws. For the purposes of this Section 6.2, “Applicable Laws” means all laws, statutes, ordinances, and governmental rules, regulations, or requirements now in force or in force after the Commencement Date, the requirements of any board of fire underwriters or other similar body constituted now or after the Commencement Date, and any direction or permanent occupancy certificate issued pursuant to any law by and public officer or officers, as well as the provisions of all recorded documents affecting the Land. At its sole cost and expense, Tenant will promptly comply with Applicable Laws insofar as the related to (a) Tenant’s use, occupancy, or alteration of the Land; (b) the condition of the Land resulting from Tenant’s use, occupancy, or alterations of the Land; or (c) alterations to the Land required as a result of Tenant’s status under Applicable Laws.

ARTICLE 7 – DEFAULT

7.1 Events of Default. The following events are referred to collectively, as “Events of Default” or, individually, as an “Event of Default”:

- (a) Tenant defaults in the due and punctual payment of Rent, and such default continues for thirty (30) days after written notice from Landlord; however, Tenant will not be entitled to more than two written notice for monetary defaults during any

twelve (12)-month period, and if after such written notice any Rent is not paid when due, an Event of Default will be considered to have occurred without further notice;

(b) Tenant vacates or abandons the Premises;

(c) This Lease or the Premises or any part of the Premises are taken upon execution or by other process of law directed against Tenant, or are taken upon or subject to any attachment by any creditor of Tenant or claimant against Tenant, and said attachment is not discharged or disposed of within thirty (30) days after its levy;

(d) Voluntary or involuntary proceedings under any bankruptcy or insolvency of for reorganization or arrangement under the bankruptcy laws of the United States or insolvency act of any state of for the dissolution of Tenant are instituted against Tenant, or a receiver or trustee is appointed for all of substantially all of the property of Tenant, and such proceeding is not dismissed or such receivership or trusteeship vacated within ninety (90) days after such institution or appointment.

(e) Any recordation in violation of Section 8.11 below; or,

(f) Tenant breaches any of the other agreements, terms, covenants or conditions which this Lease requires Tenant to perform, and such breach continues for a period of thirty (30) days after written notice from Landlord to Tenant or, if such breach cannot be cured reasonably within such thirty (30)-day period, if Tenant fails to diligently commence to cure such breach within thirty (30) days after written notice from Landlord and to complete such cure within a reasonable time thereafter.

7.2 Replacement of Statutory Notice Requirements. When this Lease required service of a notice, that notice shall replace rather than supplement any equivalent or similar statutory notice, including any notices required by California Code of Civil Procedures Section 1161 or any similar or successor statute. When a statute requires service of notice in a particular manner, service of that notice (or a similar notice required by this Lease) in the manner required by Section 10.6 shall replace and satisfy the statutory service of notice procedures, including those required by California Code of Civil Procedure Section 1162 or any similar or successor statute.

7.3 Landlord's Remedies. If any one or more Events of Default set forth in Section 7.1 occurs then Landlord has the rights, at its election to cure any event of default and to

charge Tenant for the cost of effecting such cure, including without limitation reasonable attorneys' fees and interest provided that Landlord will have no obligation to cure any such event of default of Tenant.

ARTICLE 8 – GENERAL

8.1 Quiet Enjoyment. As long as Tenant performs all covenants and obligations contained in this Lease, Landlord warrants quiet enjoyment of the Land by Tenant; provided that Landlord, its agents or representatives, and any other person authorized by Landlord, may enter upon the Land for the purpose of inspecting the Land. Any entry onto or inspection of the Land shall not constitute eviction of Tenant in whole or in part.

8.2 Condemnation. In the event of a condemnation or other taking by any governmental agency of all or a portion of the Land necessary for Tenant's operation of its business thereon, this Lease will terminate when the condemning authority takes possession of the Land. Any such condemnation award shall be paid to Landlord, except that Tenant will have the right to assert a separate claim for moving expenses, business interruption, and leasehold improvement paid for the Tenant.

8.3 Liens. Tenant will keep the Land free and clear of all mechanics' liens and other liens on account of work done for Tenant or persons claiming under Tenant.

8.4 Limitation on Liability. Tenant specifically agrees to look solely to Landlord's interest in the Land for the recovery of any judgments from Landlord. It is agreed that Landlord (and its officers, directors and employees) will not be personally liable for any such judgments. The provisions contained in the preceding sentences are not intended to, and will not, limit any right that Tenant might otherwise have to obtain injunctive relief against Landlord.

8.5 Notices. All notices and other communications required or permitted under this Lease shall be in writing and shall be given (a) by United States first class mail, postage prepaid, registered or certified, return receipt requested; (b) by hand delivery (including by means of a professional messenger service); or (c) by delivery from a nationally recognized overnight delivery service that routinely issues receipts, which notice shall be addressed to the party to whom such notice is being given, at the address set forth in

Section 1.1 above. Any such notice or other communication shall be deemed to be effective when actually received or rejected. Either party may be similar notice given change the address to which future notices or other communications shall be sent.

8.6 Inspection. Landlord reserves the right to enter, at any time, the Land to inspect the same.

8.7 No waiver. The waiver by either Landlord or Tenant of any agreement, condition, or provision contained in this Lease will not be deemed to be a waiver of any subsequent breach of the same or any other agreement, condition , or provision contained in this Lease.

8.8 Authority. Tenant represents to Landlord that such Tenant is authorized to do so by requisite action of the board of directors and agree, upon request to deliver to Landlord a resolution or similar document to that effect.

8.9 Governing Law. This Lease shall be governed by and construed pursuant to the laws of the State of California.

8.10 Captions. The captions of the various Articles and Sections of this Lease are for convenience only and do not necessarily define, limit, describe or construe the contents of such Articles or Sections.

8.11 Recordation. Tenant shall not record this Lease in the public records without the prior written consent of Landlord.

8.12 Severability. If any provision of this Lease proves to be illegal, invalid or unenforceable, the remainder of this Lease shall not be affected by such finding, and in lieu of each provision of this Lease that is illegal, invalid or unenforceable, a provision will be added as a part of this Lease as similar in terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.

8.13 Entire Agreement; Amendment. This Lease contains the entire agreement between Landlord and Tenant. No amendment, alteration, modification of, or addition to the Lease will be valid or binding unless expressed in writing and signed by Landlord and Tenant.

8.14 Attorney's Fees. If any action is instituted by either party to this Lease Agreement to enforce any of the terms of this Lease or the License Agreement, the prevailing party shall be entitled to receive from Tenant its reasonable attorneys' fees, expert witness fees, costs, and expenses.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals as of the day and year first above written.

Executed on _____ 2020, at Hidden Valley Lake,

T

LANDLORD:

Hidden Valley Lake Association, a
homeowner association

TENANT:

**Hidden Valley Lake Community
Services District**, an independent
special district

By _____

By _____

Name _____

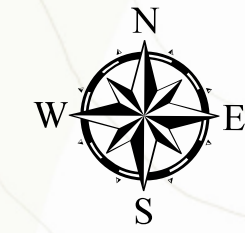
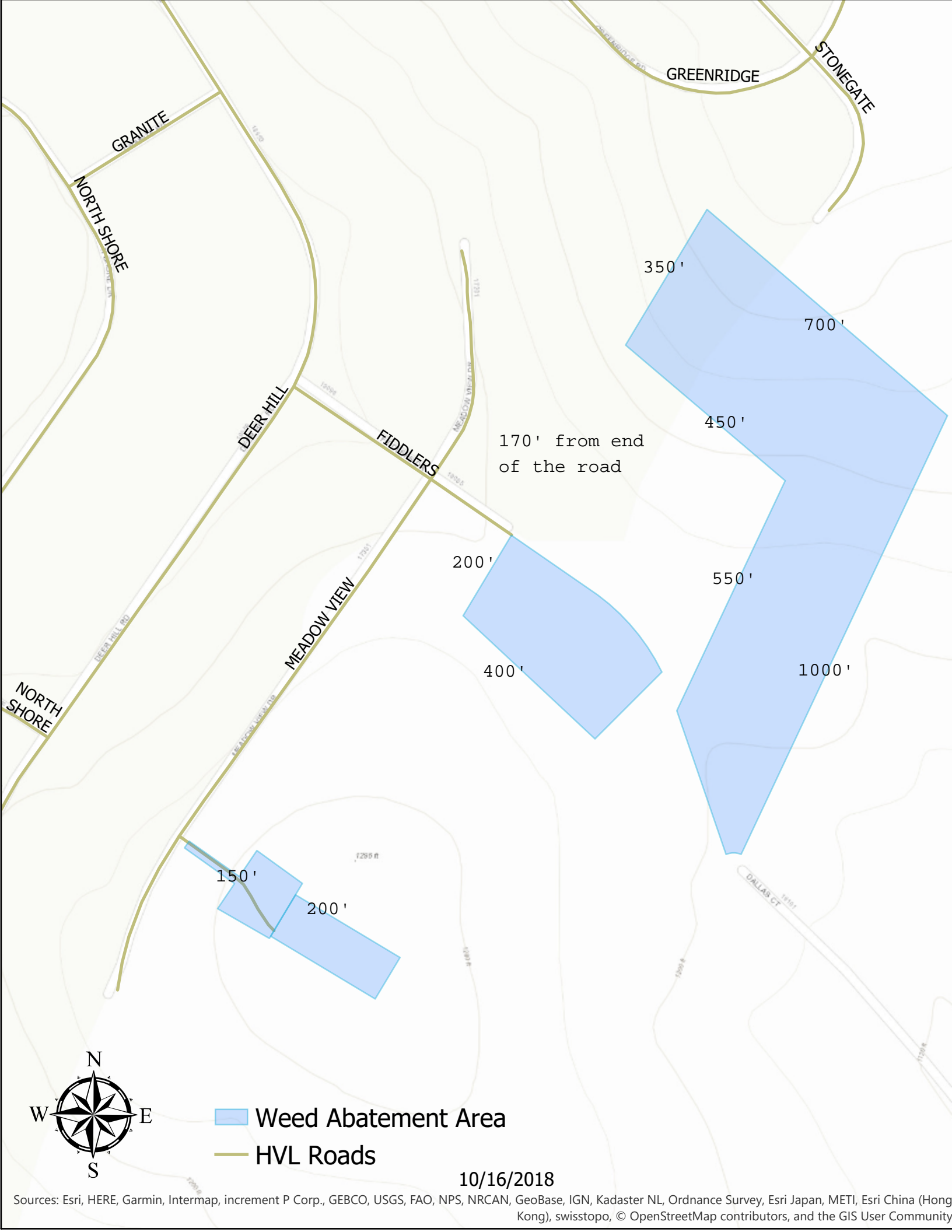
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Title _____

Title _____

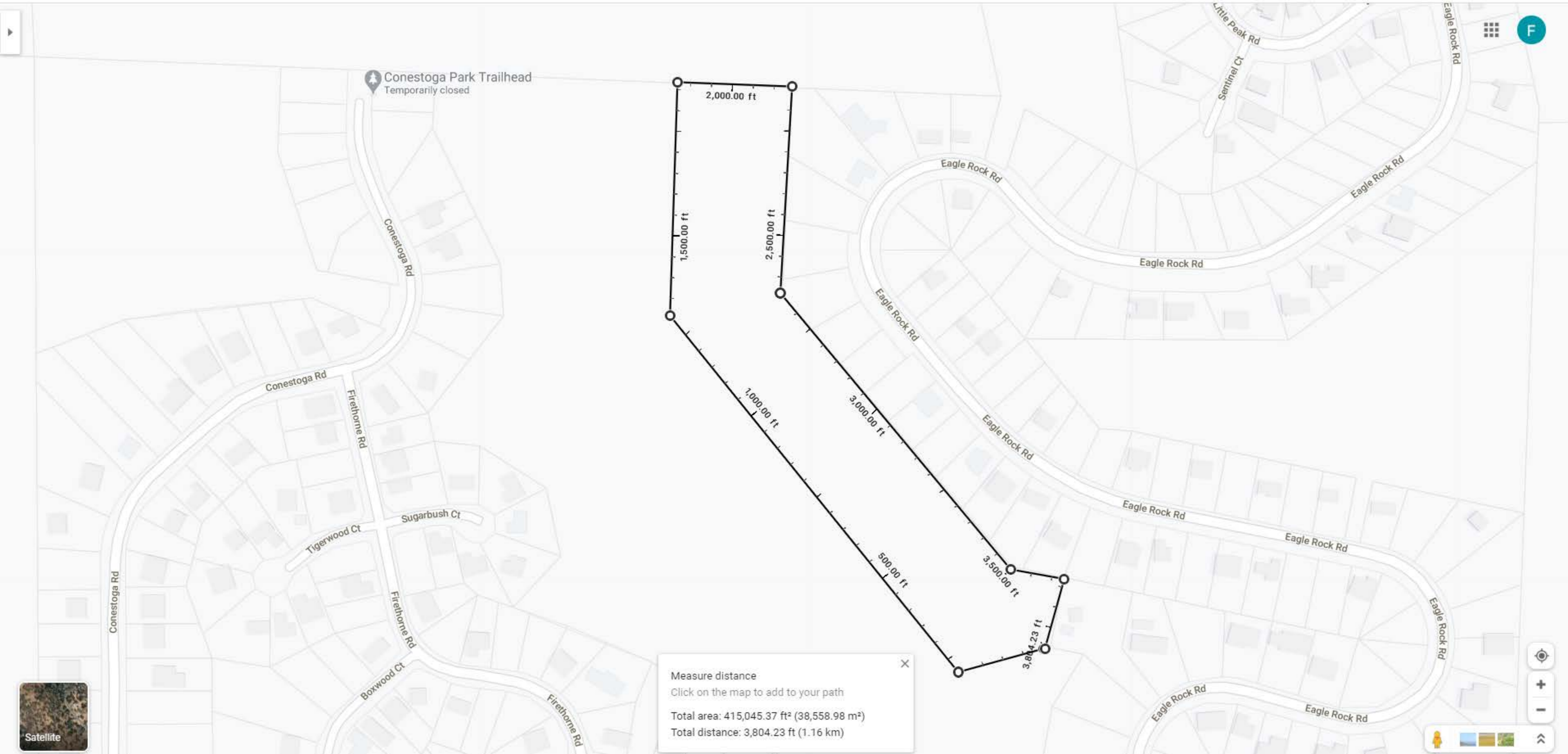
ATTEST:

APPROVED AS TO FORM:



- Weed Abatement Area
- HVL Roads

10/16/2018



Conestoga Park Trailhead
Temporarily closed

Measure distance ✕
Click on the map to add to your path
Total area: 415,045.37 ft² (38,558.98 m²)
Total distance: 3,804.23 ft (1.16 km)



ORIGINAL PLOT DATE: 09/15/18

PRELIMINARY PLANS FOR :

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT WATER SYSTEM STORAGE RELIABILITY PROJECT

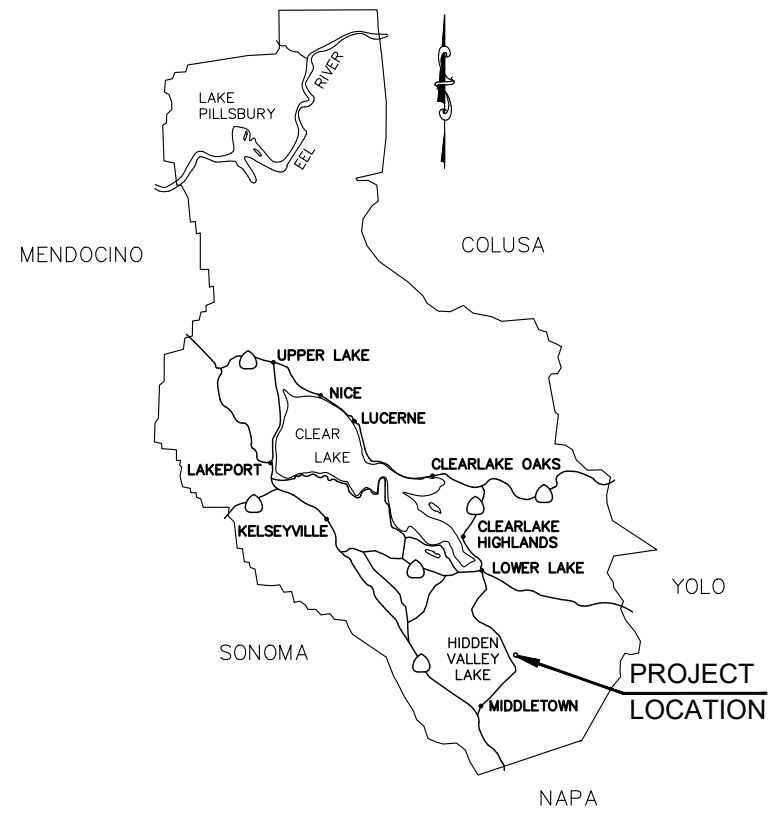
APRIL 2019

HIDDEN VALLEY LAKE
LAKE COUNTY, CALIFORNIA

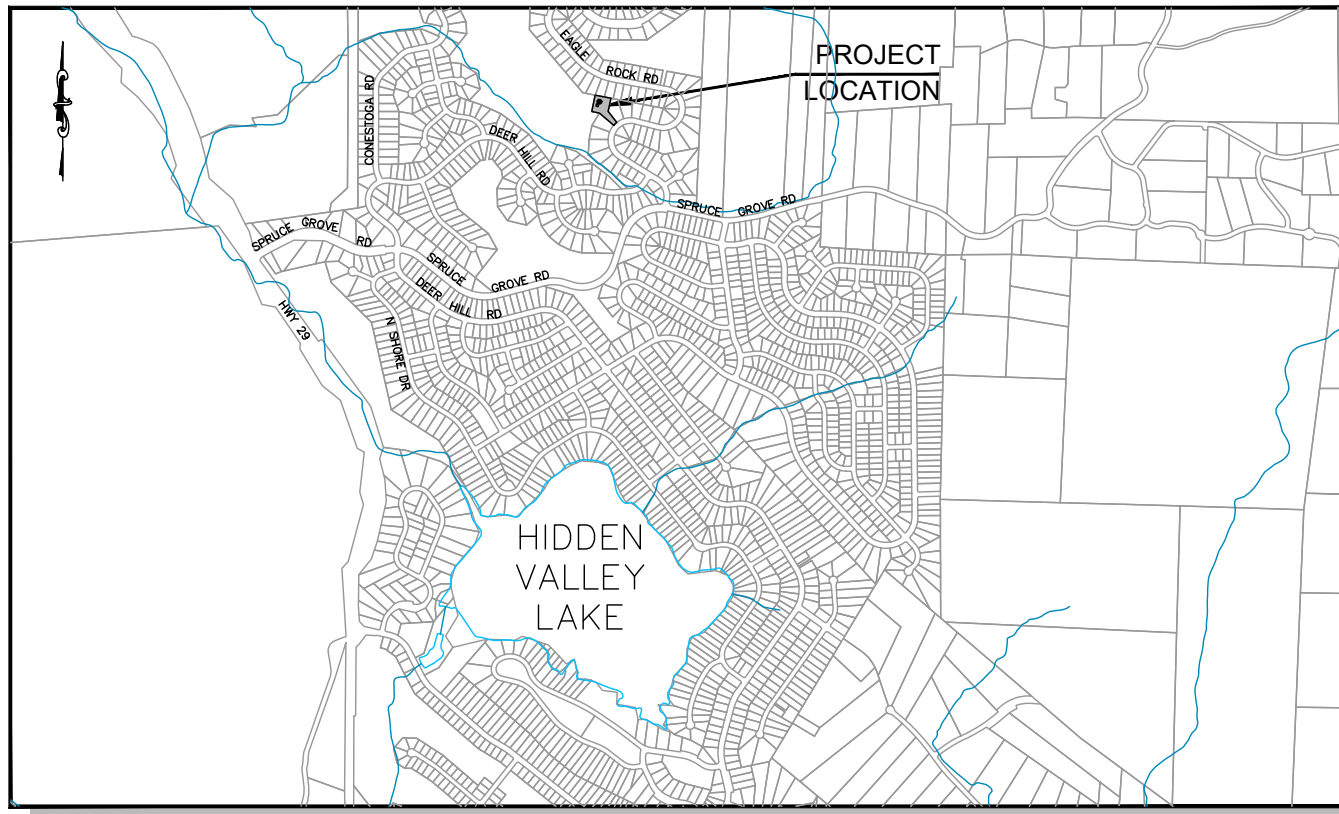
FOR USE IN CONJUNCTION WITH :
CALTRANS STANDARD SPECIFICATIONS DATED 2015
CALTRANS STANDARD PLANS DATED 2015

FOR REDUCED PLANS, THE
ORIGINAL SCALE IS IN INCHES

3
2
1
0



VICINITY MAP
NOT TO SCALE



LOCATION MAP
NOT TO SCALE

SHEET INDEX

- | No. | Sheet Title |
|-----|--|
| 1 | TITLE SHEET |
| 2 | LEGEND & ABBREVIATIONS |
| 3 | PROJECT AREA, STAGING AREAS & PROPOSED LOT LINE ADJUSTMENT |
| 4 | SITE PLAN - PHASE 1 |
| 5 | SITE PLAN - PHASE 2 |
| 6 | TANK SECTIONS - PHASE 1 & 2 |
| 7 | DEFENSIBLE SPACE PLAN |

Images: Xref: Caltrans B-maps.dwg; COE-ENGINEERS STAMPS-COVER.dwg; COE-ENGINEERS STAMPS-PLAN.dwg
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Coastland Civil Engineering, Inc.
1400 Neotomas Avenue, Santa Rosa, CA 95405
707.571.8005 707.571.8037 Fax

**PRELIMINARY
NOT FOR
CONSTRUCTION**

JENNIFER A. MELMAN, RCE C62260 DATE



PROJECT NUMBER 99-4013
DRAWING DATE APRIL 2019
DRAWING NUMBER 1 OF 7

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT WATER SYSTEM STORAGE RELIABILITY PROJECT

ORIGINAL PLOT DATE:

FOR REDUCED PLANS, THE 0 ORIGINAL SCALE IS IN INCHES

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LEGEND

DESCRIPTION OF LINETYPE	PROPOSED	EXISTING
PROPERTY LINE	---	---
EASEMENT	---	---
FLOWLINE	---	---
CENTERLINE/CONTROL LINE	---	---
CHAIN LINK FENCE	---o---o---o---	---o---o---o---
WOOD FENCE	---x---x---x---	---x---x---x---
WIRE FENCE	---x---x---x---	---x---x---x---
WATER MAIN PIPE	---	---
SANITARY SEWER PIPE	---	---
STORM DRAIN PIPE	---	---
GAS LINE	---	---
TELEPHONE LINE/CONDUIT	---	---
ELECTRICAL LINE/CONDUIT	---	---
OVERHEAD UTILITY	---	---

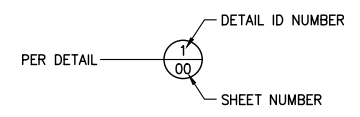
DESCRIPTION OF SYMBOL	PROPOSED	EXISTING
CONCRETE	[Pattern]	[Pattern]
ASPHALT CONCRETE	[Pattern]	[Pattern]
ROCK SLOPE PROTECTION	[Pattern]	[Pattern]
WATER MAIN GATE VALVE	[Symbol]	[Symbol]
WATER MAIN BLOWOFF	[Symbol]	[Symbol]
WATER METER	[Symbol]	[Symbol]
FIRE HYDRANT	[Symbol]	[Symbol]
BACKFLOW PREVENTER	[Symbol]	[Symbol]
SANITARY SEWER MANHOLE	[Symbol]	[Symbol]
SANITARY SEWER CLEANOUT	[Symbol]	[Symbol]
STORM DRAIN MANHOLE	[Symbol]	[Symbol]
STORM DRAIN CURB INLET/CATCH BASIN	[Symbol]	[Symbol]
STORM DRAIN DROP INLET (TOP OPENING)	[Symbol]	[Symbol]
STORM DRAIN DROP INLET (SIDE OPENING)	[Symbol]	[Symbol]
STREET LIGHT	[Symbol]	[Symbol]
TREE AND DRIP LINE	N/A	[Symbol]
SURVEY CONTROL POINT	N/A	[Symbol]
JOINT UTILITY POLE	[Symbol]	[Symbol]
ADDRESS	N/A	[Symbol]

ABBREVIATIONS

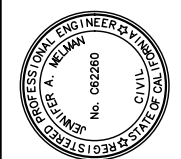
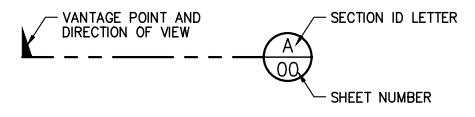
AC	ASPHALT CONCRETE	OH	OVERHEAD UTILITY
AB	AGGREGATE BASE	PB	PULL BOX
ACP	ASBESTOS CEMENT PIPE	PC	POINT OF CURVATURE
A.P.N.	ASSESSORS PARCEL NUMBER	PCC	POINT OF COMPOUND CURVE
A.R.V.	AIR RELEASE VALVE	PED	PEDESTRIAN
BC	BEGIN CURVE	PI	POINT OF INTERSECTION
BFP	BACK FLOW PREVENTER	PL	PROPERTY LINE
BO	BLOWOFF	PVC	POLY VINYL CHLORIDE
BRC	BEGIN REVERSE CURVE	PVI	POINT OF VERTICAL INTERSECTION
BSW	BACK OF SIDEWALK	PRV	PRESSURE REDUCING VALVE
BWV	BACKWATER VALVE	R	RADIUS
BVC	BEGIN VERTICAL CURVE	R.C.	RELATIVE COMPACTION
CB	CATCH BASIN	RCP	REINFORCED CONCRETE PIPE
C&G	CURB & GUTTER	RET	RETAINING
CI	CAST IRON	RPB	REDUCED PRESSURE BACKFLOW PREVENTER
CLC	CENTERLINE	R&R	REMOVE & REPLACE
CMP	CONTROL LINE COORDINATE	RT.	RIGHT
CO	CLEANOUT	RW	RECLAIMED WATER
CONC	CONCRETE	R/W	RIGHT-OF-WAY
CP	CONTROL POINT	S	SLOPE
CR	CURB RETURN	SD	STORM DRAIN
CSP	CORRUGATED STEEL PIPE	SDE	STORM DRAIN EASEMENT
CV	CHECK VALVE	SDMH	STORM DRAIN MANHOLE
DET.	DETECTOR	SL	STREET LIGHT
DI	DROP INLET	SS	SANITARY SEWER
DIP	DUCTILE IRON PIPE	SSE	SANITARY SEWER EASEMENT
DWY	DRIVEWAY	SS LAT	SANITARY SEWER LATERAL
E	ELECTRICAL, ELECTRICAL CONDUIT	SSMH	SANITARY SEWER MANHOLE
EC	END CURVE	SSCO	SANITARY SEWER CLEANOUT
EG	EXISTING GRADE	STA	STATION
ELEC	ELECTRIC	STL	STEEL PIPE
EL. ELEV	ELEVATION	STD	STANDARD
EP	EDGE OF PAVEMENT	TB	TOP OF BANK
EVC	END VERTICAL CURVE	TBD	TO BE DETERMINED
EX.(E)	EXISTING	TC	TOP OF CURB
FBG	FEET BELOW GRADE	TCE	TEMPORARY CONSTRUCTION EASEMENT
FC	FACE OF CURB	TEL	TELEPHONE
FG	FINISHED GRADE	TG	TOP OF GRATE
FL	FLOW LINE	TOE	TOE OF SLOPE
FS	FINISH SURFACE	TOP	TOP OF PIPE
FSW	FRONT OF SIDEWALK	TP	TELEPHONE POLE
G	GAS	TS	TRAFFIC SIGNAL
GB	GRADE BREAK	TW	TOP OF WALL
G SER	GAS SERVICE	TYP.	TYPICAL
GV	GATE VALVE	U	UNDERGROUND UTILITY
HDPE	HIGH DENSITY POLYETHYLENE	UG	UNDERGROUND
HP	HIGH POINT	UPC	UNIFORM PLUMBING CODE
IC	INTERCONNECT	UTIL	UTILITY
IG	INVERT GRADE	VC	VERTICAL CURVE
INV	INVERT GRADE	VIF	VERIFY IN FIELD
IP	IRON PIPE	VLT	VAULT
JP	JOINT POLE	VAR.	VARIES
JT	JOINT TRENCH	W, WTR	WATER, WATER MAIN
LAT	SANITARY SEWER LATERAL	WM	WATER MAIN
LF	LINEAR FEET	WS	WATER SERVICE
LG	LIP OF GUTTER	W SER	WATER SERVICE
LT	LEFT	WV	WATER VALVE
MB	MAILBOX	< PT	ANGLE POINT
MH	MANHOLE		
OG	ORIGINAL GROUND		
OD	OUTSIDE DIMENSION		

DETAIL AND SECTION CALLOUTS

DETAILS:



SECTIONS:



PREPARED UNDER THE DIRECTION OF
JENNIFER A. MELMAN
 PRELIMINARY NOT FOR CONSTRUCTION
 DATE: _____
 DESIGNED BY: JAM
 DRAWN BY: WJK
 REVIEWED BY: J-LW

Coastland Civil Engineering, Inc.
 1400 Neotomas Avenue, Santa Rosa, CA 95405
 707.571.8005

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
 WATER SYSTEM STORAGE RELIABILITY PROJECT
 HIDDEN VALLEY LAKE
 CALIFORNIA
LEGEND & ABBREVIATIONS

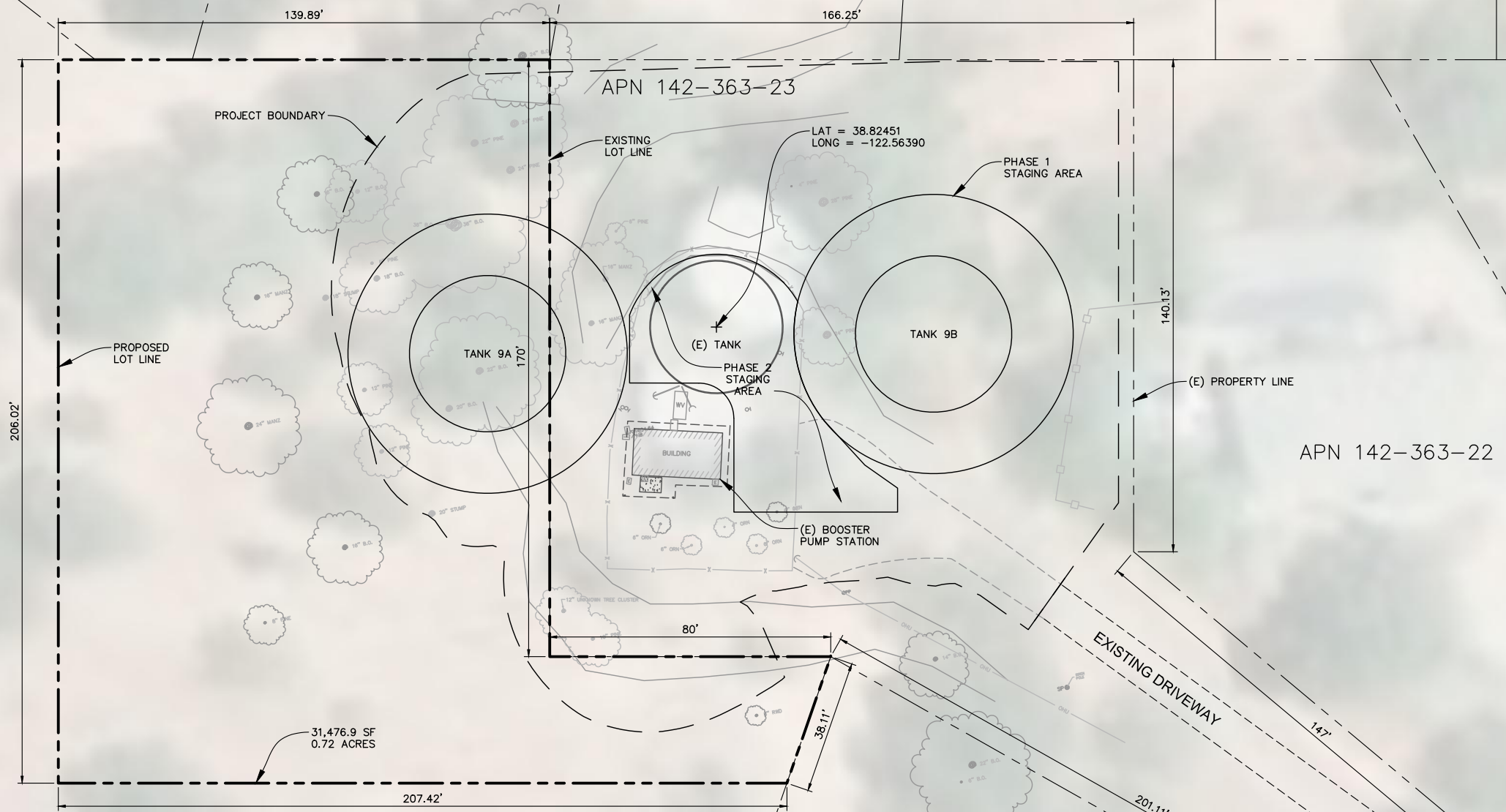
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DRAWING DATE	APRIL 2019
SHEET NUMBER	2 OF 7

ORIGINAL PLOT DATE:

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

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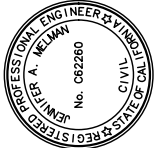


(E) PARCEL (APN 142-363-23) = 0.85 ACRES
 LOT LINE ADJUSTMENT (FROM APN 142-301-01) = 0.72 ACRES
 ADJUSTED PARCEL = 1.57 ACRES

APN 142-301-01

APN 142-363-24

APN 142-363-22



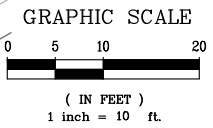
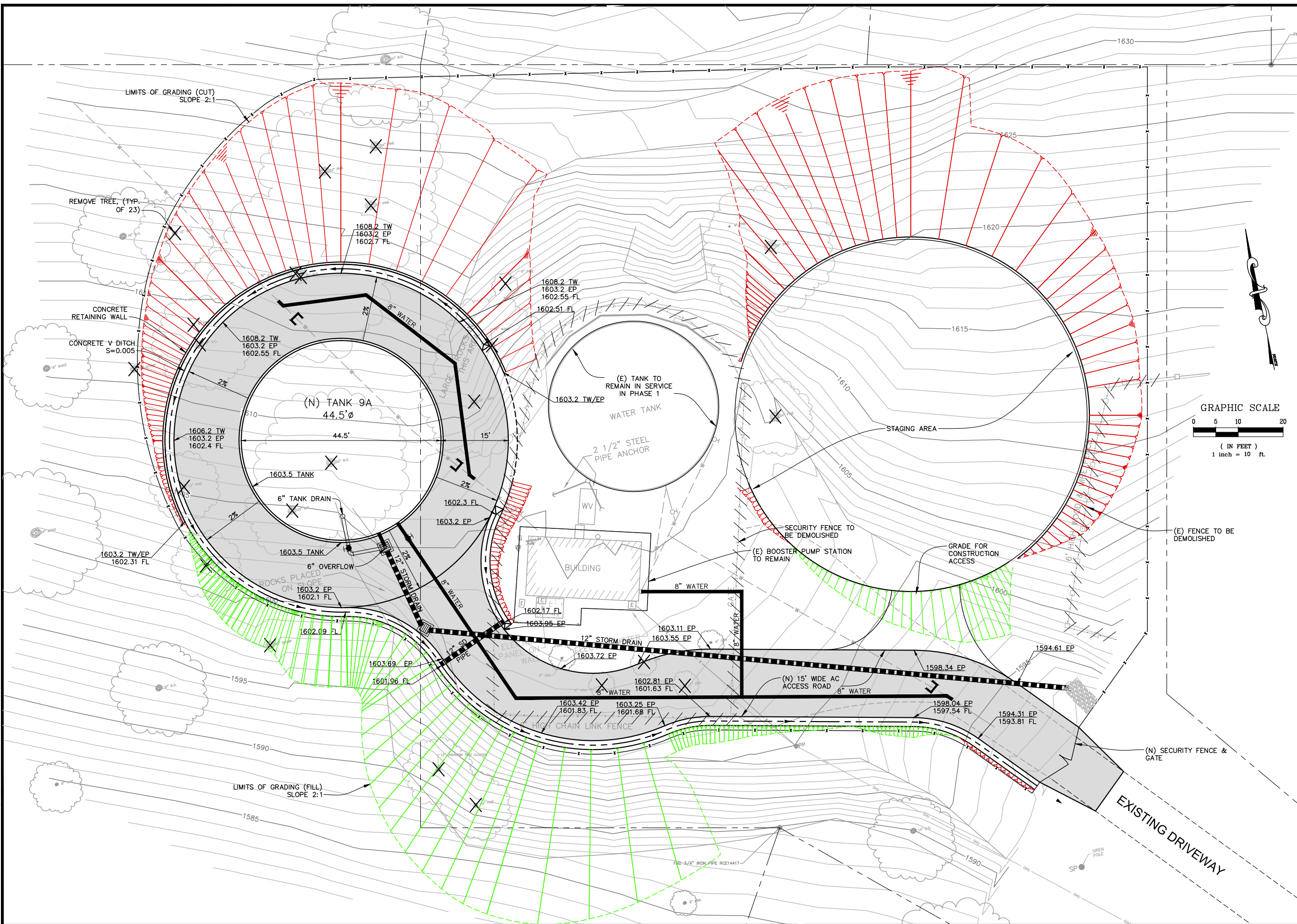
PREPARED UNDER THE DIRECTION OF
JENNIFER A. MELMAN, RCE C62260 DATE
DESIGNED BY JAM
DRAWN BY WJK
REVIEWED BY J.L.W.

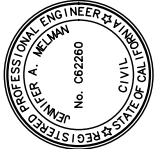

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 1400 Neotomas Avenue, Santa Rosa, CA 95405
 707.571.8005

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
 WATER SYSTEM STORAGE RELIABILITY PROJECT
 HIDDEN VALLEY LAKE CALIFORNIA
PROJECT AREA, STAGING AREAS & PROPOSED LOT LINE ADJUSTMENT

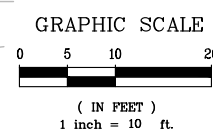
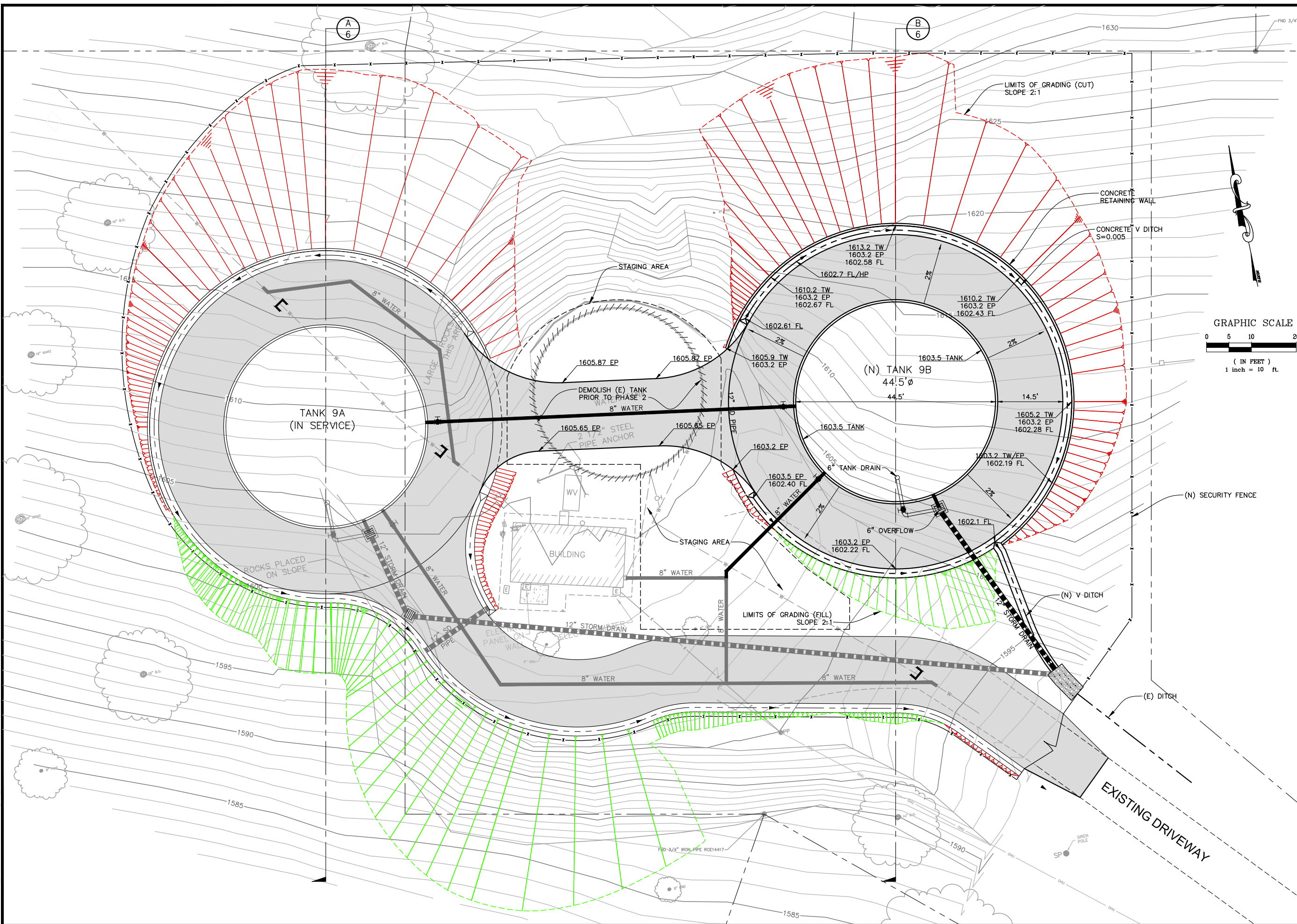
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99-4013
 DRAWING DATE
APRIL 2019
 SHEET NUMBER
3 OF **7**

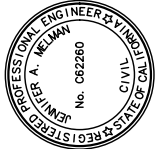

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PREPARED UNDER THE DIRECTION OF JENNIFER A. MELMAN, RCE C62260 DATE: _____ DESIGNED BY: JAM DRAWN BY: WJK REVIEWED BY: J.L.W. PRELIMINARY NOT FOR CONSTRUCTION
 Coastland Civil Engineering, Inc. 1400 Neotomas Avenue, Santa Rosa, CA 95405 707.571.8003 Fax 707.571.8005
CALIFORNIA HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT WATER SYSTEM STORAGE RELIABILITY PROJECT HIDDEN VALLEY LAKE SITE PLAN PHASE 1
PROJECT NUMBER 99-4013 DRAWING DATE APRIL 2019 SHEET NUMBER 4 OF 7

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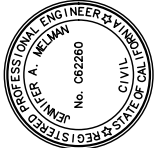
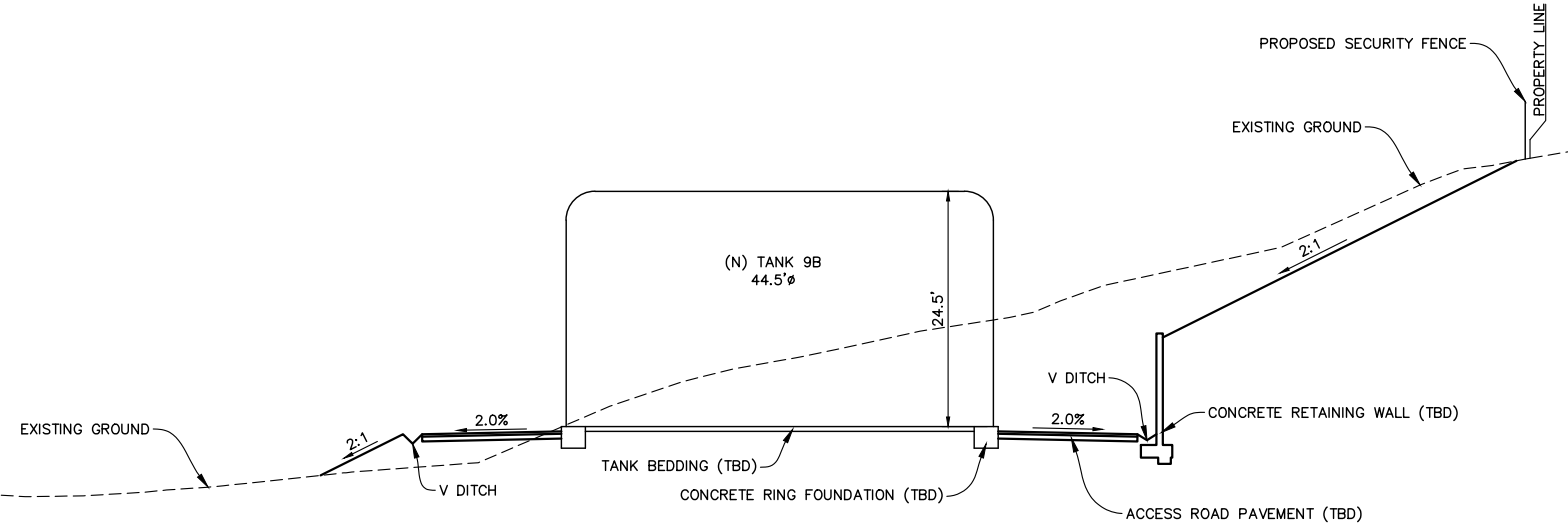
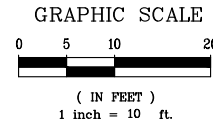
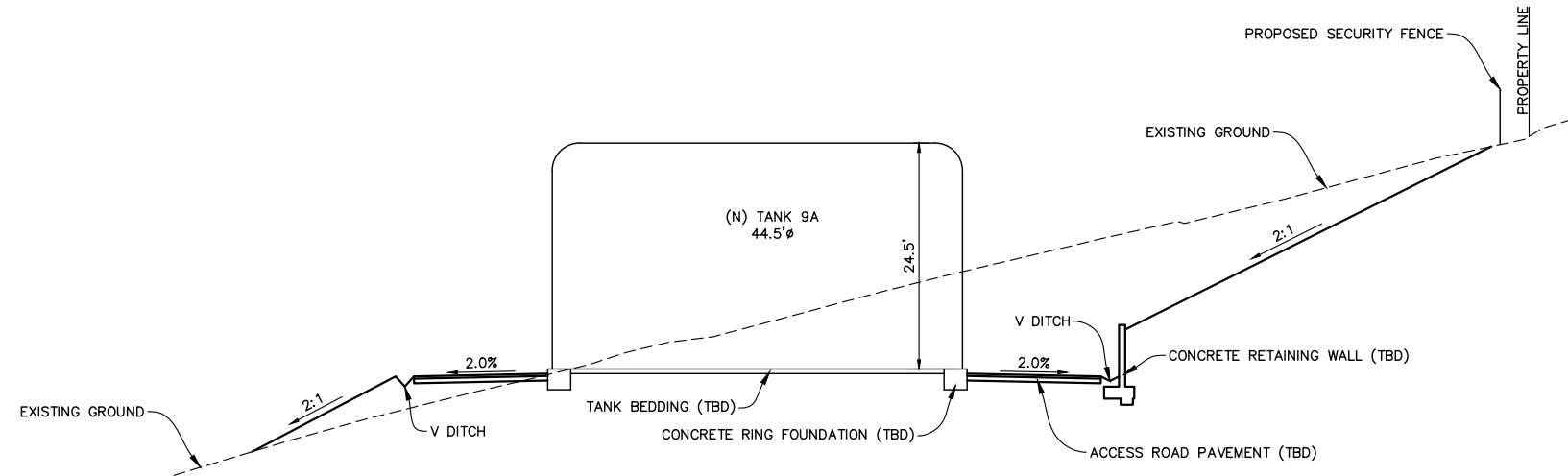



PREPARED UNDER THE DIRECTION OF JENNIFER A. MELMAN, RCE C62260 DATE: _____ REVIEWED BY: _____ DRAWN BY: JAW JAM
 Coastland Civil Engineering, Inc. 1400 Neotomas Avenue, Santa Rosa, CA 95405 707.571.8037 Fax
CALIFORNIA HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT WATER SYSTEM STORAGE RELIABILITY PROJECT HIDDEN VALLEY LAKE SITE PLAN PHASE 2
PROJECT NUMBER 99-4013 DRAWING DATE APRIL 2019 SHEET NUMBER 5 OF 7

ORIGINAL PLOT DATE:

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

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PREPARED UNDER THE DIRECTION OF
JENNIFER A. MELMAN, RCE C62260
PRELIMINARY NOT FOR CONSTRUCTION

DESIGNED BY: JAM
DRAWN BY: WJK
REVIEWED BY: JLW

Coastland Civil Engineering, Inc.
1400 Neotomas Avenue, Santa Rosa, CA 95405
707.571.8005

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
WATER SYSTEM STORAGE RELIABILITY PROJECT
HIDDEN VALLEY LAKE
CALIFORNIA

**TANK SECTIONS
PHASE 1 & 2**

PROJECT NUMBER
99-4013

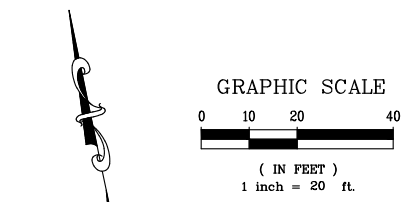
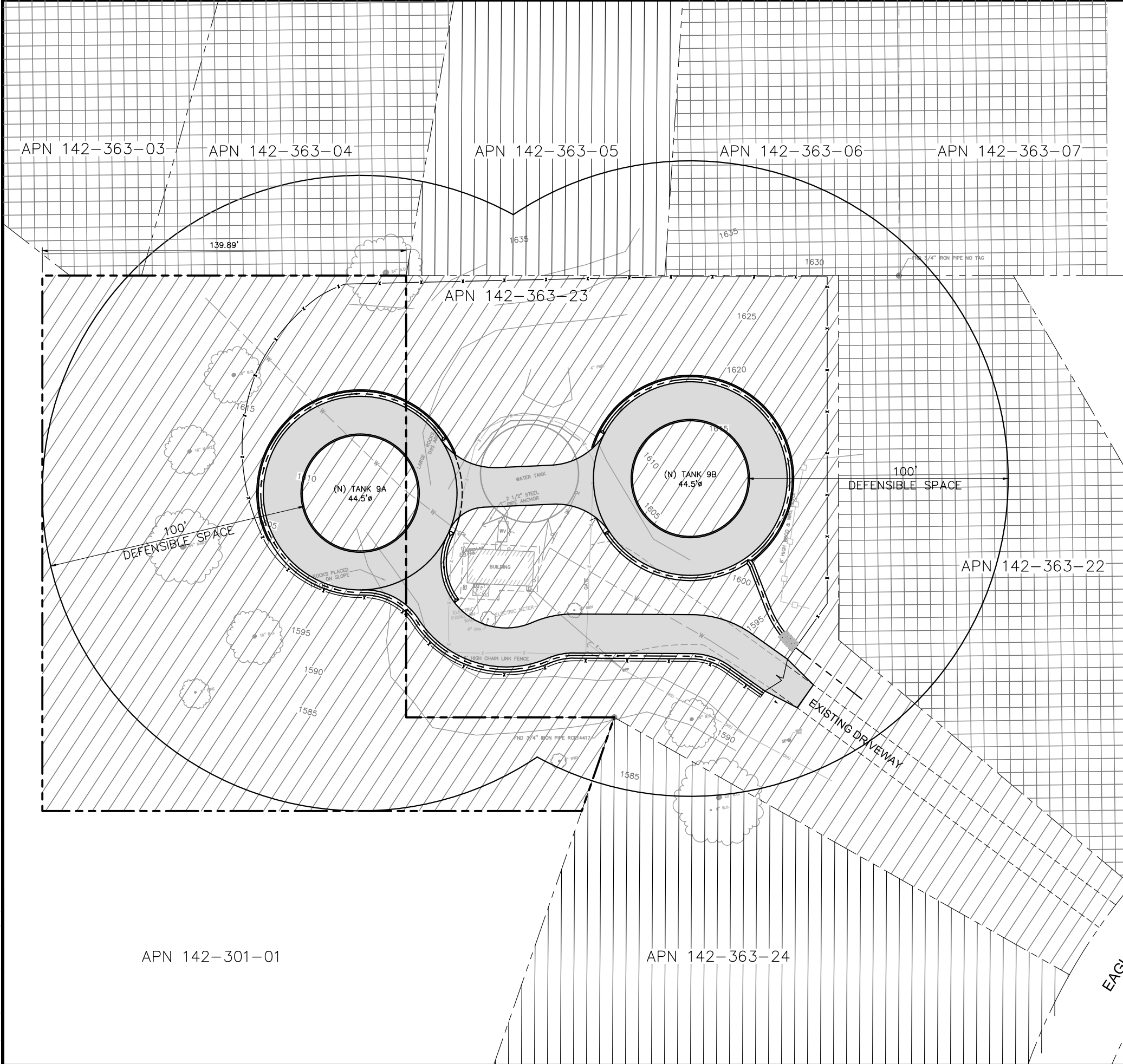
DRAWING DATE
APRIL 2019

SHEET NUMBER
6 OF **7**

ORIGINAL PLOT DATE:

FOR REDUCED PLANS, THE ORIGINAL SCALE IS IN INCHES

Images: Xref: CDE-ENGINEERS STAMPS-PLAN.dwg:994013_IP.dwg:lake Co Parcel Aug-2017.dwg
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LEGEND

- PROPOSED LOT LINE ADJUSTMENT
- TANK PARCEL - DEFENSIBLE SPACE TO BE MAINTAINED BY HVL CSD
- RESIDENTIAL PARCEL - DEFENSIBLE SPACE TO BE MAINTAINED BY OWNER
- VACANT PARCEL - DEFENSIBLE SPACE TO BE MAINTAINED BY HVL HOA

DEFENSIBLE SPACE MAINTENANCE PLAN

- ONE HUNDRED PERCENT (100%) OF EACH LOT MUST BE ABATED TO THE FOLLOWING STANDARDS BY JUNE 15 OF EACH YEAR.
- ALL GRASS AND WEEDS MUST BE CUT. HEIGHT SHALL BE NO MORE THAN THREE (3") INCHES AT TIME OF INSPECTION. SPRAYING AND SCRAPING IS PROHIBITED DUE TO EROSION AND ENVIRONMENTAL CONCERNS.
- BRUSH IS TO BE TRIMMED AND THINNED WITH ALL DEAD MATERIAL REMOVED. THERE MUST BE SOME OPEN SPACE BETWEEN BRUSH.
- TREE GROWTH, INCLUSIVE OF BRANCHES, MUST BE TRIMMED UP AT LEAST SIX (6') FEET FROM THE GROUND OR ONE-THIRD (1/3) OF THE TREE HEIGHT, EXCEPT EVERGREENS.
- ALL DEAD MATERIAL MUST BE REMOVED. TREE LIMBS AND BRANCHES ARE TO BE TRIMMED WELL AWAY FROM ROOF AND CHIMNEY AREAS.
- ROOF SURFACES ARE TO BE KEPT FREE OF ACCUMULATION OF LEAVES, NEEDLES, TWIGS AND ANY OTHER COMBUSTIBLE MATERIAL.
- ALL VEGETATION AND DEBRIS MUST BE REMOVED OR STACKED IN THE RIGHT OF WAY FOR CHIPPING IN ACCORDANCE WITH HVLA'S CHIPPING PROCEDURE.

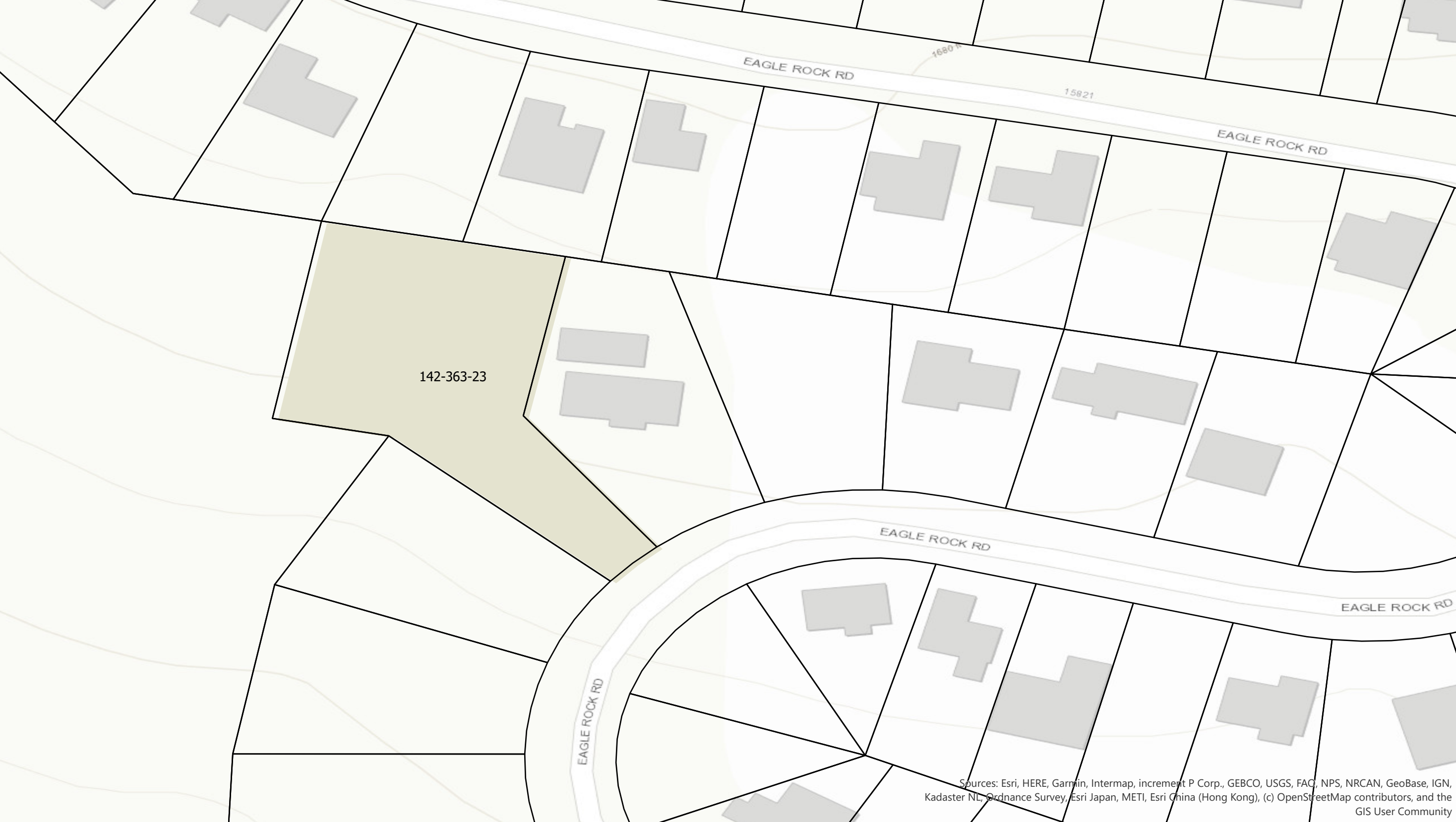


PREPARED UNDER THE DIRECTION OF
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HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT
 WATER SYSTEM STORAGE RELIABILITY PROJECT
 HIDDEN VALLEY LAKE CALIFORNIA
DEFENSIBLE SPACE PLAN

PROJECT NUMBER
99-4013
 DRAWING DATE
APRIL 2019
 SHEET NUMBER
7 OF **7**



142-363-23

EAGLE ROCK RD

EAGLE ROCK RD

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EAGLE ROCK RD



POLICY TITLE:	Safety and Health Program: Injury, Illness and Prevention Program	
POLICY #: 3501	ADOPTED DATE: June 2 nd , 2020	REVISION DATE:
	VICE PRESIDENT: Jim Lieberman	PRESIDENT:

The Board of Directors adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions.

3501.1 PURPOSE

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

3501.2 TERMS

Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment, and instructions for use and care.
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.

3501.2 PROTOCOLS

- The employer accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

- Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program-including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

AYES:
NOES:
ABSTAIN:
ABSENT:

Vice President to the Board

Attest: _____
Penny Cuadras, Secretary to the Board

DRAFT



INJURY AND ILLNESS PREVENTION PROGRAM

"Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries."

Hidden Valley Lake Community Services District
Safety and Health Policy, 3501



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INJURY AND ILLNESS PREVENTION PROGRAM FOR

Hidden Valley Lake Community Services District

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, the District General Manager has the authority and responsibility for implementing the provisions of this program for Hidden Valley Lake Community Services District.

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available in both the Administration Building and Water Reclamation Facility

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by: Keeping a posted record of days worked without injury.
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: When it becomes necessary, our company



reserves the right to discipline employees who knowingly violate company safety rules or policies. Disciplinary measures will include but are not limited to: - Verbal warning (documented) for minor offenses. -Written warning for more severe or repeated violations

- Other means that we use to ensure employee compliance with safe and healthful work practices include: Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment. Our system of ensuring that all workers comply with the rules and maintain a safe work environment include: 1. Informing workers of the provisions of our IIP Program; 2. Evaluating the safety performance of all workers; 3. Providing training to workers whose safety performance is deficient; 4. Disciplining workers for failure to comply with safe and healthful work practices; The potential to terminate any employee who receives more than two written warnings.

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures.
- Follow-through by supervision to ensure effectiveness.
- Workplace-specific safety and health training.
- Safety meetings held at least every month: All staff safety meetings are conducted monthly immediately following each Board of Directors Meeting (Third Tuesday of each month, 7PM). Field staff safety meetings are also conducted monthly. The content of these safety meetings is short (5 - 10 minutes) and will cover 1-2 specific subjects. Meetings may occur more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards. Managers, supervisors, and employees will report any hazardous conditions or activities



noted: During daily routine operations, hazards can be reported to their supervisors anonymously.

- Vehicle and site-specific codes of safe work practices.
- Other means we use to ensure communication with employees include: It is this company's intent to maintain open communication between management and staff on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the company safety program. Employees should feel free to express any safety concerns during safety meetings, individually to supervisors or in writing. All safety suggestions will be given serious consideration, and each will receive a response. In turn, regular safety meetings will be held so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety and health matters.

Our organization elects to use a labor/management safety and health committee meeting all the requirements of T8CCR 3203 (7)(c)(1) – (7) to comply with the communication requirements of subsection (a)(3) of T8CCR 3203.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by any/all employees, as all employees are empowered to identify and evaluate workplace hazards. according to the following schedule:

- When our Injury and Illness Prevention Program was first established
- At least Daily, then Quarterly prior to beginning of the day
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and

Whenever workplace conditions warrant an inspection.



Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist¹, and any other effective methods to identify and evaluate workplace hazards.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by each department supervisor/manager, who shall promptly investigate, thoroughly analyze, and report in writing to the General Manager all accidents involving personal injury and/or property damage or the potential there for, once they occur. Accident investigation reports shall be submitted within 24 hours of the first notice to the supervisor/manager, and will include:

- Visiting the scene as soon as possible
- Interviewing affected workers and witnesses
- Examining the workplace for factors associated with the accident/exposure/near-accident
- Determining the causes of the accident/exposure/near-accident
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Recording the findings and corrective actions taken on the attached OSHA Form 301².

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

- When observed or discovered
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection; and
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record³.

TRAINING AND INSTRUCTION

¹ Appendix A

² Appendix B

³ Appendix C



All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established
- To all new workers
- To all workers given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever we become aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.



RECORDKEEPING

Written IIPP and Documentation Requirements

Our organization has taken the following steps to implement and maintain our IIPP:

Our organization has ten or more employees and keeps records as follows:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist⁴ and the Identified Hazards and Correction Record⁵. These records are maintained for at least one (1) year.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record⁶. This documentation is maintained for at least one (1) year.

⁴ Appendix A

⁵ Appendix C

⁶ Appendix D



APPENDICES



Appendix A - HAZARD ASSESSMENT CHECKLIST



The following checklist can be used to identify and evaluate hazards in your workplace. This checklist covers a wide variety of workplace safety and health hazards. All of the topics covered in this checklist may not apply to your particular workplace. When evaluating your workplace use the sections of the checklist that apply to your workplace and work activities.

GENERAL WORK ENVIRONMENT

- Are all worksites clean and orderly?
- Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- Are all spilled materials or liquids cleaned up immediately?
- Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- Is accumulated combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?
- Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- Is metallic or conductive dust prevented from entering or accumulation on or around electrical enclosures or equipment?
- Are covered metal waste cans used for oily and paint-soaked waste?
- Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- Are paint spray booths, dip tanks and the like cleaned regularly?
- Are the minimum number of toilets and washing facilities provided?
- Are all toilets and washing facilities clean and sanitary?
- Are all work areas adequately illuminated?
- Are pits and floor openings covered or otherwise guarded?

PERSONAL PROTECTIVE EQUIPMENT

- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- Are employees who need corrective lenses (glasses or contacts lenses) in working environments with harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?
- Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals?



- Are hard hats provided and worn where danger of falling objects exists?
- Are hard hats inspected periodically for damage to the shell and suspension system?
- Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?
- Are approved respirators provided for regular or emergency use where needed?
- Is all protective equipment maintained in a sanitary condition and ready for use?
- Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?
- Where special equipment is needed for electrical workers, is it available?
- When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
- Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the Cal/OSHA noise standard?

WALKWAYS

- Are aisles and passageways kept clear?
- Are aisles and walkways marked as appropriate?
- Are wet surfaces covered with non-slip materials?
- Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating.
- Are spilled materials cleaned up immediately?
- Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
- Are changes of direction or elevations readily identifiable?
- Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
- Is adequate headroom provided for the entire length of any aisle or walkway?
- Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
- Are bridges provided over conveyors and similar hazards?

FLOOR AND WALL STAIRWAYS

- Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- Are toeboards installed around the edges of a permanent floor opening (where persons may pass below the opening)?
- Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?



- Is the glass in windows, doors, glass walls that are subject to human impact, of sufficient thickness and type for the condition of use?
- Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
- Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
- Are manhole covers, trench covers and similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
- Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self-closing feature when appropriate?

STAIRS & STAIRWAYS

- Are standard stair rails or handrails on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have at least a 6'6" overhead clearance?
- Do stairs angle no more than 50 and no less than 30 degrees?
- Are stairs of hollow-pan type treads and landings filled to noising level with solid material?
- Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches?
- Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- Do stairway handrails have a least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?
- Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
- Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Do stairway landings have a dimension measured in the direction of travel, at least equal to width of the stairway?
- Is the vertical distance between stairway landings limited to 12 feet or less?

ELEVATED SURFACES

- Are signs posted, when appropriate, showing the elevated surface load capacity?
- Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
- Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?
- Is a permanent means of access and egress provided to elevated storage and work surfaces?
- Is required headroom provided where necessary?
- Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
- Are dock boards or bridge plates used when transferring materials between docks and trucks or rail



cars?

EXITING OR EGRESS

- Are all exits marked with an exit sign and illuminated by a reliable light source?
- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", and the like?
- Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions?
- Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- Are there sufficient exits to permit prompt escape in case of emergency?
- Are special precautions taken to protect employees during construction and repair operations?
- Is the number of exits from each floor of a building, and the number of exits from the building itself, appropriate for the building occupancy load?
- Are exit stairways which are required to be separated from other parts of a building enclosed by at least two hour fire-resistive construction in buildings more than four stories in height, and not less than one-hour fire resistive construction elsewhere?
- When ramps are used as part of required exiting from a building, is the ramp slope limited to 1-foot vertical and 12 feet horizontal?
- Where exiting will be through frameless glass doors, glass exit doors, storm doors, and such are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

- Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- Are windows that could be mistaken for exit doors, made inaccessible by means of barriers or railings?
- Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort, when the building is occupied?
- Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
- Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the



path of traffic?

- Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

PORTABLE LADDERS

- Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- Are non-slip safety feet provided on each ladder?
- Are non-slip safety feet provided on each metal or rung ladder?
- Are ladder rungs and steps free of grease and oil?
- Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
- Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- Are employees instructed to face the ladder when ascending or descending?
- Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- Are employees instructed not to use the top 2 steps of ordinary stepladders as a step?
- When portable rung ladders are used to gain access to elevated platforms, roofs, and the like does the ladder always extend at least 3 feet above the elevated surface?
- Is it required that when portable rung or cleat type ladders are used the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
- Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?
- Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
- Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
- Are metal ladders inspected for damage?
- Are the rungs of ladders uniformly spaced at 12 inches, center to center?

HAND TOOLS & EQUIPMENT

- Are all tools and equipment (both, company and employee-owned) used by employees at their workplace in good condition?
- Are hand tools such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- Are worn or bent wrenches replaced regularly?
- Are appropriate handles used on files and similar tools?
- Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment that might produce flying materials or be subject to breakage?



- Are jacks checked periodically to assure they are in good operating condition?
- Are tool handles wedged tightly in the head of all tools?
- Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- Are tools stored in dry, secure location where they won't be tampered with?
- Is eye and face protection used when driving hardened or tempered spuds or nails?

PORTABLE (POWER OPERATED) TOOLS & EQUIPMENT

- Are grinders, saws, and similar equipment provided with appropriate safety guards?
- Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?
- Are portable circular saws equipped with guards above and below the base shoe?
- Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
- Are rotating or moving parts of equipment guarded to prevent physical contact?
- Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
- Are effective guards in place over belts, pulleys, chains, and sprockets, on equipment such as concrete mixers, air compressors, and the like?
- Are portable fans provided with full guards or screens having openings 1/2 inch or less?
- Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
- Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT GRINDERS

- Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
- Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?
- Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
- Are bench and pedestal grinders permanently mounted?
- Are goggles or face shields always worn when grinding?
- Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
- Does each grinder have an individual on and off control switch?
- Is each electrically operated grinder effectively grounded?
- Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- Are dust collectors and powered exhausts provided on grinders used in operations that produce large



amounts of dust?

- Are splashguards mounted on grinders that use coolant, to prevent the coolant reaching employees?
- Is cleanliness maintained around grinder?

POWDER ACTUATED TOOLS

- Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?
- Do the powder-actuated tools being used have written approval of the Division of Occupational Safety and Health?
- Is each powder-actuated tool stored in its own locked container when not being used?
- Is a sign at least 7" by 10" with bold type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
- Are powder-actuated tools left unloaded until they are actually ready to be used?
- Are powder-actuated tools inspected for obstructions or defects each day before use?
- Do powder-actuated tools operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

MACHINE GUARDING

- Is there a training program to instruct employees on safe methods of machine operation?
- Is there adequate supervision to ensure that employees are following safe machine operating procedures?
- Is there a regular program of safety inspection of machinery and equipment?
- Is all machinery and equipment kept clean and properly maintained?
- Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?
- Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?
- Is there a power shut-off switch within reach of the operator's position at each machine?
- Can electric power to each machine be locked out for maintenance, repair, or security?
- Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
- Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling?
- Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- Are all emergency stop buttons colored red?
- Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
- Are all moving chains and gears properly guarded?
- Are splashguards mounted on machines that use coolant, to prevent the coolant from reaching employees?
- Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?



- Are machinery guards secure and so arranged that they do not offer a hazard in their use?
- If special hand tools are used for placing and removing material, do they protect the operator's hands?
- Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?
- Do arbors and mandrels have firm and secure bearings and are they free from play?
- Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
- Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?
- If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?
- Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?
- Are saws used for ripping, equipped with anti-kick back devices and spreaders?
- Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

LOCKOUT BLOCKOUT PROCEDURES

- Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?
- Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
- Are all equipment control valve handles provided with a means for locking-out?
- Does the lockout procedure require that stored energy (i.e. mechanical, hydraulic, air,) be released or blocked before equipment is locked-out for repairs?
- Are appropriate employees provided with individually keyed personal safety locks?
- Are employees required to keep personal control of their key(s) while they have safety locks in use?
- Is it required that employees check the safety of the lock out by attempting a start up after making sure no one is exposed?
- Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
 - Are the appropriate electrical enclosures identified?
 - Is means provide to assure the control circuit can also be disconnected and locked out?

WELDING, CUTTING & BRAZING

- Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?
- Do all operator have a copy of the appropriate operating instructions and are they directed to follow them?
- Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or



leakage?

- Is care used in handling and storage of cylinders, safety valves, relief valves, and the like, to prevent damage?
- Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?
- Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds)

used?

- Are cylinders kept away from sources of heat?
- Is it prohibited to use cylinders as rollers or supports?
- Are empty cylinders appropriately marked their valves closed and valve-protection caps on?
- Are signs reading: DANGER NO-SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent posted?
- Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus keep free of oily or greasy substances?
- Is care taken not to drop or strike cylinders?
- Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?
- Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?
- Are liquefied gases stored and shipped valve-end up with valve covers in place?
- Are employees instructed to never crack a fuel-gas cylinder valve near sources of ignition?
- Before a regulator is removed, is the valve closed and gas released form the regulator?
- Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?
- Are pressure-reducing regulators used only for the gas and pressures for which they are intended?
- Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?
- Under wet conditions, are automatic controls for reducing no-load voltage used?
- Is grounding of the machine frame and safety ground connections of portable machines checked periodically?

- Are electrodes removed from the holders when not in use?
- Is it required that electric power to the welder be shut off when no one is in attendance?
- Is suitable fire extinguishing equipment available for immediate use?
- Is the welder forbidden to coil or loop welding electrode cable around his body?
- Are wet machines thoroughly dried and tested before being used?
- Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?
- Do means for connecting cables' lengths have adequate insulation?
- When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?



- Are firewatchers assigned when welding or cutting is performed, in locations where a serious fire might develop?
- Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?
- When floors are wet down, are personnel protected from possible electrical shock?
- When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
- Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?
- Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?
- Are employees exposed to the hazards created by welding, cutting, or bracing operations protected with personal protective equipment and clothing?
- Is a check made for adequate ventilation in and where welding or cutting is preformed?
- When working in confined places are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

COMPRESSORS & COMPRESSED AIR

- Are compressors equipped with pressure relief valves, and pressure gauges?
- Are compressor air intakes installed and equipped to ensure that only clean uncontaminated air enters the compressor?
- Are air filters installed on the compressor intake?
- Are compressors operated and lubricated in accordance with the manufacturer's recommendations?
- Are safety devices on compressed air systems checked frequently?
- Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?
- Are signs posted to warn of the automatic starting feature of the compressors?
- Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?
- Is it strictly prohibited to direct compressed air towards a person?
- Are employees prohibited from using highly compressed air for cleaning purposes?
- If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?
- When using compressed air for cleaning, do employees use personal protective equipment?
- Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?
- Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?
- When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
- When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?
- Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

COMPRESSED AIR RECEIVERS



- Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?
- Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?
- Is every air receiver provided with a drainpipe and valve at the lowest point for the removal of accumulated oil and water?
- Are compressed air receivers periodically drained of moisture and oil?
- Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?
- Is there a current operating permit issued by the Division of Occupational Safety and Health?
- Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS & CYLINDERS

- Are cylinders with a water weight capacity over 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?
- Are cylinders legibly marked to clearly identify the gas contained?
- Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?
- Are cylinders located or stored in areas where they will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons?
- Are cylinders stored or transported in a manner to prevent them creating a hazard by tipping, falling or rolling?

- Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?
- Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?
- Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?
- Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?
- Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

HOIST & AUXILIARY EQUIPMENT

- Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?
- Is the rated load of each hoist legibly marked and visible to the operator?



- Are stops provided at the safe limits of travel for trolley hoist?
- Are the controls of hoists plainly marked to indicate the direction of travel or motion?
- Is each cage-controlled hoist equipped with an effective warning device?
- Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves?
- Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times?
- Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground or working platform, guarded?
- Is it prohibited to use chains or rope slings that are kinked or twisted?
- Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?
- Is the operator instructed to avoid carrying loads over people?
- Are only employees who have been trained in the proper use of hoists allowed to operate them?

INDUSTRIAL TRUCKS - FORKLIFTS

- Are only trained personnel allowed to operate industrial trucks?
- Is substantial overhead protective equipment provided on high lift rider equipment?
- Are the required lift truck operating rules posted and enforced?
- Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?
- Does each industrial truck have a warning horn, whistle, gong or other device which can be clearly heard above the normal noise in the areas where operated?
- Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?
- Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?
- Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his/her grip on the device that controls the travel?
- Are industrial trucks with internal combustion engine operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?

SPRAYING OPERATIONS

- Is adequate ventilation assured before spray operations are started?
- Is mechanical ventilation provided when spraying operation is done in enclosed areas?
- When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
- Is the spray area free of hot surfaces?



- Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?
- Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?
- Is approved respiratory equipment provided and used when appropriate during spraying operations?
- Do solvents used for cleaning have a flash point of 100E F or more?
- Are fire control sprinkler heads kept clean?
- Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
- Is the spray area kept clean of combustible residue?
- Are spray booths constructed of metal, masonry, or other substantial noncombustible material?
- Are spray booth floors and baffles noncombustible and easily cleaned?
- Is infrared drying apparatus kept out of the spray area during spraying operations?
- Is the spray booth completely ventilated before using the drying apparatus?
- Is the electric drying apparatus properly grounded?
- Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
- Are the electric motors for exhaust fans placed outside booths or ducts?
- Are belts and pulleys inside the booth fully enclosed?
- Do ducts have access doors to allow cleaning?
- Do all drying spaces have adequate ventilation?

ENTERING CONFINED SPACES

- Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
- Before entry, are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated?
- Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?
- Is either natural or mechanical ventilation provided prior to confined space entry?
- Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substance and explosive concentrations in the confined space before entry?
- Is adequate illumination provided for the work to be performed in the confined space?
- Is the atmosphere inside the confined space frequently tested or continuously monitor during conduct of work?

- Is there an assigned safety standby employee outside of the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
- Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any questions as to the cause of an emergency?
- In addition to the standby employee, is there at least one other trained rescuer in the vicinity?
- Are all rescuers appropriately trained and using approved, recently inspected equipment?
- Does all rescue equipment allow for lifting employees vertically from a top opening?



- Are there trained personnel in First Aid and CPR immediately available?
- Is there an effective communication system in place whenever respiratory equipment is used and the employee in the confined space is out of sight of the standby person?
- Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
- Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
- Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
- If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
- Whenever combustion-type equipment is used in confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
- Is each confined space checked for decaying vegetation or animal matter, which may produce methane?
- Is the confined space checked for possible industrial waste, which could contain toxic properties?
- If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

ENVIRONMENTAL CONTROLS

- Are all work areas properly illuminated?
- Are employees instructed in proper first aid and other emergency procedures?
- Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?
- Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, and caustics?
- Is employee exposure to chemicals in the workplace kept within acceptable levels?
- Can a less harmful method or product be used?
- Is the work area's ventilation system appropriate for the work being performed?
- Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?
- Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?
- Are welders and other workers nearby provided with flash shields during welding operations?
- If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?
- Has there been a determination that noise levels in the facilities are within acceptable levels?
- Are steps being taken to use engineering controls to reduce excessive noise levels?
- Are proper precautions being taken when handling asbestos and other fibrous materials?



- Are caution labels and signs used to warn of asbestos?
- Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?
- Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?
- Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?
- Are all local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application? Are the ducts free of obstructions or the belts slipping?
- Is personal protective equipment provided, used and maintained wherever required?
- Are there written standard operating procedures for the selection and use of respirators where needed?
- Are restrooms and washrooms kept clean and sanitary?
- Is all water provided for drinking, washing, and cooking potable?
- Are all outlets for water not suitable for drinking clearly identified?
- Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- Are employees instructed in the proper manner of lifting heavy objects?
- Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?
- Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?
- Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored (traffic orange) warning vest?
- Are exhaust stacks and air intakes located that contaminated air will not be recirculated within a building or other enclosed area?
- Is equipment producing ultra-violet radiation properly shielded?

FLAMMABLE & COMBUSTIBLE MATERIALS

- Are combustible scrap, debris and waste materials (i.e. oily rags) stored in covered metal receptacles and removed from the worksite promptly?
- Is proper storage practiced to minimize the risk of fire including spontaneous combustion?
- Are approved containers and tanks used for the storage and handling of flammable and combustible liquids? Are all connections on drums and combustible liquid piping, vapor and liquid tight?
- Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?
- Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- Do storage rooms for flammable and combustible liquids have explosion-proof lights?
- Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
- Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
- Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
- Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are



removed from the worksite?

- Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- Are fire separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
- Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?
- Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
- Class A: Ordinary combustible material fires.
- Class B: Flammable liquid, gas or grease fires.
- Class C: Energized-electrical equipment fires.
- If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?
- Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
- Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?
- Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?
- Are employees trained in the use of fire extinguishers?
- Are extinguishers free from obstructions or blockage?
- Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- Are all extinguishers fully charged and in their designated places?
- Is a record maintained of required monthly checks of extinguishers?
- Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?
- Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
- Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?
- Are "NO SMOKING" rules enforced in areas involving storage and use of flammable materials?
- Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- Are all spills of flammable or combustible liquids cleaned up promptly?
- Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
- Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- Are spare portable or butane tanks, which are used by industrial trucks stored in accord with regulations?

FIRE PROTECTION

- Do you have a fire prevention plan?
- Does your plan describe the type of fire protection equipment and/or systems?



- Have you established practices and procedures to control potential fire hazards and ignition sources?
- Are employees aware of the fire hazards of the material and processes to which they are exposed?
- Is your local fire department well acquainted with your facilities, location and specific hazards?
- If you have a fire alarm system, is it tested at least annually?
- If you have a fire alarm system, is it certified as required?
- If you have interior standpipes and valves, are they inspected regularly?
- If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- Are fire doors and shutters in good operating condition?
- Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- Are fire door and shutter fusible links in place?
- Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?
- Is maintenance of automatic sprinkler system assigned to responsible persons or to a sprinkler contractor?
- Are sprinkler heads protected by metal guards, when exposed to physical damage?
- Is proper clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate number and type?
- Are fire extinguishers mounted in readily accessible locations?
- Are fire extinguishers recharged regularly and noted on the inspection tag?
- Are employees periodically instructed in the use of extinguishers and fire protection procedures?

HAZARDOUS CHEMICAL EXPOSURES

- Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, and the like?
- Are employees aware of the potential hazards involving various chemicals stored or used in the workplace-- such as acids, bases, caustics, epoxies, and phenols?
- Is employee exposure to chemicals kept within acceptable levels?
- Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
- Are all containers, such as vats and storage tanks labeled as to their contents--e.g. "CAUSTICS"?
- Are all employees required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, and respirators)?
- Are flammable or toxic chemicals kept in closed containers when not in use?
- Are chemical piping systems clearly marked as to their content?
- Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
- Have standard operating procedures been established and are they being followed when cleaning up chemical spills?



- Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?
- Are respirators intended for emergency use adequate for the various uses for which they may be needed?
- Are employees prohibited from eating in areas where hazardous chemicals are present?
- Is personal protective equipment provided, used and maintained whenever necessary?
- Are there written standard operating procedures for the selection and use of respirators where needed?
- If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?
- Are the respirators NIOSH approved for this particular application?
- Are they regularly inspected and cleaned sanitized and maintained?
- If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?
- Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?
- Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, and the like?
- Whenever possible, are hazardous substances handled in properly designed and exhausted booths or similar locations?
- Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace?
- Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor decreasing, and is it operating properly?
- Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?
- Is there a dermatitis problem--do employees complain about skin dryness, irritation, or sensitization?
- Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?
- If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean up?
- Are materials, which give off toxic asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?

HAZARDOUS SUBSTANCES COMMUNICATION

- Is there a list of hazardous substances used in your workplace?
- Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS) labeling, and employee training?
- Who is responsible for MSDSs, container labeling, employee training?
- Is each container for a hazardous substance (i.e. vats, bottles, storage tanks,) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- Is there a Material Safety Data Sheet readily available for each hazardous substance used?



- How will you inform other employers whose employees share the same work area where the hazardous substances are used?
- Is there an employee training program for hazardous substances?
- Does this program include:
 - An explanation of what an MSDS is and how to use and obtain one?
 - MSDS contents for each hazardous substance or class of substances?
 - Explanation of "Right to Know"?
 - Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?
 - The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?
 - Details of the hazard communication program, including how to use the labeling system and MSDSs?
 - How employees will be informed of hazards of non-routine tasks, and hazards of unlabeled pipes?

ELECTRICAL

- Are your workplace electricians familiar with the Cal/OSHA Electrical Safety Orders?
- Do you specify compliance with Cal/OSHA for all contract electrical work?
- Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
- Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?
- Are portable electrical tools and equipment grounded or of the double insulated type?
- Are electrical appliances such as vacuum cleaners, polishers, vending machines grounded?
- Do extension cords being used have a grounding conductor?
- Are multiple plug adapters prohibited?
- Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
- Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
- Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- Are flexible cords and cables free of splices or taps?
- Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, and equipment and is the cord jacket securely held in place?
- Are all cord, cable and raceway connections intact and secure?
- In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
- Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls)



determined before digging, drilling or similar work is begun?

- Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
- Is the use of metal ladders prohibited in area where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- Are disconnecting means always opened before fuses are replaced?
- Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- Are all electrical raceways and enclosures securely fastened in place?
- Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
- Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating).
- Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probably injury from inadvertent starting?
- Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
- Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
- Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?
- Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?
- Are employees prohibited from working alone on energized lines or equipment over 600 volts?

NOISE

- Are there areas in the workplace where continuous noise levels exceed 85 dBA? (To determine maximum allowable levels for intermittent or impact noise, see Title 8, Section 5097.)
- Are noise levels being measured using a sound level meter or an octave band analyzer and records being kept?
- Have you tried isolating noisy machinery from the rest of your operation?
- Have engineering controls been used to reduce excessive noise levels?
- Where engineering controls are determined not feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?



- Is there an ongoing preventive health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and use of personal protection?
- Is the training repeated annually for employees exposed to continuous noise above 85 dBA?
- Have work areas where noise levels make voice communication between employees difficult been identified and posted?
- Is approved hearing protective equipment (noise attenuating devices) available to every employee working in areas where continuous noise levels exceed 85 dBA?
- If you use ear protectors, are employees properly fitted and instructed in their use and care?
- Are employees exposed to continuous noise above 85 dBA given periodic audiometric testing to ensure that you have an effective hearing protection system?

FUELING

- Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?
- Are fueling operations done in such a manner that likelihood of spillage will be minimal?
- When spillage occurs during fueling operations, is the spilled fuel cleaned up completely, evaporated, or other measures taken to control vapors before restarting the engine?
- Are fuel tank caps replaced and secured before starting the engine?
- In fueling operations is there always metal contact between the container and fuel tank?
- Are fueling hoses of a type designed to handle the specific type of fuel?
- Is it prohibited to handle or transfer gasoline in open containers?
- Are open lights, open flames, or sparking or arcing equipment prohibited near fueling or transfer of fuel operations?
- Is smoking prohibited in the vicinity of fueling operations?
- Are fueling operations prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?
- Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

IDENTIFICATION OF PIPING SYSTEMS

- When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?
- When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?
- When pipelines are identified by color painting, are all visible parts of the line so identified?
- When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?
- When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?
- When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?



- When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?
- When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

MATERIAL HANDLING

- Is there safe clearance for equipment through aisles and doorways?
- Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?
- Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- Are vehicles shut off and brakes set prior to loading or unloading?
- Are containers or combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
- Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
- Are trucks and trailers secured from movement during loading and unloading operations? Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?
- Are hand trucks maintained in safe operating condition?
- Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
- Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
- At the delivery end of rollers or chutes, are provisions made to brake the movement of the handled materials.

- Are pallets usually inspected before being loaded or moved?
- Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?
- Are securing chains, ropes, chockers or slings adequate for the job to be performed?
- When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
- Are Material Safety Data Sheets available to employees handling hazardous substances?

TRANSPORTING EMPLOYEES & MATERIALS

- Do employees who operate vehicles on public thoroughfares have valid operator's licenses?
- When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?
- Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?

- When employees are transported by truck, are provision provided to prevent their falling from the vehicle?



- Are vehicles used to transport employees, equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?
- Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?
- Are employee transport vehicles equipped at all times with at least two reflective type flares?
- Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?
- When cutting tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?
- Are employees prohibited from riding on top of any load, which can shift, topple, or otherwise become unstable?

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

- Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?
- Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?
- Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?

- Where two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?
- Is adequate makeup air provided to areas where exhaust systems are operating?
- Is the intake for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment?
- Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

SANITIZING EQUIPMENT & CLOTHING

- Is personal protective clothing or equipment, that employees are required to wear or use, of a type capable of being easily cleaned and disinfected?
- Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?
- Are machines and equipment, which processes, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?
- Are employees prohibited from smoking or eating in any area where contaminants are present that could be injurious if ingested?
- When employees are required to change from street clothing into protective clothing, is a clean changeroom with separate storage facility for street and protective clothing provided?
- Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?



- When equipment, materials, or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will not contaminate non-regulated areas or the external environment?

TIRE INFLATION

- Where tires are mounted and/or inflated on drop center wheels is a safe practice procedure posted and enforced?
- Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings is a safe practice procedure posted and enforced?
- Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?
- Does the tire inflation control valve automatically shut off the airflow when the valve is released?
- Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?
- Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?

EMERGENCY ACTION PLAN

- Are you required to have an emergency action plan?
- Does the emergency action plan comply with requirements of T8CCR 3220(a)?
- Have emergency escape procedures and routes been developed and communicated to all employees?
- Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?
- Is the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?
- Are alarm systems properly maintained and tested regularly?
- Is the emergency action plan reviewed and revised periodically?
- Do employees know their responsibilities:
- For reporting emergencies?
- During an emergency?
- For conducting rescue and medical duties?

INFECTION CONTROL

- Are employees potentially exposed to infectious agents in body fluids?
- Have occasions of potential occupational exposure been identified and documented?
- Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?
- Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?
- Are employees aware of specific workplace practices to follow when appropriate? (Hand washing,



handling sharp instruments, handling of laundry, disposal of contaminated materials, reusable equipment.)

- Is personal protective equipment provided to employees, and in all appropriate locations?
- Is the necessary equipment (i.e. mouthpieces, resuscitation bags, and other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected patients?
- Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents/disinfectants to clean up spills?
- Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?
- Is infectious waste placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?
- Has medical surveillance including HBV evaluation, antibody testing and vaccination been made available to potentially exposed employees?
- Training on universal precautions?
- Training on personal protective equipment?
- Training on workplace practices, which should include blood drawing, room cleaning, laundry handling, clean up of blood spills?
- Training on needlestick exposure/management?
- Hepatitis B vaccinations?

ERGONOMICS

- Can the work be performed without eyestrain or glare to the employees?
- Does the task require prolonged raising of the arms?
- Do the neck and shoulders have to be stooped to view the task?
- Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?
- Can the work be done using the larger muscles of the body?
- Can the work be done without twisting or overly bending the lower back?
- Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?
- Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?
- Are all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body?

VENTILATION FOR INDOOR AIR QUALITY

- Does your HVAC system provide at least the quantity of outdoor air required by the State Building Standards Code, Title 24, Part 2 at the time the building was constructed?
- Is the HVAC system inspected at least annually, and problems corrected?
- Are inspection records retained for at least 5 years?



CRANE CHECKLIST

- Are the cranes visually inspected for defective components prior to the beginning of any work shift?
- Are all electrically operated cranes effectively grounded?
- Is a crane preventive maintenance program established?
- Is the load chart clearly visible to the operator?
- Are operating controls clearly identified?
- Is a fire extinguisher provided at the operator's station?
- Is the rated capacity visibly marked on each crane?
- Is an audible warning device mounted on each crane?
- Is sufficient illumination provided for the operator to perform the work safely?
- Are cranes of such design, that the boom could fall over backward, equipped with boomstops?
- Does each crane have a certificate indicating that required testing and examinations have been performed?
- Are crane inspection and maintenance records maintained and available for inspection?



Appendix B – OSHA Form 301

OSHA's Form 301 Injury and Illness Incident Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1215-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by _____
Title _____
Phone (____) _____-____ Date ____/____/____

Information about the employee

- 1) Full name _____
- 2) Street _____
City _____ State _____ ZIP _____
- 3) Date of birth ____/____/____
- 4) Date hired ____/____/____
- 5) Male
 Female

Information about the physician or other health care professional

- 6) Name of physician or other health care professional _____

- 7) If treatment was given away from the worksite, where was it given?
Facility _____
Street _____
City _____ State _____ ZIP _____

- 8) Was employee treated in an emergency room?
 Yes
 No
- 9) Was employee hospitalized overnight as an in-patient?
 Yes
 No

Information about the case

- 10) Case number from the Log _____ (Transfer the case number from the Log after you record the case.)
- 11) Date of injury or illness ____/____/____
- 12) Time employee began work _____ AM / PM
- 13) Time of event _____ AM / PM Check if time cannot be determined
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected; be more specific than "hurt," "pain," or "sore." *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) **What object or substance directly harmed the employee?** *Examples:* "concrete floor"; "chlorine"; "radial arm saw." *If this question does not apply to the incident, leave it blank.*
- 18) **If the employee died, when did death occur?** Date of death ____/____/____

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.



Appendix C - IDENTIFIED HAZARDS AND CORRECTION RECORD

IDENTIFIED HAZARDS AND CORRECTION RECORD

Date of Inspection: _____
Person Conducting Inspection: _____

UNSAFE CONDITION OR WORK PRACTICE	LOCATION	PRIORITY	PERSON ASSIGNED	CORRECTIVE ACTION TAKEN (DATE)



Appendix E - Hidden Valley Lake Community Services District Safety Policy



HIDDEN VALLEY LAKE
COMMUNITY SERVICES DISTRICT

PERSONNEL
HEALTH, SAFETY &
SECURITY

POLICY TITLE:	Safety and Health Program : Injury, Illness and Prevention Program	
POLICY #: 3501	ADOPTED DATE:	REVISION DATE:
	VICE PRESIDENT:	PRESIDENT:

The Board of Directors adopted this policy at its public meeting on the latest revision date. This version of the Policy, supersedes all other previous versions.

3501.1 PURPOSE

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

3501.2 TERMS

Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment, and instructions for use and care.



- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.

3501.2 PROTOCOLS

- The employer accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program-including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

ADOPTED AND APPROVED on June 16, 2020 by Roll Call Vote

AYES:

NOES: 0

ABSTAIN: 0

ABSENT: 0

Vice President to the Board

Attest: _____
Penny Cuadras, Secretary to the Board



Appendix F - California Code of Regulations, Title 8, Section 3203

§3203. Injury and Illness Prevention Program.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness

Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

(1) Identify the person or persons with authority and responsibility for implementing the Program.

(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

Exception: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:

(A) When the Program is first established;



Exception: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously

unrecognized hazard. (5) Include a procedure to investigate

occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously

been received; (D) Whenever new substances, processes, procedures or equipment are

introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,



(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(8) Allow employee

access to the Program. (A)

As used in this subsection:

1. The term “access” means the right and opportunity to examine and receive a copy.

2. The term “designated representative” means any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.

3. The term “written authorization” means a request provided to the employer containing the following information:

a. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;

b. The date of the request;

c. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and

d. The date upon which the written authorization will expire (if less than one (1) year). (B) The employer shall provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5)

business days after the request for access is received from an employee or designated representative.

a. Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.



b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies.
or,

2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

(C) The Program provided to the employee or designated representative need not include any of the records of the steps taken to implement and maintain the written Program.

(D) If an employer has distinctly different and separate operations with distinctly separate and different Programs, the employer may limit access to the Program (or Programs) applicable to the employee requesting it.

(E) The employer shall communicate the right and procedure to access the Program

to all employees. (F) Nothing in this section is intended to preclude employees and

collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

Exception: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.



(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

EXCEPTION NO. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection

(a)(7). Exception No. 4: Local governmental entities (any county, city, city and county, or

district, or any public or

quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a

member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.



Note2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

- (1) Meets regularly, but not less than quarterly;
- (2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;
- (3) Reviews results of the periodic, scheduled worksite inspections;
- (4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
- (5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
- (6) Submits recommendations to assist in the evaluation of employee safety suggestions; and
- (7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

Note: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

History



1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.
2. Editorial correction of subsection (a)(1) (Register 77, No. 41).
3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).
4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).
5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).
6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).
7. Amendment of subsection (b)(2), ExceptionNo. 1, new ExceptionNo. 3 through ExceptionNo. 4, Note2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).
8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).
9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).
10. Editorial correction of subsection (a)(4) (Register 2002, No. 46).
11. New subsections (a)(8)-(a)(8)(F) filed 3-3-2020; operative 7-1-2020 (Register 2020, No. 10).



**Hidden Valley Lake Community
Services District (HVLCD)
COVID-19 Exposure Control Plan**

Date Created: May 28, 2020

This document establishes the Hidden Valley Lake Community Service District (District) approach to coronavirus (COVID-19). This COVID-19 Exposure Control Plan (Plan) provides a response to enable the District to prepare for and mitigate against the risk of COVID-19 exposure to the District's office staff and field workers. This Plan supplements the District's Injury and Illness Prevention Program (IIPP).

This document is intended to be a "living document" that will evolve as the Center for Disease Control (CDC), the Department of Labor Occupational Safety & Health Administration (OSHA) and State and Local health officials release new information about COVID-19.

Resources

California Governor Executive Order:

<https://covid19.ca.gov/img/Executive-Order-N-33-20.pdf>

County of Lake Health Department:

<http://health.co.lake.ca.us/>

Department of Labor Occupational Safety & Health Administration (OSHA):

<https://www.osha.gov/SLTC/covid-19/controlprevention.html>

Center for Disease Control and Prevention (CDC):

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

California Water Environment Association (CWEA):

<http://cweawaternews.org/topics/coronavirus-safety-wastewater-workers/>.

California Association of Sanitation Agencies (CASA):

<http://casaweb.org/covid-19/>

Background

COVID-19 is a new disease and the CDC continues to learn about how it is spread. At this moment in time, COVID-19 is thought to spread mainly through close contact from person-to-person in respiratory droplets. There are two main routes of transmission of the COVID-19 virus, respiratory and contact. Respiratory droplets are generated when an infected person coughs or sneezes. Any person who is in close contact with someone who has respiratory symptoms (sneezing, coughing) is at risk of being exposed to potentially infective respiratory droplets. Droplets may also land on surfaces where the virus could remain viable; thus, the immediate environment of an infected individual can serve as a source of contact transmission.¹

Designation of Responsibility

The General Manager is responsible for ensuring the following:

- Communicating this Plan to all District staff.
- Disseminating COVID-19 Safety Communications to all District staff.
- Engaging District employees to solicit their feedback and concerns.
- Implementing the COVID-19 preventive measures identified in this plan.
- Convening a COVID-19 Employee Safety Committee to receive, document and respond to employee concerns.
- Communicating Employee COVID-19 cases to health authorities in accordance with federal and state laws.
- Updating this Plan to incorporate newly published COVID-19 information.

¹ World Health Organization, Interim guidance (March 19, 2020)
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DRAFT

Exposure - Risk Assessment (Site, Job, Worker)

According to online OSHA publications, there is no evidence to suggest that additional COVID-19-specific protections are needed for employees involved in wastewater management operations, including those at wastewater treatment facilities. OSHA recommends that employers ensure workers follow routine practices to prevent exposure to wastewater, including using the engineering and administrative controls, safe work practices, and PPE normally required for work tasks when handling untreated wastewater.

Based on available information from the CDC and OSHA, the District conducted a risk assessment of work it performs. It has determined that work performed by District employees who work in an office setting and in the field, locations are in low to medium risk exposure categories.

The following are definitions of each risk exposure category:

- **Very High** – High exposure risk due to medical work with known COVID-19 cases
- **High** – Similar to very high risk, medical staff working with patients with known or suspected exposure to COVID-19
- **Medium** – Frequent and/or close contact with the public – such as airport staff, retail staff and school staff
- **Lower Risk** – Job duties do not require contact with people known or suspected of being exposed to COVID-19 and do not have regular and ongoing contact with the public during the shelter-in-place. Workers can generally maintain 6 feet of clearance from other staff

Engineering Controls

There is no evidence to suggest that additional, COVID-19-specific protections are needed for employees involved in wastewater management operations, including those at wastewater treatment facilities. Wastewater treatment plant operations should ensure workers follow routine practices to prevent exposure to wastewater, including using the engineering and administrative controls, safe work practices, and PPE normally required for work tasks when handling untreated wastewater.²

² <https://www.osha.gov/SLTC/covid-19/controlprevention.html> (April 4, 2020)

The District currently provides employees job-specific safety hazard exposure trainings. All District employees are responsible for complying with safe and healthful work practices outlined in those trainings.

For low risk exposure jobs, the CDC recommends that employers such as the District continue to use its existing health and safety practices to prevent the spread of COVID-19.³

For medium risk exposure jobs, the District will implement the following measures wherever possible to control worker exposure to COVID-19:

Field Work Setting:

- Limit entrants to confined spaces and excavations.
- Size worksites to allow distancing between employees.
- Create defensible field worker zones (6ft diameter radius).
- All personnel are required to wear a face covering anywhere the public or other coworkers are present.

Office Work Setting:

- Restrooms Closed to the Public
- Encourage Telework when feasible
- Close the office to the public in accordance with State and local health orders.
- Establish electronic mail and telephone customer service processes.
- Provide hand sanitizers for employee and visitors.
- All personnel are required to wear a face covering when working in or walking through common areas such as hallways, stairways, or parking areas, and anywhere the public or other coworkers are regularly present.

Administrative Controls

Administrative controls are changes in work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous situations such as COVID-19.

³ See *Guidance on Preparing Workplaces for COVID-19* OSHA 2990-03-2020, at 21

To prevent the spread of COVID-19 and to protect its workers the District has considered and will carry out the following changes in work procedures where appropriate:

- Allow flexible workplace locations.
- Update leave policies in accordance with state and federal legislation.
- Facilitate flexible work hours (e.g. staggered work shifts).
- Allow teleworking for certain job functions by entering into telecommuting agreements with employees whose job descriptions are conducive to being performed remotely.
- Discontinue non-essential travel.
- Establish employee-based Remote Meeting Protocols.
- Conduct remote COVID-19 prevention trainings.
- Conduct regular work meetings by teleconference or by phone, including public meetings such as Board of Directors meetings.
- Limit any and all in-person meetings, participants to follow CDC social distancing guidelines.

Safe Work Practices

To further reduce exposure to COVID-19, the District will actively engage in the following safe practices at the District Office and WWTP facilities:

- Follow CDC social distancing guidelines to maintain a minimum 6 feet distance between employees and between people visiting the office.
- Ensure that adequate cleaning supplies are available.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and door handles.
- Provide employee with disposable wipes or equivalent cleaning supplies to clean commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks).
- Remind employees to cover their mouths and noses when coughing and sneezing, using crook of their elbow instead of hands.
- Provide employees with tissues and waste bins lined with a plastic bag so that they can be emptied without touching the contents.
- Instruct employees to clean their hands frequently with soap and water for at least 20 seconds.

- Encourage workers not to share their phones, computers, desks, tools and equipment.
- Disinfect tools and equipment between users.
- Wipe down vehicle handles and interior surfaces after every use.
- Avoid shaking hands; nod or wave instead.
- Require employees to stay at home if they are sick.
- Require employees who develop flu-like symptoms (i.e. cough, shortness of breath, fever) while at work to go home immediately. If there is any reason an employee suspects that they may have been in contact with COVID-19, they should follow CDC and local health officials' procedures.
- Discontinue non-essential in-person meetings.
- Use hand sanitizers or wash hands immediately after exchanging any documents with employees and office visitors.

Personal Protective Equipment (PPE)

Based on current information published by the CDC, wastewater and sewage workers should use standard practices, practice basic hygiene precautions, and wear personal protective equipment (PPE) as prescribed for current work tasks.⁴

In accordance with the District's Injury and Illness Prevention Program (IIPP), employees are required to protect themselves from hazardous exposures/conditions by using the proper personal protective equipment (PPE) when required or necessary for to complete their current job tasks.

The District provides gloves and face and eye protection to prevent worker exposure to job hazards. To prevent COVID-19 exposure, the District is requiring its employees to continue using these PPE preventions.

The District is actively monitoring the CDC, OSHA and State and Local health offices for emerging PPE COVID guidance. The District will update this plan when these agencies public new information and guidance.

Absenteeism

⁴ <https://www.cdc.gov/coronavirus/2019-ncov/php/water.html>

The District has developed procedures to maintain critical operations when necessary because of employee absences resulting from personal illness, caring for ill family members, and dismissal of early childhood programs and K-12 schools.

The District will consider implementing the following actions:

- Cross-train employees to carry out essential functions so the workplace can operate when essential staff are out.
- Identify alternative providers through mutual aid, contracts to support operations.
- Identify personnel backfill options (hire new employees, hire from temporary agencies, utilize personnel from other agencies, etc.).
- Develop priority operations based on critical operating functions.
- Prepare to temporarily suspend certain non-essential work.

District Communications with Employees

The District will provide employees regular informational updates via remote meetings, phone calls and electronic mails.

District communications may include the following types of information:

- Newly published CDC and OSHA COVID-19 prevention techniques.
- District operational status.
- New employee COVID-19 personnel policies and procedures.
- Changes in hours of operations, work assignments and employee work schedules.
- Essential meeting schedule (i.e. COVID-19 and worker safety trainings).
- Requests for employee involvement to update this Plan.

Procedures to Communicate with Employees and Other Employers Regarding Infection

To ensure District employees use appropriate precautions, the District will communicate with them regarding the suspected or confirmed infectious disease status of persons with whom they were exposed during their duties.

The District will also communicate this status with other employers whose employees were also exposed to the individual, such as those involved with transportation or care of the patient.

Strict confidentiality of employee health information will be followed; the employee's name cannot be disclosed other than as may be required to local health authorities.

Training

The District will provide trainings to all employees about this Plan. Trainings may be conducted in-person (with limited number of persons), or via remote meetings.

The trainings will include an opportunity for employees to ask questions. If employees are absent on the day of their scheduled training, the District will provide a make-up training.

Training includes the following:

- An explanation of the District's Exposure Control Plan and the means by which the employee can obtain a copy of the written plan and how they can provide input as to its effectiveness (i.e. electronically through an employee webpage or through electronic mail).
- A general explanation about COVID-19.
- How to identify signs and symptoms of COVID-19.
- An explanation of the modes of COVID-19 transmission and applicable source control procedures.
- An explanation of the basis for selection of personal protective equipment, its uses and limitations, and the types, proper use, location, removal, handling, cleaning, decontamination, and disposal of the items of personal protective equipment employees will use.
- An explanation of the procedure to follow if exposed to COVID-19, including the method of reporting the incident, and the medical follow-up necessary.