

RESOLUTION NO. 57-94
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER SALLY BEALS ON THE
17th DAY OF OCTOBER 1994.

A RESOLUTION AUTHORIZING AND DIRECTING THE CITY MANAGER, ON BEHALF OF THE CITY OF CENTERVILLE, TO ENTER INTO A CONTRACT WITH THE MIAMI VALLEY RISK MANAGEMENT ASSOCIATION AND THE MIAMI VALLEY CABLE COUNCIL TO PROVIDE OCCUPATIONAL SAFETY AND HEALTH SERVICES FOR EMPLOYEES OF THE CITY OF CENTERVILLE.

WHEREAS, the Miami Valley Risk Management Association and the Miami Valley Cable Council, in order to assist their membership and some additional cities in complying with state law and to provide safe and healthy work environments for their employees, has contracted with Sheridan Safety, Inc. to provide certain occupational safety and health services, including audits, training and safety policy and program development, and

WHEREAS, the City of Centerville desires to purchase such services through MVRMA and MVCC.

NOW THEREFORE, THE MUNICIPALITY OF CENTERVILLE HEREBY RESOLVES:

SECTION 1. The City Manager is hereby authorized and directed to enter into an Agreement with the Miami Valley Risk Management Association and the Miami Valley Cable Council for occupational safety and health services for employees of the City of Centerville, a copy of which Agreement is attached hereto, marked Exhibit "A" and incorporated herein.

PASSED this 17th day of OCTOBER,
1994.



Mayor of the City of Centerville,
Ohio

ATTEST:


Clerk of the Council of the
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of the Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Resolution Number 57-94, passed by the Council of the City of Centerville, Ohio, on the 17th day of OCTOBER, 1994.


ASSISTANT Clerk of Council

Approved as to form, consistency
with existing ordinances, the
charter and constitutional provisions.
Department of Law
Robert N. Farquhar
Municipal Attorney

AGREEMENT

This Agreement, dated _____, 1994, between the Miami Valley Risk Management Association, a non-profit corporation having its principal place of business at 1195 East Alex Bell Road, Centerville, Ohio 45459 (herein referred to as MVRMA), the Miami Valley Cable Council, a council of governments located at 1195 East Alex Bell Road, Centerville, Ohio 45459 (herein referred to as MVCC), and the city of Centerville.

Whereas, MVRMA and MVCC, in order to assist their membership and some additional cities in complying with state law and to provide safe and healthy work environments for their employees, has contracted with Sheridan Safety, Inc. to provide certain occupational safety and health services, including audits, training and safety policy and program development; and

Whereas, the City of Centerville desires to purchase such services through MVRMA and MVCC;

It is therefore agreed:

- I. Scope of Work. MVRMA and MVCC shall provide the following services to the City of Centerville through Sheridan Safety, Inc.
 - A. **Comprehensive safety and health audit of facilities and operations**
 1. Sheridan will complete a comprehensive audit consisting of the following:
 - a) pre-audit management meeting to review the audit work process and to introduce personnel
 - b) inspection of physical plant and equipment
 - c) interviews with supervisory personnel
 - d) review scope of operations and identify work tasks by department
 - e) written Summary of Findings
 - f) post audit meeting
 2. The written Summary of Findings shall summarize those steps necessary for each city to achieve compliance with House Bill 308 and shall include, but not be limited to, the following:
 - a) evaluation of physical plant and recommendations for compliance
 - b) analysis of work activities with emphasis on hazard identifications, abatement analysis, and training needs
 - c) identification of hazardous conditions requiring immediate abatement
 - d) recommended safety policies

- e) recommended training protocol including completion of a matrix matching job descriptions with recommended training as illustrated at Exhibit A attached hereto
 - f) recommended equipment
- B. **Develop comprehensive safety and health programs specific to the needs of each city**

The city shall receive a written comprehensive Safety and Health Plan. Each plan shall be site-specific and individualized, and include all policies and procedures relevant to the facilities and operations of the city in achieving compliance with House Bill 308.

These programs will be available in both hard copy and 3½" IBM compatible disk.

- C. **Open enrollment training classes on safety and health topics**
MVRMA and MVCC shall provide through Sheridan:

- a) open enrollment training split between its Dayton Park Drive facility, a mutually agreed upon facility in Cincinnati, Ohio, and possibly the MVCC facility in Centerville, Ohio.
- b) a training curriculum similar, but not limited to, the curriculum attached at Exhibit B as required by House Bill 308
- c) conduct training in accordance with a training schedule agreed upon by MVRMA, MVCC, and Sheridan
- d) provide written or skill based testing of training participants where required by House Bill 308 or otherwise appropriate
- e) provide certificates of completion to all training participants successfully completing training courses
- f) provide documentation of training including sample training material, lists of personnel trained, copies of certificates, and if relevant, copies of test results or performance evaluations
- g) legal and safety professionals shall be available for consultation pertaining to matters relating to House Bill 308 throughout the contract period at no additional charge

II. **Duration.** All services hereunder shall be performed prior to May 1, 1995.

III. **Cost.** The City of Centerville shall pay MVCC (fiscal agent for MVRMA/MVCC) a total of \$10,000.00 for the services of this contract, payable as follows: 50% on September 28, 1994, and

50% on January 27, 1995. A penalty of 5% of the amount due will be applied to late payments.

IV. Designated Coordinator. The City of Centerville agrees to designate a specific OSHA Project Coordinator for this program. This person shall be the contact at the city for matters relating to this program, and shall be responsible for coordinating all services provided under this contract within the city organization.

V. Cancellation. This agreement may be cancelled by MVRMA/MVCC if less than twenty (20) cities sign similar agreements.

In witness whereof, the parties have executed this Agreement this day and year first above written.

Robert F. Walker, Manager, MVCC

John Nielsen, Administrator, MVRMA

City of Centerville

By _____
(name/title)

(Finance Director's certification as to the availability of funds is to be attached.)

**MVCC OSHA Training Matrix
Training Curriculum**

Job Description	Foundations of Safety	Haz Com	Confined Space Entry	Fall Protection Awareness	Fall Protection and Prevention	Trenching & Shoring	Ergonomics
Clerical/Secretarial (Account Clerk, Clerk Typist, Payroll Clerk, Billing Clerk, Administrative Secretary)							
Custodian							
Inspectors* (Zoning, Building, Plumbing, Electrical, HVAC)							
Recreation Personnel (Programmers, Support Staff)							
Laborer* (Refuse Collection, Mowing, Street & Parks Maintenance)							
Truck Driver*							
Equipment Driver*							
Mechanic/Garage Helper*							
Skilled Maintenance Personnel							
Meter Reader*							
Sewer & Water Service Personnel*							
Plant Operator (Wastewater & Water)							
Supervisory Personnel*							
Department Heads/ Division Managers							
Dispatcher							
Police Officer*							
Fire Fighter*							
Paramedic/EMT*							

*Requires Driving Skills

**MVCC OSHA Training Matrix
Training Curriculum**

Job Description	Lockout/Tagout	Air Monitoring & Ventilation	HazMat Emergency	First Aid & CPR	Noise Protection	Respiratory Program	Construction Safety & Health Regulations	Wastewater Treatment Issues
Clerical/Secretarial (Account Clerk, Clerk Typist, Payroll Clerk, Billing Clerk, Administrative Secretary)								
Custodian								
Inspectors* (Zoning, Building, Plumbing, Electrical, HVAC)								
Recreation Personnel (Programmers, Support Staff)								
Laborer* (Refuse Collection, Mowing, Street & Parks Maintenance)								
Truck Driver*								
Equipment Driver*								
Mechanic/Garage Helper*								
Skilled Maintenance Personnel								
Meter Reader*								
Sewer & Water Service Personnel*								
Plant Operator (Wastewater & Water)								
Supervisory Personnel*								
Department Heads/ Division Managers								
Dispatcher								
Police Officer*								
Fire Fighter*								
Paramedic/EMT*								

*Requires Driving Skills

EXHIBIT B

MIAMI VALLEY RISK MANAGEMENT ASSOCIATION

PROPOSED TRAINING CURRICULUM

<u>Supervisors Courses</u>		<u>MAXIMUM # OF ATTENDEES PER SESSION</u>	<u>EST. FREQUENCY</u>	<u>TOTAL DAYS</u>
I	FOUNDATIONS OF SAFETY	50	2 X	6
	<ul style="list-style-type: none"> Introduction to OSHA/H.B. 308 Record Keeping Electrical Protection Machine Guarding Materials Handling/Storage Housekeeping Blood-borne Pathogens Personal Protective Equipment Fire Suppression Equipment Compressed Gases Flammable/Combustible Liquids Forklift Safety 			
	24 Hours			
II	HAZCOM (Hazard Communications)	50	4 X	4
	8 Hours			
III	CONFINED SPACE ENTRY			
	24 Hours - Supervisor	15	5 X	15
	8 Hours - Rescue	15	3 X	3
	8 Hours - Worker	20	3 X	3
IV	FALL PROTECTION AND PREVENTION	25	3 X	3
	<ul style="list-style-type: none"> Systems Walking, Working Surfaces Stairs, Ladders Means of Egress 			
	8 Hours			
	FALL PROTECTION AWARENESS (WORKER)	40	4 X	2
	4 Hours			
V	TRENCHING AND SHORING	25	2 X	2
	8 Hours			

EXHIBIT B
(cont'd)

VI	ERGONOMICS	50	2 X	1
	4 Hours			
VII	LOCKOUT/TAGOUT	25	4 X	2
	4 Hours			
VIII	AIR MONITORING & VENTILATION (GENERAL (WORK AREAS)	25	4 X	2
	4 Hours			
IX	HAZARDOUS MATERIALS EMERGENCIES (EMERGENCY RESPONSE AND/OR TSD FACILITIES)	20		
	8 Hours		2 X	2
	24 Hours		2 X	6
	40 Hours		2 X	10
X	FIRST AID & CPR	25	3 X	3
	8 Hours			
XI	NOISE PROTECTION	50	2 X	1
	4 Hours			
XII	RESPIRATORY PROGRAM	25	4 X	4
	8 Hours			
XIII	CONSTRUCTION SAFETY & HEALTH REGULATIONS	25	2 X	2
	8 Hours			
XIV	WASTE WATER TREATMENT ISSUES	25	2 X	2
	. Chemical Process Safety			
	. Chemical Hygiene Plan for Laboratories			72
	8 Hours			