| **Management Plan Roles** | **Agency or Town Department** | **Contact Person and Title** | **Contact Information****Phone and Email** |
| --- | --- | --- | --- |
| **Emergency Action Plan (EAP)** |
| * Positions who may be required to perform rescue and medical duties (if any).
 |  |  |  |
| * Position who can be contacted for EAP.
 |  |  |  |
| **Fire Extinguisher (FE) Requirements**  |
| * Procurement – responsible for obtaining a contract with a vendor to provide, inspect & recharge fire extinguisher.
 |  |  |  |
| * Responsible for locating Fire Extinguishers in required locations and conducting monthly visual inspections.
 |  |  |  |
| * Positions responsible for using FE (if any).
 |  |  |  |
| * Position providing and tracking employee FE training (if employer requires any employees to use FE). *Use by employees is not required by law, even if you are required to have one.*
 | District conducts initial training and maintains sign in sheet.Town keeps log of all employee training. | Jan Ameen, Director |  |
| **Fire Prevention Plan**  |
| * Positions responsible for maintaining equipment to prevent or control sources of ignition or fires.
 |  |  |  |
| * Position responsible for control of fuel source hazards.
 |  |  |  |
| **Hazard Communication (HC)** |
| * Plan Compliance - Position monitoring employee and contractor compliance with HC plan.
 |  |  |  |
| * Labeling - Position ensuring labeling of all containers with primary or workplace (secondary) labels.
 | FCSWMD provides labels and ensures maintenance of labels during inspections. | Jan Ameen, Director |  |
| * SDSs – obtaining, reviewing and maintaining SDSs, and making them available to employees
 | FCSWMD will provide initial generic SDSs and \_\_\_\_\_\_\_\_in town will maintain them. | Jan Ameen, Director |  |
| * Training – ensure training is conducted and HC program is implemented.
 | FCSWMD will provide training, and \_\_\_\_\_\_\_\_\_ in town will ensure attendants attend.  | Jan Ameen, Director |  |
| **Hazard Communication (HC), Continued** |
| * Contractor Communication
	+ Provide contractors with SDSs for haz mat they might be exposed to, and info on location of SDSs.
	+ Identify haz mat that contractor will bring and use on town property.
 |  |  |  |
| **Lock Out/Tag Out (LO/TO) for compactors -** please note that if you have the compactor serviced by an outside contractor, you do not need to do the following tasks formatted in italics |
| * Coordinates all LO/TO activities with outside contractors.
 |  |  |  |
| * *Employees authorized to do LO/TO procedure (must be trained & sign LO/TO plan).*
 |  |  |  |
| * *Employees authorized to remove lockout devices by other than the person who applied the device.*
 | Need a protocol |  |  |
| * Employees who notify affected employees of a LO/TO procedure to be implemented and when the lock has been removed.
 | Jan Ameen for the compactor |  |  |
| **LO/TO, continued** |
| * Affected employees made aware of LO/TO program, to be trained & notified when the procedure is to be implemented.
 | Transfer Station Attendants |  |  |
| * Ensuring LO/TO program provides safe servicing of machine *and conducts accident investigation involving LO/TO accidents*.
 |  |  |  |
| * *Conducts inspections at least annually. Must be authorized employee not using systems to be inspected.*
 |  |  |  |
| * *Evaluates LO/TO program annually.*
 |  |  |  |
| **Personal Protective Equipment (PPE)** |
| * Position who will conduct a PPE hazard assessment.
 | FCSWMD - completed | Jan Ameen, Director |  |
| * Position who will purchase, maintain and replace PPE.
 | FCSWMD will purchase for non-super sites.Town will refund.Attendant maintains PPE. |  |  |
| **B****loodborne Pathogen (BBP)/Exposure Control Plan - Syringe Plan/Hep B log-declination**  |
| * Position to coordinate medical aspects of ECP - offering of Hep B vaccinations, reporting and follow-up of needlestick and BBP exposures, etc.
 | FCSWMD | Jan Ameen, Director |  |
| * Serves as Training Coordinator
 | FCSWMD for first yearTown \_\_\_ thereafter | Jan Ameen, Director |  |
| * Designated positions to pick-up syringes. See requirements in footnote.[[1]](#footnote-1)
 | Attendants |  |  |
| **Confined Space** |
| * Position to hire contractor (e.g. service, inspect, clean, or maintain compactor) who is “permitted” to enter the compactor.
 |  |  |  |
| Confined Space, Continued |
| * Position to provide signage and a lock for the compactor to secure it to unauthorized access.
 |  |  |  |

1. * They must have:
		+ been offered Hep-B vaccine within 10 days of assignment (FRCOG can provide for member towns)
		+ syringe pick up supplies – ordered through FCSWMD, refunded by town to FCSWMD
		+ a procedure in place to provide immediate medical care for needlestick or BBP exposure, Town
		+ pre-assignment and annual Bloodborne Pathogen training – FCSWMD initially, Town thereafter [↑](#footnote-ref-1)