

Worker Safety and Health Support Annex-DRAFT

Coordinating Agency

Human Resources
Risk Management
Occupational Health Clinic

Cooperating Agencies

Fire-EMS Department
Police Department
Public Works Department
General Services Department
Parks and Recreation
Sheriff's Department
Virginia Department of Health - Roanoke Health Department
Virginia Department of Labor and Industry

I. Introduction

A. Purpose:

This annex provides guidelines for implementing worker safety and health support functions during potential or actual incidents. This annex describes the actions needed to ensure that threats to the responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during incident management operations.

B. Scope:

This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for all emergency responders and response organizations during potential and actual emergencies or disasters. While this annex addresses coordination and the provision of technical assistance for incident safety management activities, it does not address public health and safety.

Coordination mechanisms and processes used to provide technical assistance for carrying out incident safety management activities include identification and characterization of incident hazards, assessments and analyses of health risks and exposures to responders, medical monitoring, and incident risk management.

C. Policies:

1. Emergency Support Function (ESF) #5 – Emergency Management activates the Human Resources/Risk Management Office in conjunction with the Occupational Health Clinic, as the overall coordinator for Worker Safety and Health technical support. However, specific cooperating agencies, especially Fire and Police, and Sheriff's Departments who train intensively for certain situations shall maintain

control of operations to address those situations as well as coordination of efforts so related.

2. Risk Management and Safety assistance and coordination, as described in this annex, may be requested during the course of an incident if specific needs are identified; all normal reporting operating procedures will remain in effect unless otherwise noted;
3. Private sector employers are responsible for the safety and health of their own employees;
4. Municipal governments are responsible for worker health and safety pursuant to state and local statutes, and in some cases 40 CFR 311, Worker Protection. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions;
5. This annex does not replace the primary responsibilities of the government and employers; rather, it ensures that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health; and
6. Several State and Federal agencies have oversight authority for responders and response operations. While these agencies retain their authorities, they are expected to work with local, state, federal and private sector responders prior to and during response operations to ensure the adequate protection of all workers.

II. Concept of Operations

A. General:

Except as noted above in I. C. 1., Risk Management coordinates safety and health assets to provide proactive consideration of all potential hazards, ensures availability and management of all safety resources needed by the responders; shares responder safety-related information, and coordinates among local, state, and federal agencies and government and private sector organizations involved in incident response.

B. Organization:

1. Coordination through Existing Organizations and Committees:
 - a. Virginia Regional Response Hazardous Materials Response Team supports the National Response Team (NRT) under The National Oil and Hazardous Substances Pollution Contingency Plan (NCP) and the Code of Federal Regulations (40 CFR part 300) outline the role of the NRT and Regional Response Teams (RRTs); and
 - b. Pre-incident coordination also involves other existing departments that focus attention on responder health and safety.
2. Worker Safety and Health Support Coordination Committee:
 - a. This committee, comprised of the risk manager, safety officer, claims assistant, occupational health nurse, and support from Human Resources and

cooperating agencies provides the proactive integration of worker safety and health assets needed for preparedness at all levels of government.

- b. Risk Management coordinates this group through meetings and interagency exercises, or attends meetings and exercises scheduled by cooperating agencies.
3. Pre-Incident Planning Guidance Development and Distribution
 - a. Risk Management or others as noted above in I. C. 1, works with organizations to coordinate the consolidation of responder safety and health-related guidance documents, regulations, and resources in one location. This information is provided to other agencies, responders, and public health departments and emergency management agencies; and
 - b. Risk Management or others as noted above in I. C. 1, works with other City Departments that develop and fund responder training to ensure their curricula are consistent in content and message for each level of responder (skilled support, operations level, etc.) and that they support the preparedness objectives listed in the National Incident Management System (NIMS).
 4. Prevention Guidance Development and Distribution:
 - a. Risk Management coordinates with cooperating agencies to develop and disseminate information on the likely hazards associated with potential incidents and the preventive actions that can be taken to reduce or eliminate illnesses and injuries that may result from hazardous exposure.
 5. Risk Management or others as noted above in I. C. 1., or department specific Safety Officers supports worker safety by:
 - a. Providing occupational safety and health technical advice to the Incident Safety Officer either at the EOC, Joint Field Office (JFO), or Disaster Recovery Center (DRC);
 - b. Undertaking site-specific occupational safety and health plan development and implementation, and ensuring that plans are coordinated and consistent among multiple sites, as appropriate;
 - c. Identifying and assessing health and safety hazards and characterizing the incident environment;
 - d. Carrying out responder personal exposure monitoring for chemical and biological contaminants, and physical stressors (e.g., noise, heat/cold)
 - e. Assessing responder safety and health resource needs and identifying sources for those assets;
 - f. Coordinating and providing incident-specific responder training;
 - g. Developing, implementing, and monitoring an incident personal protective equipment (PPE) program, including the selection, use, and decontamination of PPE; implementation of a respiratory protection fit-test program; and distribution of PPE;
 - h. Collecting and managing data (exposure data, accident/injury documentation, etc) to facilitate consistent data-formatting and data-sharing among response organizations;

- i. Providing psychological first aid during and after incident response and recovery activities;
- j. Providing responder medical surveillance and medical monitoring and, in conjunction with the Health Department evaluating the need for longer term epidemiological medical monitoring and surveillance of responders; and
- k. Identifying, in coordination with the Virginia Department of Health, appropriate immunization and prophylaxis for responders and recovery workers.

III. Responsibilities

A. Primary Department (Human Resources/Risk Management)

- 1. As Annex Coordinator, assist EOC, JFO, or DRC Unified Command by providing and coordinating technical support for responder health and safety;
- 2. Provide technical advice;
- 3. Identify hazards and risks associated with response and recovery activities;
- 4. Ensure appropriate immunizations and provided to responders;
- 5. Resolve technical, procedural, and risk assessment conflicts, if necessary through normal procedures;
- 6. Monitor responders for chemical and/or biological contamination; and
- 7. Provide appropriate workplace safety training.

B. All Support Departments

- 1. Identify qualified Safety Officers to train, monitor, and brief department personnel on hazards, specific reporting procedures, PPE, decontamination, etc.
- 2. Provide Critical Incident Stress Management (CISM) or Critical Incident Stress Debriefing (CISD) opportunities to staff;
- 3. Provide psychological and physical first aid; and
- 4. Participate in Worker Safety and Health Support Coordination Committee.