



Wildfire Smoke Safety Policy

PURPOSE

To establish, implement, and maintain an effective Wildfire Smoke Policy in accordance with Cal/OSHA, Title 8 California Code of Regulations §5141.1 Protection from Wildfire Smoke.

SCOPE

The City's Wildfire Smoke Safety Policy applies to worksites where the current Air Quality Index (AQI) for airborne particulate matter (PM2.5) is 151 or greater and where it is reasonably anticipated employees could be exposed to wildfire smoke.

The following work locations and operations are exempt from this policy:

- Enclosed buildings or structures where the air is filtered by a mechanical ventilation system
- Enclosed vehicles where the air is filtered by a cabin air filter
- The AQI for PM2.5 is below 151
- Employees who are exposed to a current AQI for PM2.5 of 151 or greater for a total of one hour or less during a shift

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is "particulate matter," the tiny particles suspended in the air.

Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death. Employees over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects. The smallest and usually the most harmful particulate matter is called PM2.5 because it has a diameter of 2.5 micrometers or smaller.

REPORTING

Employees who show signs of injury or illness due to wildfire smoke exposure are allowed to seek medical treatment without fear of reprisal. Employees should immediately report any injury or illness caused by wildfire smoke to their supervisor or Human Resources. At such time, employees will be directed to the City's designated medical facility.

RESPONSIBILITIES

Directors, managers and/or supervisors are responsible for communicating to employees who may be exposed to wildfire smoke during the performance of their duties, and should perform the following actions by:

- Checking the AQI for PM2.5 before each shift and periodically thereafter during wildfire smoke hazards using any of the following websites:
 - www.AirNow.gov
 - U.S. Forest Service: <https://tools.airfire.org/>
 - Local air district: www.arb.ca.gov/capcoa/dismap.htm.
 - PurpleAir: <https://www2.purpleair.com/>
 - The EPA website www.enviroflash.info can transmit daily and forecasted AQIs by text or email for particular cities or zip codes.
- Informing employees of the current AQI for PM2.5 as identified above
- Providing information to employees about the protective measures available to reduce their wildfire smoke exposure
- Encouraging employees to inform their supervisor of worsening air quality

Employees are responsible for:

- Communicating worsening air quality to their supervisor or manager
- Immediately reporting adverse symptoms to their supervisor that may be a result of the wildfire smoke, such as difficulty breathing and/or chest pain
- Seeking immediate medical attention for themselves or co-workers, if necessary

PROCEDURES

CONTROL OF HARMFUL EXPOSURES TO EMPLOYEES

The City shall reduce employee exposure to air quality conditions above a current AQI of 151 for PM2.5 or higher whenever feasible. Examples include, but are not limited to:

- Locating work in enclosed structures or vehicles where the air is filtered
- Changing procedures, as moving employees to a place with a lower current AQI for PM2.5
- Reducing work time in areas with unfiltered air
- Increasing rest time and frequency and providing a rest area with filtered air
- Reducing the physical intensity of the work to help lower the breathing and heart rates

If the exposure to employees cannot be reduced to less than 151 AQI for PM2.5, respirators will be provided for voluntary use, and employees will be encouraged to wear them. Respirators may also be use on a voluntary basis when the AQI for PM2.5 is less than 151. However, when the current AQI for PM2.5 is greater than 500, respirator use will be required. Employees should contact their supervisor if they need additional respirators.

EMPLOYEE TRAINING

The City shall provide employees who work outdoors with virtual or in-person training on the health and safety issues relating to wildfire smoke. If training is conducted in-person, the supervisor or person leading the meeting, shall use this policy and Attachments A and B.

Training shall contain the following information:

- The health effects of wildfire smoke.
- How to obtain medical treatment.
- How to obtain the current Air Quality Index (AQI) for PM2.5.
- The City's method to communicate hazards to employees and how employees can report safety hazards.
- Protection for employees from wildfire smoke.
- The importance, limitations, and benefits of using an N95 mask when exposed to wildfire smoke.
- How to properly put on, use, and maintain the respirators.

EMERGENCY RESPONSE

In emergencies, including rescue and evacuation, the requirements to reduce employee exposure do not apply. During emergencies, the City shall increase rest time and frequency, provide a rest area with filtered air and reduce the physical intensity of the work to the extent possible.



ATTACHMENT A

WILDFIRE SMOKE SAFETY COMMUNICATION

HEALTH EFFECTS OF WILDFIRE SMOKE

Although wildfire smoke may contain hazardous chemicals, the main exposure concern for people who are not close to the fire are the tiny particles (particulate matter) suspended in the air. The smallest particles, called PM2.5 because their diameter is 2.5 microns or less, are considered most harmful because they can penetrate deep within the respiratory system.

Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as: reduced lung function, bronchitis, worsening of asthma, heart failure, and early death.

Individuals over 65 and those who have existing heart/lung conditions are more likely to suffer from serious health effects.

PROTECTION FROM WILDFIRE SMOKE

Protective measures are required to limit employee exposure when the regional Air Quality Index (AQI) for PM2.5 is 151 or greater. Examples of protective methods include:

1. Moving work inside buildings or vehicles where the air is filtered.
2. Limiting outside work time or time indoors where air filtration is not provided.
3. Increasing rest time and frequency and providing a rest area with filtered air.
4. Reducing the physical intensity of the work to help lower the breathing and heart rates.

THE RIGHT TO OBTAIN MEDICAL TREATMENT WITHOUT FEAR OF REPRISAL

Employees who experience symptoms caused by wildfire smoke exposure may seek medical treatment, and employers may not punish the affected employees for seeking such treatment.

For emergency medical attention, proceed to The nearest hospital or call 9-1-1.

- For non-health threatening concerns, call the Company Nurse at 1-877-854-6877 for advice.

OBTAINING THE CURRENT AIR QUALITY INDEX (AQI) FOR PM2.5

Various government agencies monitor the air at locations throughout California and report the current AQI for those regions. Although AQIs exist for several pollutants, wildfire smoke health standards are specifically based on the AQI for PM2.5.

- To find the current and forecasted AQI for PM2.5, go to www.AirNow.gov and enter the work location zip.

Air Quality Index (AQI) Categories for PM2.5	Levels of Health Concern
0 to 50	Good
51 to 100	Moderate
101 to 150	Unhealthy for Sensitive Groups
151 to 200	Unhealthy
201 to 300	Very Unhealthy
301 to 500	Hazardous

SUPERVISOR RESPONSIBILITIES*

For employees assigned more than one (1) hour of work outdoors (or indoors without air filtration) per work shift during a wildfire smoke event, the supervisor shall:

- 1) Check the current AQI before and periodically during the workday, AND
- 2) If the current AQI for PM2.5 is 151 or more:
 - a. Provide wildfire smoke awareness training to affected employees.
 - b. Alert employees the AQI has reached an unhealthy level and instruct them specific protective measures they must take.
 - c. Encourage employees, without fear of reprisal, to report back when the air quality is getting worse, or if they are suffering from any symptoms due to air quality.
 - d. Offer voluntary N95 respirators, and encourage their safe use.

***As required by Cal/OSHA Title 8 CCR 5141**

PROTECTION FROM WILDFIRE SMOKE-- N95 RESPIRATOR USE

Respirators can be an effective way to reduce exposure to wildfire smoke when they are properly selected and worn.

- When the current AQI for PM2.5 is 151 or greater, respirators will be provided for voluntary use to employees who are at risk of exposure for more than one hour/shift. If the current AQI is greater than 500, respirator use is required.
- Respirators should be used properly and kept clean.

PRECAUTIONS

1. A N95 filtering face piece respirator is the minimum level of protection for wildfire smoke. A NIOSH approval and mask protection rating (e.g., N95, N100, P100) should appear on the respirator or respirator packaging.
 - Surgical masks or items worn over the nose and mouth (e.g., scarves, t-shirts, bandannas) will not provide protection against wildfire smoke.
2. Read and follow the manufacturer's instructions on the respirator's use, maintenance, cleaning, and care, along with any warnings regarding the respirator's limitations. The manufacturer's instructions for medical evaluations, fit testing, and shaving should also be followed, although doing so is not required for voluntary use of filtering facepiece respirators.
3. Do not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particulates will not protect employees against gases or vapors, and it will not supply oxygen.
4. Keep track of your respirator so that it is not mistakenly used by someone else.
5. Employees with a heart or lung condition should consult with their personal physician prior to respirator use.

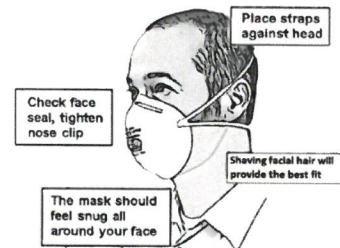
PROPERLY PUT ON, USE, AND MAINTAIN N95 RESPIRATORS

To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. Loose-fitting powered air purifying

respirators may be provided for people with facial hair since they do not have seals that are affected by facial hair.

- The proper way to put on a respirator depends on the type and model of the respirator.

For those who use a N95 or other filtering facepiece respirator mask that is made of filter material:



1. Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.
2. Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely.
 - For a respirator that relies on a tight seal of the face, check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face. The more air leaks under the seal, the less protection the user receives.
 - N95 respirator masks should be worn for a maximum of 8 hours and otherwise be replaced if they are damaged, deformed, dirty, or difficult to breathe through.
 - Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift.
 - If you have symptoms such as difficulty breathing, dizziness, or nausea, go to an area with cleaner air, take off the respirator, and seek medical attention.

For questions regarding protection from wildfire smoke, please contact your supervisor, department head or Human Resources.



ATTACHMENT B

SAFETY TRAINING SIGN IN SHEET

Meeting Location: _____

Meeting Leader: _____

Date: _____

Time: _____

Subject of Meeting and Topics/Items Covered: Wildfire Smoke Training

- City's policy
- Health effects of wildfire smoke
- Protection from wildfire smoke
- Right to obtain medical treatment
- Obtaining current Air Quality Index
- N95 Respirator Use
- Precautions

Additional Notes:

Name (Print)	Signature:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

Name (Print)	Signature:
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	