

BUXTON FIRE-RESCUE

ANNUAL BLS MANDATORY TRAINING CLASS 2023



WHAT WE WILL COVER...

- REVIEW OF THE FOLLOWING:
 - HAZARDOUS MATERIALS REFRESHER AWARENESS
 - EXPOSURE CONTROL PLAN
 - RESPIRATORY PROTECTION
 - FIRE EXTINGUISHERS
 - WORKPLACE HARASSMENT



HAZARDOUS MATERIALS AWARENESS 2023







HAZARDOUS MATERIALS AWARENESS LEVEL

- OSHA 1910.120(G)(6)(I)
 - FIRST RESPONDERS AT THE AWARENESS LEVEL ARE INDIVIDUALS WHO ARE LIKELY TO WITNESS OR DISCOVER A HAZARDOUS SUBSTANCE RELEASE AND WHO HAVE BEEN TRAINED TO INITIATE AN EMERGENCY RESPONSE SEQUENCE BY NOTIFYING THE PROPER AUTHORITIES OF THE RELEASE. THEY WOULD TAKE NO FURTHER ACTION BEYOND NOTIFYING THE AUTHORITIES OF THE RELEASE.





TRAINING OBJECTIVES (1 OF 3)

- THE RESPONDER SHALL HAVE AN UNDERSTANDING OF WHAT HAZARDOUS SUBSTANCES ARE AND THE RISKS ASSOCIATED WITH THEM IN AN INCIDENT.
- THE RESPONDER SHALL HAVE AN UNDERSTANDING OF THE POTENTIAL OUTCOMES ASSOCIATED WITH AN EMERGENCY CREATED WHEN HAZARDOUS SUBSTANCES ARE PRESENT



TRAINING OBJECTIVES (2 OF 3)

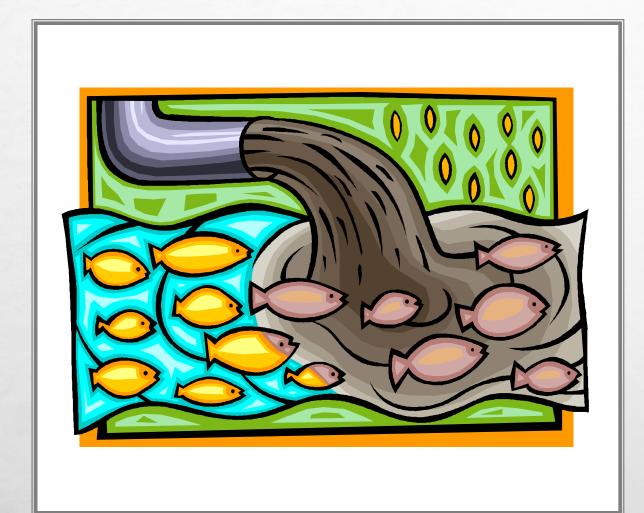
- THE RESPONDER SHALL HAVE THE ABILITY TO RECOGNIZE THE PRESENCE OF HAZARDOUS SUBSTANCES IN AN EMERGENCY.
- THE RESPONDER SHALL BE ABLE TO IDENTIFY THE HAZARDOUS SUBSTANCES, IF POSSIBLE.



TRAINING OBJECTIVES (3 OF 3)

- THE RESPONDER SHALL HAVE AN UNDERSTANDING OF THEIR ROLE IN THE EMERGENCY RESPONSE INCLUDING SITE SECURITY AND CONTROL AND THE USE OF THE U.S. D.O.T EMERGENCY RESPONSE GUIDEBOOK.
- THE RESPONDER SHALL HAVE THE ABILITY TO REALIZE THE NEED FOR ADDITIONAL RESOURCES, AND TO MAKE THE APPROPRIATE NOTIFICATIONS TO THE COMMUNICATION CENTER.





HAZARDOUS SUBSTANCES

 DANGEROUS GOODS, ALSO CALLED HAZARDOUS MATERIALS OR HAZ. MAT., ARE SOLIDS, LIQUIDS, OR GASES THAT CAN HARM PEOPLE, OTHER LIVING ORGANISMS

DANGERS OF HAZARDOUS SUBSTANCES

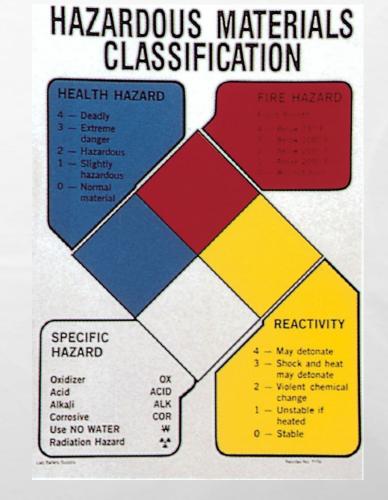
- CONTAMINATION
- ILLNESS
- INJURY
- DEATH
- LONG LASTING ENVIRONMENTAL EFFECTS
- DECOMPOSITION



Chemical Degloving from Sulfuric Acid Exposure

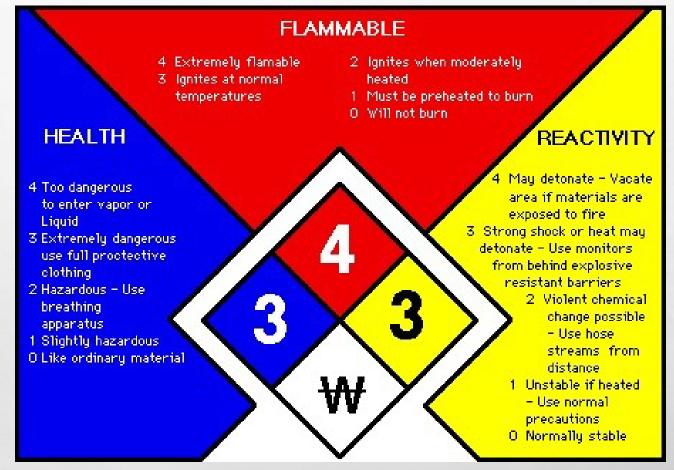


HAZ. MAT. IDENTIFICATION





NFPA 704

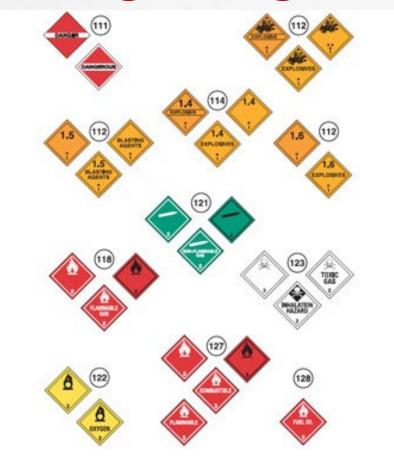


(OXY - Oxidizer / ACID - Acid / ALK - Alkali / COR - Corrosive)

第,大声与左右上下的声音



PLACARDS



Hazard Class Name	Hazard Class Number	Color
Explosives	1	Orange
Poisonous Gases	2	White
Compressed Gases	2	Green
Flammable Gas	2	Red
Flammable Liquids	3	Red
Flammable Solids (dangerous when wet)	4	Blue/Red/ White
Oxidizers	5	Yellow
Poison Liquids	6	White
Radioactive Substances	7	Yellow/White
Corrosives	8	Black/White
Miscellaneous Hazardous Materials	9	



ERG AND SHIPPING PAPERS

• THE 2020 ERG HAS A SPECIAL SECTION (INSIDE THE FRONT COVER) THAT SPECIFICALLY COVERS SHIPPING PAPERS.

SHIPPING DOCUMENTS (PAPERS)

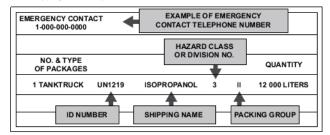
Shipping Documents (Papers) are synonymous and can be found as follows:

- Road kept in the cab of a motor vehicle
- · Rail kept in possession of a crew member
- Aviation kept in possession of the aircraft pilot
- · Marine kept in a holder on the bridge of a vessel

Shipping Documents (Papers) provide vital information regarding the hazardous materials/dangerous goods to initiate protective actions*

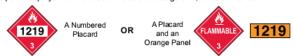
Information provided:

- 4-Digit Identification Number, UN or NA (go to Yellow Pages) **
- · Proper Shipping name (go to Blue Pages)
- · Hazard Class or Division number of material
- Packing Group
- Emergency Response Telephone Number
- Information describing the hazards of the material (entered on or attached to shipping document)



EXAMPLE OF PLACARD AND PANEL WITH ID NUMBER

The 4-digit ID Number may be shown on the diamond-shaped placard or on an adjacent orange panel displayed on the ends and sides of a cargo tank, vehicle or rail car.

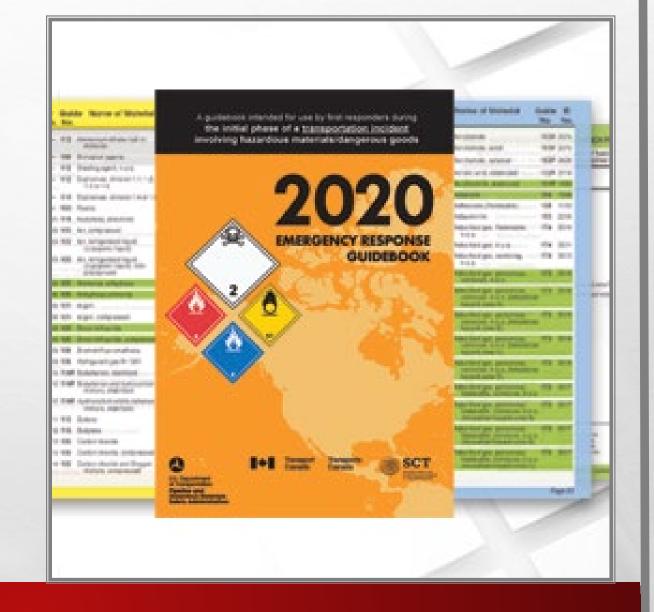


For the purposes of this guidebook, the terms hazardous materials/dangerous goods are synonymous. "After January 1, 2013 in the United States, the identification number must appear first in the basic description. For example, "UNIZ744, Oydobuth chloroformate, 6.1, (3, 8), PG II". This is currently optional in Canada.



EMERGENCY RESPONSE GUIDEBOOK

- USE DURING INITIAL PHASE OF INCIDENT
- 5 SECTIONS
 - YELLOW
 - BLUE
 - ORANGE
 - GREEN
 - WHITE



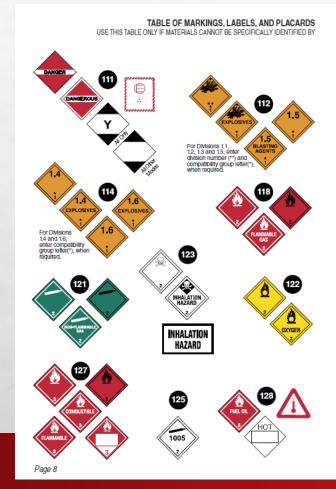


THE WHITE SECTION

- SHIPPING PAPERS
- A "DOWN AND DIRTY" HOW TO GUIDE
- EMERGENCY RESPONSE STEPS
- INTRODUCTION TO USING THE PLACARDS TABLE



PLACARDS TABLE



AND INITIAL RESPONSE GUIDE TO USE ON-SCENE USING THE SHIPPING DOCUMENT, NUMBERED PLACARD, OR ORANGE PANEL NUMBER TOXIC

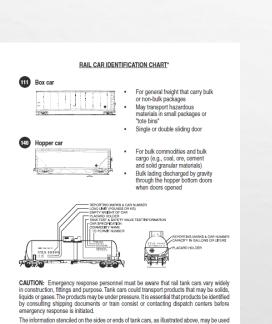
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TANKS AND TRAILERS TABLE

RAIL CAR IDENTIFICATION CHART 117 Pressure tank car · For flammable, non-flammable, toxic and/or liquefied compressed gases Protective housing No bottom fittings Pressures usually above 40 psi (low pressure) For variety of hazardous and non-hazardous materials Fittings and valves normally visible at the top of the tank Some may have bottom outlet valve Pressures usually below 25 psi Low pressure tank car (TC117, DOT117) For flammable liquids (e.g., Petroleum crude oil, ethanol) Protective housing separate from manway Bottom outlet valve Pressures usually below 25 psi (Image provided as a courtesy of

The Greenbrier Companies, Inc.)



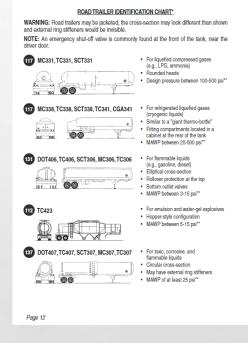
b. the other information shown, especially reporting marks and car number which, when supplied to a dispatch center, will facilitate the identification of the product.
 The recommended guides should be considered as last resort if the material

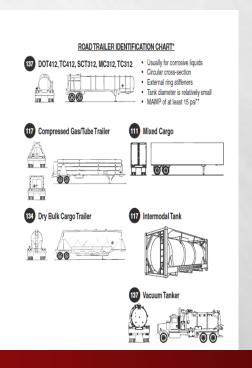
Page 11

to identify the product utilizing:

a. the commodity name shown; or

cannot be identified by any other means.







GLOBAL HARMONIZED SYSTEM PAGES 16-17

GLOBALLY HARMONIZED SYSTEM OF CLASSIFICATION AND LABELING OF CHEMICALS (GHS)

(May be found on means of containment during transport)

The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) is an international guideline published by the United Nations. The GHS aims to harmonize the classification and labeling systems for all sectors involved in the life cycle of a chemical (production, storage, transport, workplace use, consumer use and presence in the environment).

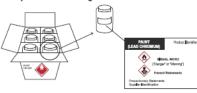
The GHS has nine symbols used to convey specific physical, health and environmental hazard information. These symbols are part of a pictogram that is diamond shaped and includes the GHS symbol in black on a white background with a red frame. The pictogram is part of the GHS label, which also includes the following information:

- Signal word
- Hazard statement
- Precautionary statements
- Product identifier
- Supplier identification

GHS pictograms are similar in shape to transport labels; however, transport labels have backgrounds of different colors.

The elements of the GHS that address signal words and hazard statements are not expected to be adopted in the transport sector. For substances and mixtures covered by the UN Recommendations on the Transport of Dangerous Goods, Model Regulations, the transport labels for physical hazards will have precedence. In transport, a GHS pictogram for the same (or lesser) hazard as the one reflected by the transport label or placard should not be present, but it could exist on the package.





Outer Packaging: Box with flammable liquid transport label Inner Packaging: Plastic bottle with GHS hazard warning label

Single Packaging: 200 L (55 US gallons) drum with a flammable liquid transport label combined with GHS hazard warning label In some cases, such as on drums or international bulk containers (IBCs), which must address information for all sectors, the GHS label may be found in addition to the required transport labels and placards. Both types of labels (GHS and transport) will differ in a way that will make them easy to identify during an emergency.

GHS Pictograms	Physical hazards	GHS Pictograms	Health and Environmental hazards
^	Explosive;		Skin corrosion;
	Self-reactive;	T.B.	Serious eye damage
	Organic peroxide		
$\overline{}$	Flammable;	^	Acute toxicity (harmful);
(%)	Pyrophoric;	<!-- -->	Skin sensitizer;
$\overline{}$	Self-reactive;		Irritant (skin and eye);
	Organic peroxide;		Narcotic effect;
	Self-heating;		Respiratory tract irritant;
	Emits flammable gases when in contact with water		Hazardous to ozone layer (environment)
	Oxidizer		Respiratory sensitizer;
(Ö)			Mutagen;
$\overline{}$		W/	Carcinogen;
			Reproductive toxicity;
			Target organ toxicity;
			Aspiration hazard
\Diamond	Gas under pressure	*	Hazardous to aquatic environment
	Corrosive to metals		Acute toxicity (fatal or toxic



INTERMODAL CONTAINER LABELING



- PAGES 18 21 ARE DEDICATED TO INTERMODAL CONTAINERS
- INTERMODAL CONTAINER USE FOR HAZARDOUS MATERIALS TRANSPORTATION IS UP 42% FROM 2006 TO 2011



PIPELINE TRANSPORTATION

 PAGES 22 – 27 ARE DEDICATED TO PIPELINE BASED EMERGENCY RESPONSE AND IDENTIFICATION.





YELLOW BORDERED PAGES

YELLOW SECTION IS LISTED IN ORDER OF UN NUMBER

GREEN HIGHLIGHTS = IF NO FIRE, GO TO GREEN SECTION

	Guid No.	le Name of Material	ID No.	Gui No.	ao manno en maneman
	112	Ammonium nitrate-fuel oil mixtures	1014	122	Oxygen and Carbon dioxide mixture, compressed
	158	Biological agents	1015	126	Carbon dioxide and Nitrous oxide mixture
	112	Blasting agent, n.o.s.	1015	100	Nitrous oxide and Carbon
	112	Explosives, division 1.1, 1.2, 1.3 or 1.5			dioxide mixture
	114	Explosives, division 1.4 or 1.6	1016		Carbon monoxide
	153	Toxins		119	Carbon monoxide, compresse
1001	116	Acetylene, dissolved	1017		Chlorine
1002	122	Air, compressed	1018		Chlorodifluoromethane
1003	122	Air, refrigerated liquid	1018		Refrigerant gas R-22
		(cryogenic liquid)	1020		Chloropentafluoroethane
1003	122	Air, refrigerated liquid (cryogenic liquid), non-	1020		Refrigerant gas R-115
1005	105	pressurized	1021	126	1-Chloro-1,2,2,2- tetrafluoroethane
		Ammonia, anhydrous	1021	126	Refrigerant gas R-124
1005		Anhydrous ammonia	1022	126	Chlorotrifluoromethane
1006		Argon	1022	126	Refrigerant gas R-13
1006		Argon, compressed	1023	119	Coal gas
1008		Boron trifluoride	1023	119	Coal gas, compressed
1008		Boron trifluoride, compressed	1026	119	Cyanogen
1009		Bromotrifluoromethane	1027	115	Cyclopropane
1009		Refrigerant gas R-13B1	1028	126	Dichlorodifluoromethane
		Butadienes, stabilized	1028	126	Refrigerant gas R-12
1010	1168	Butadienes and hydrocarbon mixture, stabilized	1029	126	Dichlorofluoromethane
1010	116P	Hydrocarbon and butadienes	1029	126	Refrigerant gas R-21
		mixture, stabilized	1030	115	1,1-Difluoroethane
1011		Butane	1030	115	Refrigerant gas R-152a
1012		Butylene	1032	118	Dimethylamine, anhydrous
1013	120	Carbon dioxide	1033	115	Dimethyl ether
1013		Carbon dioxide, compressed	1035	115	Ethane
1014	122	Carbon dioxide and Oxygen mixture, compressed	1035	115	Ethane, compressed
		mixture, compressed	1000	118	Ethylamine



BLUE BORDERED PAGES

BLUE SECTION IS LISTED IN
ALPHABETICAL ORDER OF THE
CHEMICAL NAME

GREEN HIGHLIGHTS = IF NO FIRE,
GO TO GREEN SECTION

Name of Material (Guide No.	ID No.	Name of Material	Suide No.	ID No
AC	117	1051	Acrylamide	153P	2074
Acetal	127	1088	Acrylamide, solid	153P	2074
Acetaldehyde	129P	1089	Acrylamide, solution	153P	3426
Acetaldehyde ammonia	171	1841	Acrylic acid, stabilized	132P	2218
Acetaldehyde oxime	129	2332	Acrylonitrile, stabilized	131P	
Acetic acid, glacial	132	2789	Adamsite	154	1698
Acetic acid, solution, more than 10% but not more than 80% acid	153	2790	Adhesives (flammable) Adiponitrile	128	1133
Acetic acid, solution, more than 80% acid	132	2789	Adsorbed gas, flammable, n.o.s.	174	3510
Acetic anhydride	137	1715	Adsorbed gas, n.o.s.	174	3511
Acetone	127	1090	Adsorbed gas, oxidizing,	174	3513
Acetone cyanohydrin, stabilized	155	1541	n.o.s. Adsorbed gas, poisonous,	173	3516
Acetone oils	127	1091	corrosive, n.o.s.		054
Acetonitrile	127	1648	Adsorbed gas, poisonous, corrosive, n.o.s. (Inhalation	173	3516
Acetyl bromide		1716	hazard zone A)		
Acetyl chloride	155	1717	Adsorbed gas, poisonous, corrosive, n.o.s. (Inhalation	173	3516
Acetylene, dissolved	116	1001	hazard zone B)		
Acetylene, Ethylene and Propylene in mixture, refrigerated liquid containing at least 71.5%	115	3138	Adsorbed gas, poisonous, corrosive, n.o.s. (Inhalation hazard zone C)	173	3516
Ethylene with not more tha 22.5% Acetylene and not more than 6% Propylene	1		Adsorbed gas, poisonous, corrosive, n.o.s. (Inhalation hazard zone D)	173	3516
Acetylene, solvent free	116	3374	Adsorbed gas, poisonous, flammable, corrosive, n.o.s.	173	3517
Acetylene tetrabromide	159	2504	,	173	3517
Acetyl iodide	156	1898	Adsorbed gas, poisonous, flammable, corrosive, n.o.s.		3311
Acetyl methyl carbinol	127	2621	(Inhalation hazard zone A)		25.00
Acid, sludge	153	1906	Adsorbed gas, poisonous, flammable, corrosive, n.o.s.	173	3517
Acid butyl phosphate	153	1718	(Inhalation hazard zone B)		
Acridine	153	2713	Adsorbed gas, poisonous, flammable, corrosive, n.o.s.	173	351
Acrolein, stabilized	131P	1092	(Inhalation hazard zone C)		
Acrolein dimer, stabilized	120D	2607			



ORANGE BORDERED PAGES

▲2 Page Section

△ Sections designed for ease of use

△Guide 111

GUIDE MIXED LOAD/UNIDENTIFIED CARGO

POTENTIAL HAZARDS

FIRE OR EXPLOSION

- . May explode from heat, shock, friction or contamination.
- · May react violently or explosively on contact with air, water or foam
- · May be ignited by heat, sparks or flames.
- · Vapors may travel to source of ignition and flash back.
- · Containers may explode when heated.
- · Ruptured cylinders may rocket.

- Inhalation, ingestion or contact with substance may cause severe injury, infection, disease or death.
- · High concentration of gas may cause asphyxiation without warning.
- Contact may cause burns to skin and eyes.
- · Fire or contact with water may produce irritating, toxic and/or corrosive gases.
- . Runoff from fire control may cause pollution.

PUBLIC SAFETY

- . CALL EMERGENCY RESPONSE Telephone Number on Shipping Paper first. If Shipping Paper not available or no answer, refer to appropriate telephone number listed on the inside back cover.
- As an immediate precautionary measure, isolate spill or leak area for at least 100 meters (330 feet) in all
- · Keep unauthorized personnel away.
- Stay upwind, uphill and/or upstream.

PROTECTIVE CLOTHING

- Wear positive pressure self-contained breathing apparatus (SCBA).
- Structural firefighters' protective clothing provides limited protection in fire situations ONLY: it may not be effective in spill situations.

. If tank, rail car or tank truck is involved in a fire, ISOLATE for 800 meters (1/2 mile) in all directions; also, consider initial evacuation for 800 meters (1/2 mile) in all directions.

EMERGENCY RESPONSE

MIXED LOAD/UNIDENTIFIED CARGO GUIDE

CAUTION: Material may react with extinguishing agent.

Dry chemical, CO₂, water spray or regular foam.

Large Fire

- · Water spray, fog or regular foam.
- . Move containers from fire area if you can do it without risk.

Fire involving Tanks

- · Cool containers with flooding quantities of water until well after fire is out.
- Do not get water inside containers.
- · Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank.
- . ALWAYS stay away from tanks engulfed in fire.

SPILL OR LEAK

- · Do not touch or walk through spilled material.
- . ELIMINATE all ignition sources (no smoking, flares, sparks or flames in immediate area).
- · All equipment used when handling the product must be grounded.
- . Keep combustibles (wood, paper, oil, etc.) away from spilled material.
- Use water spray to reduce vapors or divert vapor cloud drift. Avoid allowing water runoff to contact spilled
- · Prevent entry into waterways, sewers, basements or confined areas.

. Pick up with sand or other non-combustible absorbent material and place into containers for later

Large Spill

· Dike far ahead of liquid spill for later disposal.

- . Ensure that medical personnel are aware of the material(s) involved and take precautions to protect themselves.
- Move victim to fresh air.
- Call 911 or emergency medical service.
- · Give artificial respiration if victim is not breathing.
- . Do not use mouth-to-mouth method if victim ingested or inhaled the substance; give artificial respiration with the aid of a pocket mask equipped with a one-way valve or other proper respiratory medical device.
- · Administer oxygen if breathing is difficult.
- Remove and isolate contaminated clothing and shoes.
- . In case of contact with substance, immediately flush skin or eyes with running water for at least
- · Shower and wash with soap and water.
- · Keep victim calm and warm.
- . Effects of exposure (inhalation, ingestion or skin contact) to substance may be delayed.

ERG 2016 ERG 2016 Page 160 Page 161



GREEN BORDERED PAGES

GREEN SECTION IS DISTANCE REFERENCES

- TABLE 1 INITIAL ISOLATION AND PROTECTION
- **TABLE 2** WATER REACTIVE MATERIALS
- **TABLE 3** ISOLATION OF TIH GASES

			SMALL SPILLS (From a small package or small leak from a large package)						, , , , , , , , , , , , , , , , , , , ,						
			ISOI	rst _ATE rections				First ISOLATE in all Directions		Then PROTECT persons Downwind during					
ID No.	Guide	NAME OF MATERIAL				DAY NIC Kilometers (Miles) Kilomete		GHT ers (Miles)						NIGHT neters (Miles)	
1005 1005	125 125	Ammonia, anhydrous Anhydrous ammonia	30 m	(100 ft)	0.1 km	(0.1 mi)	0.2 km	(0.1 mi)	Refer to table 3						
1008 1008	125 125	Boron trifluoride Boron trifluoride, compressed	30 m	(100 ft)	0.1 km	(0.1 mi)	0.7 km	(0.4 mi)	400 m	(1250 ft)	2.2 km	(1.4 mi)	4.8 km	(3.0 m	
1016 1016	119 119	Carbon monoxide Carbon monoxide, compressed	30 m	(100 ft)	0.1 km	(0.1 mi)	0.2 km	(0.1 mi)	200 m	(600 ft)	12 km	(0.7 mi)	4.4 km	(2.8 m	
1017	124	Chlorine	60 m	(200 ft)	0.3 km	(0.2 mi)	1.1 km	(0.7 mi)	Refer to table 3						
1026	119	Oyanogen	30 m	(100 ft)	0.1 km	(0.1 mi)	0.4 km	(0.3 mi)	60 m	(200 ft)	0.3 km	(0.2 mi)	1.1 km	(0.7 m	
1040 1040	119P 119P	Ethylene oxide Ethylene oxide with Nitrogen	30 m	(100 ft)	0.1 km	(0.1 mi)	0.2 km	(0.1 mi)	Refer to table 3						
1045 1045	124 124	Fluorine Fluorine, compressed	30 m	(100 ft)	0.1 km	(0.1 mi)	0.2 km	(0.1 mi)	100 m	(300 ft)	0.5 km	(0.3 mi)	2.2 km	(1.4 m	
1048	125	Hydrogen bromide, anhydrous	30 m	(100 ft)	0.1 km	(0.1 mi)	0.2 km	(0.2 mi)	150 m	(500ft)	0.9 km	(0.6 mi)	2.6 km	(1.6 m	
1050	125	Hydrogen chloride, anhydrous	30 m	(100 ft)	0.1 km	(0.1 mi)	0.3 km	(0.2 mi)			Refer t	to table 3			
1051	117	AC (when used as a weapon)	60 m	(200 ft)	0.3 km	(0.2 mi)	1.0 km	(0.6 mi)	1000 m	(3000 ft)	3.7 km	(2.3 mi)	8.4km	(5.3 m	
1051	117	Hydrocyanic acid, aquecus solutions, with more than 20% Hydrogen cyanide													
1051	117	Hydrogen cyanide, anhydrous, stabilized	60 m	(200 ft)	0.2 km	(0.2 mi)	0.9 km	(0.6 mi)	300 m	(1000 ft)	1.1 km	(0.7 mi)	2.4 km	(1.5 m	
1051	117	Hydrogen cya nide, stab ilized													



WHITE REFERENCE SECTION

- THE "WHITE" PAGES
 - THE INSTRUCTIONS
 - SIZE UP INFORMATION
 - DEFINITIONS
 - BLEVE TABLE (PAGE 367)
 - CBRNE INFORMATION (PAGE 373)
 - CONTACT INFORMATION (PAGE 391)

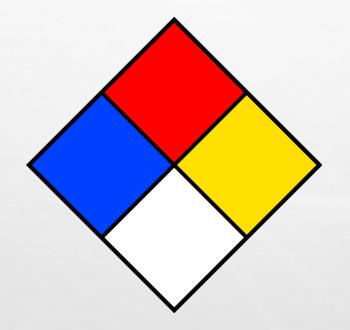


QUESTION 1 - PLACARDS

- WHAT COLOR SECTION WOULD YOU USE TO IDENTIFY THIS PRODUCT?
 - WHAT IS THE NAME OF THE PRODUCT?
- WHAT ORANGE GUIDE NUMBER DO YOU USE FOR THIS PRODUCT?

QUESTION 2 - NFPA 704

- 1.RED
- 2.BLUE
- 3. YELLOW
- 4. WHITE

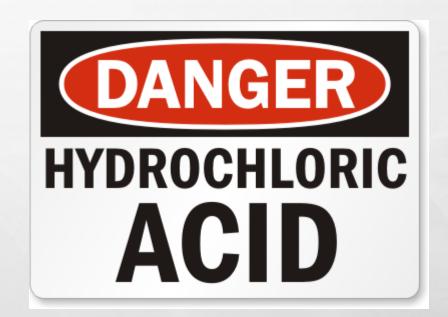


- A.HEALTH
- B.FIRE
- C. SPECIAL HAZARDS
- D. REACTIVITY

MATCH THE COLOR WITH THE CORRESPONDING TITLE

QUESTION 3 - PRODUCT NAMES

- WHAT COLOR SECTION WOULD YOU USE TO IDENTIFY THIS PRODUCT?
- WHAT IS THE UN NUMBER?
- WHAT ORANGE GUIDE NUMBER DO YOU USE FOR THIS PRODUCT?



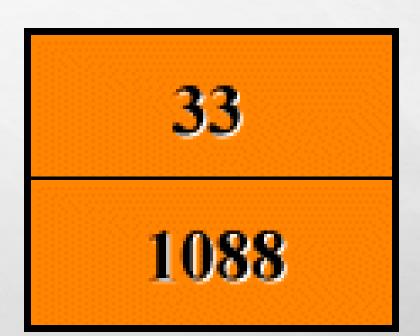
QUESTION 4 - TANKS



- WHAT COLOR SECTION WOULD YOU USE TO IDENTIFY THIS PRODUCT?
- WHAT PAGE NUMBER DID YOU FIND THE INFORMATION FOR THIS PRODUCT?
- WHAT ORANGE GUIDE
 NUMBER DO YOU USE FOR THIS
 PRODUCT?

QUESTION 5 - INTERMODAL

- WHAT COLOR SECTION WOULD YOU USE TO IDENTIFY THIS PRODUCT?
- WHAT PAGE NUMBER DID YOU FIND THE INFORMATION FOR THIS PRODUCT?
- WHAT DOES THE "33" MEAN?
- WHAT IS THE PRODUCT NAME?



EXPOSURE CONTROL PLAN

OBJECTIVES

Review the Department Policy

Epidemiology and symptoms of blood borne diseases

Understand your Risk

Understand what constitutes an Exposure

Who to contact if you have an exposure incident.

REVIEW OF THE DEPARTMENTS POLICY

Policy Location

- Each station has a binder labeled SOG & Policy Manual
- Binders are mounted and located near the stations bulletin board
- Copies of the policy are also available on the departments website

Policy Review

• The policy is reviewed annually and updated as needed with current best practices and information.

UNDERSTANDING YOUR RISK

• AS DEFINED IN THE OSHA STANDARD, "OCCUPATIONAL EXPOSURE" IS THE REASONABLY ANTICIPATED SKIN, EYE, MUCOUS MEMBRANE, OR PARENTERAL CONTACT WITH BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS THAT MAY RESULT FROM THE PERFORMANCE OF ANY EMPLOYEE'S DUTIES WITHOUT REGARD TO THE USE OF PPE.



HEPATITIS B VIRUS (HBV)

• THE MOST COMMON FORM OF HEPATITIS; A LIVER DISEASE THAT INITIALLY CAUSES INFLAMMATION OF THE LIVER AND FREQUENTLY LEADS TO MORE SERIOUS CONDITIONS, INCLUDING CIRRHOSIS AND LIVER CANCER. HBV IS USUALLY TRANSMITTED THROUGH MUCOUS MEMBRANES OR BREAKS IN THE SKIN. AFTER EXPOSURE, IT CAN TAKE TWO TO SIX MONTHS FOR HBV TO DEVELOP.

HEPATITIS B VIRUS (HBV)

- THE INITIAL SYMPTOMS OF HBV INFECTION ARE LIKE THOSE OF A MILD CASE OF THE FLU:
 - FATIGUE, STOMACH PAIN, LOSS OF APPETITE AND NAUSEA.
 - AS THE DISEASE PROGRESSES, JAUNDICE (YELLOWING OF THE SKIN) AND DARKENED URINE WILL OCCUR.
 - ALTHOUGH THERE IS NO CURE, VACCINATION DIRECTLY AFTER CONTACT (WELL BEFORE SYMPTOMS APPEAR) CAN PREVENT INFECTION.

HEPATITIS C VIRUS (HCV)

- HEPATITIS C IS A VIRAL INFECTION THAT CAUSES LIVER INFLAMMATION, SOMETIMES LEADING TO SERIOUS LIVER DAMAGE. THE HEPATITIS C VIRUS (HCV) SPREADS THROUGH CONTAMINATED BLOOD.
- CHRONIC HCV IS USUALLY CURABLE WITH ORAL MEDICATIONS TAKEN
 EVERY DAY FOR TWO TO SIX MONTHS. STILL, ABOUT HALF OF PEOPLE
 WITH HCV DON'T KNOW THEY'RE INFECTED, MAINLY BECAUSE THEY HAVE
 NO SYMPTOMS, WHICH CAN TAKE DECADES TO APPEAR.
- THE LARGEST GROUP AT RISK INCLUDES EVERYONE BORN BETWEEN 1945
 AND 1965 A POPULATION FIVE TIMES MORE LIKELY TO BE INFECTED
 THAN THOSE BORN IN OTHER YEARS.

HEPATITIS C VIRUS (HCV)

- WHEN SIGNS AND SYMPTOMS ARE PRESENT, THEY MAY INCLUDE JAUNDICE, ALONG WITH FATIGUE, NAUSEA, FEVER AND MUSCLE ACHES.
- ACUTE SYMPTOMS APPEAR ONE TO THREE MONTHS AFTER EXPOSURE TO THE VIRUS AND LAST TWO WEEKS TO THREE MONTHS.

HUMAN IMMUNODEFICIENCY VIRUS (HIV)

- A BLOODBORNE PATHOGEN THAT ATTACKS THE IMMUNE SYSTEM. SYMPTOMS OF HIV CAN INCLUDE WEAKNESS, FEVER, SORE THROAT, NAUSEA, HEADACHES, DIARRHEA AND SOME FORMS OF CANCER. MANY PEOPLE CAN GO YEARS BEFORE SHOWING ANY SYMPTOMS.
- HIV EVENTUALLY MAY LEAD TO ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) AND THE BREAKDOWN OF THE IMMUNE SYSTEM.
- CURRENTLY, THERE IS NO VACCINATION AGAINST HIV AND NO PROVEN CURE. HOWEVER, THERE HAVE BEEN SOME MAJOR BREAKTHROUGHS IN RECENT YEARS IN CONTROLLING HIV AND SIGNIFICANTLY DELAYING THE ONSET OF AIDS.

OTHER POTENTIALLY INFECTIOUS MATERIALS:

- HUMAN BODY FLUIDS, INCLUDING SEMEN, VAGINAL SECRETIONS, CEREBROSPINAL FLUID; ANY BODY FLUID THAT IS VISIBLY CONTAMINATED WITH BLOOD; AND ANY COMBINATION OF BODY FLUIDS.
- ANY UNFIXED TISSUE OR ORGAN (OTHER THAN INTACT SKIN) FROM A HUMAN (LIVING OR DEAD)

MODES OF TRANSMISSION

- ACCIDENTAL PUNCTURE FROM CONTAMINATED NEEDLES, BROKEN GLASS, OR OTHER SHARPS.
- CONTACT BETWEEN BROKEN OR DAMAGED SKIN AND INFECTED BODY FLUIDS.
- CONTACT BETWEEN MUCOUS MEMBRANES AND INFECTED BODY FLUIDS.
- SEXUAL CONTACT.
- SHARING OF HYPODERMIC NEEDLES.

- SPECIFIC JOB TITLES HAVE BEEN DESIGNATED INTO THREE CATEGORIES BASED ON THE POTENTIAL OF AN ANTICIPATED ROUTINE OCCURRENCE AS FOLLOWS.
 - AT RISK THOSE PRACTICING HANDS ON PATIENT CARE ON A REGULAR BASIS.



 SOMETIMES AT RISK – MAY BE CALLED UPON TO ASSIST WITH PATIENT CARE, HOWEVER NOT PART OF ROUTINE DUTIES.

• NOT AT RISK – NOT ROUTINELY INVOLVED WITH PATIENT CARE

WHAT CONSTITUTES AND EXPOSURE?

- EXPOSURE INCIDENT A SPECIFIC EYE, MOUTH, OR
 OTHER MUCOUS MEMBRANE, NON-INTACT SKIN, OR
 PARENTERAL THAT COMES IN CONTACT WITH
 BLOOD OR OTHER POTENTIALLY INFECTIOUS
 MATERIALS (OPIM) WHICH RESULTS FROM THE
 PERFORMANCE OF EMPLOYEE'S DUTIES.
 - COMING IN CONTACT WITH BLOOD OR OPIM, ON INTACT SKIN, IS NOT CONSIDERED AN EXPOSURE.



DECON (RED BAGS)

• RED BAGS ARE USED TO DISPOSE OF CONTAMINATED ITEMS, THAT ARE "SOAKED" WITH CONTAMINANTS. ALL OTHER ITEMS MAY BE DISCARDED WITH REGULAR TRASH.







DECON

 CONTAMINATED UNIFORMS/CLOTHING SHOULD BE WASHED IN THE DECON WASHER AT STATION 2, THEY SHOULD NOT BE BROUGHT HOME AND CLEANED.

- ALL EXPOSURES INCIDENTS OR POTENTIAL EXPOSURE INCIDENTS MUST BE REPORTED TO THE ON-DUTY SHIFT LEADER AND THE DUTY CHIEF. ALL EXPOSURE REPORTS WILL BE SENT TO THE DEPARTMENTS DESIGNATED INFECTION CONTROL OFFICERS (DICO)
 - PRIMARY CAPTAIN DENISE NESSMANN
 - SECONDARY DEPUTY CHIEF CONRAD JELLISON

 CONCENTRA IS THE CONTRACTED HEALTHCARE PROVIDER TO ADMINISTER THE DEPARTMENT'S EXPOSURE CONTROL PROGRAM, AS WELL AS PROVIDING EMERGENT/NON-EMERGENCY MEDICAL CARE FOR A WORKPLACE INJURY, ILLNESS, OR EXPOSURE.

- CONCENTRA MEDICAL CARE
- 85 WESTERN AVENUE, SOUTH PORTLAND, MAINE 04106, PHONE: (207) 774-7751
- FOR EMPLOYEES WHO NEED EMERGENT MEDICAL CARE DUE TO A WORKPLACE INJURY, ILLNESS, OR EXPOSURE, WHEN CONCENTRA IS NOT OPEN, OR CANNOT SEE THE EMPLOYEE, ALL EMPLOYEES WILL BE DIRECTED/TRANSPORTED TO AN APPROPRIATE HEALTH CARE FACILITY AND TREATED/TESTED BASED UPON THE DICTATING SITUATION.

• IN SITUATIONS WHERE AN EMPLOYEE HAS AN EXPOSURE TO A PATIENTS BODILY FLUID, THE EMPLOYEE MAY BE DIRECTED/TRANSPORTED TO THE SAME HOSPITAL THAT THE PATIENT HAS BEEN TRANSPORTED, AND SHALL BE CHECKED IN AS A PATIENT BY THE RECEIVING HOSPITAL. THIS WILL ALLOW PROPER TRACKING AND DOCUMENTATION OF THE EXPOSURE AS IT RELATES TO BOTH THE PATIENT AND THE EMPLOYEES OVERALL HEALTH.



RESPIRATORY PROTECTION



OBJECTIVES

- REVIEW THE DEPARTMENT POLICY
- OSHA DEFINITIONS
- UNDERSTANDING YOUR RISK
- WHO TO CONTACT IF YOU HAVE AN EXPOSURE INCIDENT / QUESTION

REVIEW OF THE DEPARTMENTS POLICY

Policy Location

- Each station has a binder labeled SOG & Policy Manual
- Binders are mounted and located near the stations bulletin board
- Copies of the policy are also available on the departments website

Policy Review

 The policy is reviewed annually, and updated as needed with current best practices and information.

As stated in the OSHA respiratory protection standard, CFR 1910.134, A respirator shall be provided to each employee when such equipment is necessary to protect the health of such employee. The employer shall provide the respirators which are applicable and suitable for the purpose intended.

The employer shall be responsible for the establishment and maintenance of a respiratory protection program. The program shall cover each employee required by this section to use a respirator.

- PROCEDURES FOR IDLH ATMOSPHERES.
 - FOR ALL IDLH ATMOSPHERES, THE EMPLOYER SHALL ENSURE THAT:
 - ONE EMPLOYEE OR, WHEN NEEDED, MORE THAN ONE EMPLOYEE IS LOCATED OUTSIDE THE IDLH ATMOSPHERE.
 - VISUAL, VOICE, OR SIGNAL LINE COMMUNICATION IS MAINTAINED BETWEEN THE EMPLOYEE(S) IN THE IDLH ATMOSPHERE AND THE EMPLOYEE(S) LOCATED OUTSIDE THE IDLH ATMOSPHERE.
 - THE EMPLOYEE(S) LOCATED OUTSIDE THE IDLH ATMOSPHERE ARE TRAINED AND EQUIPPED TO PROVIDE EFFECTIVE EMERGENCY RESCUE.

SCENARIO 1:

- YOU ARE RESPONDING TO A CALL FOR A CO DETECTOR SOUNDING. YOU ARRIVE ON SCENE AND THE HOMEOWNER MEETS YOU OUTSIDE AND TELLS YOU HER CO DETECTOR HAS BEEN SOUNDING FOR 20 MINUTES.
- THERE ARE ONLY TWO OF YOU ON THE ENGINE, CAN ONE OF YOU DON A PACK AND METER THE BUILDING?

ANSWER = YES YOU CAN. THE "TWO IN, TWO OUT" RULE ONLY APPLIES TO INTERIOR STRUCTURAL
 FIREFIGHTING.

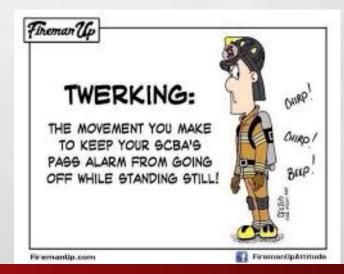
SCENARIO 2:

- YOU ARE RESPONDING TO A CALL FOR AN OVEN FIRE. YOU ARRIVE ON SCENE AND THE HOME OWNER MEETS YOU OUTSIDE AND TELLS YOU THE FIRE IS OUT, BUT THE OVEN IS STILL SMOKING?
- THERE ARE ONLY TWO OF YOU ON SCENE WITH THE ENGINE. CAN ONE OF YOU DON A PACK AND TAKE AN EXTINGUISHER INTO THE HOME?

• EXAMPLE 2:

• ANSWER = YES YOU CAN. THE "TWO IN, TWO OUT" RULE ONLY APPLIES TO INTERIOR STRUCTURAL

FIREFIGHTING.



OSHA DEFINITIONS



Interior structural firefighting means the physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage.



Immediately dangerous to life or health (IDLH) means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

- **PROCEDURES FOR INTERIOR STRUCTURAL FIREFIGHTING.** IN ADDITION TO THE REQUIREMENTS SET FORTH UNDER PARAGRAPH (G)(3), IN INTERIOR STRUCTURAL FIRES, THE EMPLOYER SHALL ENSURE THAT:
 - AT LEAST TWO EMPLOYEES ENTER THE IDLH ATMOSPHERE AND REMAIN IN VISUAL OR VOICE CONTACT WITH ONE ANOTHER AT ALL TIMES.
 - AT LEAST TWO EMPLOYEES ARE LOCATED OUTSIDE THE IDLH ATMOSPHERE.
 - ALL EMPLOYEES ENGAGED IN INTERIOR STRUCTURAL FIREFIGHTING USE SCBAS.

Note - One of the two individuals located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as this individual is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident.

Note - Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.

- SPECIFIC JOB TITLES WITHIN THE DEPARTMENT HAVE BEEN DESIGNATED INTO THREE CATEGORIES BASED ON THE POTENTIAL OF AN ANTICIPATED ROUTINE OCCURRENCE AS FOLLOWS.
- AT RISK OPERATING IN OR AROUND AN IDLH ATMOSPHERE OR INTERIOR STRUCTURAL FIREFIGHTING, AS PART OF YOUR ROUTINE JOB DESCRIPTION.

SOMETIMES AT RISK – MAY BE CALLED UPON TO ASSIST WITH DUTIES IN PROXIMITY TO AN IDLH ATMOSPHERE. (EXAMPLES: DEFENSIVE OPERATIONS, OVERHAUL)

• **NOT AT RISK** – NOT ROUTINELY INVOLVED IN INTERIOR STRUCTURAL ATMOSPHERES.



- •LOW RISK LESS THAN 3 PATIENTS HAVE BEEN TRANSPORTED WITH UNTREATED ACTIVE TB, IN THE LAST 12 MONTHS.
- •MEDIUM RISK 3 OR MORE PATIENTS HAVE BEEN TRANSPORTED WITH UNTREATED ACTIVE TB, IN THE LAST 12 MONTHS.

- FOLLOW-UP ASSESSMENTS WILL INCLUDE REPEAT RISK ASSESSMENT, PERFORMED ON THE FOLLOWING SCHEDULE:
 - LOW RISK- RISK ASSESSMENT PERFORMED ANNUALLY, TB SCREENING UPON INITIAL HIRE AND /OR KNOWN OR SUSPECTED EXPOSURE.
 - MEDIUM RISK ASSESSMENT PERFORMED ANNUALLY, TB SCREENING UPON INITIAL HIRE, THEN ANNUALLY AND /OR KNOWN OR SUSPECTED EXPOSURE.

- MAINE CDC DATA FOR THE PAST 5 YEARS
 STATE WIDE DOCUMENTED CASES85

 YORK COUNTY DOCUMENTED CASES...........4
 TRANSPORTED BY BUXTON FIRE-RESCUE......0

- AS A RESULT OF THESE FINDINGS, AND IN ACCORDANCE WITH DECEMBER 2005 CDC GUIDELINES, OSHA REGULATION 29 CFR 1910.134 (U.S DEPARTMENT OF HEALTH, 2006), AND MAINE BUREAU OF LABOR STANDARDS (WILLIAM PEABODY, MAINE BUREAU OF LABOR STANDARDS, 2004).
 - IT HAS BEEN DETERMINED THAT BUXTON FIRE-RESCUE IS CLASSIFIED AS A "LOW RISK" HEALTH CARE SETTING AND THE USE OF RESPIRATORS WITH REGARDS TO TB, IS NOT WARRANTED.

OTHER EMS CONSIDERATIONS

- WHILE OUR TB RISK ASSESSMENT INDICATES A "LOW RISK", THE POTENTIAL ALWAYS EXISTS
- INTRODUCTION OF NEW DISEASES, SUCH AS EBOLA, COVID 19
- OTHER RESPIRATORY DISEASES

WHAT YOU SHOULD KNOW ABOUT COVID-19

- CORONAVIRUS (COVID-19) IS AN ILLNESS CAUSED BY A VIRUS THAT CAN SPREAD FROM PERSON TO PERSON.
- THE VIRUS THAT CAUSES COVID-19, SARS-COV-2, IS A NEW CORONAVIRUS THAT HAS SPREAD THROUGHOUT THE WORLD.
- COVID-19 SYMPTOMS CAN RANGE FROM MILD(OR NO SYMPTOMS) TO SEVERE ILLNESS

COVID-19 SYMPTOMS

PRIMARILY INCLUDE:

FEVER

COUGH (USUALLY DRY)

SHORTNESS OF BREATH

LOSS OF TASTE OR SMELL

BUT MAY INCLUDE

FATIGUE

MUSCLE/BODY ACHES

SORE THROAT

NAUSEA, VOMITING OR DIARRHEA

SYMPTOMS MAY DEVELOP IN 2-14 DAYS AFTER EXPOSURE



Coronavirus vs Flu: Symptoms are similar



Symptoms	Coronavirus (COVID-19) Symptoms range from mild to severe	Influenza (FLU) Abrupt onset of symptoms	Cold Gradual onset of symptoms	Seasonal Allergies Symptoms improve or worsen depending on environment
Fever	Often	Often	Rare	Sometimes
Fatigue	Sometimes	Sometimes	Sometimes	Often
Cough	Often (usually dry)	Often (usually dry)	Mild	Often
Sneezing	No	No	Often	Often
Aches & Pains	Sometimes	Often	Often	No
Runny or Stuffy Nose	Rare	Sometimes	Often	Often
Sore throat	Sometimes	Sometimes	Often	No
Diarrhea	Rare	Sometimes in Children	No	No
Headaches	Sometimes	Often	Rare	Sometimes
Shortness of breath/ Difficulty breathing	Often	Rare	Rare	Rare
Loss of taste and smell	Often	Rare	Rare	Rare



EMS EQUIPMENT

- P100 SCBA MASK FILTERS
 - THESE FILTERS OFFER THE SAME OR BETTER PROTECTION AS THE N95 OR N100 MASKS, WITHOUT THE NEED FOR ADDITIONAL FIT-TESTING.
 - 3 UNITS ON EACH AMBULANCE.

EMS EQUIPMENT



- ENVO N-95 MASK
 - REUSABLE
 - REPLACEABLE FILTERS
 - ISSUED TO EACH PERSON
 - TO BE USED FOR ALL PATIENTS WITH COVID 19 SYMPTOMS OR TB SYMPTOMS BUT CAN BE WORN FOR ANY PATIENT.
 - MUST BE USED WITH EYE PROTECTION



EMS EQUIPMENT

 OTHER N-95 MASKS ARE AVAILABLE FOR THOSE WHO DO NOT FIT TEST TO THE ENVO MASK.

EMS EQUIPMENT









- IN ADDITION TO THE N95 MASK, COVID 19 PPE INCLUDES:
 - EYE PROTECTION
 - GOWN
 - GLOVES

REPORTING AN EXPOSURE INCIDENT

- ALL EXPOSURES INCIDENTS OR POTENTIAL EXPOSURE INCIDENTS MUST BE REPORTED TO THE ON-DUTY SHIFT LEADER AND THE DUTY CHIEF. ALL EXPOSURE REPORTS WILL BE SENT TO THE DEPARTMENTS DESIGNATED INFECTION CONTROL OFFICERS (DICO)
 - PRIMARY CAPTAIN DENISE NESSMANN
 - SECONDARY DEPUTY CHIEF CONRAD JELLISON

PORTABLE FIRE EXTINGUISHERS

WHY PORTABLE EXTINGUISHERS?

- ALL FIRES START SMALL
- EASE OF DEPLOYMENT
- MADE FOR ALL CLASSES OF FIRES



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CLASS A FIRES



- ORDINARY COMBUSTIBLES
 - WOOD
 - PAPER
 - PLASTIC

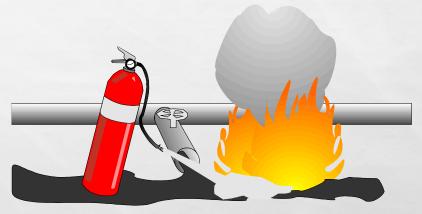


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CLASS B FIRES



- FLAMMABLE LIQUIDS
 - PETROLEUM PRODUCTS
 - ALCOHOLS

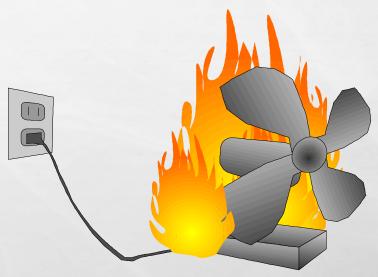


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CLASS C FIRES



- "ENERGIZED" ELECTRICAL EQUIPMENT
- BEST TO DE-ENERGIZE AND TREAT AS ANOTHER CLASS FIRE

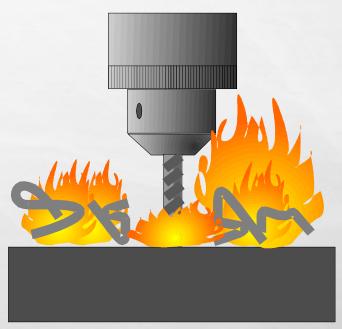


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CLASS D FIRES



- COMBUSTIBLE METALS
- USUALLY END IN IDE OR IUM
- WATER IS NOT EFFECTIVE AS THE MATERIALS
 PRODUCE THEIR OWN OXYGEN AS THEY
 BURN



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CLASS K FIRES

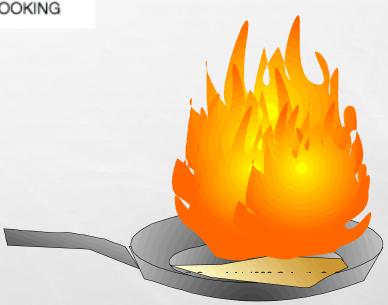




- NEWER CLASSIFICATION
- INVOLVES COOKING OILS AND FATS
- IT IS POSSIBLE TO TREAT AS A CLASS "B" FIRE
- EXTINGUISHERS HAVE BEEN CREATED

 SPECIFICALLY FOR A RESTAURANT/KITCHEN

 SETTING



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RECOMMENDED FIRE CLASS USE

- PRESSURIZED WATER (A)
- DRY CHEMICAL (A, B & C)
- DRY POWDER (B & C)
- CARBON DIOXIDE (B & C)



USING THE EXTINGUISHER

- MAKE SURE THE FIRE IS SMALL ENOUGH TO FIGHT.
- P.A.S.S.
- PULL THE PIN.
- AIM THE NOZZLE AT THE BASE OF THE FIRE.
- SQUEEZE THE HANDLE.
- SWEEP THE AGENT BACK AND FORTH AT THE BASE OF THE FIRE.



WORKPLACE HARASSMENT

WORKPLACE HARASSMENT

• GENERAL POLICY - IT IS THE POLICY OF THE TOWN THAT ALL EMPLOYEES BE ABLE TO WORK IN AN ENVIRONMENT FREE FROM ALL FORMS OF HARASSMENT. EVERY EMPLOYEE IS ENTITLED TO WORK FROM HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, AGE, ANCESTRY OR NATIONAL ORIGIN, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, GENETIC INFORMATION OR VETERAN STATUS.

DEFINITIONS

- SEXUAL HARASSMENT SEXUAL HARASSMENT IS UNLAWFUL AND AGAINST TOWN POLICY. SEXUAL HARASSMENT OCCURS WHEN SUBMISSION TO, OR REJECTION OF, UNWANTED SEXUAL CONDUCT IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS, OR WHEN UNWELCOME SEXUAL CONDUCT CREATES AN INTIMIDATING, OFFENSIVE OR HOSTILE WORKING ENVIRONMENT.
- VERBAL HARASSMENT: DEROGATORY COMMENTS, SLURS, PROPOSITIONING, OR OTHERWISE OFFENSIVE WORDS OR COMMENTS ON THE BASIS OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, DISABILITY, MEDICAL CONDITION, MARITAL STATUS, PREGNANCY, SEXUAL ORIENTATION, GENDER, OR AGE.

SEXUAL

HARASS MENT

DEFINITIONS

- PHYSICAL HARASSMENT: ASSAULT, IMPEDING OR BLOCKING MOVEMENT, LEERING, OR THE PHYSICAL INTERFERENCE WITH NORMAL WORK, PRIVACY OR MOVEMENT WHEN DIRECTED AT AN INDIVIDUAL.
- VISUAL FORMS OF HARASSMENT: DEROGATORY, PREJUDICIAL, STEREOTYPICAL OR OTHERWISE OFFENSIVE POSTERS, PHOTOGRAPHS, CARTOONS, NOTES, BULLETINS, DRAWINGS, OR PICTURES

HARASSMENT COMPLAINT PROCEDURE

- IF AN EMPLOYEE BELIEVES HE/SHE HAS BEEN THE SUBJECT OF ANY TYPE OF HARASSMENT BECAUSE OF THE ACTIONS OF A DEPARTMENT HEAD, SUPERVISOR, ANOTHER EMPLOYEE OR A NON-EMPLOYEE, THE EMPLOYEE SHOULD IMMEDIATELY REPORT THE INCIDENT TO THE CHAIR OF THE BOARD OF SELECTMEN.
- IF THE COMPLAINT IS AGAINST ONE OR MORE OF THE SELECTMEN, IT SHOULD BE REPORTED TO ANY MEMBER OF THE BOARD OF SELECTMEN.

HARASSMENT COMPLAINT PROCEDURE

• ALL COMPLAINTS WILL BE INVESTIGATED PROMPTLY BY THE BOARD OF SELECTMEN OR ITS DESIGNEE. ANY EMPLOYEE, SUPERVISOR OR DEPARTMENT HEAD WHO IS FOUND TO HAVE ENGAGED IN HARASSMENT OF ANOTHER EMPLOYEE WILL BE SUBJECT TO APPROPRIATE DISCIPLINARY ACTION UP TO, AND INCLUDING, TERMINATION FROM EMPLOYMENT.



HARASSMENT COMPLAINT PROCEDURE

IN ADDITION, EMPLOYEES SHOULD BE AWARE THAT THE MAINE HUMAN RIGHTS COMMISSION IS THE STATE AGENCY CHARGED WITH THE RESPONSIBILITY OF ENFORCING MAINE'S ANTI-DISCRIMINATION LAWS. THE MAINE HUMAN RIGHTS COMMISSION CAN BE CONTACTED AT THE FOLLOWING ADDRESS AND NUMBER:

MAINE HUMAN RIGHTS COMMISSION
STATE HOUSE STATION 51
AUGUSTA, MAINE 04333
(207) 624-6290

RETALIATION/FALSE COMPLAINTS

- **RETALIATION:** IN ANY MANNER AGAINST A PERSON FOR FILING A HARASSMENT CHARGE OR INITIATING A HARASSMENT COMPLAINT, TESTIFYING IN AN INVESTIGATION, PROVIDING INFORMATION OR ASSISTING IN AN INVESTIGATION, IS EXPRESSLY PROHIBITED AND SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.
- FALSE COMPLAINTS: ANY COMPLAINT MADE BY AN EMPLOYEE REGARDING HARASSMENT WHICH IS CONCLUSIVELY PROVEN TO BE FALSE, SHALL RESULT IN DISCIPLINE.

WORKPLACE HARASSMENT

- CONFIDENTIALITY: CONFIDENTIALITY WILL BE MAINTAINED TO THE FULLEST EXTENT POSSIBLE IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAW.
- **DISCIPLINARY ACTION:** IF HARASSMENT IS DETERMINED TO HAVE OCCURRED, THE BOARD OF SELECTMEN WILL TAKE PROMPT AND EFFECTIVE REMEDIAL ACTION AGAINST THE HARASSER(S). THE ACTION WILL COMMENSURATE WITH THE SEVERITY OF THE OFFENSE, UP TO AND INCLUDING TERMINATION FROM EMPLOYMENT.

WORKPLACE RELATIONSHIPS



- RELATIONSHIPS BETWEEN EMPLOYEES ARE NOT PROHIBITED.
- IF AN EMPLOYEE ASKS ANOTHER ON A DATE AND THE REQUEST IS DECLINED, FURTHER REQUESTS MAY CONSTITUTE SEXUAL HARASSMENT.
- INAPPROPRIATE ACTIVITIES OR USE OF DEPARTMENT TIME OR PROPERTY FOR DATING ACTIVITIES IS NOT ALLOWED.
- DATING BETWEEN AN EMPLOYEE AND SUPERVISOR MUST BE REPORTED TO THE CHIEFS OFFICE



QUESTIONSP

