

Introduction

The City of Mebane is dedicated to the protection of its employees from on-the-job injuries and illnesses. These written Health and Safety Programs, including all sections and attachments, is intended to ensure that The City of Mebane meets the requirements of 29 CFR 1926 and 1910, as well as regulations set forth by the Department of Transportation (DOT).

In order to properly maintain, implement and enforce the programs in this plan, a Program Administrator has been designated. Esther Bennett, HR Manager, is responsible for establishing and implementing the written programs. She has full authority to make necessary decisions to ensure the success of this plan.

Additionally, the Program Administrator has designated a Safety Coordinator to support her in the implementation and maintenance of these programs. The Safety Coordinator is referenced along with the Program Administrator throughout this plan. Currently EnviroSafe Consulting has been designated in this role.

The Health and Safety Program is updated annually to ensure compliance with local, state and federal regulations. Copies of the plans are available for all employees and stored at the main office and in all company vehicles.

Section 1: Emergency Contact

EMERGENCY CONTACT TEAM

Esther Bennett	Human Resources Director	919.304.9221	ebennett@cityofmebane.com
David Cheek	City Manager	919.304.9204	dcheek@cityofmebane.com
Chris Rollins	Assistant City Manager	919.304.9206	crollins@cityofmebane.com

ADDITIONAL EMERGENCY CONTACTS

City of Mebane Fire Department...	911
Alamance County Ambulance...	911
City of Mebane Police...	911 (Non-Emergency) 919.563.9031
National Response Center...	1-800-424-8802
Carolinas Poison Center...	1-800-848-6946

EMERGENCY PROCEDURES/SPILL RESPONSE

General

- 1) Responding to chemical spills can be extremely dangerous without proper training and equipment because the hazards of chemicals are usually not obvious. Most chemical vapors are invisible, and it may be too late by the time you smell them. Improperly selected protective equipment may provide little or no protection and give you a false sense of security.
- 2) DO NOT ATTEMPT TO CLEAN UP THE SPILL.
- 3) ONLY TRAINED PERSONNEL MAY RESPOND TO A CHEMICAL SPILL.

Discovery of the Release

- 1) Extinguish any sources of ignition. Until the material is identified as non-flammable and non-combustible, all potential sources of ignition in the area should be turned off. If the ignition source is stationary, attempt to move spilled material away from ignition source. Avoid sparks and movement creating static electricity.
- 2) Identify the material released. Consult SDS which will provide the information for proper identification of the characteristics of the released material.

- 3) Attempt to stop the release at its source. Assure that no danger to human health exists first. Simple procedures (turning valves, plugging leaks, etc.) may be attempted by the discoverer if there are no health or safety hazards and there is reasonable certainty of the origin of the leak.
- 4) Notify your Supervisor. Supervisor must call a member of the Emergency Contact Team listed on the front page of this document. Emergency Contact Members and numbers are also posted at the chemical storage area.
- 5) Take no further action.

Spill Clean Up Resources:

1. **EnviroSafe Consulting** **336.226.4896** Dial emergency extension and wait for answer
2. **Hepaco** **24 Hour Emergency Number 1.800.888.7689**



