



JUSTIN HANSON  
Mayor

TINA DUNN  
Recorder-Treasurer

# City of Covington

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THE MEETING OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF  
COVINGTON, TENNESSEE ON SEPTEMBER 22, 2020 AT 5:30 P.M.

1. Meeting to be called to order by Mayor Justin Hanson.
2. Invocation to be given by Alderwoman Minnie Bommer.
3. Pledge of Allegiance to the Flag to be led by Alderwoman Johnetta Yarbrough.
4. Minutes of the Preceding Meeting to be approved.
5. Report from Committees:
  - Minutes of the General Welfare-Public Relations Committee Meeting
  - Minutes of the Finance & Administration Committee Meeting
6. Additions to the Agenda.
7. Welcome to visitors and grievances from citizens.
8. Report from Mayor Justin Hanson:
  - State of Department Report
  - Resolution - TDOT – Multimodal Access Grant
  - Proclamation – Domestic Awareness Month
9. Report from Recorder-Treasurer Tina Dunn:
  - Sales Tax Report
10. Report from City Attorney Rachel Witherington:
11. Old Business:

**12. New Business:**

- Ordinance 1733 (Fireworks) ready for approval on second reading
- Ordinance 1734 (OSHA) ready for approval on second reading
- Ordinance 1735 (Fire Sick Leave) ready for approval on first reading
- Bills Over/Under \$1,000.00 ready for Board Approval

The Board of Mayor and Aldermen met virtually on September 8, 2020 at 5:00 p.m. with the following members present: Mayor Justin Hanson, Aldermen: Danny Wallace, Johnetta Yarbrough, Jeff Morris, Minnie Bommer, C H Sullivan, and Keith Phelps. Also present were Fire Chief Richard Griggs, Public Works Director David Gray, Personnel Director Tiny Rose, Building Official Lessie Fisher, Parks and Recreation Director Joe Mack, Police Chief Larry Lindsey, City Attorney Rachel Witherington, and Recorder-Treasurer Tina Dunn.

Meeting was called to order by Mayor Justin Hanson.

Invocation was given by Alderwoman Johnetta Yarbrough.

Pledge of Allegiance to the Flag was led by Alderwoman Minnie Bommer.

Motion was made by Alderman Sullivan and seconded by Alderwoman Yarbrough that the Minutes of the Preceding Meeting be approved as distributed to the Board (See Attached).

Voting Aye: Sullivan, Morris, Bommer, Yarbrough, Phelps, Wallace  
Motion passed.

Motion was made by Alderman Sullivan and seconded by Alderman Morris that the Minutes of the Beer Board Committee be approved (See Attached).

Voting Aye: Sullivan, Morris, Bommer, Yarbrough, Phelps, Wallace  
Motion passed.

Motion was made by Alderman Phelps and seconded by Alderman Sullivan that the Minutes of the General Welfare – Public Safety Committee Meeting be approved (See Attached).

Voting Aye: Sullivan, Morris, Bommer, Yarbrough, Phelps, Wallace  
Motion passed.

Motion was made by Alderman Morris and seconded by Alderwoman Bommer that the Minutes of the Public Works Committee Meeting be approved (See Attached).

Voting Aye: Sullivan, Morris, Bommer, Yarbrough, Phelps, Wallace  
Motion passed.

Mayor Hanson presented the Proclamation to recognize the week of September 17<sup>th</sup> through September 23<sup>rd</sup> as Constitution Week for approval (See Attached).

Motion was made by Alderman Phelps and seconded by Alderman Sullivan to approve the Proclamation recognizing Constitution Week.

Voting Aye: Sullivan, Morris, Bommer, Yarbrough, Phelps, Wallace  
Motion passed.

Mayor Hanson presented the Proclamation to recognize Suicide Prevention Awareness Month for approval (See Attached).

Moton was made by Alderman Wallace and seconded by Alderwoman Yarbrough to approve the Proclamation recognizing Suicide Prevention Awareness Month.

Voting Aye: Sullivan, Morris, Bommer, Yarbrough, Phelps, Wallace  
 Motion passed.

Mayor Justin Hanson presented Ordinance 1733 (Fireworks) for approval on first reading (See Attached).

Motion was made by Alderman Sullivan and seconded by Alderman Morris to approve Ordinance 1733 (Fireworks) on first reading.

Voting Aye: Sullivan, Morris, Bommer, Yarbrough, Phelps, Wallace  
 Motion passed.

Mayor Justin Hanson presented Ordinance 1734 (OSHA) for approval on first reading (See Attached).

Motion was made by Alderman Phelps and seconded by Alderman Morris To approve Ordinance 1734 (OSHA) on first reading.

Voting Aye: Sullivan, Morris, Bommer, Yarbrough, Phelps, Wallace  
 Motion passed.

The following bills over/under \$1000.00 were presented for approval:

SYMMETRY	GAS	PURCHASED NATURAL GAS	\$ 63,181.38
A T & T MOBILITY	POLICE	PHONE SERVICE	\$ 1,571.44
ABC LOCKSMITH	POLICE	ELEC STRIKE LOCK INSTALLATION (2)	\$ 1,382.00
BANCORP BUSINESS CARD	VARIOUS	MISCELLANEOUS	\$ 1,365.93
BFI NORTH SHELBY LANDFILL	WWTP	SLUDGE DISPOSAL	\$ 2,329.70
BRENNTAG	WWTP	CHEMICALS	\$ 1,079.60
BRENNTAG	WWTP	CHEMICALS	\$ 2,564.25
CHEMICAL FEED SYSTEMS	WTP	ROUTER FOR WATER TANK	\$ 1,300.00
COAST TO COAST CARPORTS	PARKS/REC	BICYCLE/TRAILER STORAGE CARPORT	\$ 5,166.50
COTTRELL ELECTRIC	WWTP	REPAIRS	\$ 2,395.53
COVINGTON ELECTRIC	VARIOUS	ELECTRIC BILLS	\$ 3,802.88
COVINGTON GRIDIRON ASSC	GAS	MASKS - CORP PARTNERSHIP	\$ 1,000.00
G & C SUPPLY	WATER	MATERIALS	\$ 1,682.50
G & C SUPPLY	WATER	MATERIALS	\$ 1,800.00
G & C SUPPLY	WATER	MATERIALS	\$ 1,500.00
GALLS LLC	POLICE	GAS MASK POUCH (40)	\$ 1,009.03
GALLS LLC	POLICE	RIOT DUTY HELMETS (23)	\$ 2,760.00
GULF STATES ENGINEERING	SEWER	COTTONWOOD PUMP STATION	\$ 9,506.00
HOME DEPOT CREDIT	VARIOUS	MISCELLANEOUS	\$ 1,661.39
HUBER TECHNOLOGY	SEWER	LIFT STATION TRASH REMOVER	\$ 1,241.31
JAMIESON & FISHER INC	BIOMASS	INSURANCE	\$ 26,335.82
MAXWELL PAINTING/MTNCE	POLICE	REPAIRS / PAINT - OLD POLICE BLDG	\$ 1,500.00
MEMPHIS POOL SUPPLY	POOL	CHLORINE TABLETS	\$ 1,531.20

MEMPHIS SOUND LAB	GENERAL	DIGITAL MIXER/LAPTOP/INPUT BOX	\$ 1,493.88
NATIONAL FIRE CODES	FIRE	FIRE CODES RENEWAL	\$ 1,795.50
PUBLIC ENTITY PARTNERS	VARIOUS	INSURANCE	\$ 193,781.00
PUBLIC ENTITY PARTNERS	VARIOUS	INSURANCE	\$ 132,844.00
PUBLIC ENTITY PARTNERS	VARIOUS	WORKER COMP INSURANCE	\$ 129,052.00
RUSS JONES	PARKS/REC	BALL FIELD MAINTENANCE	\$ 1,428.00
SIMONTON'S	PARKS/REC	NEW ROOF / PAINT; EXTERIOR WOOD	\$ 2,665.00
TIPTON CO GIS	GENERAL	GIS SERVICE	\$ 5,500.00
TITAN AVIATION FUEL	AIRPORT	7,911 GALLONS JET A	\$ 12,609.47
VERIZON	POLICE	TELEPHONE	\$ 1,190.00
VISTAPRINT	PARKS/REC	BANNER/BOTTLES/BACKPACKS	\$ 1,786.04
WALMART COMM CARD	VARIOUS	MISCELLANEOUS	\$ 2,706.74
WASCON INC	SEWER	REPAIRS	\$ 1,695.50
WOOTEN OIL CO	MAINTENANCE	DIESEL	\$ 1,480.56
		<b>TOTAL</b>	<b>\$ 627,694.15</b>

Motion was made by Alderman Wallace and seconded by Alderman Morris that the preceding bills over/under \$1000.00 be paid when properly approved.

Voting Aye: Sullivan, Morris, Bommer, Yarbrough, Phelps, Wallace

Motion passed.

There being no further business, the meeting adjourned at 5:58 p.m.

Attest: \_\_\_\_\_  
Recorder-Treasurer Mayor

The General Welfare – Public Relations Committee met virtually at City of Covington on September 8, 2020 at 4:00 p.m. with the following members present: Mayor Justin Hanson, Alderman Keith Phelps, Alderwoman Minnie Bommer, and Alderman C H Sullivan. Also present were Alderman Jeff Morris, Alderman Danny Wallace, Alderwoman Johnetta Yarbrough, Airport Director Robin Anderson, Parks and Recreation Director Joseph Mack, Museum Director Barrie Foster, Public Works Director David Gray, Building Official Lessie Fisher, Assistant to the Mayor Rebecca Ray, and Recorder-Treasurer Tina Dunn.

Chairman Alderwoman Minnie Bommer called meeting to order.

Airport Manager Robin Anderson reported the total gallons sold in the months of July and August are 16,402. The Fuel Farm has been installed. The entrance sign has been installed. He reported the Cares Act Grant is waiting on the contract to be signed and approved. He is currently working on the Security Grant which will be used for cameras, more lighting and fencing around the perimeter.

Motion was made by Alderwoman Bommer and seconded by Alderman Sullivan to accept the report from Airport Manager Robin Anderson.

Voting Aye: Sullivan, Phelps, Hanson, Bommer

Motion passed.

Park and Recreation Director Joe Mack began discussion on the sale of the property on North Main Street. Mr. Thomas has showed an interest in the purchase of this property; however, this property serves as the public restroom for gatherings at the Park. Director Mack suggested alternative ways to have a restroom available for gatherings on a temporary basis. A long-term solution would be to build a restroom on property located next to the Park. Alderman Sullivan inquired if Mr. Thomas would be interested in leasing the property. An update on the Covington Parks Foundation was given. The initial board members are William Allen Wooten, Echo Day, and Jean Johnson. The employee identification number for this foundation has been received. There is an initial draft for the bylaws and a conflict of interest statement. The application for a 501-C3 designation has been submitted. Director Mack gathered information on the Land and Water Conservation Fund. Now the RTP has been included under this funding and is a 50%-50% match. He requested the City to include the addition of bicycle lanes to the sidewalk project on Highway 51. Information on the advantages of bicycle lanes was given for the committee to review. Information on a new archery range was presented. There is funding available to fund this project. Due to the pandemic, the department is offering a homeschool/distance learning physical fitness program. There will be free bike riding on Mondays, free exercise classes on Wednesdays, and swimming on Fridays. The time for this program will be from 11:30 to 12:30 p.m. A live streaming program for youth sports through Blue Chip TV will be offered. The department will have to buy the cameras.

Motion was made by Mayor Hanson to proceed with serious discussion on what Mr. Thomas is willing to do with the purchase price or if there is interest in the leasing of the property and defer discussion to the Finance & Administration Committee Meeting in September.

Voting Aye: Sullivan, Phelps, Hanson, Bommer

Motion passed.

Motion was made by Alderman Sullivan and seconded by Alderman Phelps to approve the report from Park and Recreation Director Joe Mack.

Voting Aye: Sullivan, Phelps, Hanson, Bommer

Motion passed.

Museum Director Barrie Foster reported there will be an international art & photography exhibit. artwork and photos of the Tipton County Museum will need to be submitted by October 16, 2020. The new exhibit, To Make Our Voices Heard, is now on display at the Museum. The Nature Connection for September is on Dragonflies. There is currently a membership drive. The Museum is approved for a Cares Grant in the amount of \$3,241.00. This grant will cover laptops, software, and wireless microphones.

Motion was made by Alderman Sullivan and seconded by Alderman Phelps to accept the report from Museum Director Barrie Foster.

Voting Aye: Sullivan, Phelps, Hanson, Bommer

Motion passed.

There being no further business, the meeting adjourned at 5:06 p.m.

The Finance and Administration Committee met virtually on September 15, 2020 at 4:00 p.m. with the following members present: Chairman Alderman C H Sullivan, Mayor Justin Hanson, Aldermen: Keith Phelps, Danny Wallace, C H Sullivan, Minnie Bommer, and Jeff Morris. Also present were: Building Official Lessie Fisher, Public Works Director David Gray, Fire Chief Richard Griggs, Assistant to the Mayor Rebecca Ray, and Recorder-Treasurer Tina Dunn.

Chairman Alderman C H Sullivan called meeting to order.

Discussion began on the City of Covington Code/Charter. Director Fisher presented research she has completed on the Code/Charter. It was reported since our early beginnings, at least back to the early 1900s, the Fire Chief has been handled the same as it is today as far as suspension by the Mayor with termination ratified by the Board. Our Charter through 2004 allowed that at any time a vacancy shall occur in the office of Alderman or Recorder/Treasurer, either by death or resignation or otherwise, a majority of the Board of Mayor and Alderman may supply the same by election. Also, the Board of Mayor and Alderman, at any time it deems necessary, elects as many officers as the Board may deem necessary, for such terms as office, under such rules and regulations, and for such compensation as may be prescribed by said board. The department heads of the Board of Mayor and Alderman shall be employed by said Board on a month-to-month basis to serve at will and pleasure of the said Board. These sections are not in the 2006 Charter.

Motion was made by Alderman Phelps and seconded by Alderman Sullivan to authorize the city officials to review the code as well as the charter for any additional changes that might be made with the guidance to amend all hiring and firing of department heads ratified by the Board as recommended by the Mayor.

Voting Aye: Bommer, Yarbrough, Morris, Phelps, Wallace, Sullivan  
Motion passed.

Discussion began on the sale of the city property located at 133 East Pleasant (Old Police Dept. Building). At the time the building became vacant, an electrical state inspection was completed. Director Fisher reported there will have to be a mold study and eradication before anyone will be able to occupy the structure. Also, confirmation needs to be received on the necessary roof repairs. There are two deeds to this property. The easement to the alley behind the property will need to be considered.

Motion was made by Alderman Sullivan and seconded by Alderman Wallace to sell the property located on East Pleasant and have a Request for Proposals (RFP) for realtors to list the property.  
Voting Aye: Bommer, Yarbrough, Morris, Phelps, Wallace, Sullivan  
Motion passed.

Discussion began on the sale of the North Main Street Property. Kelvyn and Lisa Thomas inquired about the purchase of this property. Ms. Thomas advised the Committee they would like to purchase the property, but the restroom issue be worked out without a requirement to have the bathrooms open for gatherings at the Park. An inquiry was made for the attorney to research if there can be a lifetime use of property passed on to new owners. Mayor Hanson reported the new appraised value for this property is \$15,600.00.



Motion was made by Alderwoman Bommer and seconded by Mayor Hanson to sell the property located on North Main Street with first right or refusal to Mr. & Mrs. Thomas.

Voting Aye: Bommer

Voting Nay: Morris, Phelps, Wallace, Sullivan

Abstain: Yarbrough

Motion passed.

Motion was made by Alderman Phelps and seconded by Alderman Wallace to pursue the possibility of selling the property to parties interested seeking a solution to the problem of the restrooms being available for gatherings at the Park and bring back for discussion at the Finance & Administration Committee Meeting in October, 2020.

Voting Aye: Yarbrough, Morris, Phelps, Wallace, Sullivan

Voting Nay: Bommer

Motion passed.

A contract was submitted from Venture Auctions to be approved for the city online auction. The City currently has 5 seized vehicles, 5 surplus city vehicles, and surplus equipment that will be included in this auction.

Motion was made by Alderman Wallace and seconded by Alderman Phelps to approve the contract from Venture Auctions.

Voting Aye: Bommer, Yarbrough, Morris, Phelps, Wallace, Sullivan

Motion passed.

There being no further business, the meeting adjourned at 5:04 p.m.

# State of the Department

## Covington Police Department

### September 2020





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# From the Chief



On behalf of the Covington Police Department, it is my pleasure to submit to you this State of the Department for your review. This report contains a summary of what we have accomplished thus far and gives a glimpse into the progress that will continue as we grow and improve. It is important to note that the many changes and improvements that have been made were done within the budget that was in place when I became Chief.

August 27, 2020 marked one year since I was hired as Chief of the Covington Police Department. This past year has brought with it many changes which have not only moved our department forward in many areas, but also has greatly improved the overall morale of the officers. I have heard from so many of our men and women within the department how technology upgrades have made their jobs more effective and efficient. They are receiving training that is consistent throughout the department so that everyone is trained the same way. The tools that we have put in place for each and every officer to use makes their jobs easier, quicker, and provides more opportunity for them to be better officers.

Throughout the country, we are seeing tensions grow between citizens and police. I have always seen the need for community policing, but I feel that it is extremely important to take steps now to improve the bond created by interacting with the community we serve. We were recently awarded the C.O.P.S. (Community Oriented Policing Services) Grant in the amount of \$375,000. This grant allows us to hire three (3) additional officers for the purpose of community policing. We are looking forward to getting this program started and continuing to build a strong relationship with the citizens of Covington.

None of the accomplishments outlined in this report would be possible if not for the dedication of the great men and women of the Covington Police Department. Their commitment to this department and to the citizens of this community is unprecedented. Please review this report and feel free to come to me with any questions you have. I appreciate the continued support from our Mayor, Board of Alderman, and you! As Chief of Covington Police Department, I am excited about what we have already accomplished but equally look forward to greater things to come!

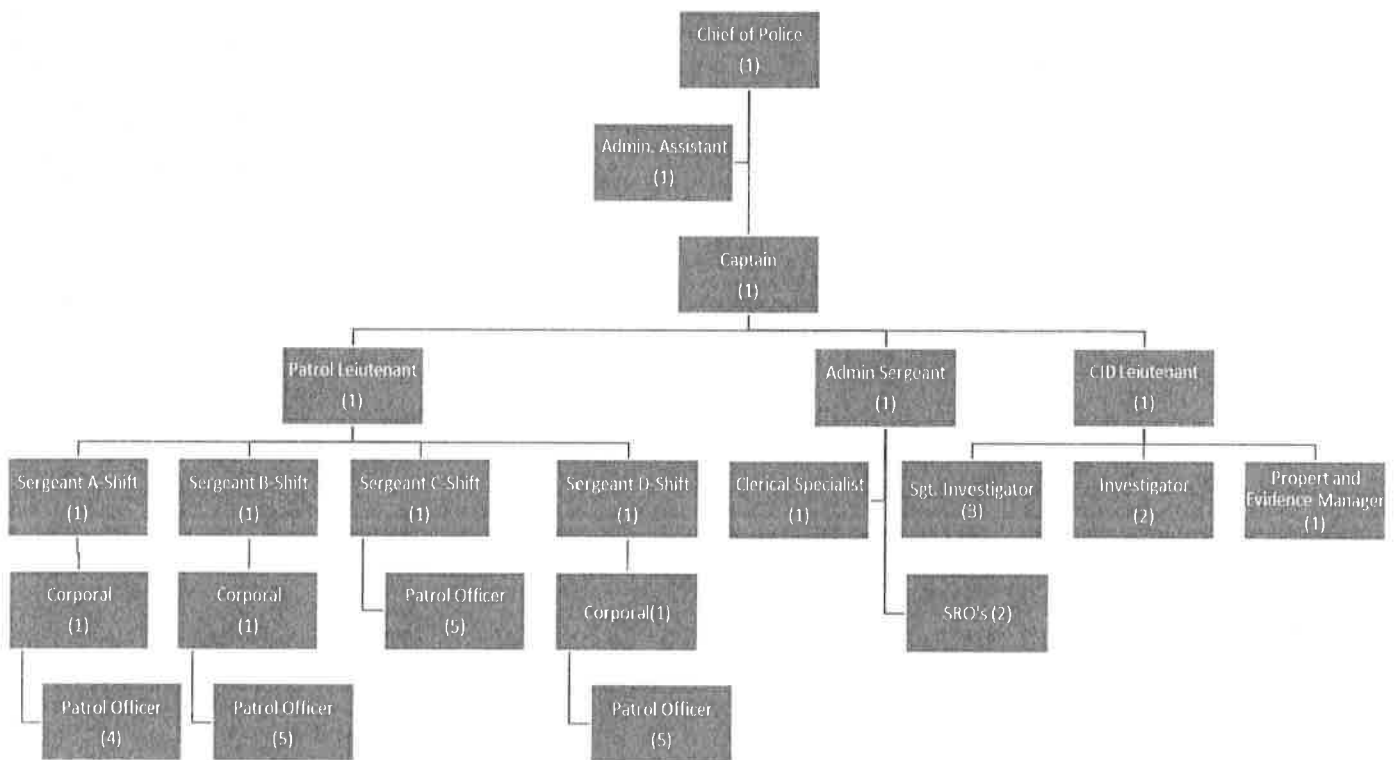
Respectfully,

A handwritten signature in black ink, appearing to read "L O Lindsey". The signature is stylized and written in a cursive-like font.

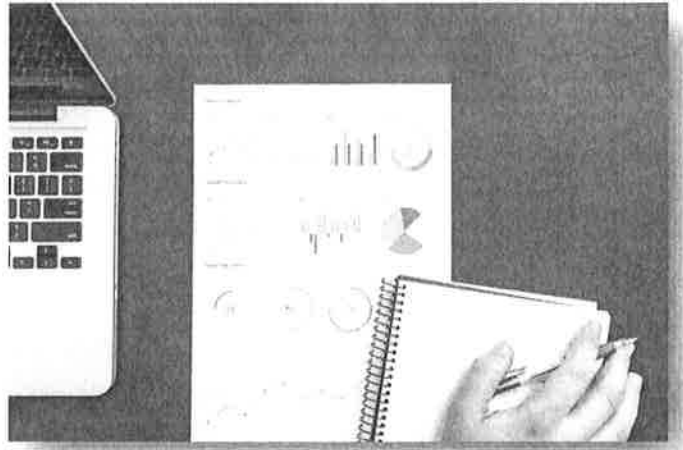
Chief Larry Lindsey

# Organizational Chart

## Covington Police Department Flow Chart



Updated 8/6/2020



## Statistical Data

Reviewing crime statistics during my first year as Chief, I'm happy to report an overall 5.3% decrease in crime. Included in that is a 13.2% decrease in Part 1 crimes such as Robbery, Burglary, Motor Vehicle Theft, Sex Offenses, Aggravated Assault, Arson, and Homicide. Larceny, Embezzlement, and Counterfeiting/Forgery are crimes that mostly affect retail business. We are showing an increase in those types of crimes by 18.8%. This is an area I intend to make a strong impact on as we move forward. I'm committed to bringing these numbers down as well. Below, you will see a breakdown of crimes by category. Those highlighted in green have decreased in the past twelve months while those highlighted in red indicate an increase.

Offense Category	0918 to 0919	0919 to 0920	% Change
Stolen Property	3	1	-67%
Fraud	76	36	-53%
Robbery	8	5	-38%
Burglary	65	44	-32%
Motor Vehicle Theft	41	29	-29%
Drug/Narcotic	115	84	-27%
Kidnapping/Abduction	5	4	-20%
Vandalism	101	82	-19%
Sex Offenses, Forcible	23	21	-9%
Domestic Offenses	113	107	-5%
Assault	60	47	-3%
Arson	1	1	0%
Aggravated Assault	74	83	12%
Larceny/Theft	347	418	21%
Embezzlement	4	6	50%
Counterfeiting/Forgery	20	33	65%
Homicide	0	1	100%
<b>Total Crimes Reported</b>	<b>1056</b>	<b>1002</b>	<b>-5%</b>



# Technology Upgrades

## **Mobile Data Terminals (MDT)**

The MDT was the centerpiece of the necessary upgrade in technology for the Department. They allow us to advance our capabilities and reduce time on calls for service, leaving more time on patrol. With the MDT, the officers have multiple platforms and databases that are available to them from local, state, and federal partners. These databases and platforms now provide reliable, real-time information in their vehicle.

Before the MDT's, officers relied on the 9-1-1 Dispatchers to provide a wide range of information to them so that they could perform the necessary tasks throughout the day. Depending on the call volume and other radio traffic, an officer may have to wait 15 to 20 minutes to get the needed information. Now the officer radios in his/her location and the nature of the call to the dispatcher. Then, he/she has what he needs to obtain, driver's license, vehicle registration, most warrants without having to rely on the dispatcher.

## **Mobile Phones for Each Officer**

As with the MDT, the mobile phone offers similar access to vital information, but on a smaller scale. Not all upgraded software and programs are compatible with mobile platforms. Still, the most important and most often used are compatible, and these phones allow the office to take this technology with them while conducting daily duties.

## **Mobile Computer Aided Dispatch (CAD)**

Computer-Aided Dispatch (CAD) is the primary platform used by most emergency service agencies to manage their daily activity and calls for service. Once a call is received, the information is entered into the CAD by a call taker or dispatcher. Besides necessary information such as name, address, and phone number, additional information such as suspect description, what the call taker can hear on the line, and anything else of importance is entered into the CAD.

# Technology Upgrades Continued

Through Mobile CAD, information is displayed on the MDT's of the responding officers, along with GPS Map location and other important information that may be needed by the responding officers. Additionally, each MDT knows and displays the location of other MDT's or police units, which are logged into the Mobile CAD system. The Mobile CAD system provides additional technology that improves the overall safety of the officer and officer awareness while in the field.

## Watsons Report Management System

Watsons Report Management System (RMS) is a highly effective and widely used program that is owned by Data Driven out of Bartlett, Tennessee. Watsons is installed on the MDT's and the app is also on the officers' phones. With Watsons, officers are capable of filing Offense, Crash, and Memo Reports and can also issue Regular, Warning and Parking E-Citations, Misdemeanor Citations, and can write Affidavits of Complaint from their police car.

Additionally, the officers have the same capabilities using the app on their department issued phone, but the phone has some draw backs regarding typing a narrative. The officers usually starts the report on their phones and the completes it from their laptop.

With the citation capability on the phone, the officer can complete the citation on the phone and have the person being issued the citation sign it from the officer's phone. After the citation is signed, the officer has a printer in his/her car that prints the citation for the offender.

The most unique and useful function of Watsons is the accessibility to the National Crime Information Center (NCIC). The NCIC database is where registrations, drivers license, active warrants from across the country, missing persons, stolen vehicles, and a wide range of other information is stored and can be accessed. Additionally, when an officer is writing an Offense report, citation, or other report in Watsons and enters a person's name or driver's license number, Watsons is programmed to auto populate this information into the report from NCIC and check for local and NCIC wants and warrants on that person. The same can be said when entering a VIN number or tag.

The NCIC data base can also be accessed independent of the reporting system. This allows officers to request vehicle registration information, driver's licenses information, and warrants from their vehicle.

These technological improvements and additions are designed to assist the officers in their daily patrol activities while improving accuracy, minimizing time on calls, and increasing safety and performance. According to Data Driven, most officers who have the Watson RMS reduce their time on call by as much as 30%. This equates to 3.6 additional hours an officer can spend patrolling during a 12-hour shift.





## Field Training Officer and Evaluation Program

The purpose of the Field Training and Evaluation Program is to train new officers so that each is prepared to function as a solo beat officer after their training cycle.

The training cycle consists of 14 - 16 weeks of intensive on-the-job training and daily performance evaluations. Training is conducted and staffed by field training officers (FTOs) who have the dual responsibility of providing police service in their assigned beats, as well as conducting training and evaluations for new officers.

Corporal Sarah Maclin manages the Field Training and Evaluation Program. She ensures that the program maintains the national standards of training and evaluates the FTO and the Officer in Training (OIT) to ensure quality training by the FTO and acceptable forward progress by the OIT. She also performs the final evaluation of the OIT to determine whether or not he/she has met the requirements and is prepared to operate as a solo officer.

Officers are required to meet specific performance standards in 30 performance categories before being certified for solo patrol duty. After completion of the FTO program, each officer is assigned to a patrol shift. During this time, the officer is evaluated bi-weekly by their patrol sergeant before fully being released as a solo officer.



## Policy Updates

Department Policies were another area that I found needed to be updated, with the last revision taking place in 2007. Department policies are the procedural foundation and guideline for which a police department operates. These policies typically are based on common sense and practical reasoning. Still, they are often the result of a court ruling or events that have brought to light the need for guidance in a particular area or procedure. In addition, implementing these policies is the first step in our goal of becoming accredited within the next two (2) years.

For example, Governor Bill Lee—due to recent events that have occurred across the country—formed a Use of Force Policy Committee made up of multiple law enforcement organizations and the Tennessee Peace Officers Standards and Training (P.O.S.T.) Commission. Its purpose was to review and make recommendations to Tennessee law enforcement agencies on updating their Use of Force and the adoption of a Duty to Intervene policy. We have followed their recommendation by updating our Use of Force policy and added a Duty to Intervene policy.

With prior experience in policy and accreditation, I have an understanding of the importance of implementing and managing effective policies and having an efficient document management system (DMS) to ensure these policies are reviewed and updated annually. These policies are the result of a partnership between The Tennessee Chiefs Association and a top law firm to assist agencies like ours who do not have the resources to take on such an enormous task. With these policies, each agency must review and adjust the policies to align with their departments.

To assist in this, I have purchased a well established DMS that is widely used by law enforcement agencies across the country. As of September 1, 2020, the first of ten (10) chapters of our new policies were published department-wide.



## Recently Award Grants

### **Department of Justice FY 20 Coronavirus Emergency Supplemental Funding Program - \$35,126.00**

This grant provides funding to purchase equipment and supplies to be used to support efforts in the fight to eliminate the COVID-19 virus.

### **Department of Justice Office of Community Oriented Policing Services (COPS Office)**

#### **COPS Hiring Program (CHP) - \$375,000.00**

COPS Hiring Program (CHP) provides funding to hire three (3) officers to support the Community Policing efforts of the Department. Once the officers have been hired and trained, the police department will implement a new community police unit. Projected start date is January 2021.

### **Tennessee Highway Safety Office Grant - \$20,000.00**

This grant provides overtime dollars to support the police department's efforts to reduce traffic crashes in the city of Covington. The Covington Police Department has partnered with the THSO for many years and will continue to do so.



## Welcome Canine Officer Arko

In early 2020, Canine Officer Bella was retired after ten years of service with the Department. Bella served the department well and was responsible for multiple narcotics interdictions and arrests in our city. We here at the police department want to think Bella and her partner Cpl. Lightsey for a job well done. Bella is now living the remainder of her life with Cpl. Lightsey and his family where she can play, lounge, and enjoy retirement.

Upon Bella's retirement, the reins were handed over to Arko, our departments' new canine officer and his handler Officer James Perry. Arko comes to us from the Houston K-9 Academy and is a two (2) year old German Shepherd. Arko and Officer Perry received 15 weeks of intense Patrol and Narcotics training by the Desoto County Sheriff's Office thanks to the kindness of Sheriff Bill Rasco. As a result of Sheriff Rasco's generosity, the department saved approximately \$25,000.00 in training cost. Thank you Sheriff Rasco!! Arko, along with his partner Officer Perry, have been patrolling the street of Covington for a few months now and are a great addition to the Covington Police Department and will be for many years to come.



**RESOLUTION**

**CITY OF COVINGTON, TN**

WHEREAS, the Tennessee Department of Transportation has responsibility for the administration of the Tennessee Department of Transportation-Multimodal Access Grant which is designed to assist communities in their efforts to enhance transportation concerns.

WHEREAS, the City of Covington, acting by and through its Mayor and Board of Aldermen proposes to apply for Multimodal funds for the purpose of performing eligible transportation activities that will benefit the majority of the residents of the City of Covington.

WHEREAS, the City of Covington will provide local financial support in conjunction with the Multimodal funds to complete the project, and,

WHEREAS, the City of Covington, as a recipient is required to designate and appoint a Financial Officer to perform certain duties in the administration of said grant.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Covington as follows:

THAT, Mayor Justin Hanson is hereby authorized to execute and submit an application with appropriate assurances to the State of Tennessee, Department of Transportation, requesting Fiscal Year 2020-2021 Multimodal funds for the 2020-21 City of Covington Multimodal Access Grant.

THAT, the City of Covington will be responsible for the local cash/match toward the project to be provide in full by the general account; and

THAT, Mayor Justin Hanson be and is hereby designated and appointed as Financial Officer and to perform on behalf of the City of Covington, Tennessee, those acts and assume such duties as are consistent with said position.

READ AND ADOPTED this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF COVINGTON

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_





# Proclamation

- WHEREAS,** There were 73,568 domestic violence reports and, on average, 52,233 Tennessee women who experienced domestic violence in Tennessee in 2019;
- WHEREAS,** Children accounted for 9.8% of domestic violence victims in Tennessee in 2019;
- WHEREAS,** Tennessee reported 98 victims killed by an intimate partner in 2019;
- WHEREAS,** The abuse of a family member can have a long-term damaging impact on survivors and their children that impacts family, friends, and the community-at-large;
- WHEREAS,** Families are indispensable to a stable society and should be a place of support to instill responsibility and values in the next generation;
- WHEREAS,** Domestic violence is widespread and is devastating to society as a whole, but particularly to women and children;
- WHEREAS,** Violence against women and children is a prevalent social ill due to the historical imbalance of power in gender and age;
- WHEREAS,** The problem of domestic violence is not confined to any group or groups of people but crosses all economic, racial, gender, educational, religious, and societal barriers and is sustained by societal indifference;
- WHEREAS,** The survivors of domestic violence should have help to find the compassion, comfort, and healing they need, and domestic abusers should be held fully accountable for their crimes against persons and the community; and
- WHEREAS,** Our community has a civic and moral obligation to work to prevent domestic violence, to address its brutal and destructive effects, and to make ending domestic violence a community priority.

**NOW, THEREFORE,** in recognition of the important work being done by our community to prevent domestic violence, support survivors of domestic violence, and hold perpetrators of such violence accountable for their crimes against the community, I, **JUSTIN M. HANSON, MAYOR OF CITY OF COVINGTON IN TIPTON COUNTY, TENNESSEE, DO HEREBY PROCLAIM OCTOBER 2020 AS**

## Domestic Violence Awareness Month

and urge all citizens to become aware of this destructive force in our society and to become part of the efforts to build safe, stable, nurturing relationships and families.

**IN WITNESS WHEREOF, WE HEREUNTO SET OUR HANDS AND CAUSE THE SEALS OF THE CITY OF COVINGTON, TO BE AFFIXED THIS THE 22<sup>nd</sup> OF SEPTEMBER 2020.**



**JUSTIN M. HANSON**  
MAYOR

**TINA C. DUNN**  
RECORDER-TREASURER

**MONTH TO DATE (2.75%)**

<b>REC/SALE</b>	<b>ACTUAL 2019-20</b>	<b>ACTUAL 2019-20</b>	<b>MONTH INC/(DEC)</b>	<b>MONTH INC/DEC %</b>
SEPT/JUL	\$ 312,834	\$ 363,501	\$ 50,667	16.2
OCT/AUG	\$ 317,982			0.0
NOV/SEP	\$ 287,969			0.0
DEC/OCT	\$ 318,516			0.0
JAN/NOV	\$ 310,079			0.0
FEB/DEC	\$ 398,735			0.0
MAR/JAN	\$ 281,452			0.0
APRIL/FEB	\$ 290,545			0.0
MAY/MAR	\$ 342,172			0.0
JUNE/APR	\$ 355,103			0.0
JULY/MAY	\$ 375,029			0.0
AUG/JUNE	\$ 364,603			0.0

TOTAL

**YEAR TO DATE (2.75%)**

<b>REC/SALE</b>	<b>ACTUAL 2019-20</b>	<b>ACTUAL 2019-20</b>	<b>MONTH INC/(DEC)</b>	<b>MONTH INC/DEC %</b>
SEPT/JUL	\$ 312,834	\$ 363,501	\$ 50,667	16.2
OCT/AUG	\$ 630,816			0.0
NOV/SEP	\$ 918,785			0.0
DEC/OCT	\$ 1,237,301			0.0
JAN/NOV	\$ 1,547,380			0.0
FEB/DEC	\$ 1,946,115			0.0
MAR/JAN	\$ 2,227,567			0.0
APRIL/FEB	\$ 2,518,112			0.0
MAY/MAR	\$ 2,860,284			0.0
JUNE/APR	\$ 3,215,387			0.0
JULY/MAY	\$ 3,590,416			0.0
AUG/JUNE	\$ 3,955,019			0.0



Month: 08 - August Year: 2020

Search

Collected In	Collections Type	Amount
8401 - Covington	Business Tax	-2,792.61
8401 - Covington	Local Option - DOR Admin Fee	1,281.46
8401 - Covington	Gasoline 3 Cent	-4,127.80
8401 - Covington	Gasoline 1989 Increase	-2,227.71
8401 - Covington	Gasoline And Motor Fuel	-13,881.69
8401 - Covington	Motor Fuel Improve Act	-6,945.66
8401 - Covington	Petroleum Special	-1,495.28
8401 - Covington	TV Telecom	-1,137.58
8401 - Covington	Liquor by the Drink	-2,583.16
8401 - Covington	Local Option	-113,907.45
8401 - Covington	State Sales	-64,599.74
8401 - Covington	Local Option - DOR Admin Fee	5,766.59
8401 - Covington	Local Option	-512,585.45
13 Rows		-719,236.08

506,818.8612  
19%

250,875.34  
2,534.09  
250,875.34  
+ 112,685.99  
363,501.33

## ORDINANCE 1733

AN ORDINANCE TO DELETE IN ITS ENTIREY THE TEXT OF THE COVINGTON MUNICIPAL CODE, (FIRE PROTECTION AND FIREWORKS) TITLE 7, CHAPTER 4 AND ORDINANCE NO 1696 AND REPLACE IT WITH THE FOLLOWING.

WHEREAS, the Board of Mayor and Alderman has deemed it necessary, for the purpose of promoting the health, safety, prosperity, morals, and general welfare of the City, to amend The Covington Municipal Code by discontinuing the sale and discharge of all fireworks, except by organizations that hire licensed professionals to conduct displays and,

WHEREAS, the Board of Mayor and Alderman have discussed and reviewed the above stated proposed deletion and replacement; and,

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF COVINGTON:**

**SECTION 1.** That Title 7, Chapter 4, and Ordinance Number 1696 shall be deleted in their entirety and replaced with the following:

7-401. Definitions.

- a) "Fireworks" means any composition or device for the purpose of producing a visible or an auditable effect by combustion, deflagration, or detonation and which also meets the definition of Tennessee law.

7-402. Prohibition. The sale or manufacture of fireworks within the corporate limits of the City of Covington is prohibited.

7-403. Discharge of Fireworks. The discharge of fireworks within the corporate limits of the City of Covington is prohibited except as specifically set forth hereinbelow.

- a) The discharge of fireworks within the corporate limits of the City of Covington shall be limited to persons, businesses, or organizations that:
  - i. Hire a pyrotechnic professional who is licensed as an "exhibitor" or certified as an "outdoor fireworks display operator" by the State Fire Marshal to conduct fireworks displays (See generally *Tennessee Code Annotated* § 68-104, Part 2);
  - ii. Hire a pyrotechnic professional who has a permit or federal explosives license from the Bureau of Alcohol, Tobacco, Firearms and Explosives to conduct fireworks displays (See generally 27 CFR Part 555);
  - iii. Hire a pyrotechnic professional who has any other acceptable license, certificate, or training which would provide them with specific expertise the Special Events Committee, Covington Fire Chief or his designee, and Board of Mayor and Aldermen find acceptable to minimize the risk of harm posed to the public and demonstrate to the Committee, Fire Department and Board

- of Mayor and Aldermen the event will comply with all applicable safety standards as determined by the Covington Fire Chief or his designee;
- iv. Appear(s) before the Special Events Committee to request a permit and the Special Events Committee, Covington Fire Chief or his designee, and the Board of Mayor and Aldermen specifically determine that the event will detonate consumer fireworks<sup>1</sup> only and the applicant adequately demonstrates to the Committee, Fire Department and Board of Mayor and Aldermen the event will comply with all applicable safety standards as determined by the Covington Fire Chief or his designee;
- b) Permit Required. Permits for the discharge of fireworks within the corporate limits of the City of Covington shall be issued by the Board of Mayor and Aldermen. Prior to the discharge of any fireworks, either “public displays” (as defined herein) or for private events, the person, business, or organization conducting the fireworks event shall first appear before the City of Covington Special Events Committee and present their application for review.
- i. The application for a permit shall include, among other information, name, age and contact information of the applicant, date and time of the event, the type of fireworks that will be used in the event (either consumer fireworks<sup>1</sup> or display fireworks<sup>2</sup>), the approximate number of fireworks detonated in the event, who will be responsible for detonating the fireworks, where the event will be held, permission from the owner of the property where the event will be held, where spectators will be during the event, the number of spectators expected, the closest structures to the location of the event, and what safety measures will be in place in the event of an accident.
  - ii. The Special Events Committee will recommend either approval or denial of a permit for the discharge of fireworks to the Board of Mayor and Aldermen. The Special Events Committee may also recommend a

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<sup>1</sup> Consumer Fireworks are defined as any small firework device designed to produce visible effects by combustion and which comply with the construction, chemical composition, and labeling regulations of the U.S. Consumer Product Safety Commission, as set forth in 16 CFR, parts 1500 and 1507, some small devices designed to produce audible effects are included, such as whistling devices, ground devices containing 50 mg or less of explosive materials, aerial devices containing 130 mg or less of explosive materials, those classified as fireworks UN0336, and UN0337 by the U.S. Department of Transportation at 49 CFR 172.101, and/or as may be defined in *Tennessee Code Annotated* § 68-104-101. It does not mean fused set pieces containing components which together exceed 50 mg of salute powder.

<sup>2</sup> Display fireworks are defined as large fireworks designed primarily to produce visible or audible effects by combustion, deflagration, or detonation salutes containing more than 2 grains (130 mg) of flash powder, aerial shells containing more than 40 grams of pyrotechnic compositions (including any break charge and visible/audible effect composition but exclusive of lift charge), other display pieces which exceed the limits of explosive materials for classification as "consumer fireworks," and/or as may be defined in *Tennessee Code Annotated* § 68-104-101 and § 68-104-202. They also include fused set pieces containing components which together exceed 50 mg of flash powder. Display fireworks are classified as fireworks UN0333, UN0334 or UN0335 by the Department of Transportation 49 CFR 172.101. Display fireworks also require any person using them, in any way, to have an ATF explosives license or permit for the activity under applicable regulations found in 27 CFR, part 555.

conditional approval of the application upon certain other safety measures being met.

- iii. The Board of Mayor and Aldermen has final authority on approving or denying a permit for the discharge of fireworks, and a permit issued by the Board of Mayor and Aldermen is required before any discharge of fireworks is allowed within the corporate limits of the City of Covington.
- iv. Before any application for a permit can be approved the applicant must provide proof to the Special Events Committee and the Board of Mayor and Aldermen proof of general liability insurance to cover the potential liability for bodily injury and property damage in the minimum amount of one million dollars (\$1,000,000) for the fireworks event.
  - i. The Board of Mayor and Alderman shall have the discretion to waive the general liability insurance requirement as a condition of issuing a permit if, in its sole discretion, the burden on the applicant in providing the insurance outweighs the overall risk of harm posed to the general public. In considering a request for a waiver of insurance coverage the Board of Mayor and Aldermen shall consider the number of fireworks detonated at the event, the proximity of other structures to the location of the fireworks event, and the number of spectators expected at the event. The Special Events Committee shall recommend either approval or denial of the insurance waiver request after its review of the application.
- v. If the event will be a “public display” of fireworks, as defined in *Tennessee Code Annotated* § 68-104-211, then the applicant must provide proof of compliance with the provisions set forth in *Tennessee Code Annotated* § 68-104-211 and provide a copy of the permit from the State Fire Marshall, once received.

c) 7-404. Violations and Penalties.

- i. Any person(s) found guilty of violating the terms of this chapter are subject to a \$50.00 fine for each occurrence. Each firework detonated in violation of the terms of this ordinance shall constitute a separate occurrence.
- ii. If the City of Covington Police Chief and/or City of Covington Fire Chief have probable cause to believe that any person, business or organization has not obtained the proper permit(s) from the City of Covington Board of Mayor and Aldermen and/or the State Fire Marshal, then the Police Chief and/or Fire Chief shall stop the discharge of the fireworks, and confiscate any remaining undetonated fireworks.

- iii. Any person detonating fireworks within the corporate limits of the City of Covington in violation of this chapter shall be cited to court, and any remaining undetonated fireworks shall be confiscated.
- iv. Minors in possession of fireworks, Parental Liability. It is unlawful for any minor child under the age of sixteen (16) to be in possession of fireworks within the corporate limits of the City of Covington. In the event any minor child under the age of sixteen (16) is found to have possession of fireworks, as defined by this chapter, then the fireworks shall be confiscated and the minor's parent shall be held responsible and cited to court under this chapter.
  - i. For purposes of this section, "possession" means having or holding physical dominion and control over the object.

**SECTION 2.** BE IT FURTHER ORDAINED that this Ordinance shall become effective immediately upon its passage after third and final reading, this ordinance shall take effect from and after its passage, the welfare of the City requiring it.

Passed First Reading \_\_\_\_\_

\_\_\_\_\_

Passed Second Reading \_\_\_\_\_

Mayor

Public Hearing \_\_\_\_\_

Passed Third Reading \_\_\_\_\_

\_\_\_\_\_

Recorder-Treasurer

**ORDINANCE 1734**

**ORDINANCE TO ESTABLISH AN UPDATED OCCUPATIONAL SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN**

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the City of Covington hereby updates the Occupational Safety and Health Program Plan for our employees.

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements.

NOW, THEREFORE, BE IT ORDAINED BY the City of Covington, Tennessee that there be and is hereby amended as follows:

**SECTION 1.**

**TITLE:**This section shall be known as "The Occupational Safety and Health Program Plan" for the employees of the City of Covington.

**PURPOSE:**

The City of Covington in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthy place and condition of employment that includes:
  - a) Top Management Commitment and Employee Involvement;
  - b) Continually analyze the worksite to identify all hazards and potential hazards;
  - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
  - d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- 4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
- 5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.
- 6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.
- 7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health

standards, and provide for education and notification of all employees of the existence of this Program Plan.

**COVERAGE:**

The provisions of the Occupational Safety and Health Program Plan for the employees of the City of Covington shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.

**STANDARDS AUTHORIZED:**

The Occupational Safety and Health standards adopted by the the City of Covington are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).

**VARIANCES FROM STANDARDS AUTHORIZED:**

Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

**ADMINISTRATION:**

For the purposes of this ordinance, Jason L. Jenkins Inspector for the City of Covington is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this Program Plan. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50.

**FUNDING THE PROGRAM PLAN:**

Sufficient funds for administering and staffing the Program Plan pursuant to this ordinance shall be made available as authorized by the the City of Covington.

**SEVERABILITY:**

SECTION 2. BE IT FURTHER ORDAINED that if any section, sub-section, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

**AMENDMENTS, ETC:**

SECTION 3. BE IT FURTHER ORDAINED that this ordinance shall take effect from and after the date it shall have been passed by the Board of Mayor & Alderman, properly signed, certified, and has met all other legal requirements of the Ordinance, and as otherwise provided by law, the general welfare of the City of Covington requiring it.

Mayor

Date

---

Recorder/Treasurer

Date

---

Passed First Reading

---

Passed Second Reading

---

Passed Third Reading



PLAN OF OPERATION FOR THE OCCUPATIONAL SAFETY AND HEALTH  
PROGRAM PLAN FOR THE EMPLOYEES OF The City of Covington

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## 1. PURPOSE AND COVERAGE

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of The City of Covington.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent.

The City of Covington in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

## II. DEFINITIONS

For the purposes of this Program Plan, the following definitions apply:

- a. COMMISSIONER OF LABOR and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. EMPLOYER means the City of Covington and includes each administrative department, board, commission, division, or other agency of the City of Covington.
- c. SAFETY DIRECTOR OF OCCUPATIONAL SAFETY AND HEALTH or SAFETY DIRECTOR means the person designated by the establishing ordinance, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of the City of Covington.
- d. INSPECTOR(S) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.
- e. APPOINTING AUTHORITY means any official or group of officials of the employer having legally designated powers

of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.

- f. EMPLOYEE means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as "volunteers" provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. PERSON means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. STANDARD means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. IMMINENT DANGER means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. ESTABLISHMENT or WORKSITE means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. SERIOUS INJURY or HARM means that type of harm that would cause permanent or prolonged impairment of the body in that:
  - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
  - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. ACT or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.
- m. GOVERNING BODY means the County Quarterly Court, Board of Aldermen, Board of Commissioners, City or Town Council, Board of Governors, etc., whichever may be applicable to the local government, government agency, or utility to which this plan applies.
- n. CHIEF EXECUTIVE OFFICER means the chief administrative official, County Judge, County Chairman, County Mayor, Mayor, City Manager, General Manager, etc., as may be applicable.

### III. EMPLOYERS RIGHTS AND DUTIES

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from and unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed

standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.

- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to insure the provisions of this Program Plan are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

#### IV. EMPLOYEES RIGHTS AND DUTIES

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972 which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.
- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety of others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

#### V. ADMINISTRATION

2. The Safety Director of Occupational Safety and Health is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
  1. The Safety Director may designate person or persons as he deems necessary to carry out his powers, duties, and responsibilities under this Program Plan.
  2. The Safety Director may delegate the power to make inspections, provided procedures employed are as effective as those employed by the Safety Director.
  3. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
  4. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
  5. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
  6. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.
  7. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
  8. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
  9. **The Safety Director shall, in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees, insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.**
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
  1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan.
  2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
  3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
  4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

## VI. STANDARDS AUTHORIZED

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

## VII. VARIANCE PROCEDURE

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

3. The application for a variance shall be prepared in writing and shall contain:
  1. A specification of the standard or portion thereof from which the variance is sought.
  2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
  3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
  4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
  5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
  1. The employer:
    - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.
    - ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
    - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
  2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

## VIII. RECORDKEEPING AND REPORTING

Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the booklet. You can get a copy of the Forms for Recordkeeping from the internet. Go to [www.osha.gov](http://www.osha.gov) and click on Recordkeeping Forms located on the home page.

The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART, Appendix IV to this plan.

Details of how reports of occupational accidents, injuries, and illnesses will reach the recordkeeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

## IX. EMPLOYEE COMPLAINT PROCEDURE

If any employee feels that he is assigned to work in conditions which might affect his health, safety, or general welfare at the present time or at any time in the future, he should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his health, safety, or general welfare. The employee should sign the letter but need not do so if he wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if no, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.
- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he may forward a letter to the Chief Executive Officer or to the governing body explaining the condition(s) cited in his original complaint and why he believes the answer to be inappropriate or insufficient.
- d. The Chief Executive Officer or a representative of the governing body will evaluate the complaint and will begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or the next regularly scheduled meeting of the governing body following receipt of the complaint explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Chief Executive Officer or the representative of the governing body.
- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

## X. EDUCATION AND TRAINING

4. Safety Director and/or Compliance Inspector(s):

1. Arrangements will be made for the Safety Director and/or Compliance Inspector(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.

5. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.

b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, as a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
  2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
  3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
  4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocution; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
  5. Instruct employees on hazards and dangers of confined or enclosed spaces.
6. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
- ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
  - iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

## XI. GENERAL INSPECTION PROCEDURES

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Ordinance, the Safety Director and/or Compliance Inspector(s), if appointed,



is authorized:

1. To enter at any reasonable time, any establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the employer and;
  2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. An administrative representative of the employer and a representative authorized by the employees shall be given an opportunity to consult with and/or to accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
- g. Advance Notice of Inspections.
1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.
  2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
  2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.
7. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

## XII. IMMEDIATE DANGER PROCEDURES

8. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:

1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.
5. The imminent danger shall be deemed abated if:
  - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
  - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.

b. Refusal to Abate.

1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Chief Executive Officer immediately.
2. The Safety Director and/or Chief Executive Officer shall take whatever action may be necessary to achieve abatement.

### XIII. ABATEMENT ORDERS AND HEARINGS

9. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:
  1. Issue an abatement order to the head of the worksite.
  2. Post or cause to be posted, a copy of the abatement order at or near each location referred to in the abatement order.
- b. Abatement orders shall contain the following information:
  1. The standard, rule, or regulation which was found to violated.
  2. A description of the nature and location of the violation.
  3. A description of what is required to abate or correct the violation.
  4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the

Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue an abatement order and such subsequent order shall be binding on all parties and shall be final.

#### XIV. PENALTIES

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the appointing authority. It shall be the duty of the appointing authority to administer discipline by taking action in one of the following ways as appropriate and warranted:
  1. Oral reprimand.
  2. Written reprimand.
  3. Suspension for three (3) or more working days.
  4. Termination of employment.

#### XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (ordinance, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

#### XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency/safety Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30 day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

#### XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED

- a. Compliance with any other law, statute, ordinance, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.
- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this

Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, ordinance, or executive order, as applicable, is specifically repealed.

Signature:  
Safety Director,

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Occupational Safety and Health and Date

**APPENDIX – I WORK LOCATIONS  
(ORGANIZATIONAL CHART)**

Airport - 3 employees

169 Airport PKWY Dr.  
Covington, TN 38019  
901-476-1392

City Hall - 8 employees

200 W. Washington Ave.  
Covington, TN 38019  
901-476-9613

Codes Compliance - 5 employees

200 W. Washington Ave.  
Covington, TN 38019  
901-476-7191 ext. 146

Covington Electric System- 18 employees

1469 S. Main St.  
Covington, TN 38019  
901-476-7104

Fire Department- 26 full time employees 3 part time

101 Tennessee Ave.  
Covington, TN 38019  
901-476-2578

Police Department - 41 employees

211 S. Main ST.  
Covington, TN 38019  
901-476-5282

Public Works - 19 employees

300 S. College St.  
Covington, TN 38019  
901-476-0583

Utility Billing - 2 employees  
200 W. Washington Ave  
Covington, TN 38019  
901-476-9613

Street / Sanitations - 27 employees  
410 E. Ripley St.  
Covington, TN 38019  
901-476-6793

Maintenance Shop - 3 employees  
410 E. Ripley St.  
Covington, TN 38019  
901-476-6793

Water Plant - 4 employees  
298 Witherington Dr.  
Covington, TN 38019  
901-476-

Park & Recreation - 6 full time employees 17 part time  
790 Burt Johnston Ave.  
Covington, TN 38019  
901-476-3734

Tipton Museum - 3 employees  
751 Burt Johnston Ave.  
Covington, TN 38019  
901-476-0242

TOTAL NUMBER OF Full time EMPLOYEES: 168 & Part time Employees 21

## APPENDIX – II NOTICE TO ALL EMPLOYEES

### NOTICE TO ALL EMPLOYEES OF THE CITY OF COVINGTON.

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to insure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or the PERSONNEL DIRECTOR.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before the Personnel Director for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of COVINGTON is available for inspection by any employee at City Hall and the Safety Directors office during regular office hours.

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Signature: MAYOR AND DATE

### APPENDIX – III PROGRAM PLAN BUDGET

(Either answer questions 1-11 or fill in the statement below)

1. Prorated portion of wages, salaries, etc., for program administration and support.
2. Office space and office supplies.
3. Safety and health educational materials and support for education and training.
4. Safety devices for personnel safety and health.
5. Equipment modifications.
6. Equipment additions (facilities)
7. Protective clothing and equipment (personnel)
8. Safety and health instruments
9. Funding for projects to correct hazardous conditions.
10. Reserve fund for the Program Plan.
11. Contingencies and miscellaneous,

TOTAL ESTIMATED PROGRAM PLAN FUNDING,  
ESTIMATE OF TOTAL BUDGET FOR:

**OR Use This Statement:**

STATEMENT OF FINANCIAL RESOURCE AVAILABILITY

Be assured that the City of Covington has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.



## APPENDIX – IV ACCIDENT REPORTING PROCEDURES

- (1-15) Employees shall report all accidents, injuries, or illnesses directly to the Safety Director as soon as possible, but not later than twenty-four (24) hours after the occurrence. Such reports may be verbal or in writing. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The Safety Director will insure completion of required reports and records in accordance with Section VIII of the basic plan.
- (16-50) Employees shall report all accidents, injuries, or illnesses to their supervisor as soon as possible, but not later than two (2) hours after the occurrence. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will investigate the accident or illness, complete an accident report, and forward the accident report to the Safety Director and/or record keeper within twenty-four (24) hours of the time the accident or injury occurred or the time of the first report of the illness.
- (51-250) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after the occurrence. The supervisor will provide the Safety Director and/or record keeper with the name of the injured or ill employee and a brief description of the accident or illness by telephone as soon as possible, but not later than four (4) hours, after the accident or injury occurred or the time of the first report of the illness. All fatalities or accidents involving the hospitalization of three (3) or more employees shall be reported to the Safety Director and/or record keeper immediately, either by telephone or verbally, and will be followed by a written report within four (4) hours after their occurrence. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the recordkeeper.
- (251-Plus) Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves loss of consciousness, a fatality, broken bones, severed body member, or third degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness (with the assistance of the Safety Director or Compliance Inspector, if necessary) and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

10. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
11. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
12. Title of the department or division in which the injured or ill employee is normally employed.
13. Specific description of what the employee was doing when injured.

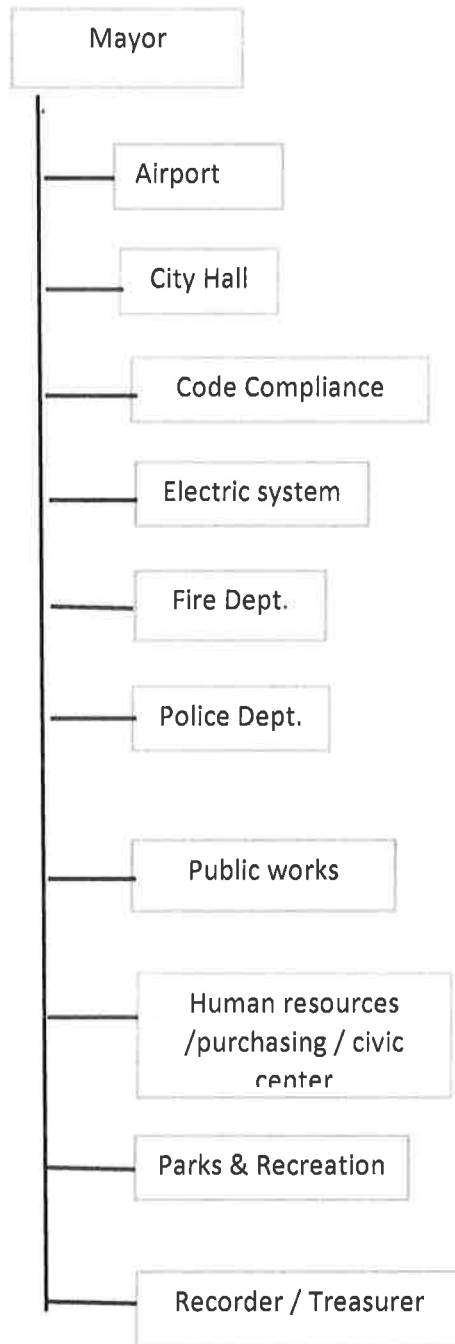
14. Specific description of how the accident occurred.
15. A description of the injury or illness in detail and the part of the body affected.
16. Name of the object or substance which directly injured the employee.
17. Date and time of injury or diagnosis of illness.
18. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

**NOTE: A procedure such as one of those listed above or similar information is necessary to satisfy Item Number 4 listed under PROGRAM PLAN in Section V. ADMINISTRATION, Part b of the Tennessee Occupational Safety and Health Plan.** This information may be submitted in flow chart form instead of in narrative form if desired. These procedures may be modified in any way to fit local situations as they have been prepared as a guide only.

The four (4) procedures listed above are based upon the size of the work force and relative complexity of the organization. The approximate size of the organization for which each procedure is suggested is indicated in parenthesis in the left hand margin at the beginning, i.e., (1-15), (16-50), (51-250), and (251 Plus), and the figures relate to the total number of employees including the Chief Executive Officer but excluding the governing body (County Court, City Council, Board of Directors, etc.).

Generally, the more simple an accident reporting procedure is, the more effective it is. Please select the one procedure listed above, or prepare a similar procedure or flow chart, which most nearly fits what will be the most effective for your local situation. Note also that the specific information listed for written reports applies to all three of the procedures listed for those organizations with sixteen (16) or more employees.

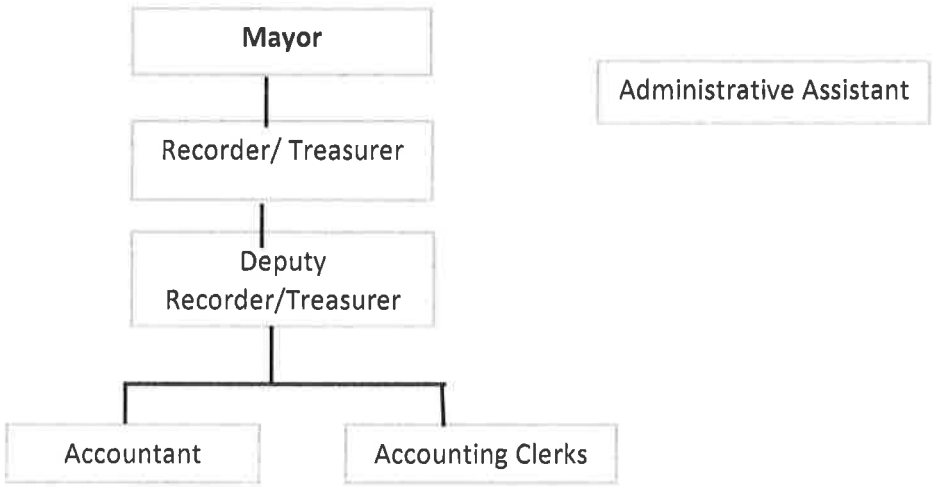
# City of Covington Organizational Chart



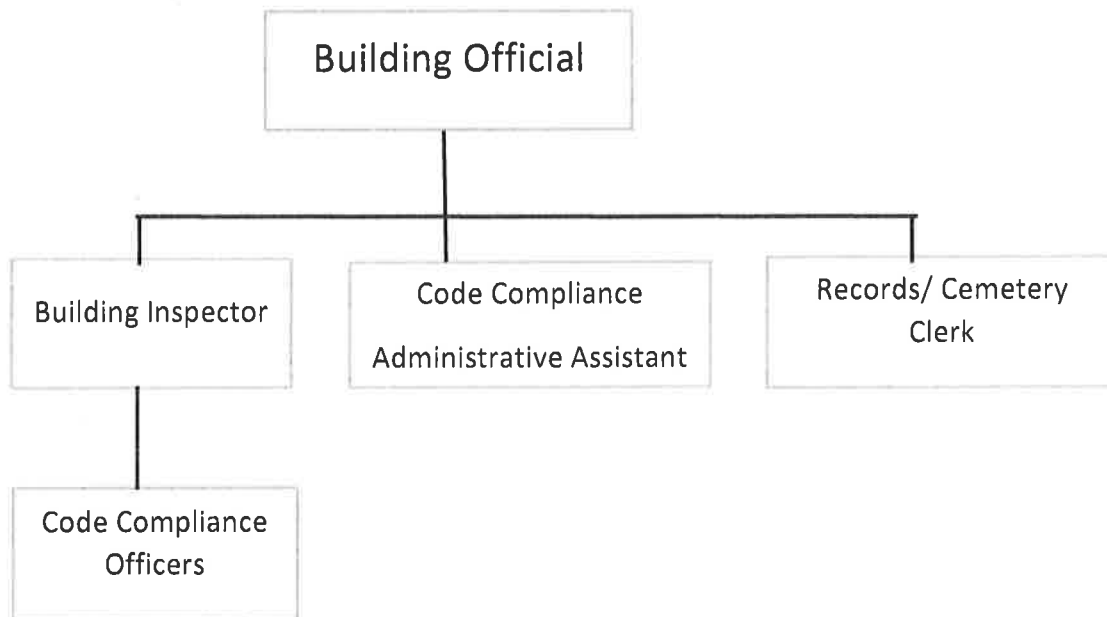
# Covington Municipal Airport



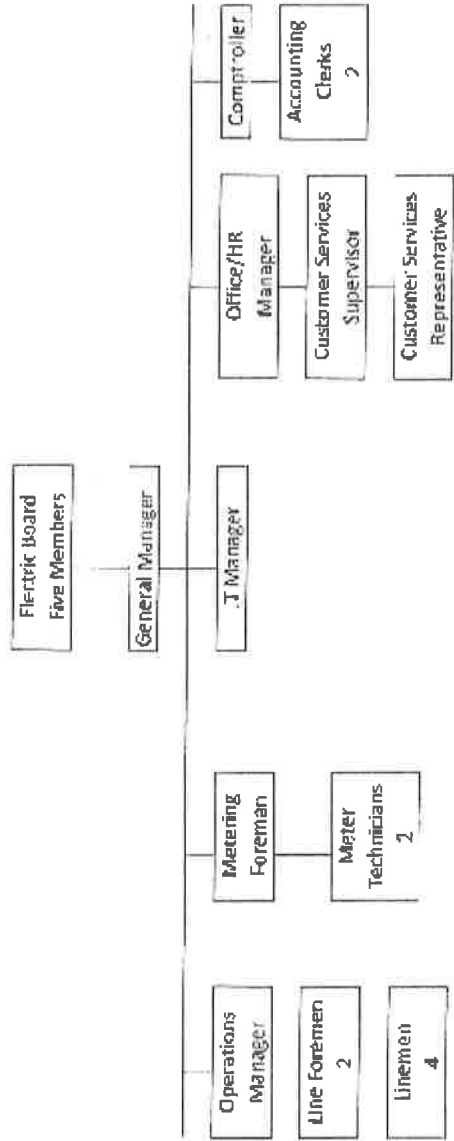
# Covington City Hall



# Code Compliance Department

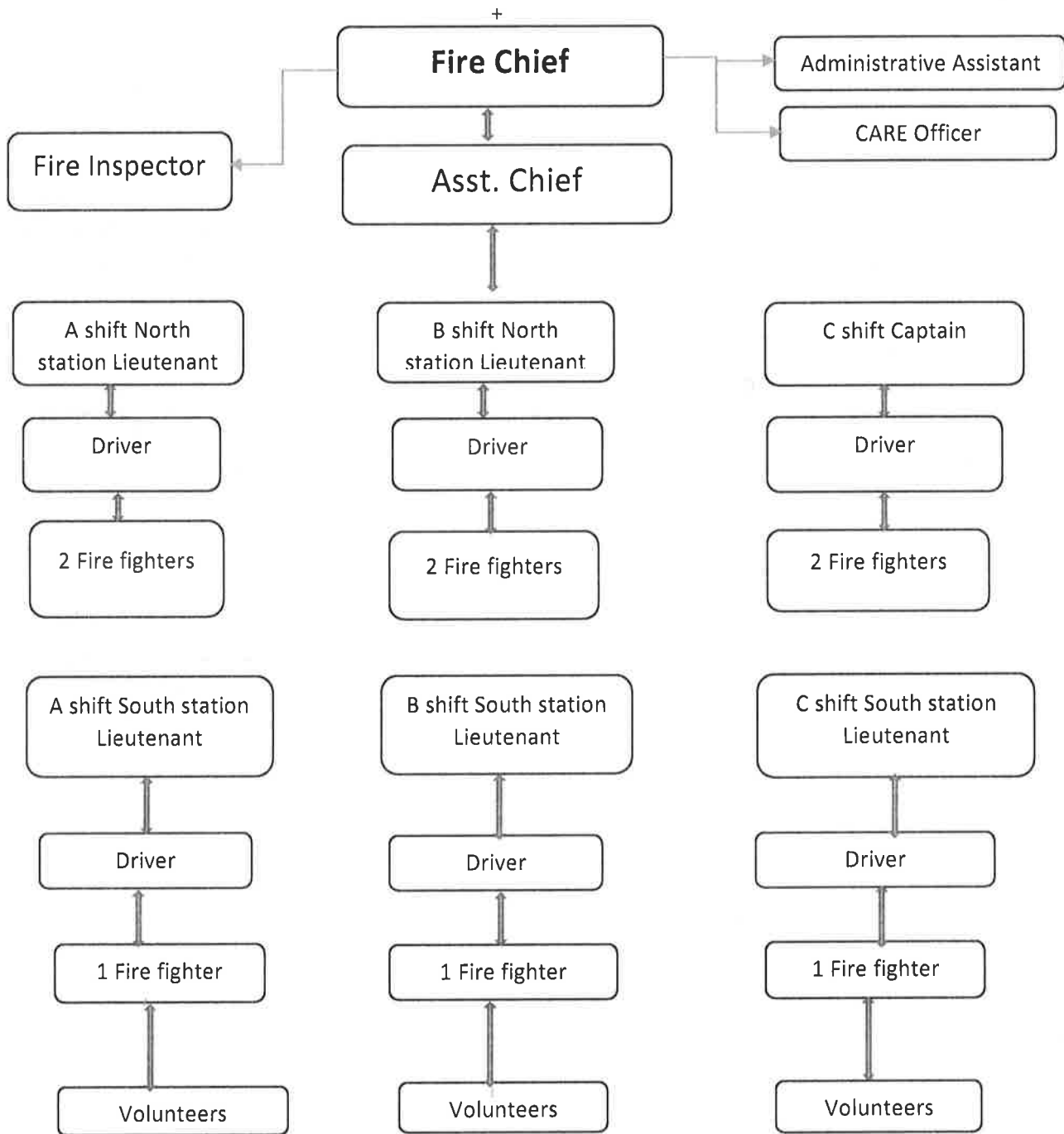


# Covington Electric



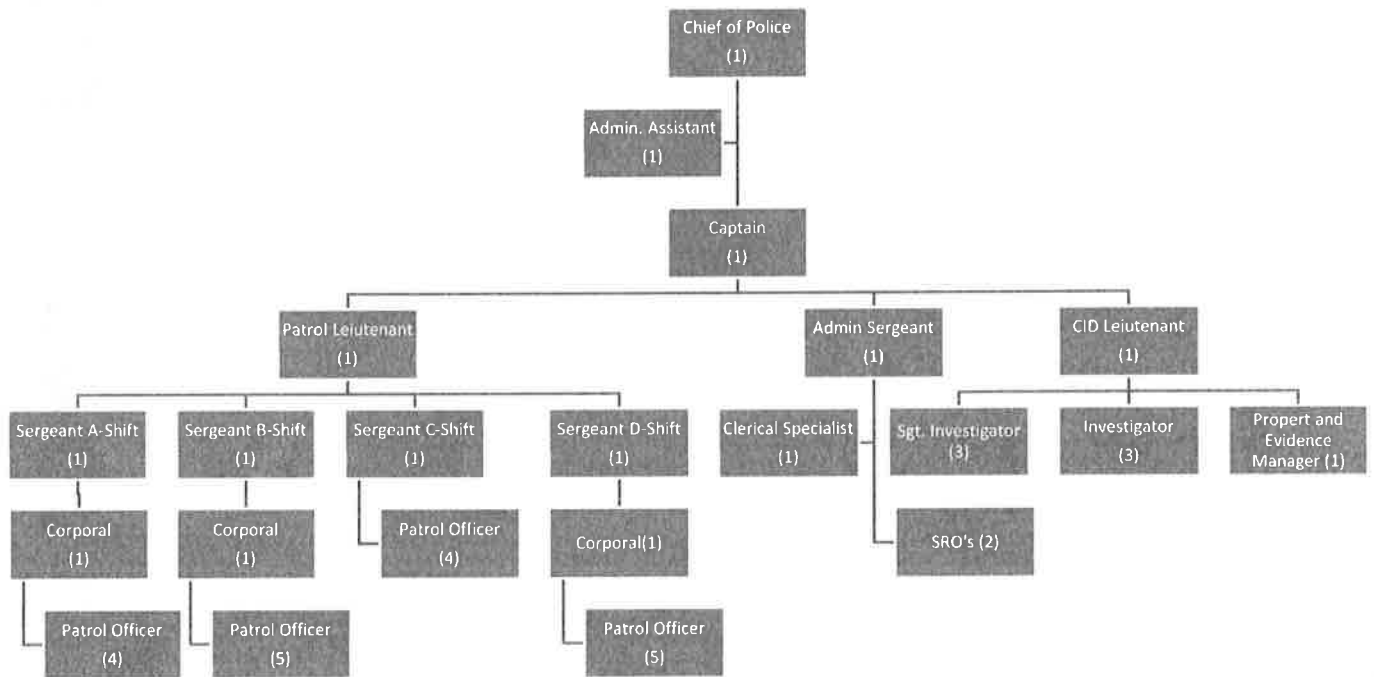
18 employees total

# Covington Fire Department

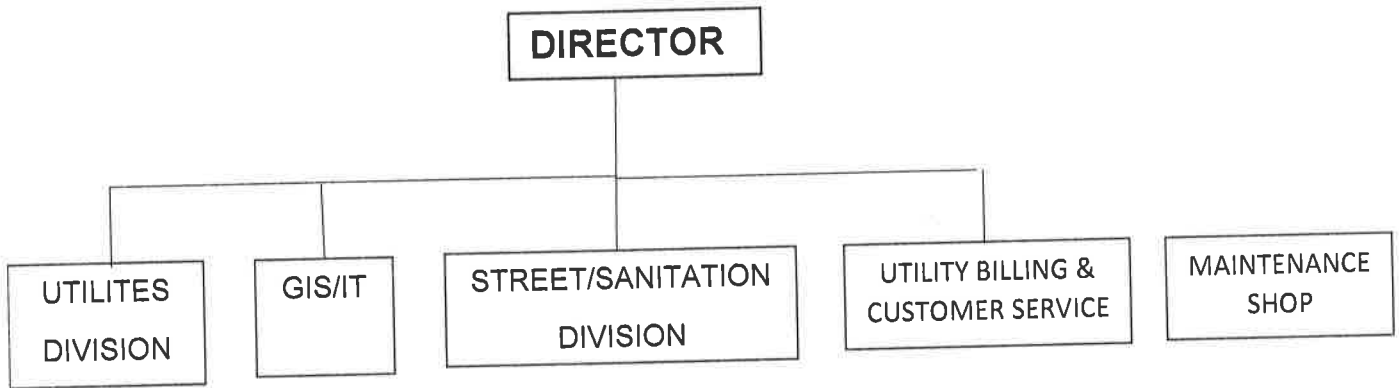




# COVINGTON POLICE DEPARTMENT Flow Chart



# COVINGTON PUBLIC WORKS



# UTILITIES DIVISION

**UTILITY MANAGER**

WWTP  
SUPERVISOR

UTILITIES  
SUPERVISOR

ADMINISTRATIV  
E  
ASSISTANT

WATER PLANT  
SUPERVISOR

UTILITY  
SERVICE  
TECHNICIANS  
(2)

WWTP  
OPERATOR  
S

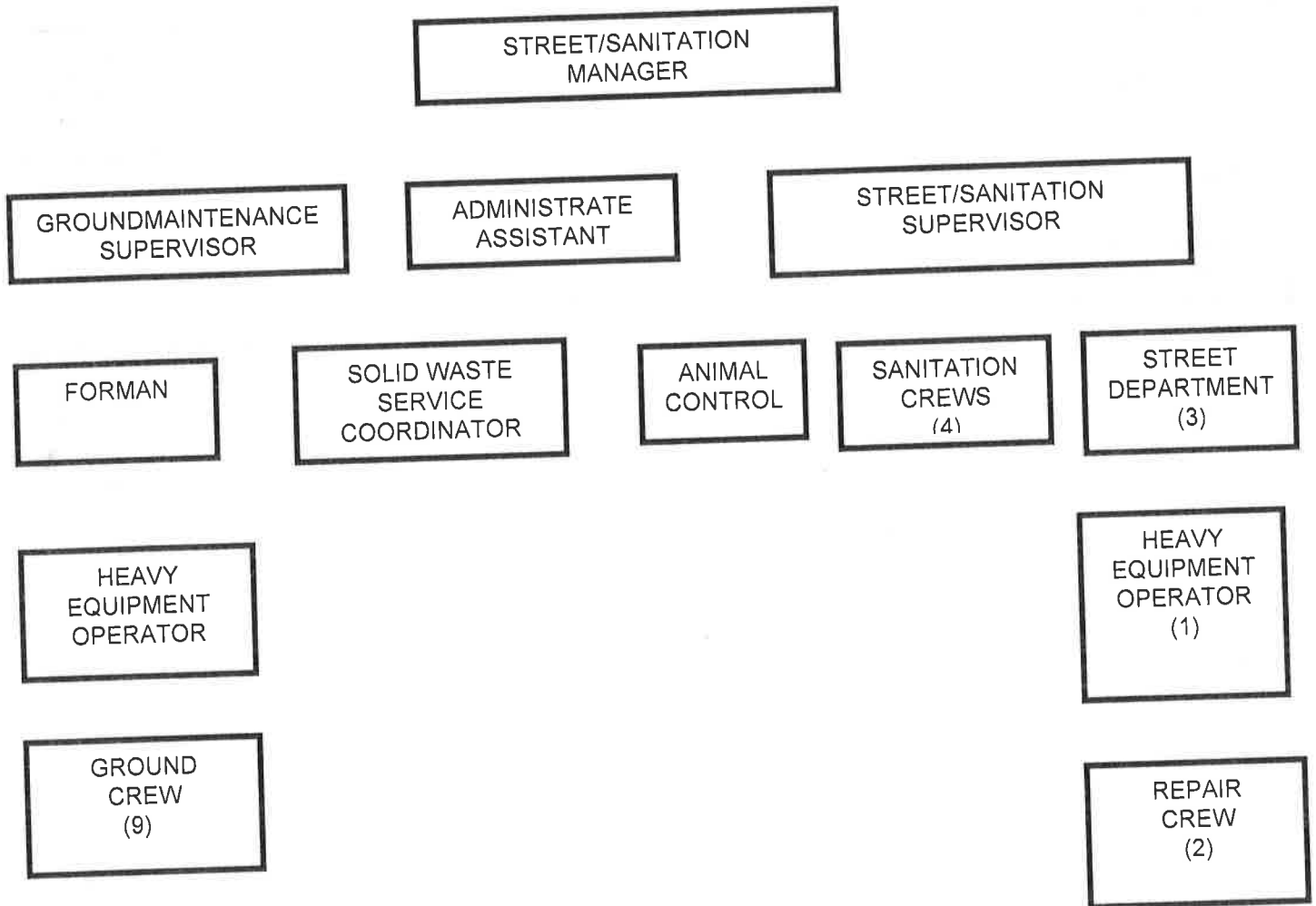
UTILITY  
REPAIRMAN  
(10)

WATER  
PLANT  
OPERATOR  
(1)

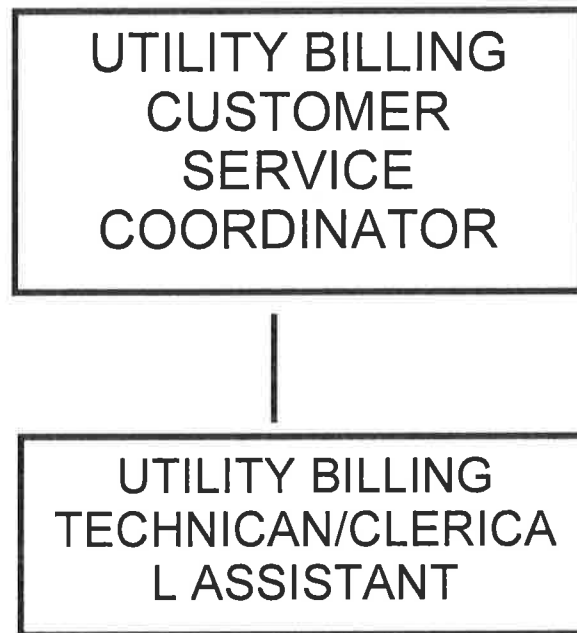
METER  
READER  
(2)

TRAINEE  
(1)

# STREETS & SANITATION



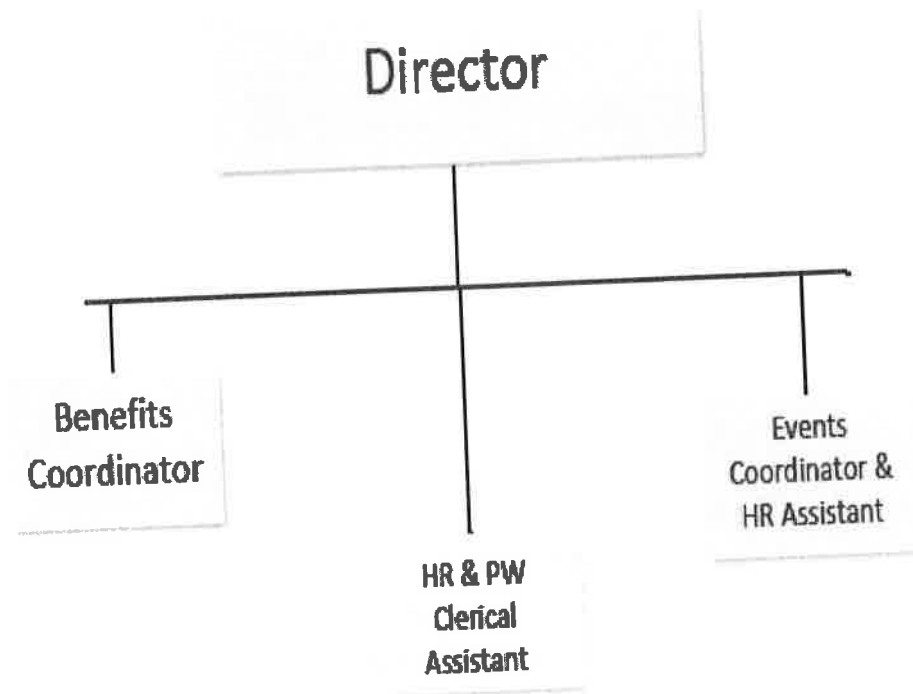
## UTILITY BILLING/CUSTOMER SERVICE DIVISION



# Maintenance Division

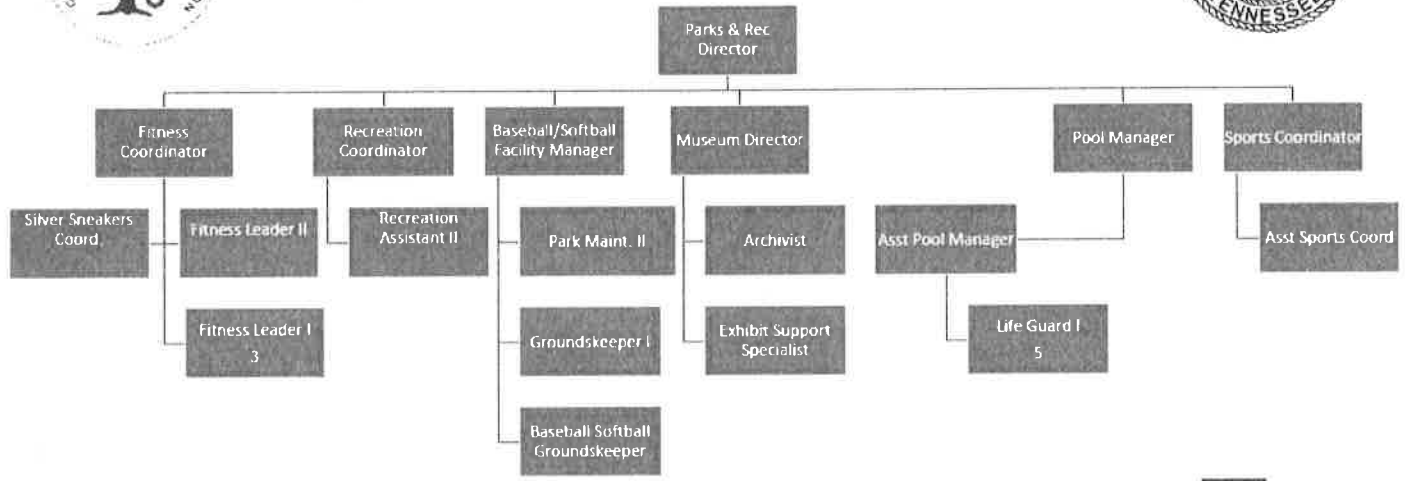


# Human Resource and Purchasing Department





# City of Covington Parks & Recreation Department Organizational Chart





<b>Work Location - Name</b>	<b>Address</b>	<b>Contact Person</b>	<b>Phone #</b>	<b># Employees</b>
<b>Covington Airport</b>	169 Airport Pkwy Dr.	Robbin Anderson	901-476-1392	3
<b>City Hall</b>	200 W. Washington Ave.	Justin Hanson	901-476-9613	8
<b>Code Compliance</b>	200 W. Washington Ave.	Lessie Fisher	901-476-7191 Ext 146	5
<b>Covington Electric Systems</b>	1469 S. Main ST.	Tim Sallee	901-476-7104	18
<b>Covington Fire Department</b>	101 Tennessee Ave	Richard Griggs	901-476-2578	29
<b>Covington Police Department</b>	211 S Main St.	Larry Lindsey	901-476-5282	41
<b>Public Works</b>	300 S College	David Gray	901-476-9613	23
<b>Utility Billing</b>	200 W. Washington Ave.	Calvin Johnson	901-476-9613	2
<b>Street / Sanitations</b>	410 E. Ripley St.	James Dowell	901-476-6793	27
<b>Maintenance Shop</b>	410 E. Ripley St.	Brad Kenny	9001-476-6973	3

<b>Covington Civic Center</b>	<b>100 W. Washington Ave</b>	<b>Tiny Rose</b>	<b>901-475-7139</b>	<b>4</b>
<b>Covington Sportsplex</b>	790 Bert Johnston	Joseph Mack	901-476-3734	26
<b>TOTAL</b>				<b>189</b>

	Full Time	Part Time
Airport	3	0
City Hall	8	0
Code Compliance	5	0
Electric System	18	0
Fire Dept.	26	3
Police Dept.	41	0
Public Works	55	0
Human Resources/ Purchasing / Civic Center	3	1
Park & Receptions	9	17
<b>Total</b>	<b>168</b>	<b>21</b>

# Signature Page

Adopted By the Board of Mayor & Alderman of the City of Covington, TN

This \_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Jason L. Jenkins, Safety Director

Date \_\_\_\_\_

\_\_\_\_\_  
Justin Hanson, Mayor

Date \_\_\_\_\_

\_\_\_\_\_  
Tina Dunn, Recorder/Treasure

Date \_\_\_\_\_

Note: A copy of the Occupational Safety and Health Program for the employees of the City of Covington is available for inspection by any employee at City Hall or the Office of the Safety Director during regular business hours

# COVINGTON PARKS & RECREATION EXPOSURE CONTROL PLAN

## PURPOSE

To provide a comprehensive infection control program which maximizes protection of employees in the Parks and Recreation Department from exposure to blood and OPIM (Other Potential Infectious Material). The Exposure Control Plan must be reviewed/updated within 365 days (annually) of the previous evaluation or whenever necessary to reflect changes to the plan. Annual Review/Update by September 30<sup>th</sup> each calendar year.

The information contained in this plan is not considered a substitute for the OSH Act or any provision of the OSHA standards. It is intended to be a general guideline and should not be considered definitive or complete for compliance with OSHA requirements for 1910.1030. The OSHA standard should be consulted in its entirety for specific compliance requirements. This Exposure Control Plan is available and accessible to all employees without any restrictions.

## **COLLATERAL DUTY**

Although Parks and Recreation Staff are not exposed daily to blood or OPIM, this plan will cover employees who are required to render first aid in the event of an emergency or respond to situations where exposure to blood or OPIM is likely.

Covington Parks and Recreation Department is responsible for determining who may be exposed to blood and OPIM (Other Potentially Infectious Material).

## **EXPOSURE DETERMINATION**

Job Classifications where SOME of the employees have collateral exposure.

<b>JOB TITLE</b>	<b>DEPARTMENT/LOCATION</b>	<b>TASK/PROCEDURES</b>
1. Fitness Coordinator	Covington Sportsplex	1 <sup>st</sup> Aid
2. Fitness Leader	Covington Sportsplex	1 <sup>st</sup> Aid/Handling Laundry
3. Recreation Coordinator	Parks/Ballfields/Sportsplex	1 <sup>st</sup> Aid
4. Recreation Assistant	Parks/Ballfields/Sportsplex	1 <sup>st</sup> Aid/Handling Laundry
5. Sports Coordinator	Ballfields/Parks/Gym	1 <sup>st</sup> Aid
6. B/S Facility Manager	Ballfields/Parks	1 <sup>st</sup> Aid/ Garbage Pickup
7. B/S Groundskeeper	Ballfields/Parks	Garbage Pickup
8. Park Maint. Worker	Ballfields/Parks	1 <sup>st</sup> Aid/Garbage Pickup
9. Groundskeeper	Parks	1 <sup>st</sup> Aid/Garbage Pickup
10. Pool Manager	Covington Aquatics Center	1 <sup>st</sup> Aid
11. Life Guard	Covington Aquatics Center	1 <sup>st</sup> Aid
12. Museum Director	Museum	1 <sup>st</sup> Aid/Handling Laundry
13. Archivist	Museum	1 <sup>st</sup> Aid/Handling Laundry
13. Exhibit Support Spec.	Museum	1 <sup>st</sup> Aid/Handling Laundry

## **METHODS OF COMPLIANCE**

All employees covered under this plan through collateral exposures will utilize Universal Precautions/Standard Precautions.

Hand washing facilities are readily accessible to employees with collateral exposure.

## **PERSONAL PROTECTIVE EQUIPMENT**

PPE (Personal Protective Equipment) will be provided free of charge to any employee exposed to blood or OPIM. PPE provided will include the following:

1. Gloves.
2. Eye Protection.

Training on the proper use of the PPE will be provided by the Covington Parks and Recreation Director. Employees can obtain the PPE by requesting it through their supervisor.

All employees who wear PPE are to remove all contaminated PPE prior to leaving the work area and dispose of the PPE properly. Employees will wash hands immediately or as soon as possible after removing gloves or other PPE.

## **LAUNDRY**

The following contaminated laundry may articles are laundered in this facility.

1. Dirty gym and pool towels and museum painting smocks only. All other contaminated laundry is to be disposed of. Soiled (dirty) laundry is only to be handled with appropriate PPE and handled as little as possible to prevent agitation.

All contaminated laundry bags are color coded (red/orange) or labeled to ensure that the employer cleaning the articles is aware of the hazard.

## **HEPATITIS B VACCINATION**

Covington Park and Recreation Director will ensure training is provided on the safety, benefits, method of administration, and availability. The information will be completed within 10 working days of the initial assignment unless the series has previously been given. If an employee initially declines the series but later decided to accept the series; the employer will provide the series at that time. Employees who decline the Hepatitis B Vaccination will sign the Appendix A in the back of this plan. The Hepatitis B Vaccination series will be provided to collateral first aid responders as soon as possible following an exposure incident.

## **POST EXPOSURE EVALUATION AND FOLLOW UP**

Should an exposure incident occur, contact Covington Parks and Recreation Director at the following number (901) 476-3734. Immediately clean the wound, flush eyes or other mucous membrane, etc. A confidential medical evaluation will be conducted by a PLHCP (Physician or other Licensed Health Care Professional) at Baptist Tipton Hospital. The following things will be completed following an exposure incident.

1. Document the route of exposure and how the incident occurred.
2. Provide the 1910.1030 standard to the treating PLHCP.
3. Provide relevant medical records (HBV records, etc.)
3. Identify and document the source individual (person's blood or OPIM) if possible. (Unless the employer can establish that identification is infeasible or prohibited by state or local law).
4. If the source individual is already known to be HIV, HBV, HCV positive then no new testing is required.
5. After consent is obtained, collect the exposed employee's blood as soon as possible and test for HBV and HIV serological status.
6. Provide the exposed employee with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual.
7. If the employee does not give consent to have HIV serological testing done at the current time; collect the blood for a baseline and preserve the blood for at least 90 days. If the exposed employee later decides to test the baseline sample, perform the testing as soon as possible.
8. Baptist Tipton Hospital will ensure a written opinion is provided for Hepatitis B vaccinations and for post exposure follow ups.
9. Baptist Tipton Hospital will ensure that the medical written opinion is provided within 15 days following the completion of the post exposure follow up.
10. City of Covington Fire Department will ensure that post exposure counseling is conducted with the exposed employee.
11. City of Covington Fire Department will investigate all exposure incidents to determine the following:
  - Were safer medical devices being used at the time of the incident.
  - Were work practices being followed.
  - Where the exposure incident occurred.



- Was training provided that could have prevented the exposure incident.
- Job or procedure being performed at the time of the exposure incident.
- Type of device being used when the exposure occurred.
- Route of exposure
- PPE worn when exposure incident occurred

City of Covington Fire Department will provide the investigation results and any solutions that could prevent future exposure incidents.

## **TRAINING**

Employees identified in the Exposure Determination section of this plan will be trained annually. Training will be provided during working hours and free to employees.

Training should include the following:

- Epidemiology and symptoms of bloodborne diseases.
- Modes of transmission.
- Employer's policies and procedures dealing with bloodborne Pathogens
- How to obtain a copy of the Employer's Exposure Control Plan
- Hepatitis B Vaccination
- Personal Protective Equipment (PPE)
- Follow up policies and procedures.
- Exposure incident procedures

Training records will contain the following:

- Date of the training
- Contents or summary of the material covered
- Name and qualifications of the person conducting the training.
- Name and job title of the employee attending training.

The training records will be maintained for three years.

## **MEDICAL RECORDS**

City of Covington Human Resources Department is responsible for maintaining records for employees exposed to blood or OPIM. Medical records are maintained in accordance with 29 CFR 1910.1020. The confidential medical records are kept in the City of Covington Human Resources Department for the duration of employment plus 30 years.

Medical records are provided within 15 days to employees or anyone having written consent from an employee. To request your medical records send your request to City of Covington Human Resources Department.

# Appendix A

## Hepatitis B Vaccination Declination Statement

I understand that due to my occupational exposure to blood and other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis the hepatitis B vaccination at this time. I understand that by declining the vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Written Opinion for Hepatitis B Vaccination

As required by the bloodborne pathogen standard:

Hepatitis B vaccination is \_\_\_\_\_ is not \_\_\_\_\_ recommended for \_\_\_\_\_.

The employee named above is scheduled to receive the Hepatitis B Vaccination on the following dates:

DATE

First of three shots: \_\_\_\_\_

Second of three shots: \_\_\_\_\_

Third of three shots: \_\_\_\_\_

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Health Care Provider

This form is to be returned to the employer, and a copy provided to the employee, within 15 days.

**All other medical information is CONFIDENTIAL.**

## FIVE BASIC QUESTIONS

These five basic questions will be asked employees by a TOSHA inspector when determining if a facility is in compliance with the training section of the Bloodborne Pathogen Standard, 29 CFR 1910.1030:

Q. 1. What does "Universal Precautions" mean?

Q. 2. What do you do when there is a blood spill?

- a. personal protection
- b. clean-up and disposal
- c. disinfection (apply hazard communication standard)

Q. 3. What do you do with contaminated sharps and laundry?

Q. 4. Have you been offered the hepatitis vaccination free of charge?

Q. 5. Where is the "Exposure Control Plan", has it been explained to you, and have you been trained?

# Covington Parks and Recreation Hazard Communication Program

The Parks and Recreation Director is responsible for the communication and implementation of the Hazard Communication Program for Parks and Recreation Department employees.

## A. Labels and other forms of warning

Labels and other forms of warning for each incoming hazardous chemical will be inspected for compliance with Section (f) of the standard to ensure that proper forms of warning are posted. For hazardous chemicals produced within the facility (such as carbon monoxide and welding products), warnings must be posted.

1. The GHS labeling system we will use is as described in 29 CFR 1910.1200 with each label to include the product identifier, signal word, hazard statement(s), pictograms, precautionary statement(s), and name, address, and telephone number of the responsible party.
2. The Pool Manager, Baseball/Softball Facility Manager, Museum Director and Fitness Coordinator are responsible for ensuring that all incoming containers of chemicals are properly labeled.
3. Each person is responsible for reporting unlabeled containers to the Director of Parks and Recreation.

## B. Safety Data Sheets (SDS)

SDS for each hazardous chemical to which employees are or may be exposed will be obtained and made readily available according to the requirements of section (g) of the standard. For new chemicals, SDSs will be made available prior to use.

## C. Employee Information and Training

1. Information and training as required by Section (h) will be provided to all employees at the time of initial assignment for existing hazards, whenever a new hazard is introduced into their work area, and when new information about the hazards of a chemical is found. Additionally, the Tennessee Hazardous Chemical Right-to-Know Law requires **annual refresher training**.
2. Included in the training will be the health, physical, simple asphyxiation, combustible dust and pyrophoric gas hazards of the chemical in the work area.
3. Included in the training will be hazards not otherwise classified of the chemicals in the work

area

4. Included in the training will be an explanation of the labels received on shipped containers and the workplace labeling system used
5. Included in the training will be safety data sheet information, including the order of information
6. Employees will be trained to be able to verbally recall fundamental hazards associated with the specific chemicals to which they are exposed.

#### D. Hazardous Chemicals List

The Parks and Recreation Department will maintain an alphabetized list with all hazardous materials used in the department and an overall SDS file for each material.

#### E. Multi-Employer Activity

Other employers who have employees in our facilities who may be exposed to hazardous chemicals will be provided access to the written hazard communication program. They will be shown the SDSs for the chemicals to which they may be exposed and will be informed of any precautionary measures, such as signs and procedures, necessary to protect them during normal operating conditions or in the event of foreseeable emergencies. The labeling system we use will be explained.

Our employees who work in other employer worksites must be afforded the same requirements as in the preceding paragraph before beginning work.

#### F. Non-Routine Tasks

Periodically, employees are required to perform non-routine tasks which are hazardous. Some examples of non-routine tasks are: Prior to starting work on such projects, each affected employee will be given information by the safety manager about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee can use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

Other examples of non-routine tasks are:

- Cleaning of the dip tank in the cleaning department
- Emptying the bag house
- Painting the floors and walls

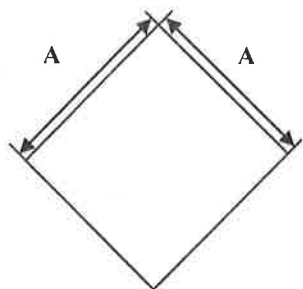






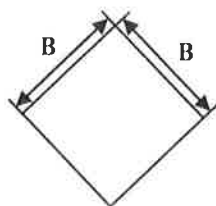
## N FPA 704M INFORMATION

Identification of Health Hazard Color Code: <b>Blue</b>		Identification of Flammability Color Code: <b>RED</b>		Identification of Reactivity (Stability) Color Code: <b>YELLOW</b>	
Signal	Type of Possible Injury	Susceptibility of Materials to Burning		Susceptibility to Release of Energy	
		Signal		Signal	
<b>4</b>	Materials that on very short exposure could cause death or major residual injury	<b>4</b>	Materials that will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature, or that are readily dispersed in air and that will burn readily.	<b>4</b>	Materials that in themselves are readily capable of detonation or of explosive decomposition or reaction at normal temperatures and pressures.
<b>3</b>	Materials that on short exposure could cause serious temporary or residual injury.	<b>3</b>	Liquids and solids that can be ignited under almost all ambient temperature conditions.	<b>3</b>	Materials that in themselves are capable of detonation or explosive decomposition or reaction but require a strong initiating source or which must be heated under confinement before initiation or which react explosively with water.
<b>2</b>	Materials that on intense or continued but not chronic exposure could cause temporary incapacitation or possible residual injury.	<b>2</b>	Materials that must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur.	<b>2</b>	Materials that readily undergo violent chemical change at elevated temperatures and pressures or which react violently with water or which may form explosive mixtures with water.
<b>1</b>	Materials that on exposure would cause irritation but only minor residual injury.	<b>1</b>	Materials that must be preheated before ignition can occur.	<b>1</b>	Materials that in themselves are normally stable, but which can become unstable at elevated temperatures and pressures.
<b>0</b>	Materials that on exposure under fire conditions would offer no hazard beyond that of ordinary combustible material.	<b>0</b>	Materials that will not burn.	<b>0</b>	Materials that in themselves are normally stable, even under fire exposure conditions, and which are not reactive with water.

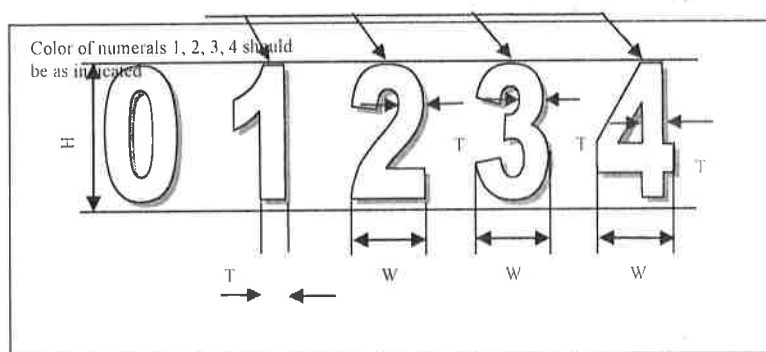


When painted (use same dimensions for

signal or placard)



When made from adhesive-backed plastic (one for each numeral, three necessary for each complete signal)



Minimum Dimensions of White Background for Signals (White Background is Optional)

Size of Signals (H)	W	T	A	B
1	0.7	5/32	2½	1½
2	1.4	5/16	5	2½
3	2.1	15/32	7½	3½
4	2.8	5/8	10	5
6	4.2	15/16	15	7½



### **HEALTH HAZARD**

- ▶ Carcinogen
- ▶ Mutagenicity
- ▶ Reproductive Toxicity
- ▶ Respiratory Sensitizer
- ▶ Target Organ Toxicity
- ▶ Aspiration Toxicity

On all container labels:

Frame must be red  
Hazard symbol must be black  
Background must be white



### **ACUTE TOXICITY (POISON)**



### **FLAMMABLE**

- ▶ Flammables
- ▶ Pyrophorics
- ▶ Self-Heating
- ▶ Emits Flammable Gas
- ▶ Self Reactives
- ▶ Organic Peroxides



**FLAME OVER CIRCLE**

- ▶ Oxidizers



**CORROSION**

- ▶ Skin Corrosion/ Burns
- ▶ Eye Damage
- ▶ Corrosive to Metals



**GAS CYLINDER**

- ▶ Gases Under Pressure



**EXPLODING BOMB**

- ▶ Explosives
- ▶ Self-Reactives
- ▶ Organic Peroxides



**EXCLAMATION MARK**

- ▶ Irritant (skin and eye)
- ▶ Skin Sensitizer

- ▶ Acute Toxicity-low
- ▶ Narcotic Effects
- ▶ Respiratory Tract Irritant
- ▶ Hazardous to Ozone Layer (-non-mandatory)



**ENVIRONMENTAL (NON-MANDATORY)**

- ▶ Aquatic Toxicity

**ORDINANCE 1735**

AN ORDINANCE TO AMEND ORDINANCE 1684 AND THE COVINGTON FIRE DEPARTMENT EMPLOYEE HANDBOOK TO REFELCT THE CORRECT AMOUNT OF TIME FOR SICK LEAVE.

WHEREAS, the schedule and format of compensation for full-time employees of the Covington Fire Department was modified in 2015 from 16-hour shifts to 24-hour shifts, and;

WHEREAS, the Public Safety Committee voted to amend the personnel rules and regulations of the Covington Fire Department related to sick leave afforded to full-time employees, and;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMAN OF THE CITY OF COVINGTON:**

**Section 1. Sick Leave.**

- a) Section 2 of Ordinance 1684, which amended the Sick Leave section of the Covington Fire Department Employee Handbook, Ordinance 1576, passed on third and final reading on July 24, 2007, shall be deleted in its entirety and replaced with the following:

**SICK LEAVE**

- 1. Sick leave for 40-hour (per week) employees: Eight (8) hours per month (docked eight (8) hours per occurrence).
- 2. Sick leave for 56-hour (per week) employees: Twenty-four (24) hours per month (docked 12 hours for half shift, 24 hours for entire shift)

BE IT FURTHER ORDAINED, that this Ordinance shall take effect from and after its passage, the public welfare of the corporation demanding it.

Passed by the Board of Mayor and Aldermen of the City of Covington, Tennessee this \_\_\_\_ day of \_\_\_\_\_, 2020.

Passed on 1<sup>st</sup> Reading: \_\_\_\_\_

Passed on 2<sup>nd</sup> Reading: \_\_\_\_\_

Passed on 3<sup>rd</sup> and final Reading: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Recorder-Treasurer

\_\_\_\_\_  
Mayor

