



Town of Blades
OFFICE OF MAYOR & COUNCIL
20 W Fourth Street
Blades, Delaware 19973-4122
(P) 302.629.7366 (F) 302.629.0199

May 12th, 2014
Annual Council Meeting
7PM @ Hardin Hall

AGENDA

- ❖ Lord's Prayer
- ❖ The Pledge of Allegiance
- ❖ Minutes from previous meeting
- ❖ Police Report
- ❖ Report from BEDCO
- ❖ Report from Planning and Zoning
- ❖ Unfinished Business:
 - Committee Reports:
 - Housing
 - Water
 - Street
 - Parks & Cemeteries
 - Police
 - Mayor's Report
- ❖ New Business:
 - Resolution #2014.05.12 R01
 - Synopsis: Change the fee schedule for Notary Fee: \$2.00 charge only to non-residents and non-property owners. No charge to town residents or property owners.
 - Resolution #2014.05.12 R02
 - Synopsis: Resolution for the National Center for Missing & Exploited Children, National Missing Children's Day
 - 5.8 Retirement Plan
 - Synopsis: The town participates in the State Pension Plan for full time Police Officers, the should change to certified sworn in Police Officers and full time and part time municipal employee, should change to after the 90 day probationary period.
 - 10.5 Driving Record, 10.10 On the Job Accidents, 10.11 Safety Workplace Program
 - Synopsis: Adding driving record procedures, adding requirements to reports all on the job incidents to the town administrator, and adding the safety workplace program into the personnel policy, as requested by our insurance company, researched other towns,



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and the town is receiving a discount on our workers compensation policy due to the implementation of 10.11

- ❖ Good of the Community
- ❖ Adjournment

*****DURING THE COURSE OF THE COUNCIL MEETING, COUNCIL OR MAYOR MAY CALL AN EXECUTIVE SESSION***Pursuant to Title 29 Chapter 100 Section 10004(b)**

*****AGENDA SUBJECT TO CHANGE*****

*****AGENDA ITEMS LISTED MAY BE CONSIDERED OUT OF SEQUENCE*****

In accordance with 29 Del. C. §10004(e)(2), this agenda was posted on May 5th, 2014 @ 12:00PM; and at least seven (7) days in advance of the meeting; on the website and the community board at Town Hall. VP

This Agenda was prepared by the Town Administrator and is subject to change to include the addition or deletion of items, including Executive Sessions, which arise at the time of the Meeting.



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Code Enforcement Report

April 2014

Complaints 4

Ordinance # 330 (trash) 2

Ordinance # 421 Noise

Rental Inspections 5 (10 remaining)

Mileage 5389

Town of Blades

Inspection, Repair & Maintenance Record

Vehicle Identification

MONTH April 14

2013 CHEVY SONIC

Tire Size _____

WEEKLY SCHEDULED MAINTENANCE	WEEK ONE	WEEK TWO	WEEK THREE	WEEK FOUR	WEEK FIVE	CHECK COMPLETED BY INITIALS
CHECK OIL	✓ 4-7-14	✓ 4-14-14	✓ 4-21-14	✓ 4-28-14	✓ 5-5-14	MT
CHECK ANTI-FREEZE	✓	✓	✓	✓	✓	MT
CHECK TIRES	✓	✓	✓	✓	✓	MT
CHECK TIRE PRESSURE	✓	✓	✓	✓	✓	MT
CHECK OTHER FLUIDS	✓	✓	✓	✓	✓	MT
CHECK SIGNAL LIGHTS/BRAKE LIGHTS	✓	✓	✓	✓	✓	MT
MILEAGE	4926	5006	5185	5311	5389	MT



Town of Blades
Water & Maintenance Department

Month/Year: April 2014

Vehicle 1: 2008 GMC Sierra Monthly Total Fuel: \$ 236.42

Starting Mileage: 47,977 Ending Mileage: 48,606 Total Mileage: 629

Vehicle 2: 1995 Ford F250 Monthly Total Fuel: \$60.00

Starting Mileage: 74,557 Ending Mileage: 74,637 Total Mileage: 80

Vehicle 3: 1995 Chevy D/T Monthly Total Fuel: \$40.09

Starting Mileage: 21,553 Ending Mileage: 21,619 Total Mileage: 66

Maintenance 1: Gas Cans Monthly Total Fuel: N/A

Maintenance 2: Backhoe Monthly Total Fuel: N/A Total Hours: 254.5

Complaints: 1 Disconnects: 0 Reconnects: 0

After Hour Calls: 1 After Hour Response: 1

Town Water Leaks: 2 Other Water Leaks: 0

Water Pumped for Month: Well #1: 1,437,900 Gallons Hours: 181.70

Well #2: 1,088,400 Gallons Hours: 135.50

Total: 2,526,100 Gallons Hours: 317.20

Actual meter reading date: April 29, 2014

Chemicals Ordered: Caustic Soda: 330 Gallons Chlorine: 120 Gallons

Corrosion Control: 0 Gallons Permanganate: 0 lbs.

Fluoride: 100 lbs.

Snow plowing: N/A Hours Salt spreading: N/A Hours

Comments: _____



Brandon Slater, DE Water Operator #10

DIVISION OF PUBLIC HEALTH
OFFICE OF DRINKING WATER PROGRAM
WATER WORKS REPORT

Supply Name Town of Blades PWSID# 865 Month April Year 2014

Date	Time	Sample Point	Fluoride lbs. or GPD	mg./l.	Chlorine lbs. or GPD	Res. - mg/L Treated Water	pH Treated Water	Turbidity Surface Water Only	Color	Remarks
1	11:00	plant	1873	0.78		1.14	6.3	0.01	Manag	BS
2	9:35	plant	1873	0.80		1.28	6.4	0.10		W
3	9:05	plant	1873	0.80		1.15	6.4	0.00		W
4	9:00	plant	1874	0.80		1.26	6.5	0.00		BS
5	12:25	plant	1874	0.83		1.43	6.5	0.00		W
6	11:45	plant	1874	0.79		1.33	6.5	0.05		BS
7	9:25	plant	1875	0.84		1.01	6.7	0.03		W
8	1:00	plant	1875	0.91		1.44	6.4	0.10		W
9	9:30	plant	1875	1.13		1.08	6.7	0.00		W
10	10:30	plant	1875	1.14		1.19	6.6	0.00		W
11	10:00	plant	1876	1.08		1.24	6.4	0.00		BS
12	11:15	plant	1876	1.13		1.30	6.4	0.00		W
13	8:30	plant	1877	0.95		1.14	6.5	0.00		W
14	9:05	plant	1877	1.00		1.01	6.6	0.00		W
15	9:05	plant	1878	1.18		1.42	6.4	0.00		W
16	9:00	plant	1878	1.00		1.04	6.4	0.05		W
17	10:35	plant	1878	1.00		0.85	6.5	0.04		BS
18	10:45	plant	1878	1.00		0.97	6.4	0.00		W
19	9:10	plant	1879	0.91		0.87	6.4	0.05		W
20	11:05	plant	1879	1.06		1.08	6.3	0.00		W
21	2:30	plant	1879	1.04		1.11	6.2	0.08		W
22	11:30	plant	1880	0.97		0.96	6.3	0.05		W
23	8:45	plant	1880	0.94		0.83	6.2	0.05		W
24	10:30	plant	1881	1.20		1.01	6.5	0.04		W
25	10:00	plant	1881	1.11		0.96	6.4	0.10		BS
26	10:30	plant	1881	1.14		1.32	6.4	0.04		BS
27	1:40	plant	1882	1.15		0.97	6.5	0.06		BS
28	11:15	plant	1882	1.09		1.35	6.4	0.00		W
29	10:30	plant	1882	1.04		1.35	6.5	0.01		W
30	9:05	plant	1883	1.10		1.01	6.5	0.09		BS
31								0.05		W


Supervisor

Division of Public Health
Office of Drinking Water
Blue Hen Corporate Center
655 Bay Road, Suite 203
Dover, DE 19901

Town of Blades
Monthly Well Reading Report

Month of April Year 2014

Day	Well #1 GPM	Hours On	Well #2 GPM	Hours On	Backwash Check	Initials
1	2286159	4579.2	2217549	2133.1	✓	BS
2	2286633	4585.2	2217756	2135.7	✓	ZD
3	2286941	4588.9	2218147	2140.4	✓	ZD
4	2387593	4596.9	2218444	2144.1	✓	BS
5	2388120	4603.6	2218807	2148.5	✓	ZD
6	2388445	4607.6	2219295	2154.5	✓	BS
7	2388533	4608.7	2219910	2162.1	✓	ZD
8	2389213	4617.2	2220443	2168.6	✓	ZD
9	2389689	4623.1	2220623	2170.8	✓	ZD
10	2390176	4629.1	2221094	2176.6	✓	BS
11	2390764	4636.5	2221230	2178.3	✓	BS
12	2391343	4643.7	2221516	2181.7	✓	ZD
13	2391962	4651.5	2221809	2185.4	✓	BS
14	2392513	4658.6	2222189	2190.1	✓	ZD
15	2393051	4665.5	2222628	2195.6	✓	ZD
16	2393484	4671.1	2223137	2202.0	✓	BS
17	2393865	4675.9	2223662	2208.7	✓	ZD
18	2394207	4680.3	2224082	2213.7	✓	ZD
19	2394752	4687.3	2224378	2217.6	✓	ZD
20	2395394	4695.4	2224725	2222.0	✓	ZD
21	2395968	4702.7	2225201	2228.0	✓	ZD
22	2396415	4709.4	2225414	2230.6	✓	ZD
23	2396964	4715.4	2225801	2235.5	✓	ZD
24	2397404	4721.0	2226162	2240.1	✓	BS
25	2397900	4727.3	2226575	2243.2	✓	BS
26	2398332	4732.7	2227065	2251.4	✓	BS
27	2398798	4738.7	2227412	2255.7	✓	ZD
28	2399154	4750.2	2227830	2261.0	✓	ZD
29	2400158	4756.1	2228035	2263.6	✓	BS
30	2400536	4760.9	2228433	2268.6	✓	ZD
31						
Total	14,377,000	181.70	10,884,000	135.50		

Total Gallons 25,261,000

Total Hours 317.20

Town OF Blades
Monthly Effluent Flow Meter Report

Month of Apr.

Year 2014

Day	Effluent Flow Meter	Initials
1	48158027	BS
2	48168649	ZP
3	48175204	ZP
4	48184569	BS
5	48194744	ZP
6	48203219	BS
7	48210675	ZP
8	48222454	ZP
9	48229623	ZP
10	48239545	BS
11	4824657	BS
12	48255618	ZP
13	48265215	BS
14	48274519	ZP
15	48284446	ZP
16	48294256	BS
17	48303812	ZP
18	48311513	ZP
19	48320401	ZP
20	48330540	ZP
21	48341403	ZP
22	48347977	BS
23	48357567	ZP
24	48365815	BS
25	48375204	BS
26	48284657	BS
27	48415202	ZP
28	48406659	ZP
29	48413114	BS
30	48421291	ZP
31		
Total	2632640	

Total Gallons 2,632,640

Town Hall Meeting agendas.

12 May, 2014.
Town of Blades

To: The Mayor and the Town Council.

Events and Meetings I attended from 14 April, 2014 until 12 May, 2014.

1. Town Council Meeting at Harding Hall 14 April, 2014 7:00 P.M. until 8:30 P.M.
2. Attended the Blessing of the fleet at the marina on 26 April, 2014 from 10:00 A.M. until 12:30 P.M.
3. Opening Day ceremony for the Seaford, Blades Little League, held at the baseball fields in Seaford on 3 May, 2014 from 8:00 A.M. until 9:00 A.M.
4. Attended the Borrowers Conference Meeting 6 May, 2014 at Jonathan's Landing from 8:00 A.M. until 4:00 P.M.
5. Town Workshop at Harden Hall On 8 May, 2014 from 7:00 P.M. until 8:30 P.M.
6. Dedication and tree planting ceremony at the Blades Firehouse 6:30 P.M. until 7:00 P.M. on 9 May, 2014.
7. Funeral service for Chief Cooke's mother at the Lifeway Church of God in Bridgeville 11:00 A.M. until 2:30 P.M. Saturday 10 May, 2014.

Councilman:

Robert W. Atkinson

MAYOR'S REPORT

May 2014

ATTENDED THE GOVERNOR'S PRAYER BREAKFAST

ATTENDED NANTICOKE RIVER YACHT CLUB OPENING DAY CEREMONIES

ATTENDED OPENING DAY CEREMONIES FOR NANTICOKE LITTLE LEAGUE

ATTENDED THE NANTICOKE RIVER MARINE PARK FESTIVAL

ATTENDED THE 2014 DWSRF BORROWER'S CONFERENCE

ATTENDED THE SCAT MEETING IN DEWEY BEACH

**ATTENDED THE OPERATOR OF THE YEAR CEREMONY FOR WATER AND
WASTEWATER OPERATORS**

ATTENDED THE COUNCIL WORKSHOP

**ATTENDED THE TREE PLANTING CEREMONY AT THE BLADES VOLUNTEER FIRE
COMPANY**

**ATTENDED A MEETING AT BLADES ELEMENTARY SCHOOL TO MEET THE WINNERS
OF "IF I WAS THE MAYOR OF BLADES" ESSAY CONTEST**



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**TOWN OF BLADES
RESOLUTION #2014.05.12 R01
ADMINISTRATIVE AND OTHER MISCELLANEOUS FEES**

WHEREAS, the Town Council of the Town of Blades repeals Ordinance 429; Section 1. Fee Schedule; pursuant to Ordinance 429; Section 2 stating that this fee schedule may be changed from time to time by order of Mayor and Council by Resolution and majority vote;

WHEREAS, The Town Council of the Town of Blades hereby finds, determines and resolves as follows:

FEE SCHEDULE

A. Duplicate Water Bills	\$10.00
B. Duplicate Tax Bills	\$10.00
C. Mortgage Multiple Tax Bills	\$25.00
D. Administration Fee	\$35.00
E. Bad Check Fee	\$50.00
F. Fax Charge	\$.50 per page
G. Copy Charge	\$.50 per page
H. Notary Fee	\$ 2.00 charged to non-residents/non-property owners only (NO charge to Town of Blades residents or property owners)

WHEREAS, the new fee set forth in this Resolution shall become effective immediately upon adoption;

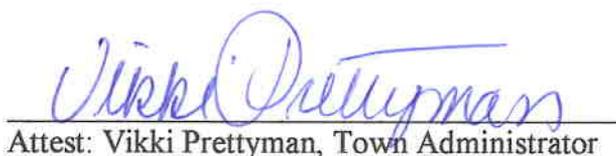
NOW THEREFORE BE IT RESOLVED, on this 12th day of May, 2014, the Town of Blades Town Council has reviewed the Administrative and Other Miscellaneous Fees.

Town Council Members Voting:

Russell Joseph
John Reiss
Earl Chaffinch Sr.
Robert Atkinson
David Ruff



Mayor Michael J. Smith



Attest: Vikki Prettyman, Town Administrator





Resolution



**National Center for Missing & Exploited Children®
National Missing Children’s Day
Resolution #2014.05.12 R02**

WHEREAS, according to the most recent, comprehensive national study for the number of missing children, an estimated 800,000 children younger than 18 were reported missing¹; and

APPROXIMATELY, 58,000 of these children were victims of non-family abductions and more than 200,000 were the victims of family abductions²; and

WHEREAS, on average, nearly 2,000 children are reported missing to law-enforcement agencies daily³; and

WHEREAS, the National Center for Missing & Exploited Children® (NCMEC) exists as a resource to help prevent child abduction and sexual exploitation, help find missing children, and assist victims of child abduction and sexual exploitation, their families, and the professionals who serve them, and

WHEREAS, National Missing Children’s Day is a special time to remember those children who are missing and give hope to their families.

NOW THEREFORE BE IT RESOLVED that, in partnership with NCMEC and its supporters, The Town of Blades proclaims May 25 as National Missing Children’s Day.

THEREFORE, BE IT FURTHER RESOLVED that Town of Blades urges local government, law enforcement, schools, and communities to take time to talk to children about personal safety and abduction prevention.

THEREFORE, BE IT FURTHER RESOLVED that Town Council of the Town of Blades encourages all individuals to take 25 minutes out of their day to help children stay safer.

THEREFORE, BE IT FURTHER RESOLVED by Town Council of the Town of Blades: That May 25, 2014, is set aside as National Missing Children’s Day as part of Town of Blades continuing efforts to prevent the abduction and sexual exploitation of children.



Mayor Michael J Smith



³ Andrea Sedlak, David Finkelhor, Heather Hammer, and Dana Schultz. “National Estimates of Missing Children: A National Incidence Studies of Missing, Abducted, Runaway, and Thrownaway Children. Washington, DC: Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice, October 2002.



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5.8 RETIREMENT PLAN

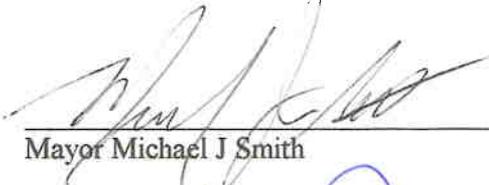
The town participates in the State Pension Plan for full time Police Officers and full time and part time municipal employees. Please see the pension packet for further information.

Proposed Changes

5.8 RETIREMENT PLAN

The town participates in the State Pension Plan for full time **certified sworn in** Police Officers and full time and part time municipal employees **after the 90 day probationary period**. Please see the pension packet for further information.

PASSED AND ADOPTED at a Public Meeting of the Town of Blades Town Council, Sussex County, Delaware, held on May 12th, 2014.



 Mayor Michael J Smith

May 12th, 2014

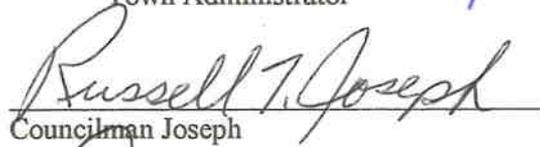
 Date

Attest: 

 Town Administrator

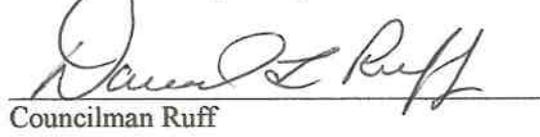
May 12th, 2014

 Date

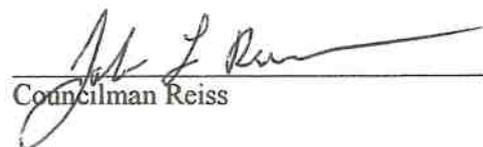


 Councilman Joseph

 Councilman Chaffinch



 Councilman Ruff



 Councilman Reiss



 Councilman Atkinson





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10.0 SAFETY AND HEALTH

NEW 10.5 DRIVING RECORDS

Annual driving record reviews will be conducted to ensure that employee's licenses are current and appropriate for the class of vehicle they use.

NEW 10.10 ON-THE-JOB ACCIDENTS

All on-the-job accidents, injuries, potential safety suggestion and health and safety related issues must be reported immediately to the Town Administrator. All employees are subject to post-accident alcohol and drug testing as a condition of continued employment with the Town of Blades. On-The-Job accidents also include but not limited to motor vehicle accidents while on town time and/or in a town vehicle.

If an employee is seriously injured, the employee should contact outside emergency response agencies. If an injury does not require medical attention, an Employee Report of Accident Form must be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Workers' Compensation Benefits Form, available from the Town Administrator, must be completed in all cases in which an injury requiring medical attention has occurred.

In cases where injuries requiring the absence of the employee from work at the direction of a physician, hospital, or other medical professional occur, the employee must provide a note from the physician authorizing the employee's return to work after recuperation from the injury.

In cases where injuries requiring light duty and/or the absence of the employee from work at the direction of a physician, hospital, or other medical professional occur, the employee must provide a note from the physician authorizing the employee's return to work and whether the employee has limitations in performing his/her duties.

Failure to comply can result in disciplinary action as stated in this personnel policy and subject to section 10.6.

NEW 10.11 Safety Workplace Program

SDS *Safety Data Sheets

For every chemical kept on the town property there must be an SDS sheet on file with the Water/Maintenance Department and with the Town Administrator. OSHA has standards for the SDS that is to be followed by the town.

Back Safety & Lifting Techniques

Proper lifting techniques are critical to back safety. The techniques are kept in the copy/file room for your reference. Follow these techniques at all times. A copy is also included with the program.

Council and Employee Involvement

Council commits the necessary resources to ensure that all persons on the worksite are protected from injury and illness hazards. Council establishes and reviews annually the site's safety and health policy and ensures that all employees know, understand, and support that policy. Council, with input from hourly employees, develop an annual safety and health goal with objectives and action plans to reach that goal. At the end of each year Council and the Town Administrator, with input from hourly employees, evaluate progress in accomplishing the action plans, achieving all objectives, and meeting the annual goal. This evaluation, which also includes an evaluation of the overall safety and health program, results in a written report that includes the next year's goal, objectives, and action plans, including any remaining action needed to accomplish the current year's goal.

Council ensures that all employees, including themselves, have clearly written safety and health responsibilities included within their job description, with appropriate authority to carry out those responsibilities. Also, council ensures that all employees receive performance evaluations that include a written evaluation of the accomplishment of assigned safety and health responsibilities.

Council ensures that all visitors to the site, including contract and temporary labor, co-op students, interns, vendors, and sales people, have knowledge of site hazards applicable to them and how to protect themselves against those hazards, including emergency alarms and procedures. Council also ensures that these visitors do not introduce to the site hazards that can be prevented or that are not properly controlled.

Council ensures that at least several avenues exist for employee involvement in safety and health decision making and problem solving. These avenues may include serving on committees and ad hoc problem solving groups, acting as safety observers, assisting in training other employees, analyzing hazards inherent in site jobs and how to protect against those hazards (writing JHAs), and planning activities to heighten safety and health awareness. Council encourages employees' involvement and devises appropriate recognition for outstanding employee participation.

Suggested documents to implement this element.

- Worksite policy (note how this policy is communicated to the work force and visitors);
- Current year's goals, objectives, action plans, and program evaluation;

- Job descriptions that include safety and health responsibilities;
- Performance evaluations that include an evaluation of safety and health responsibilities;
- Orientation outline for all site visitors, including contractors;
- Evidence of employee involvement, such as committee minutes or other records of employee participation in safety and health program decisions.

Worksite Analysis

Council hires outside consultants as necessary to conduct baseline surveys that identify all safety and health hazards at the site at the time of the survey. All hazards found during these surveys are eliminated whenever possible or controlled. All employees who may encounter the controlled hazards are trained in appropriate job procedures to follow to protect themselves from these hazards. (State of Delaware: Workplace Safety Program)

Council establishes change procedures to follow whenever the site experiences changes in equipment, material, or processes. To ensure employee protection, these change procedures include consideration of safety and health in the selection of the change, equipment and process shut down procedures, startup procedures, and phase hazard analysis. Appropriate employees are trained to follow these procedures.

Council and employees work together to analyze safety and health hazards inherent in each job site and to find means to eliminate those hazards whenever possible, and otherwise to protect persons against those hazards. These job hazard analyses (JHAs) are revised as appropriate, for example, following a change in the job, the reappearance of a hazard, or an accident at this job.

All employees at this site are trained to recognize hazards and to report any hazard they find to the appropriate person so that the hazard can be corrected as soon as possible. In addition to taking immediate action to report a hazard orally and to provide interim protection, if necessary, including stopping the work causing the hazard, employees may submit a safety work order to the Town Administrator, or they may submit a safety suggestion form. Safety work orders take priority over any other work order. All employee reports of hazards must be eventually written, with the correction date recorded. These reports are posted in the lunch room until the hazard is corrected and then are kept on file in the Town Administrator's office for three years. During that time they are available for employee review.

Any near miss, first aid incident, or accident is investigated by the Council and Town Administrator. All investigations have as a goal the identification of the root cause of the accident, rather than assigning blame. All accident reports are posted in the lunch room and are open to comment by any employee. The Council and Town Administrator assign responsibility to appropriate employees for correcting any hazards found and for assigning a date by which the correction must be completed.

As part of the annual safety and health program evaluation, the Town Administrator reviews all near misses, first aid incidents, and entries on the OSHA 300 Log, as well as employee reports of hazards, to determine if any pattern exists that can be addressed. The results of this analysis are considered in setting the goal, objectives, and action plans for the next year.

Suggested documents to implement this element.

- Results of baseline safety and health surveys, with notation of hazard correction;
- Forms used for change analyses, including safety and health considerations in the purchase of new equipment, chemical, or materials;
- JHAs;
- Employee reports of hazards;
- Site safety and health inspection results, with hazard corrections noted;
- Accident investigation reports, with hazard corrections noted;
- trend analyses results.

Hazard Prevention and Control

Council ensures that this priority is followed to protect persons at this site: (1) Hazards will be eliminated when economically feasible, such as replacing a more hazardous chemical with a less hazardous one; (2) Barriers will protect persons from the hazard, such as machine guards and personal protective equipment (PPE); (3) Exposure to hazards will be controlled through administrative procedures, such as more frequent breaks and job rotation.

Council ensures that the worksite and all machinery is cared for properly so that the environment remains safe and healthy. If maintenance needs exceed the capability of the worksite employees, contract employees are hired to do the work and are screened and supervised to ensure they work according to the site's safety and health procedures.

All employees are held accountable for obeying site safety and health rules. The following four step disciplinary policy will be applied to everyone by Council/Commissioner:

- oral warning;
- written reprimand;
- three days away from work;
- dismissal

Visitors, including contractors who violate safety and health rules and procedures, will be escorted from the site. The disciplined person may request a review of the disciplinary action to Council for a hearing and final determination.

Through consultants, Council has assessed all work at this site and determined that the following OSHA standards apply to the site's work. Individual safety and health programs for each of these standards have been written and implemented. Employees affected by these standards have been trained to understand them and to follow the programs' directions. These standards are:

Emergency Plan & Fire Prevention
 Driver/Vehicle Safety
 Lifting/Back Safety
 Required PPE, Including Respiratory Protection

Chemical Hazard Communication (SDS)
 Respiratory Protection
 Portable ladders

Suggested documents to implement this element.

- Preventive Maintenance Schedule
- Disciplinary program and records
- Site Rules

- Written Programs mandated by OSHA
- Maintenance records
- Emergency drill procedures and critiques
- Health surveillance and monitoring records
- Reports and investigations of near misses, first aid, and OSHA 300 logs

Training

Council believes that employee involvement in the site's safety and health program can only be successful when everyone on the site receives sufficient training to understand what their safety and health responsibilities and opportunities are and how to fulfill them. Therefore, training is a high priority to ensure a safe and healthy workplace. Finding time and knowledgeable personnel to do effective training is vital. Each year Council will pay special attention to the evaluation of the year's training efforts to look for methods of improvement.

Currently, all new employees receive safety and health orientation before they begin work.

All employees are encouraged to suggest qualified trainers, including themselves. Council is responsible for ensuring that all training offered at the site is conducted by qualified persons.

Suggested documents to implement this element.

- List of yearly training topics with name of trainer and his/her qualifications;
- Yearly training class schedule with attendance lists;
- Individual employee training records with evidence of subject mastery

Appendix F

Back Safety & Lifting Techniques

Proper lifting technique is critical to back safety, but perhaps more important is proper planning. Before you lift that box, or tool, or piece of equipment, take a moment to consider your action:

- ❖ Do you need to lift the item manually?
- ❖ How heavy is it?
- ❖ Where are you moving the item from?
- ❖ Where does it have to go?
- ❖ What route do you have to follow?

Many times the item you are moving could be moved with a piece of equipment - a dolly, a handtruck, a forklift. Consider using mechanical help wherever possible. If the item needs to be moved manually, and it is heavy or ungainly, ask for help. When using mechanical help, remember to push, not pull - you'll have more control, and greater leverage. Fasten the load to the equipment, so sudden stops or vibration don't jar it off. When moving an item from a hard-to-reach place, be sure to position yourself as close to the load as possible. Slide it out to get it closer, and be sure that you have adequate room for your hands and arms. Be aware of adjacent obstructions, on either side or above the load. Think about where the item will be placed once you've lifted it - will it be overhead? Under an overhang? In a narrow spot? Try to allow yourself as much room as possible to set the load down. You can always shift it slightly later. Check your path from place to place - remove tripping hazards, protect openings, set up a "well wheel" or a "bucket and line" if you need to get materials up a ladder. Make sure that the lighting is sufficient to see where you are going. Stabilize uneven or loose ground, or choose an alternate route. The shortest way isn't always the fastest, or the safest.

As in life in general, moderation and balance are important considerations in care and maintenance of your back. You need the correct proportions of strength, flexibility, and overall quality of life to eliminate or minimize back injuries. You need to exercise, eat right, and stretch as often as possible to help prevent injuries, and to recover more quickly if injured. In addition, a reduction in stress levels can help to relieve the muscle tension that can contribute to injuries. Remember that most back injuries can be attributed to one of these five causes:

- 1) Posture
- 2) Body Mechanics/Work Habits
- 3) Stressful Living
- 4) Loss of Flexibility
- 5) Poor Conditioning

Also consider that not all back injuries are a result of sudden trauma - most are of a cumulative type, where a repeated minor injury has flared up, or continued use of a heavy tool in the same position has caused pain, or a great deal of time is spent in the same position. Familiarize yourself and practice these techniques when lifting items on the job and at home:

Proper Lifting Techniques

Squat to lift and lower. Do not bend at the waist.
Keep your low back bowed in while bending over.
Keep the weight as close to you as possible.
Bow your back in and rise up with your head first.
If you must turn, turn with your feet, not your body.
Never jerk or twist!
Put the weight down by keeping your low back bowed in.
Keep your feet apart, staggered if possible.
Wear shoes with non-slip soles.



The wrong way!

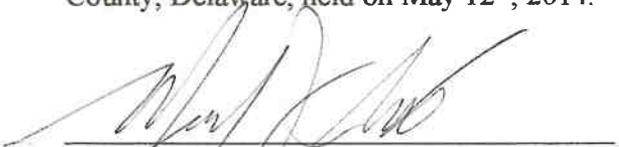


The right way!

Risk Factors for Back Injury

Lifting with your back bowed out.
Bending and reaching with your back bowed out.
Slouched sitting.
Twisting or jerking movements.
Lack of proper rest.
Obesity and poor nutrition.
Stressful work and living habits.

PASSED AND ADOPTED at a Public Meeting of the Town of Blades Town Council, Sussex County, Delaware, held on May 12th, 2014.



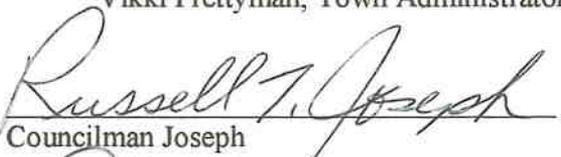
Mayor Michael J Smith

May 12th, 2014
Date

Attest: 

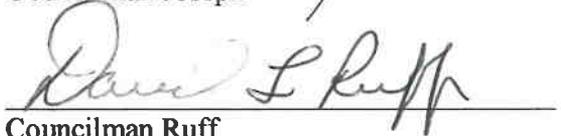
Vikki Prettyman, Town Administrator

May 12th, 2014
Date



Councilman Joseph

Councilman Chaffinch



Councilman Ruff



Councilman Reiss



Councilman Atkinson

