

COUNCIL ACTION FORM

SUBJECT: SAFETY AND TRAINING SERVICES CONTRACT

BACKGROUND:

The Risk Management Program's FY 2011/12 operating budget for safety training includes \$162,413 for outside professional services for program development and safety and procedure training for all City departments. The Iowa Association of Municipal Utilities (IAMU) has provided this training for the City over the past seven years. IAMU has knowledge and expertise in the area of federal Occupational Safety and Health Administration (OSHA) program development and safety training for municipal utilities and other City operating departments.

The proposed renewal contract with IAMU calls for a continuation of program development (1,832 hours) and safety training (921 hours) for City departments during FY 2011/12 at a cost not to exceed the approved budget amount of \$162,413.

ALTERNATIVES:

1. Approve the contract with the Iowa Association of Municipal Utilities for safety and training professional services during FY 2011/12 at a cost not to exceed \$162,413.
2. Do not approve the renewal contact with IAMU and purchase professional services for safety and training on an informal, as-needed basis.

MANAGER'S RECOMMENDED ACTION:

IAMU has done a cost-effective job of providing professional services for program development and safety training for the City's various departments. The FY 2011/12 services are part of a multi-year plan for strengthening safety throughout the organization. **These services continue our effort to protect City employees in compliance with existing laws.**

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the contract with the Iowa Association of Municipal Utilities for professional services for safety and training during FY 2011/12 at a cost not to exceed \$162,413.

Iowa Association of Municipal Utilities Training Class Selection
2011-2012
921 Hours*

CPR/AED/First Aid
Chains and Slings
Rigging
Personal Protective Equipment
Lockout/Tagout
Hazard Communication
Hearing Conservation
Bloodborne Pathogens
Emergency Preparedness
Confined Spaces
Excavation & Trenching Safety/Competent Person
Respiratory Protection
Ergonomics
Laboratory Safety
Welding Hot Works
Fall Protection
Work Zone Safety
Forklift Operator Safety
Flagger Safety
Tool Safety – Hand & Power, Poletop and Bucket Truck Operation & Safety
High-voltage Personal Protective Equipment and Lockout/Tagout
Defensive Driving
Fire-retardant clothing,
Tree trimming
Chainsaw safety
New & Seasonal employee safety orientation
Asbestos
Backhoe Safety
Fire Extinguisher training
Ladder Safety
Material Handling and Storage
OSHA mock walkthrough
Recognizing workplace safety and health hazards
Scaffolding
Skid loader operation and safety
End loader safety
Slips, trips & Falls,
SPCC for oil handlers
Battery storage and hazards

* Part of the proposed hours are for training and education for safety committee members on what makes an effective safety committee and to train and establish ergonomic teams made up of committee members.

Consultation

Consultation hours include time spent on incident investigation (when requested), safety committee meetings, safety audits and inspections, walkthroughs, special projects, review programs, any safety issues presented by management, FM Global safety follow-up items, and safety issues brought up by insurance representatives.

IAMU instructors work closely with department managers and supervisors to help resolve safety problems or questions that arise from day-to-day operations. Many managers call and ask advice or ask for assistance on many different safety related problems. Essentially, IAMU acts as a Safety Coordinator for many departments.

City of Ames
Safety Program COMPLETION REPORT

CITY HALL PROGRAM DEVELOPMENT

Iowa Association of Municipal Utilities, 1735 NE 70th Ave, Ankeny, IA 50021. Contact Dave Hraha, IAMU Program Director for content explanation, 515/289-1999 or cell# 515/210-8567.

LAST REVISED: 6/24/2011

PROGRAM DEVELOPMENT	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Dept.	Hours
Program Mandatory	Golf Course	Pools	Airport	Fire	Ice Arena	City Hall Maint.	City Mgr. & Clerk	Comm. Center	Cy-Ride Bus Driv.	El. Ad. & Eng.	Finance	HR	Inspect.	Legal	Library	Plan. & Housing	Police	Public Works	Purchas.	Hours
Personal Protective Equipment	2	2	0	16	2	2	2	0	0	2	0	0	2	0	0	0	0	0	0	30
Lockout/Tagout	2	2	0	2	0	2	0	0	2	2	0	0	0	0	0	0	0	0	0	12
Hazard Communication	2	2	0	0	2	2	0	2	2	2	0	0	2	0	0	0	0	0	2	18
Hearing Conservation	2	0	0	2	2	2	0	0	0	2	0	0	2	0	0	0	0	0	0	12
Bloodborne Pathogens	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	38
Emergency Action Plans	16	16	24	16	16	8	8	8	8	8	8	8	8	8	16	8	16	8	8	216
Confined Space Entry - Permit Required	0	0	0	2	0	0	0	0	0	0	0	0	2	0	0	0	2	0	0	6
Excavation & Trenching Safety	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16
Respiratory Protection	0	0	0	16	0	4	0	0	0	0	0	0	4	0	0	0	0	0	0	24
																2007-11 Total City Hall Program Hrs				372
Waste Management / Disposal	0	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	32
Process Safety / EPA Risk Management (1910.119 for chemical list) and/or Change Management System	0	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0	16	32
OSHA Program or Policy Required (OSHA requires employers to address these topics but may not need a specific written plan).																				
Ergonomics	2	2	0	2	2	2	0	0	0	0	0	0	0	0	0	0	2	0	0	12
Fire Prevention Plan	4	4	0	0	4	2	2	2	2	2	2	2	2	2	2	2	4	2	2	42
Welding (Hot Works) Program	0	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8
																2011-12 Total City Hall Program Hrs				126
Fall Protection	0	0	0	32	0	4	0	0	0	0	0	0	4	0	4	0	0	0	0	44
Contractor Safety Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Indoor Air Quality	0	0	0	16	0	0	0	0	0	0	0	0	8	0	0	0	8	0	4	36
Inspections (General)	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18
Safety and Health Program	2	2	0	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	36
																2012-13 Total City Hall Program Hrs				134

COLOR KEY:

Completed	
2011-12	
2012-13	

Completed	
2011-12	
2012-13	