

**COUNCIL ACTION FORM**

**SUBJECT: SAFETY TRAINING AND RELATED SERVICES CONTRACT**

**BACKGROUND:**

The Iowa Association of Municipal Utilities (IAMU) has provided safety training and OSHA compliance support to the City for the past ten years. IAMU's knowledge and expertise in supporting municipal utilities is recognized around the state of Iowa. Ames is one of many communities benefiting from their programs, not only in the areas of safety compliance, but from individual departments taking advantage of utility operations education throughout the year.

**The proposed contract with IAMU calls for a continuation of basic safety training, as well as OSHA compliance and regulatory consultation services for City departments during FY 2014/15, at a cost not to exceed \$134,000.** This amount includes \$18,000 that is planned as a onetime increase added to the \$116,000 amount of the expiring 2013/14 agreement. This additional expense is for additional training classes for all City departments that have been converting to electronic Safety Data Sheets (SDS) during the past Fiscal Year under IAMU's guidance. Not only will all cumbersome and difficult to update loose leaf binders be eliminated, the new SDS format will comply with the new Global Harmonization standards for which OSHA requires compliance by 2015. Following the training, any City employee desiring information about on the job chemical exposure will be able to access the information from any computer on the City's network. In addition, departments will automatically receive electronic updates from all chemical manufacturers whenever inventoried substances and formulas change. This program will improve hazardous substance communication to employees and reduce management and staff time and effort in maintaining compliance.

The costs and services provided are summarized below.

<b><u>2014/15 not to exceed Services Estimates of component activities in Agreement</u></b>		<b><u>Comments on FY2014/15 Agreement</u></b>
Safety Training	<b>\$ 60,000</b>	- essentially the same safety & OSHA activities as expiring
OSHA Compliance Support	<b>\$ 56,000</b>	- includes: <ul style="list-style-type: none"><li>• OSHA compliance consulting and Safety Committee support</li><li>• Maintenance of existing written compliance programs</li></ul>

- Special Projects as needed

Training classes for new  
electronic SDS system

**\$ 18,000**

- FY2014/15 only

**TOTAL**

**\$134,000**

- Not To Exceed Agreement **FY2014/15**

**\$116,000**

- Expiring Contract Amount **FY2013/14**

### **ALTERNATIVES:**

1. Approve the contract with the IAMU to continue the City's program of safety and training professional services during FY2014/15 at a cost not to exceed \$134,000.
2. Reject the IAMU proposed contract and direct staff to seek proposals from other providers of these services.

### **MANAGER'S RECOMMENDED ACTION:**

The IAMU has demonstrated its expertise and has leveraged its firsthand knowledge of City operations over the past ten years by providing services that enhance the safety and well being of City employees. They help ensure that the City stays current with industry practices and compliance regulations. The planned FY2014/15 services are an integral part of our Risk Management program aimed at reducing the number of injuries and controlling the cost of workers compensation claims.

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 compliance and training during FY2014/15 at a cost not to exceed \$134,000.