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Westerville, OH 43081  
614-890-0800  
fax/ 614-890-0801



March 24, 2008

Mrs. Robin Rupp-Mondak  
The City of Gahanna  
200 S. Hamilton Rd.  
Gahanna, OH 43230

Re: Proposal for Health and Safety Assistance

Dear Mrs. Rupp-Mondak:

Thank you for your interest in our health and safety services. Safex is pleased to provide this proposal to support the City of Gahanna in their health and safety needs. This proposal is based on our meeting of March 20, 2008.

Attached is our proposal outlining technical and cost considerations. Our approach can be discussed and modified as necessary. Thank you for your consideration. I am confident we can provide the quality services that will meet your needs and expectations. We look forward to working with you.

Sincerely,  
SafeX

A handwritten signature in cursive script that reads "Scott Anderson".

Scott Anderson  
Safety Specialist

**EXHIBIT A**

## 1.0 COMPANY PROFILE

In 1849, the City of Gahanna was founded and today the City's current population has grown to approximately 35,000 residents. Gahanna continues to experience growth in its industrial and corporate sections.

## 2.0 SCOPE OF WORK

Safex will provide Health and Safety professionals to perform the following activities:

1. Create a Safety Training Matrix
2. Develop Health and Safety Programs to ensure OSHA compliance (identified through multiple PERRP audits and prioritized based on potential risk) Through experience Safex has gained from working with other municipalities, additional programs have been listed that Safex believes may be needed. The need for other programs listed will be verified during the initial walkthrough of the facilities.
  - a. Hazard Communication
  - b. Bloodborne Pathogen (BBP)
  - c. Lockout / Tagout
  - d. Respiratory Protection
  - e. Personal Protective Equipment (PPE)
  - f. Hearing Conservation
  - g. Emergency Action Plan
  - h. Fall Protection
  - i. Confined Space Entry
  - j. Contractor Safety
  - k. Emergency Eyewashes and Showers
  - l. Recordkeeping
  - m. Incident Reporting Investigation
  - n. Powered Industrial Trucks (Forklifts)
  - o. Hand and Portable Power Tool Safety
  - p. Electrical Safety
  - q. Portable Ladders
  - r. Crane, Hoist, and Rigging Safety
  - s. Hot Work
3. Conduct, develop, identify, or arrange for Health and Safety training for: (through BWC, Safex or computer based training)
  - a. Hazard Communication "Right-to-Know" (chemical specific)
  - b. PPE (including but not limited to; gloves, safety glasses, high visibility vests, hard hats, hearing protection)
  - c. Electrical Safety
  - d. Lockout / Tagout
  - e. Confined Space
  - f. BBP
  - g. Fall Protection Training
  - h. Hearing Conservation Training

- i. Ladder Safety and Inspections
  - j. Compressed Gas Cylinders
  - k. Respiratory Protection
  - l. Fire Extinguisher
4. Other tasks to consider:
- a. Chemical Inventory
  - b. Equipment Specific Lockout / Tagout Procedures
  - c. PPE Hazard Assessments
  - d. Confined Space Entry Procedures
  - e. Toolbox Talk Development
  - f. Safety Committee Development

## **2.1 Safety Training Matrix**

The City of Gahanna Safety Training Matrix will be prepared specifically to aid you in determining the appropriate training requirements that are applicable to your personnel. This Safety Training Matrix deals with the City of Gahanna required training as well as the training specifically stipulated by OSHA / PERRP standards and/or other regulations.

## **2.2 Health and Safety Programs**

Safex can develop the written programs, or identify required elements and Gahanna personnel can develop the program for Safes review. Final programs will be sent electronically and as a hard copy on a CD.

### **2.2.1 Hazard Communication**

The City of Gahanna employees have a "right-to-know" about the hazardous chemicals that they work with or could be exposed to, and what they can do to avoid injury or illness when working with these chemicals. The Hazard Communication Program will be tailored to provide the City of Gahanna employees with the necessary information and training in order to reduce the possibility of accidental exposure and to comply with the OSHA standard for Hazard Communication, 29 CFR 1910.1200.

### **2.2.2 Bloodborne Pathogen**

The purpose of this program is to develop and implement Bloodborne pathogen exposure control procedures. The Bloodborne Pathogen Program will be designed to provide the City of Gahanna employees with necessary information and training requirements to reduce the likelihood of accidental exposure and to comply with the OSHA standard for Bloodborne Pathogens, 29 CFR 1910.1030.

### **2.2.3 Lockout / Tagout**

Safex realizes that it is the goal of the City of Gahanna to control hazardous energy sources in the workplace to the greatest extent feasible. Safex is proposing to develop a Lockout / Tagout Program (the control of Hazardous Energy) to ensure that their

employees' health is protected from hazardous energy sources in the work environment. The City of Gahanna is required by OSHA regulations to provide and maintain a Lockout/Tagout Program for all operations where employees may be potentially exposed to hazardous energy sources.

#### **2.2.4 Respiratory Protection**

Safex is proposing to develop a Respiratory Protection Program to ensure that all City of Gahanna employees are properly protected from respiratory hazards and as well as to coordinate the use and maintenance of respiratory protective equipment when such equipment is used to reduce employee exposure to potentially hazardous agents or work environments. An effective respiratory protection program is essential to assure that personnel using such equipment are adequately protected. All City employee activities involving the use of respiratory protection equipment, as defined in this written program, shall be conducted in compliance with the OSHA standard for Respiratory Protection, 29 CFR 1910.134.

#### **2.2.5 Personal Protective Equipment**

The proposed City of Gahanna Personal Protective Equipment (PPE) Program will be developed to provide the City of Gahanna employees with the necessary information to identify work situations/areas that require the use of PPE, the proper selection and use of PPE, and documentation of this information. This information is important to help ensure the safety and health of all employees within the City of Gahanna.

#### **2.2.6 Hearing Conservation**

This program will identify the training requirements and procedures for audiometric testing for employees who operate equipment or power tools that typically operate in excess of 85 decibels. The program will use the sound level measurements that were collected by PERRP on November 15 and 27, 2007 for the Fleet, Parks and Recreation, and Service Departments.

#### **2.2.7 Emergency Action Plan**

This program will include preventative measures to minimize emergencies and fires as well as actions to take in an emergency.

#### **2.2.8 Fall Protection**

The purpose of this program is to specify procedures and training for the safety of the City of Gahanna employees while working on elevated surfaces and ladders. City employees who work at heights of six (6) feet or greater are required to attend training on fall protection. Additionally, those employees working on aerial platforms, scissors lifts, bucket trucks or other elevated platform equipment must receive training on the use of such equipment.

### **2.2.9 Confined Space Entry**

The City of Gahanna recognizes the need to protect employees from hazards that may be encountered during entry into a confined space. Safex is proposing to develop a program that assures compliance with 29 CFR 1910.146 Permit-Required Confined Space and by outlining the requirements for practices and procedures to protect employees in general industry from the hazards of entry into permit-required confined spaces.

Should the City of Gahanna determine that they would like Safex to develop specific confined space entry procedures for each confined space, this activity can be conducted for an additional cost.

### **2.2.10 Contractor Safety**

This program would provide City of Gahanna contractors with a clear and concise understanding of the safety requirements and responsibilities while working on the City of Gahanna's property as well as to reduce exposures that cause personal injury, property damage, and liability losses due to construction, renovation and demolition of City-owned buildings and facilities.

### **2.2.11 Emergency Eyewash**

Safex is proposing to develop an Emergency Eyewash and Shower Safety Program to include information on the areas where emergency eyewashes and showers are required, equipment specification, location and installation requirements, and equipment inspection and testing requirements. The Emergency Eyewash and Shower Safety Program shall be developed to meet the requirements set forth in the American National Standard for Emergency Eyewash and Shower Equipment (ANSI, Z358.1), which is a widely accepted guideline for the design, performance, installation, use, and maintenance of emergency eyewashes and showers.

### **2.2.12 Recordkeeping**

The purpose of this program is to provide guidelines to City of Gahanna employees for maintaining health and safety records. This program establishes procedures that are to be used to ensure that health and safety records are documented and maintained, per 1910.1020.

### **2.2.13 Incident Reporting and Investigation**

This program will include all required forms, reporting relationships within the City and incident investigation forms. The purpose of this program will be to aid in the prevention of incidents on City of Gahanna property and worksites. The Incident Investigation Program will establish a procedure for investigation and reporting of incidents.

### **2.2.14 Powered Industrial Trucks**

The City of Gahanna requires that only properly trained and authorized personnel operate

powered industrial trucks and that these vehicles be properly maintained. This program addresses the criteria for training and authorizing operators and specifies the requirements for operation, inspection, and maintenance of powered industrial trucks. This program has been prepared to ensure compliance with the OSHA regulation, Powered Industrial Trucks, found at 29 CFR 1910.178.

### **2.2.15 Hand and Portable Power Tool Safety**

The City of Gahanna recognizes that today's power tools are more powerful, adaptable, and portable than ever before. But improper use can pose a serious safety hazard. Therefore, it is extremely important to take precaution when using hand and power tools. Though generally dependable, power tools can cause an unexpected outcome through accidental activation or loss of control. This program has been developed to address the use, inspection and maintenance of hand and portable power tools. This program is intended to define and communicate hand and portable power tool requirements necessary to maintain compliance with 29 CFR 1910.242-244, the OSHA Hand and Portable Power Tools standard.

### **2.2.16 Electrical Safety Program**

The purpose of the proposed City of Gahanna Electrical Safety Program is to prevent injuries and accidents and protect City employees from low voltage electrical hazards. "Low Voltage" is defined by OSHA as work performed directly on or in proximity of systems of 600 volts, nominal, or less. Electrical dangers such as shock, electrocution, arc flash, and arc blast will always be present on the job, but proper training and safety strategies can minimize the likelihood of injuries and fatalities. The Electrical Safety Program will outline the required training for personnel engaged in electrical work, electrical safe work practices, the appropriate electrical testing equipment and the personal protective equipment that shall be provided, properly maintained and used. The program will be based on the OSHA standard for electrical safety 29 CFR 1910 Subpart as well as NFPA 70E.

### **2.2.17 Portable Ladders**

The Portable Ladder Program designed specifically for the City of Gahanna will be designed to ensure the safety of all City employees working with ladders. This program will cover the safe use of step ladders, extension ladders and other portable ladders. Users must be able to recognize and avoid ladder hazards and be aware of safe practices in setting up, storing, and working with ladders. This program is intended to comply with the OSHA standard Portable Wood Ladders, General Requirements and Portable Metal Ladders contained in 29 CFR 1910.25 through 26.

### **2.2.18 Crane, Hoist and Rigging Safety**

The purpose of the City of Gahanna Crane, Hoist and Rigging Safety program is to protect workers from hazards related to the operation of cranes, hoists, and rigging devices. These devices need to be designed, used, and maintained properly to avoid accidents and injuries. This document contains specific safety requirements to prevent adverse consequences. This program is intended to comply with the OSHA standard Materials

Handling and Storage, Overhead and gantry cranes contained in 29 CFR 1910.Subpart N and 1910.179 Overhead and Gantry Cranes.

### **2.2.19 Hot Work**

The City of Gahanna recognizes the need to develop a Hot Work Program that outlines the safe operation of tasks such as welding, brazing, torch cutting, grinding, and torch soldering. These operations create heat, sparks and hot slag that have the potential to ignite flammable and combustible materials in the area surrounding hot work activities. The City Hot Work Permit Program will be developed in accordance with the OSHA standard Subpart Q, Welding, Cutting, and Brazing regulations with the goal of preventing hot work fires.

## **3.0 HEALTH AND SAFETY TRAINING**

### **3.1 Hazard Communication Training**

The chemical specific Hazard Communication formal training will define the hazardous chemicals that the City of Gahanna may be potentially exposed to, and what they can do to avoid injury or illness when working with these chemicals. The purpose of this training is to provide the necessary information to provide information and training in order to reduce the possibility of accidental exposure.

### **3.2 Personal Protective Equipment (PPE) Training**

The department/task specific PPE formal training will provide the City of Gahanna employees with the necessary information to identify work situations that require the use of PPE, the proper selection and use of PPE, and documentation of this information. This information is important to help ensure the safety and health of all employees at the City of Gahanna.

### **3.3 Electrical Safety Training**

The formal NFPA 70E safety training will detail the electrical dangers such as shock, electrocution, arc flash, arc flash, electrical safe work practices, the appropriate electrical testing equipment and the personal protective equipment that shall be provided, properly maintained and used.

### **3.4 Lockout / Tagout Training**

City of Gahanna's Lockout/Tagout training will cover specific procedures that will be used to ensure that employees are provided with the information and equipment they need to perform Lockout / Tagout safely during maintenance, installation, adjustment, or servicing operations.

### **3.5 Confined Space Training**

Training will cover how to identify confined spaces and permit-required confined spaces,

how to distinguish between non-permit, permit required, alternate, and reclassified spaces, and the roles and responsibilities of confined space Supervisors, Attendants, and Entrants.

### **3.6 Bloodborne Pathogen Training**

This training will be designed to help reduce exposure and transmission of Bloodborne pathogens and to provide guidelines for use of protective equipment and housekeeping requirements during exposure to blood or blood products.

### **3.7 Fall Protection Training**

The OSHA fall protection standard (29 CFR 1926 Subpart M) requires employers to provide training for employees who are exposed to fall hazards of 6 feet or greater. This training program will satisfy the OSHA requirement and is provided to assist employees in recognizing fall hazards and in understanding the procedures to be followed to minimize such hazards.

### **3.8 Hearing Conservation Training**

The Hearing Conservation Training program will be developed specifically for the City of Gahanna and will cover the effects of noise, appropriate hearing protection devices, audiometric testing, and the tasks that require the use of hearing protection.

### **3.9 Ladder Safety and Inspections Training**

The Ladder Safety and Inspections Safety Training will be developed specifically for the City of Gahanna and will outline the safe use of step ladders, extension ladders and other portable ladders, how to identify and avoid ladder hazards, as well as the safe practices of setting up, storing, and working with ladders.

### **3.10 Compressed Gas Cylinder Training**

The Compressed Gas Cylinder training developed specifically for the City of Gahanna will outline the precautions to prevent injuries caused by flying objects accelerated by an explosion or pressure release, fires, injuries caused by flammable gas ignition and injuries caused by inhalation of toxic or asphyxiating gases as well as property damage, disruption to operations caused by leaks of compressed gas and over-pressurizations.

### **3.11 Respiratory Protection Training**

The Respiratory Protection Training Program will convey the proper maintenance, use, storage and fit testing requirements for respirator use. The training will meet the written regulatory requirements of the OSHA Respiratory Protection Standard 29 CFR 1910.134.

### **3.12 Fire Extinguisher**

Fire extinguisher training will address the proper use of fire extinguishers, the classifications of fires, different types of fire extinguishers, methods used to control fires, the rules for

fighting fires, and the proper placement and inspection of portable fire extinguishers.

#### **4.0 Other Tasks**

##### **4.1 Chemical Inventory**

A chemical inventory will be created in compliance with the Hazard Communication Standard. The chemical inventory will consist of all chemicals that are used by the City of Gahanna. The chemical inventory should be complete and contain, at a minimum, the following: chemical name, CAS Number, common name, department, synonyms, product/mixture name, and percentage of ingredients in product/mixture.

##### **4.2 Equipment Specific Lockout / Tagout Procedures**

Specific procedures will be developed for the control of hazardous energy for all pieces of equipment requiring Lockout / Tagout per OSHA 1910.147 The Control of Hazardous Energy.

##### **4.3 PPE Hazard Assessments**

The City of Gahanna recognizes the need to assess the workplace to determine if hazards are present or are likely to be present that would require the use of Personal Protective Equipment, per OSHA 1910.132, Personal Protective Equipment.

##### **4.4 Confined Space Entry Procedures**

The City of Gahanna recognizes the need to develop Confined Space Entry Procedures necessary for safe permit space operations per OSHA 1910.146, Permit Required Confined Spaces.

##### **4.5 Toolbox Talk Development**

The City of Gahanna recognizes the importance of providing Toolbox talks to employees in order to reinforce the City's stance on the importance of safety in the workplace.

##### **4.6 Safety Committee Development**

A Safety Committee currently meets bimonthly to discuss operations and continue to develop Safety and Health Programs. The City of Gahanna recognizes the importance of bringing new ideas and a fresh perspective in order to enhance the effectiveness of the current Safety Committee.

All programs will be provided to the City of Gahanna as an electronic copy and a hard copy.

#### **5.0 COMPANY AND PERSONNEL GOALS**

Safex's staff consists of certified safety professionals (CSP), certified industrial hygienists (CIH), certified hazardous materials managers (CHMM), environmental specialist and

industrial hygienists. All staff members have completed a four-year academic program and have pursued professional development opportunities to keep current with OSHA and EPA regulations while continually improving in their skills.

Safex has found it effective to assign an experienced Technical Manager to understand the client's objectives for the project and provide technical oversight during the course of the project. The Project Lead will assure the goals are met on time and on budget and will be responsible for matching the most qualified staff with the requested service. The Project Lead and Technical Manager are available to answer questions or discuss implementation options should the site personnel have any questions or encounter any unexpected challenges. Project staff personnel predominantly complete the site activities. It has been our experience that this approach maximizes the cost benefit for the customer.

Bill Adams, CIH, CSP, CPEA will act as the Technical Manager. Brian Basbagill, CSP will be the Project Lead and Project Staff. Scott Anderson will support Brian.

Biosketches of the proposed project staff are included in Appendix A.

## 5.1 Related Projects

Some recent related projects include:

- City of Columbus, Health and Safety Program Support, 2004-2008  
Ms. Alice Evans: Safety and Health Officer – (614)645-4315
- City of Hilliard, Health and Safety Program Support, 2007-2008  
Mr. Gerry Edwards: Human Resources Director – (614) 334-2345
- City of Norwalk, Health and Safety Support, 1999-2007
- Arvin Meritor, Health and Safety Support, 2002-2007
- Ashland, Health and Safety Support, 2000-2007
- CrimsonCup, Health and Safety Support, 2007-2008

## 6.0 INVESTMENT

The investment associated with each activity is described is as follows:

### 6.1 Safety Training Matrix

The investment for the development of the 2007 / 2008 Safety Training Matrix can be completed for \$225.00. The investment will include all costs associated with the site visit and revisions.

### 6.2 Health and Safety Program Development

The investment for the development of *each* Health and Safety Program can be accomplished for \$425.00 assuming a minimum of 5 programs are authorized and information can be gathered on a single site visit. The investment will include all costs associated with the site visit and revisions. If Gahanna chooses to develop their own programs, we can meet to provide a list of required elements and review them at a rate of

\$65 / hour.

### **6.3 Formal Safety Training**

The investment for Formal Safety Training to be developed and conducted can be accomplished for \$500 per 2 hour training session. The investment will include all costs associated with the site visit, development and administering of the training. Training sessions will vary in length depending on a number of reasons including, topic, amount of material needing to be covered and current skill level of students. Safex has provided an estimate of training session length.

### **6.4 Computer Based Training**

Safex will provide computer based training by The Marcom Group who offers one of the largest libraries of videotapes, DVDs, Interactive CD-ROMs, and online safety and regulatory compliance courses in the industry. Additionally, a full line of posters, booklets and compliance manuals is available. Most of the products are available in Spanish as well as English. Computer based training would enable employees to participate in safety training at any time and at their own pace. A single training topic can be purchased for \$495.00 dollars; this would enable a single computer to have an unlimited number of users. Discounts are available for multiple titles or copies.

### **6.5 Other Tasks that may be completed.**

- a. Chemical Inventory
- b. Equipment Specific Lockout / Tagout Procedures – 2 to 3 hours per piece of equipment
- c. PPE Hazard Assessments - 2 to 3 hours per task
- d. Confined Space Entry Procedures- 2 to 3 hours per space
- e. Toolbox Talk Development – 1 - 2 hours each for existing programs
- f. Safety Committee Development – 1 to 2 hours prep for each hour of meeting

Without conducting an audit, it becomes very difficult to estimate the time requirements for these tasks. Safex has provided an estimate of the time that may be involved for each task. Therefore we propose completing these tasks on a time and material rate of \$65.00 per hour. Safex will provide a quote as each task is initiated.

## **6.0 TERMS AND CONDITIONS**

### **Payment**

Services and reimbursable expenses for projects are invoiced monthly and payment is due within 30 days after the invoice date. Invoices not paid within 30 days are subject to a late fee of \$100 and 1.5% interest on the outstanding balance. Safex shall have the right to suspend/terminate services if payment is not received within 60 days after the invoice and Safex shall have no liability for any resultant delays or damages incurred by Client as a result of such suspension/termination. The Client agrees to pay all costs of collection, including reasonable attorney's fees.

A cancellation fee of 25% of the total cost will be charged for projects or training courses

that are cancelled within three (3) days of the scheduled event and are not rescheduled for a later date. A reschedule fee of 5% of the total costs will be charged for project and training courses that are cancelled within three (3) days and rescheduled for a later date.

#### **Standard of Care**

Safex will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Safex will perform its services as expeditiously as is consistent with professional skill and care. Regardless of any other term or condition of this Agreement, Safex makes no express or implied warranty of any sort. All warranties, including warranty of merchantability or warranty of fitness for a particular purpose, are expressly disclaimed.

#### **Defects in Service**

The Client shall promptly report to Safex any defects or suspected defects in Safex's services.

#### **Risk Allocation**

In recognition of the relative risks and benefits of the project to both the Client and to Safex, the Client agrees to the fullest extent permitted by law, to limit Safex's liability to re-performance of work or the total compensation received by Safex under this Agreement.

#### **Ownership of Documents**

Electronic copies of reports and workplans are for the convenience of the client. The client agrees not to reuse these electronic files, in whole or in part, for any purpose other than the Project. The client agrees not to transfer these electronic files to others without the prior written consent of Safex. The client further agrees to waive all claims against Safex resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than Safex.

#### **Confidentiality**

Safex's policy is to not disclose facility or process information obtained while providing client services. Safex is willing to sign reasonable confidentiality agreements provided by our clients.

The technical approach and methods, techniques and pricing data contained in this proposal shall be considered confidential and proprietary and shall not be released or otherwise made available to a third party without the express written consent of Safex, Inc.

#### **Insurance**

During the term of this project, Safex agrees to provide workers' compensation, general liability business and professional liability insurance. If additional requests are made by our customers, they may be subject to an administrative fee.

## 7.0 AUTHORIZATION

Work on this project will proceed with your authorization of the proposal. Please sign and fax back to 614-890-0801. Thank you for your business.

**The City of Gahanna  
Gahanna, Ohio**

**Please indicate your acceptance of tasks that you authorize by checking the corresponding boxes.**

**Safety Training Matrix - \$225**

By: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

**Safex, Inc. proposal to develop each Health and Safety Program - \$425.00**

By: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

Please Select the Programs you would like Safex to develop:

- Hazard Communication
- Bloodborne Pathogen (BBP)
- Lockout / Tagout
- Respiratory Protection
- Personal Protective Equipment (PPE)
- Hearing Conservation
- Emergency Action Plan
- Fall Protection
- Confined Space Entry
- Contractor Safety
- Emergency Eyewashes and Showers
- Recordkeeping
- Incident Investigation
- Powered Industrial Trucks (Forklifts)
- Hand and Portable Power Tool Safety
- Electrical Safety
- Portable Ladders
- Crane, Hoist and Rigging Safety

Hot Work

**Safex, Inc. proposal to purchase MARCOM computer based training. Single training topics \$495.00. Discounts are available for multiple titles or copies.**

By: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

- Bloodborne Pathogens in Commercial and Light Industrial Facilities
- Confined Space Entry
- Forklift/Powered Industrial Truck Safety
- Hearing Conservation and Safety
- Lock-Out/Tag-Out
- Personal Protective Equipment
- Respiratory Protection and Safety
- Accident Investigation
- Compressed Gas Cylinders
- Electrical Safety
- Eye Safety
- Fall Protection
- Fire Extinguishers
- Hand and Power Tool Safety
- Ladder Safety

**Safex, Inc. proposal to develop and conduct each Formal Training session - \$500.00 per 2 hour training session**

By: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

- Hazard Communication (2 hours)
- PPE (2 hours)
- Electrical Safety (4 hours)
- Lockout / Tagout (3 hours)
- Confined Space (4-6 hours)
- BBP (2 hours)
- Fall Protection Training (2-3 hours)
- Hearing Conservation Training (2 hours)
- Ladder Safety and Inspections (.5 - 1 hour)
- Compressed Gas Cylinders (.5 - 1 hour)
- Respiratory Protection (2 hours)
- Fire Extinguisher (2 hours)

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**Safex, Inc. proposal to develop and conduct other tasks – at a rate of \$65.00 per hour**

By: \_\_\_\_\_

Date: \_\_\_\_\_

PO Number: \_\_\_\_\_

- Chemical Inventory
- Equipment Specific Lockout / Tagout Procedures
- PPE Hazard Assessments
- Confined Space Entry Procedures
- Toolbox Talk Development
- Safety Committee Development

## APPENDIX A

### Technical Manager

#### **William O. Adams, CIH, CSP, CPEA**

Bill Adams is a Board-Certified Industrial Hygienist (CIH), Certified Safety Professional (CSP) Certified Professional Environmental Auditor (CPEA) in Health and Safety and an OSHA approved 10 and 30-hour General Industry Instructor with more than 25 years of experience in industrial hygiene and safety. Bill has a B.S. in Biology from Eastern Kentucky University.

Prior to Safex, Bill held several industrial hygiene and safety positions. His experience includes Regional Health and Safety Manager for Ensearch Environmental (EBASCO), Industrial Hygienist with ERM-Midwest, Health and Safety Supervisor with Ross Laboratories (Division of Abbott Laboratories), Industrial Hygienist with the Industrial Commission of Ohio, Division of Safety and Hygiene and an Industrial Hygiene Compliance Officer with the Kentucky Department of Labor.

He has extensive experience in all aspects of health and safety. He has assisted manufacturing facilities in designing and implementing health and safety management system programs, including self directed work teams. Bill has designed and implemented a comprehensive inhalation exposure assessment program for a manufacturing facility that has more than 5,000 raw materials and developed a comprehensive microbiological bacteria management plan (including *Legionella*) for an automobile manufacturer and a health care facility. Bill has also conducted numerous safety and industrial hygiene audits.

Bill has developed and presented various health and safety trainings; including supervisor training, confined space entry, lockout/ tagout, laser safety, hazardous waste and emergency response, incident command, respiratory protection and OSHA recordkeeping, attended by more than 4,000 participants. He is one of the key instructors for the "Quantitative Industrial Hygiene" and "Fundamentals of Industrial Hygiene" courses sponsored by the American Industrial Hygiene Association (AIHA) for the past 8 years and for the Respiratory Protection Fit Test course sponsored by the Ohio Bureau of Workers' Compensation, Ohio Center for Occupational Safety and Health for the past 9 years.

Bill is a member of the ASSE, AIHA, BEAC and AAIH. Bill one of the founding members of the Central Ohio AIHA and has served as the President, President-Elect, Treasurer, and a Director for that group. Bill was a past Chair for the Industrial Hygiene Session of the All-Ohio Safety and Health Congress and Exhibit, and has served as a judge for The Builders Exchange of Central Ohio Safety Recognition Program. Bill has presented numerous technical presentations, including: "Developing a User-Friendly Hazard Assessment Database," that was presented at the 1999 AIHce meeting in Toronto. "The Changing Role of the Industrial Hygiene Consultant", 1997, AIHce in Dallas and "A Comprehensive, Performance Based Training Program for Site Health and Safety Officers", 1995, AIHce in Kansas City. Bill presented "Charting a Course to Control Waterborne Microbes" at the AIHce in Dallas in 2003. Bill was awarded the Industrial Hygiene Award of Excellence by the Central Ohio Local Section of the American Industrial Hygiene Association for 2003. Bill has attended several professional development courses on Mold and Moisture Control.

### **Project Lead**

#### **Brian A. Basbagill, CSP**

Brian Basbagill earned a B.S. in Safety Sciences from Indiana University of Pennsylvania in 1997. Prior to joining Safex, Brian was a loss control representative for an insurance company for two years where he provided safety and training services for clients in the greenhouse industry.

Brian has been a safety specialist on staff with Safex since August 1999. He is a project manager and primary trainer for many safety topics including HAZWOPER, construction safety and permit required confined space. In 2007, he was the lead or supporting instructor for 60 training classes and trained more than 600 workers. Student evaluations from his training sessions are excellent and average higher than 4.5 on a 5 point scale. Brian is an OSHA authorized instructor for the Construction 10 and 30-hour classes.

In the construction market Brian provides site-safety support including site specific training, site audits and development of written safety programs. As a full time site safety officer, he has experience providing safety oversight for five industrial and commercial construction projects. Each project lasted approximately one month and included site work, mechanical construction, electrical and demolition activities. Projects are due to short term plant outages, process expansions and new construction.

His HAZWOPER field experience includes four projects where he served as a site safety officer. During these projects he conducted site safety audits, employee orientations, developed and implemented safety checklists, conducted air monitoring, evaluated site compliance and supervised implementation of the Site Specific Health and Safety Plan.

Brian was a Captain in the Army National Guard from May 1998 till October 2005. Brian completed a deployment to Iraq with the branch of Engineers in the Army National Guard 2003 - 2005. While serving in Iraq he spent 3 months as construction project manager for a \$1,500,000 project. His last position was the operations officer for an engineer Battalion planning missions including construction of bridges, schools, water purification systems, and installation of water wells. He was honorably discharged from the Army and is a member of the Veterans of Foreign Wars.

In 2006, Brian earned the Certified Safety Professional (CSP) certification from the Board of Certified Safety Professionals (BCSP). He is a member of the Central Ohio Chapter of the American Society of Safety Engineers.

### **Project Staff**

#### **Scott M. Anderson**

Scott Anderson has a M.S. in Applied Health Science with an option in Safety Management from Indiana University. Prior to joining Safex, Scott completed an internship with the Indiana University Office of Environmental Health and Safety where he conducted lab audits, a variety of safety inspections and accident investigations.

Scott's experiences include conducting construction site safety audits, administering various safety training sessions, program development, staff support for a large manufacturing company involving Lockout/Tagout and Confined Space assessments,

staff support and program development for several local municipalities, mold remediation inspections and respirator fit testing.

Scott has completed the OSHA 40 Hour Health and Safety Training for Hazardous Waste Operations and currently has completed his 8 Hour Refresher for 2008, a confined space training course, a 2.5 day BWC respirator fit test class, and has his OSHA 10-Hour General Industry card.

Scott is also a Red Cross First Aid, CPR and AED instructor.

A handwritten signature, possibly 'Kw', is written over a large, loopy scribble that extends from the top right of the page down towards the middle of the page.