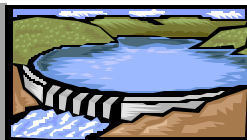




V.I.E.W.S.

Views & Information on Environmental and Workplace Safety

Message from the Bureau of Water Supply



In the past two years, the Bureau of Water Supply (BWS) has made tremendous progress in addressing EHS issues throughout the upstate water supply system. BWS employs more than 1,000 staff and manages more than 200 facilities spread across the 2,000 square mile watershed. The main components of the system range in age from 50 to 150 years old. The challenges of managing such a large, diverse and aging system are many.

BWS now has more than 30 staff dedicated to addressing EHS issues. The Bureau has completed comprehensive compliance assessments at more than half its facilities, and, in coordination with BEE, conducted a major overhaul of the operating equipment at a key facility at Kensico

Reservoir. Thirteen new EHS procedures have been adopted and hundreds of BWS staff have been trained on various EHS policies and procedures. Perhaps most significantly, we have been successful in making sure that EHS is a part of our core mission and central to the many facets of our daily activities.

A great deal of work remains to be done. But I am confident that the dedicated and professional staff within BWS and the agency are up to the challenge. I encourage any employee with questions about BWS EHS activities and policies to contact Lynn Sadosky, Deputy Director for BWS's Division of Regulatory Compliance and Facilities Remediation, at 914-773-4418.



Message from the Bureau of Water and Sewer Operations

Hi, my name is Doug Greeley, and I am DEP's Deputy Commissioner for the Bureau of Water and Sewer Operations. BWSO is responsible for treating and conveying drinking water within the City's five boroughs, maintaining the water distribution and sewer collection systems and planning and budgeting infrastructure improvements.

We enjoy a great deal of diversity of job tasks and a constant change of scenery as we operate and maintain these two tremendously large systems. In actuality, we operate much like other utilities with a number of facilities, a large vehicle fleet of specialized vehicles, and maintaining subsurface operating systems requiring special care due to the forces acting in and upon the piping, the proximity to other utility systems underground and in varying traffic conditions. Additionally, due to the variety

of tasks performed by the Bureau, we handle toxic chemicals, operate machine shops, work in wetlands as well as in streets, enter confined spaces, and work in and around high tension electricity and large mechanical devices.

As an emergency response bureau, we are frequently required to work where there may be unsafe pavement, freely flowing water ventilation, lighting, chemical or electrical problems which must be factored into the work we are tasked to perform.

In short, virtually all aspects of DEP's Environmental Health & Safety Program apply in varying degrees to the majority of the Bureau's employees

As DEP embarks on a full scale training program, it behooves all of us to learn as much as we can in order to ensure our personal health and safety, operate safe

facilities and protect the environment from harm as we perform our duties.

We have created a new division within the Bureau to establish a robust health and safety program which is headed by Bill Yulinsky. Many of you already know Bill and members of the terrific staff he has assembled. Please feel free to contact the EH&S group when you have questions concerning safe work practices, environmental regulations or training issues. In addition, the EH&S group is to be notified in the event of injuries, accidents, chemical spills and releases or any other event affecting health and safety or which affects the environment.

As we go forward with the EH&S program, I hope that DEP can count upon all of us to rise to the challenge.



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Editor

Charmaine A. Richardson

Contributors

Environmental
Coordination Committee

Health & Safety
Coordination Committee

Office of Environmental,
Health & Safety
Compliance

Emergency Action Planning

On March 19, 2003, the Environmental Coordination Committee and the Agency Compliance Officer formally approved the Emergency Action Planning (EAP) Program, which was developed by Framatome ANP in conjunction with NYCDEP Environmental Health and Safety ("EH&S") staff. The purpose of this Program is to assist DEP facilities in developing comprehensive emergency action/response plans.

Personnel safety is a higher priority than equipment, product, or property,

The scope of the EAP Program encompasses all Agency facilities with more than 10 employees, requiring the preparation and maintenance of Emergency Action Plans (evacuation) or Emergency Response Plans (active response). Since personnel safety is a higher priority than equipment, product, or property, most DEP facilities will adopt an evacuation philosophy, thus requiring facility-specific Emergency Action Plans (EAP).

EAPs will describe the following topics:

- ☑ Emergency evacuation procedures,

- routes, and safe assembly points;
- ☑ Procedures for designated employees (if any) to operate critical facility tasks prior to evacuation;
- ☑ Procedures to account for all employees after evacuation;
- ☑ Rescue and medical duties (if any);

- ☑ Emergency notification procedures;

- ☑ Description of facility alarm systems;

- ☑ Reportable quantity guidance for potential product releases; and

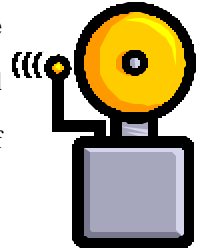
- ☑ Plan administrator contact information.

Additionally, all DEP plans must meet the requirements for a Fire Prevention Plan (FPP), covering the following items:

- ☑ A comprehensive list of all major workplace fire hazards, potential ignition sources, and respective fire control procedures (including detection, protection, and prevention equipment);
- ☑ Identification of responsible parties

for maintenance of fire prevention equipment and systems; and

- ☑ Identification of responsible parties for control of fuel source hazards.



The relatively short Program Document concludes with a plan template, meeting all regulatory requirements for a fully-functional EAP and FPP for facilities that adopt the "evacuation" approach.

We strongly encouraged DEP facilities begin developing these facility-specific documents as soon as possible. Smaller facilities that are not required to develop such plans, are still responsible for conveying evacuation *protocols* (this can be accomplished verbally – however, documentation is recommended). Evacuation protocols can be as simple as brief handouts covering fire alarms, fire drills, and a facility site plan depicting exit routes and assembly points. Facility evacuation protocols (for facilities with +10 personnel) is a safety requirement outlined in the EAP Policy.

Crane and Hoist

The old phrase, "making a mountain out of a molehill" has often been quoted, but seldom accomplished. However, if the project were to become a reality, the feat would most likely be achieved through the use of a crane. These devices have been useful in making our modern world "modern" that it is difficult to imagine our society without their impact. It has been responsible for the construction of almost every 20th century structure seen in the world today. Deceptively simple in their design, many cranes appear to be a piece of steel with a winch attached. The reality is that both the steel and winch are highly engineered components capable of lifting tons of material and moving it to another location with precision and accuracy.

The DEP maintains an inventory of hundreds of cranes. They range in size from boom trucks to overhead gantries spanning the width of buildings. Their involvement in the daily operations of the Agency is essential to providing safe drinking water to the City's millions of customers. The Bureau of Water Supply operations uses overhead gantry cranes to move 2000 lb. containers of liquid chlorine, wastewater treatment plants move solid wastes between floors, and Field Maintenance units maneuver stop shutters to help regu-

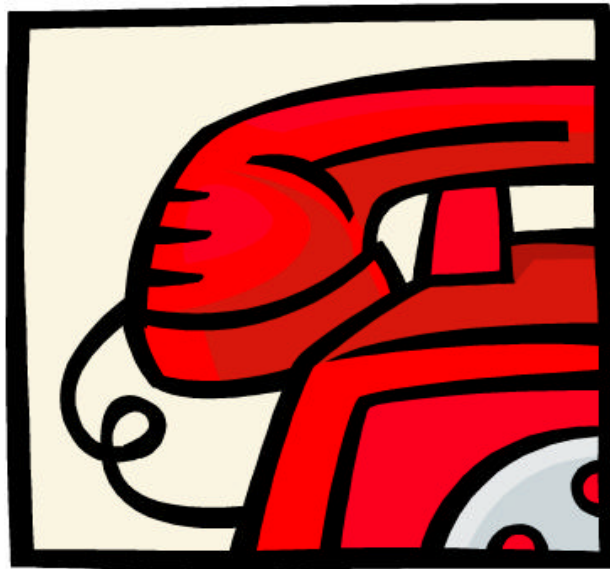
late water flow in the aqueducts. In the Bureau of Wastewater Treatment, cranes help move heavy replacement motors, valves, and pumps throughout the many facilities this Bureau operates. By transporting valve parts, replacement fire hydrants, and other heavy material, cranes assist the Bureau of Water and Sewer Operations on a daily basis.



With all of the useful applications that cranes fulfill, and the frequently heavy loads they move, it is easy to see that cranes must be handled in a safe and careful manner. To accomplish this, the Agency has adopted a new "Crane & Hoist Safety Policy and Procedure." This policy harmonizes the safe work practices throughout DEP so that every crane operator in any Bureau will be trained using the same material. This procedure clearly spells out the responsibilities of all employees involved in crane operations. The policy also includes general safety rules; which include proper hand signals, rigging, and moving a load. Information is also available regarding sling use and load ratings. Inspection schedules and training requirements round out the helpful and important information in this new manual. Using this procedure in conjunction with the upcoming training will ensure that the many functions cranes perform will continue to be performed safely for years to come.



DEP OFFICE OF EHS COMPLIANCE

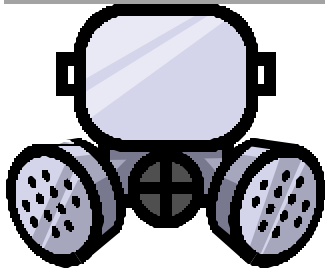


EHS EMPLOYEE CONCERNS HOTLINE **800-897-9677**

This hotline is provided to DEP employees to report, without fear of reprisal, environmental, safety and health concerns with regard to DEP. Employees who wish to communicate may identify themselves or remain anonymous. Also, any person using this hotline will not be subject to reprisal or retaliation for reporting a concern. All EHS Employee Concerns Hotline complaints are strictly confidential.

Environmental, health & safety concerns could be an act or omission in the workplace that you believe violates the environmental or health & safety laws at your facility. If you see or suspect this kind of conduct, immediately notify your supervisor or call the EHS Employee Concerns Hotline. It is better to bring up questionable activity than to ignore it. Finally, if you believe you have been mistreated because you reported an environmental, health or safety concern to your supervisor or to anyone else, you should call the EHS Employee Concerns Hotline.

Respiratory Protection



Respiratory hazards on the job come in many forms, many of them undetectable. Mists, fumes, dusts, gases and vapors can enter your lungs and cause serious damage to your health. There are several ways to help control such respiratory hazards.

One of the first steps is for both the employees and employers to be well aware of the respiratory hazards in the work place and to eliminate or minimize these respiratory hazards through the use of accepted engineering and administrative controls. The following are engineering and/or administrative methods that can be used to protect DEP employees from respiratory hazards.

- ⇒ Good ventilation.
- ⇒ Job processes can be changed to lessen airborne hazards.
- ⇒ Replace particularly hazardous materials with less harmful ones.
- ⇒ Enclosure is another way to control airborne hazards.

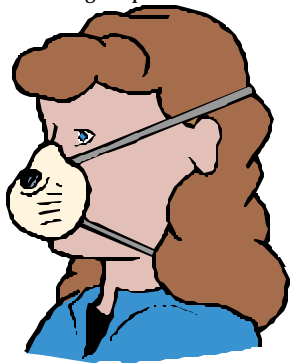
Whenever effective engineering and/or administrative controls are not feasible, appropriate respirators must be provided to employees who are exposed to airborne contaminants above the Occupational Safety and Health Administration (OSHA) Permissible Exposure Limit (PEL). Respirators are often used in two situations:

1. When EHS staff identifies job tasks requiring Respiratory Protection by performing a hazard assessments, and
2. When an employee ask to wear a respirator and a responsible manager permits this voluntary use even though air contamination exposures are below OSHA PEL.

OSHA requires DEP to have a complete written respiratory protection program in place whenever employees are require to used respirators for protection against airborne contaminant exposures. DEP with the help of Framatome ANP has developed a new written respiratory protection program to ensure compliance with OSHA's Respiratory Protection Standards (29 CFR 1910.134) and to ensure that employees are protected from exposure to respiratory hazards in the

workplace. This program requires worksite-specific procedures, elements for required respirator use, and for a suitably trained program administrator. The program includes procedures for hazard identification and evaluation; selecting respirators for use in the workplace; medical evaluations; fit testing; respirator maintenance; training of DEP employees and the periodic evaluation of the program .

Your supervisor will always instruct you on any aspect of the program you need to know and the precise kind of respirator you need to use after a job assessment is conducted.



DEP OEHSC Intranet — <http://appserv1.atsd.nycnet/dep/>

The Office of Environmental, Health and Safety is pleased to announce the implementation of the first phase of DEP's Intranet system, the "DEP Office of Environmental, Health and Safety Compliance" site. The fact that Health and Safety was the first application selected for the Agency wide Intranet program further reinforces DEP's commitment to Health and Safety in the workplace.

The Environmental, Health and Safety (EHS) system has 4 major components accessible from its home page.



- Forum** – Will allow a bulletin board environment where the EHS community can respond to issues.
- Library** – Will provide DEP staff with the ability to view EHS policies by simply clicking on the category of interest. The EHS newsletter can also be viewed here.
- Calendar** – Will provide information on upcoming EHS events and training schedules.
- Links** – Will provide DEP staff with links to City Share, the city's website (NYC.gov), DEP's Website, and other City agencies where information like the NYC Buildings Code or NYC Electrical Code are available.

We will be continuing the process of expanding this system out to all DEP staff with network connections. Feedback, suggestions or comments regarding this site should be forwarded using the "Contact Us" feature on the home page.

Information Technology staff only with technical questions can contact Michael J. Egan via e-mail.

Safety off the Job: Detectors for Home Safety


There are two kinds of alarms you can install in your home to save your life. One detects smoke from fires and the other detects carbon monoxide, a deadly, invisible gas.


Both types of detectors are easy to obtain, easy to install, and easy to maintain. When a smoke detector is in good working order, it will alert you at the earliest possible stage of a fire; early enough to let you escape your home in safety. A carbon monoxide detector lets you know this common but deadly gas is present in your house, giving you warning to escape before you are poisoned or injured in an explosion.

Smoke Detectors

Once you get your smoke detector, it is important to carefully follow all of the manufacturer's instructions for proper installation and operation.


Here are some other things to consider when installing your smoke alarm:


 Location, location, location is everything when you are installing your detector. Make sure each floor in your home has a smoke detector, including the basement. Put them near the bedrooms on every floor.

 Avoid placing smoke detectors in a drafty place in your home or in the kitchen. Items like burned toast or even baking and broiling may cause the


alarm to go off accidentally. If this happens too often, you will be tempted to disconnect it or take the batteries out when you are cooking. Forgetting to put the batteries back in may cost you your life.



 Test your smoke detector to make sure it is working properly. Most alarms come equipped with a test button. Read the instructions to find out the best way to test your smoke detector.

 If you have a battery-powered smoke detector, you must change the batteries on a regular basis. A good practice is to change the batteries in your detector the same time you change your clock for daylight savings time, or on your birthday. When your smoke detector starts giving you its built-in warning sound (a small chirping noise) it is telling you the batteries are low and need

to be replaced. Don't just take out the old batteries to stop the sound; replace them!

 Keep your smoke detector clean. Dust and dirt can cause the mechanisms in your smoke detector to malfunction.

Carbon Monoxide Detectors

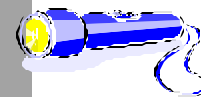
The other type of detector can save you from poisoning, fires, and explosions from carbon monoxide. Also known as CO, carbon monoxide is a poisonous, colorless, and odorless gas, which can be present in your home through a number of household devices like your gas furnace or a heater. Because you cannot see it, taste it, or smell it, you can become seriously poisoned by this gas over a period of time without even knowing it. CO can kill you.

That's why it is important to make sure such devices like gas and oil burning furnaces are checked regularly. Consider installing a CO detector in your home as well as a smoke detector. There are a number of devices on the market, from battery powered gel-based detectors to electrically powered alarms. Like a smoke detector, a CO detector can alert you to the earliest possible signs of danger in your home. It could save your life.

Smoke detectors and CO detectors are two of the easiest and convenient ways to protect you and your family. It is worth installing them to save lives.



Bureau EHS Personnel



<u>Name</u>	<u>Bureau</u>	<u>Contact #</u>	<u>Name</u>	<u>Bureau</u>	<u>Contact #</u>
William Yulinsky	BWSO	(718) 595-5272	Lynn Sadosky	BWS	(914) 773-4418
Leslie Laylock	BEA	(718) 595-3315	William Haberland	BWT	(718) 595-5052
Julia Bourdier	Legal Affairs	(718) 595-6554	Stella Kyriakides	BEE	(718) 595-6004
Larry Walker	BCS	(718) 595-6666	Michael Mannino	ACCO	(718) 595-3224
Rosemary Fodera	ECB	(212) 361-1522	Virginia Smyth	BEC	(718) 595-4404
Mary Grannum	BEPA	(718) 595-4411	Grace White	Public Affairs	(718) 595-6603

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OEHSC

The **Office of Environmental, Health and Safety Compliance (OEHSC)** has been established to coordinate and enhance agency-wide environmental and occupational health and safety management activities. Its mission is to provide support and direction in complying with relevant federal, state, and local standards, guidelines, and regulations as well as to monitor the effectiveness of agency-wide environmental, health and safety policies.

The goal of the Office of Environmental, Health and Safety Compliance is to promote pro-active compliance strategies through the preparation and revision of procedures, programs, and employee training (specifically tailored to Agency operations) while assessing hazards, preventing violations, and maintaining safe and sensible work practices.



OEHSC Training

My name is Les Taub, and I'm happy to join the OEHSC team as Director of Training. My staff – Training Specialists Kevin Moore and Alex Kipp – and I will be working with the operating bureaus' training & EHS personnel, and with the Agency's Training Division to fulfill one of this office's key missions - to provide DEP employees with the skills and information they need to keep themselves and their work places safe.

Among the tools we plan to use are classroom and computer-based training classes, this newsletter, and the OEHSC's Intranet site, now operating at <http://appserv1.atsd.nycnet/dep/>. On this site, you will find Agency EHS Policy and other government EHS regulations, and reference materials. The site will grow into a valuable safety resource center.



I look forward to meeting many of you as we begin to conduct classes throughout the Agency and as our unit begins to work with the Agency's Training Division and the operating bureaus' training & EHS personnel.

Newsletter Contest Winner

CONGRATULATION - David D. Meckes!!!

David won the name this newsletter contest with his submission of

V.I.E.W.S.— Views & Information on Environmental and Workplace Safety.

David is a Stationary Engineer Electric, in the Bureau of Water Supply and works at the Margaretville Wastewater Treatment Plant.



The first runner-up, **F.I.S.H.—Facts and Information on Safety and Health** was submitted by Rosemarie Subasic of the Bureau of Management and Budget.

Thanks to all the DEP Employees who submitted entries.