





**Washington County Service Authority Board of Commissioners
March 28, 2022 Regular Board Meeting Minutes**


Agenda Item: 1  COMMUNICATION	Call the Meeting to Order
Presenter(s):	Chairman
End Time:	5:58 pm


Agenda Item: 2  COMMUNICATION	Roll Call
Presenter(s):	Chairman
Present:	Mr. Thayer, Mr. Taylor, Mr. D. Miller, Mr. Campbell, Mr. Hutton, Mrs. C. Miller and Mr. Hutchinson
Absent:	none
End Time:	5:58 pm


Agenda Item: 3  COMMUNICATION	Prayer and Pledge of Allegiance
Presenter(s):	Mrs. Cathy Miller opened the meeting in prayer and led the Pledge of Allegiance.
Beginning Time:	5:58 pm
End Time:	5:59 pm

Agenda Item: 4  COMMUNICATION	Approval of the Amended Agenda
Presenter(s):	Chairman
Beginning Time:	5:59 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett recommended removing the Closed Meeting from the agenda.
Actual Motion:	Approve the Agenda as presented with Mr. Cornett's recommendation to remove the Closed Meeting from the agenda.
Motion By:	Mr. Taylor
Second By:	Mr. Hutchinson
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:00 pm

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Agenda Item: 5  COMMUNICATION	Public Query and Comment
Presenter(s):	Chairman
Beginning Time:	6:00 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Speakers:	None
Discussion:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:00 pm


Agenda Item: 6  COMMUNICATION	Approval of the Consent Agenda
Presenter(s):	Chairman
Beginning Time:	6:01 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	None
On the Record:	Mr. Cornett recognized and thanked Mr. Perrigan for his 25 years of service.
Actual Motion:	Motion to approve the Consent Agenda.
Motion By:	Mr. D. Miller
Second By:	Mr. Thayer
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	6:01 pm

Agenda Item: 7  COMMUNICATION	Legal Counsel Report and Update
Presenter(s):	Thomas Dene
Beginning Time:	6:01 pm
Potential Conflict(s) of Interest and Abstention(s):	None

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Discussion:	Mr. Dene reported on Covid-19 and regulations, specifically the DOLI standard and the CDC guidance.
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:13 pm

Agenda Item: 8  COMMUNICATION	General Manager Report and Update
Presenter(s):	Robbie Cornett and Holly Edwards
Beginning Time:	6:13 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Cornett and Mrs. Edwards reviewed the attached presentation.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:33 pm


Agenda Item: 9  COMMUNICATION	Operations Report and Update
Presenter(s):	Ron Seay
Beginning Time:	6:33 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Seay discussed the attached presentation.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	


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Voting:	Ayes:	
	Nays:	
	Abstain:	
End Time:		6:44 pm


Agenda Item: 10 	Engineering Report / Construction Projects Update
Presenter(s):	Ryan Kiser
Beginning Time:	6:44 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	<p>Mr. Kiser updated the Board on the following projects:</p> <ul style="list-style-type: none"> • Galvanized Line Phase 3 Project • Waterline Extension Projects, Taylors Valley, Greens Springs Road, Monroe Road, Prices Bridge Road, Fleenors Memorial, Hobbs Road and Abrams Falls • Mill Creek Chlorine Contact Tank Replacement • Demolition of old Route 58 Water Storage Tank • Smyth Chapel Improvements Project • Lee Highway Corridor Sewer Project • Mendota and Mary's Chapel Project • Administrative Complex and Grounds Improvements • Private Development Projects
On the Record:	None
Discussion:	Mr. Kiser updated the Board on the request last month for a fire hydrant in the Alvarado community.
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	6:56 pm

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Agenda Item: 11  FINANCIAL VIABILITY	Financial Report and Update
Presenter(s):	Rusty Little
Beginning Time:	6:56 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Little reported on the audit scheduled in early April. Hicok and Brown will be conducting a pre-audit prior to Robinson, Cox and Farmer's audit. Mr. Little also reported on the annual renewal for commercial insurance, the Muni-Link and Elements projects and WCSA's budget process that will begin soon.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:00 pm


Agenda Item: 12  EMPLOYER OF CHOICE	Human Resources Report and Update
Presenter(s):	Shawn Blevins
Beginning Time:	7:00 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Discussion:	Mr. Blevins discussed the attached presentation.
On the Record:	None
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:35 pm

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Agenda Item: 13  COMMUNICATION	Consideration of Fully Reopening the Customer Lobby Area
Presenter(s):	Holly Edwards
Beginning Time:	7:35 pm
Potential Conflict(s) of Interest and Abstention(s):	None
Background:	<p>Due to the COVID-19 Pandemic, the lobby was closed in March 2020. Later, the WCSA Board voted to permanently close the customer lobby area at the June 2020 Board Meeting, due in part to improved employee safety and morale (not having to be accosted by irate customers whose service was disconnected for nonpayment).</p> <p>During this time the customer service team has handled customer related issues through 1) our drive thru window, 2) by request in the lobby (where we must perform COVID screenings before customers enter), 3) curbside service in the parking lot, and 4) by phone. This has allowed us to maintain physical separation from irate customers while at the same time, providing that (close) person-to-person service that some customers prefer.</p> <p>If we choose to fully reopen the lobby, the need for a second drive thru may no longer be needed. Improvements related to a second drive thru line included the pneumatic tube, as well as driveway and building modifications estimated to cost \$94,857 according to the architects' estimate.</p> <p>However, if we fully reopen, we should consider reconstructing a portion of the lobby area to include a bullet resistant barrier, recommended by Tomahawk Security Solutions (TSS), to reasonably ensure employee safety. Staff is working with the architect to formulate what this would entail and cost. At present though, and subject to material availability, these improvements would take about a year from now to have in place. Staff would be happy to elaborate more on TSSs' recommendation on security as part of a closed meeting.</p> <p>With the increased stress that COVID has placed on everyone, including our customers, whose service may be discontinued for nonpayment, if we choose to fully reopen the lobby area before lobby area reconstruction is complete, we may wish to consider having a security guard here on Wednesdays and Thursdays (day of and day after disconnection for nonpayment). We are looking into our options for this service now.</p> <p>Currently, the mask mandate is still in effect. Fully reopening while the mandate is in place means patrons must mask up. If we fully reopen while the mandate is in place, we would need to decide how we would handle customers that come in our office refusing to wear a mask.</p> <p>At present, there are at least two possibilities that exist for the mask mandate to change (become optional). <u>First</u>, is the Centers for Disease Control</p>

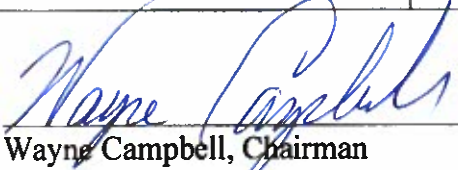
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	“community level” calculation to transition from “high” to “medium” or “low”. Following this model however means that the mask mandate could continue to “come” and “go”. <u>Second</u> , the Health Codes Board (HCB) is considering the revocation of the Permanent Standard for Infectious Disease Prevention of the SARS-CoV2 Virus that causes COVID-19, 16VAC25-220. It is this standard t
Recommendations:	Subject to answering any questions the Board may have, Staff kindly recommends the Board approve fully reopening the lobby with a security guard on Wednesday and Thursday until the reconstruction of the lobby is complete.
On the Record:	Mr. D. Miller suggested tabling this item until the April regular meeting to allow staff time to get quotes for a part-time and full-time security officer. The Board agreed.
Discussion:	Mr. Thayer, Mrs. C. Miller and Mr. D. Miller have received requests from members of the Board of Supervisors and constituents to reopen the lobby. After discussions, it was decided that Mr. Cornett would compose a letter to the Chairman of the Washington County Board of Supervisors for an update on re-opening the lobby.
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:48 pm

Agenda Item: 14  COMMUNICATION	Late Items
Presenter(s):	Commissioner
Beginning Time:	7:51 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Discussion:	Mr. Cornett and the Board discussed possible dates for a Board Retreat. They agreed on May 21, 2022.
Actual Motion:	None
Motion By:	
Second By:	
Voting:	Ayes:
	Nays:
	Abstain:
End Time:	7:56 pm

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Agenda Item: 15  COMMUNICATION	Adjourn
Presenter(s):	Commissioner
Beginning Time:	7:57 pm
Potential Conflict(s) of Interest and Abstention(s):	None
On the Record:	None
Actual Motion:	Motion to adjourn.
Motion By:	Mr. D. Miller
Second By:	Mrs. C. Miller
Voting:	Ayes: 7
	Nays: 0
	Abstain: 0
End Time:	7:57 pm



 Wayne Campbell, Chairman



 Carol Ann Shaffer, Assistant Secretary

Washington County Service Authority



General Manager

Report and Update

Fries and WCSA

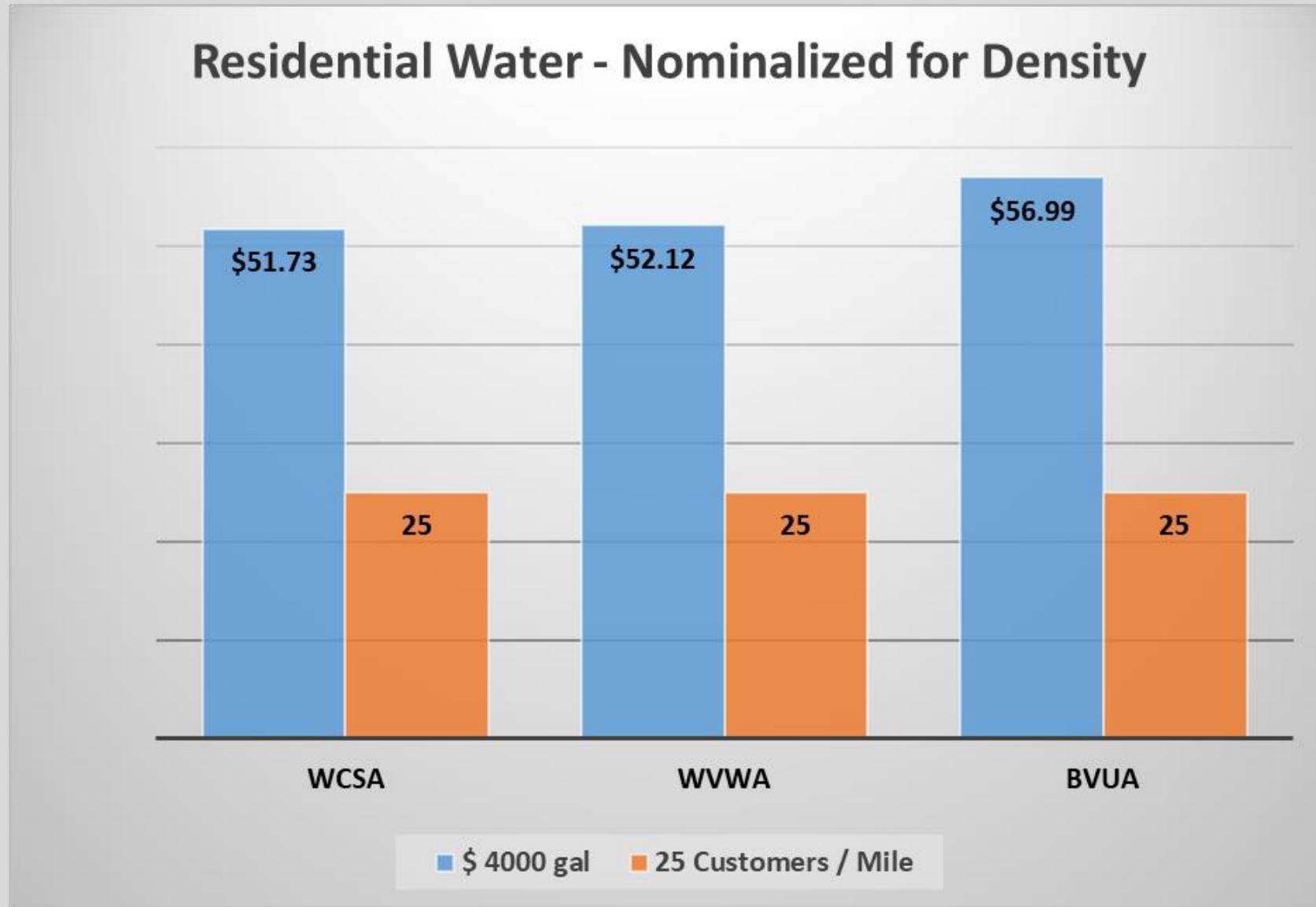


WCSA had the opportunity to help the Town of Fries with their inline turbidimeter equipment which helped the Town with compliance. In addition to the Town, the Virginia Department of Health was also appreciative to WCSA Staff for their help.

General Assembly Special Session

- Governor Glenn Youngkin has called for the General Assembly to return for a special session to complete work on bills left in conference earlier this month, including the 2022 (Caboose) budget and the 2023-2024 biennial budget
- Special Session begins April 4th
- At present, there do not appear to be bills of interest to WCSA in the Special Session
- Cyber Security is front and center. It was only four months ago that Virginia's Division of Legislative Services was rendered inoperable by a cyberattack that impacted the drafting of bills and prevented the staff of the House Appropriations Committee and the Senate Finance and Appropriations Committee from accessing their computer files.

Customer Cost: Part 1

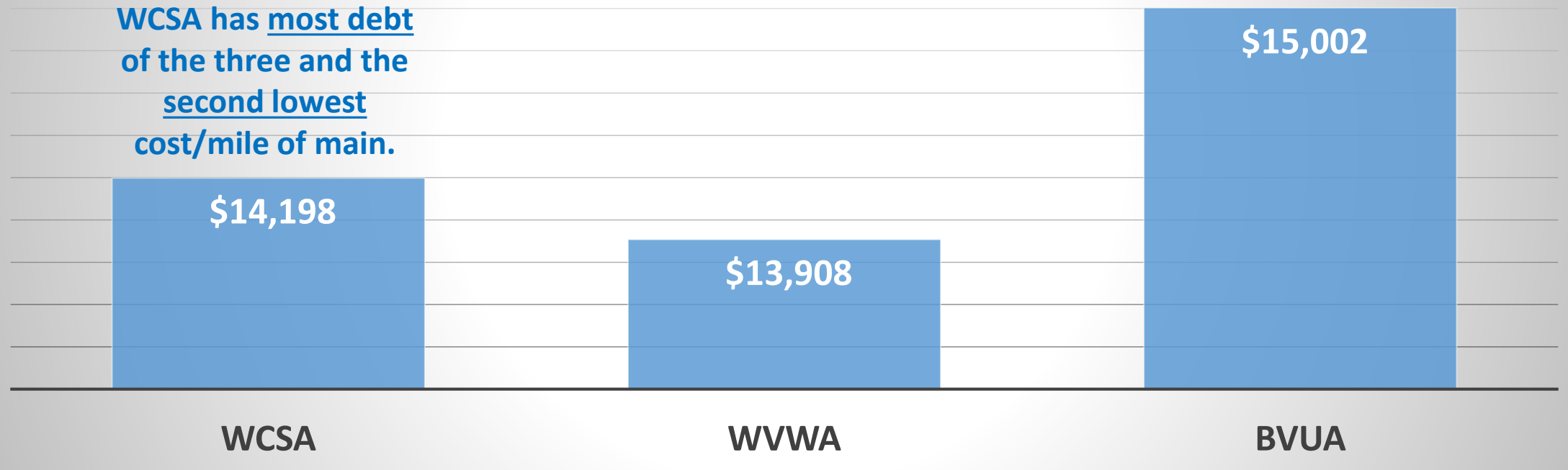


Customer Cost: Part 2

- Operating Budget?
- Compensation & Benefits
 - Debt Service
 - Electricity
 - Chemicals
 - Vehicles

Annual Water Operating Budget/
Mile of Main

WCSA has most debt
of the three and the
second lowest
cost/mile of main.

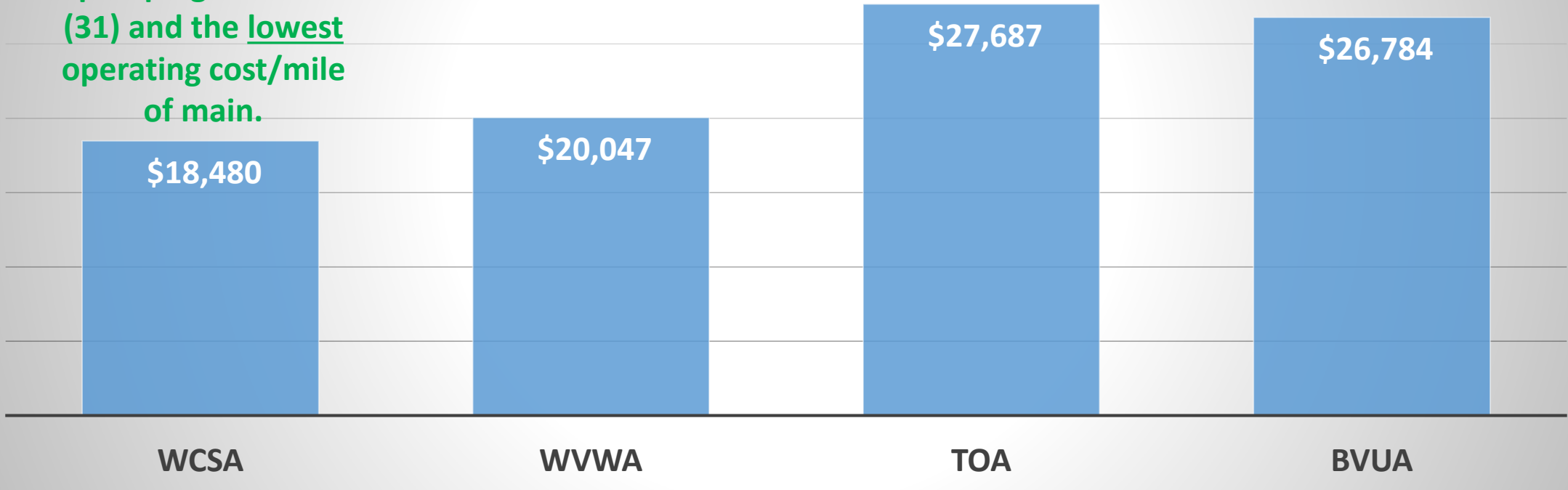


Customer Cost: Part 2

- Operating Budget?
- Compensation & Benefits
 - Debt Service
 - Electricity
 - Chemicals
 - Vehicles

Annual Sewer Operating Budget/
Mile of Main

WCSA has the most
pumping stations
(31) and the lowest
operating cost/mile
of main.



Customer Service Report and Update



Holly Edwards

Telephone Situation

- Unable to obtain beneficial data from existing system for better defining our problem.
 - Circa 1995 model
 - Some data, little analytics (“wait time”, “calls/CSR”, “calls to VM”, “what days are calls the highest”, etc.)
- Advertised and interviewing for the new Customer Service Representative ([will help](#))
- Reopening lobby (if approved) [may help](#)
- Planned/unplanned absences [have not helped](#)
- Met with CenturyLink to learn more about our service and phone system
- Contacted [five local companies](#) to understand how they manage calls and their experience
- One demonstration so far with more to come
- Next steps:
 - Complete company scan and demos
 - Present solution to Board
 - Procure solution (if required)



Administrative Building Improvements

- Architect (Thompson & Litton) is helping us with:
 - Board room dais (multi-function)
 - Parking lot light code issues
 - Second drive-thru
 - Carpet
- Reviewing Narrative Design Submittal from T&L dated March 15th (excludes lobby security issues)
- T&L has been requested to revise the scope of work to include lobby security issues identified by tomahawk security Solutions
 - If the lobby is reopened, we think the second drive-thru line is not needed



Washington County Service Authority



Operations Manager

Report and Update

Hidden Valley Precautionary Boil Water Notice

- Interruption in drinking water supply from Russell County
- Saturday March 26 issued Precautionary Boil Water Notice
- Russell County
 - PRV that was dumping water
 - Caused our supply lines to have negative pressure
 - Russell County fixed the PRV
 - WCSA flushed the lines and collected samples in conjunction with VDH
- Precautionary Boil Water Notice Lifted Monday March 28

Meter Operations

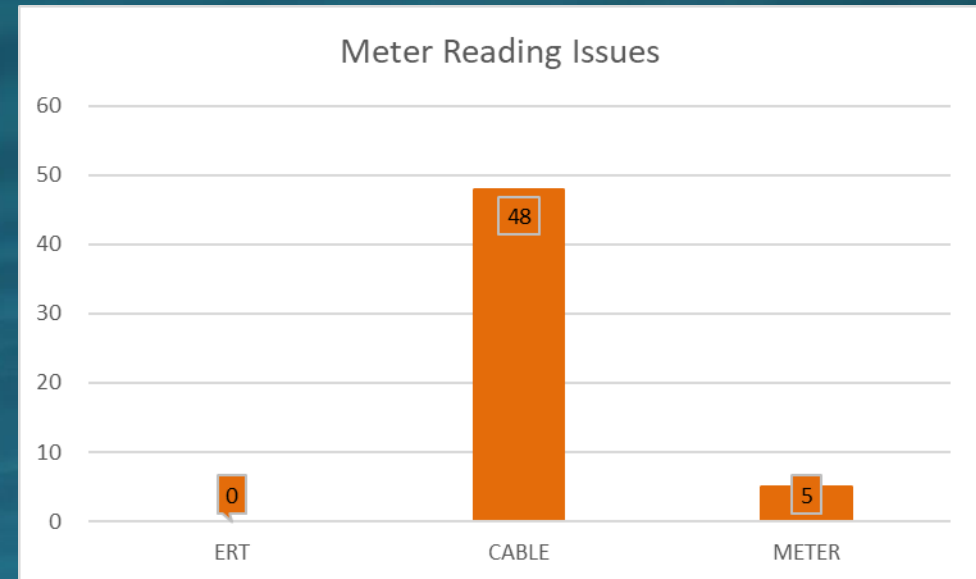
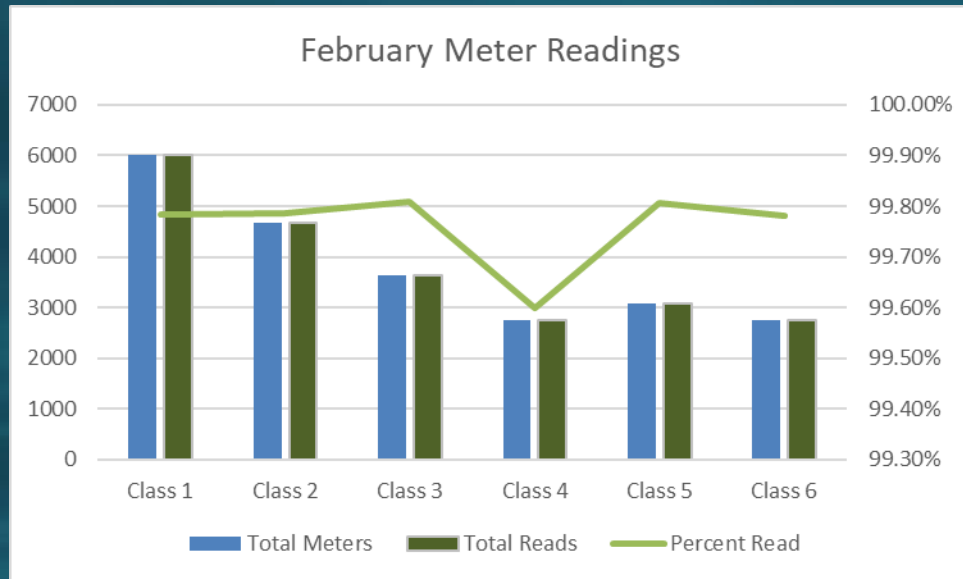
- ~78 meters remain to be replaced
 - Several 4" and 2" in diameter meters (Denmark)
 - Some difficult 3/4" diameter meters
- AMR reading remains excellent
- AMI testing and transition continues
 - Successfully read the four test meters
 - Itron working to resolve software issue between Itron platform and Temetra
- Meter Leaks
 - Meter leaks due to the gasket between the "yoke" and "expansion wheel"
 - New gaskets are on hand, when called to a meter leak, the gaskets are replaced
 - Tracking gasket replacement in ArcGIS

Meter Replacement

- ✓ One of those hard to replace meters
- ✓ In a parking lot almost completely paved over
- ✓ It was installed in 1999
- ✓ Travis Brown and his crew did a great job replacing this meter



Meter Operations



Takeaways:

1. Meter reading accuracy using AMR is 99.8%
2. Meter reading issue is broken cable between ERT and Meter

Maintenance Operations

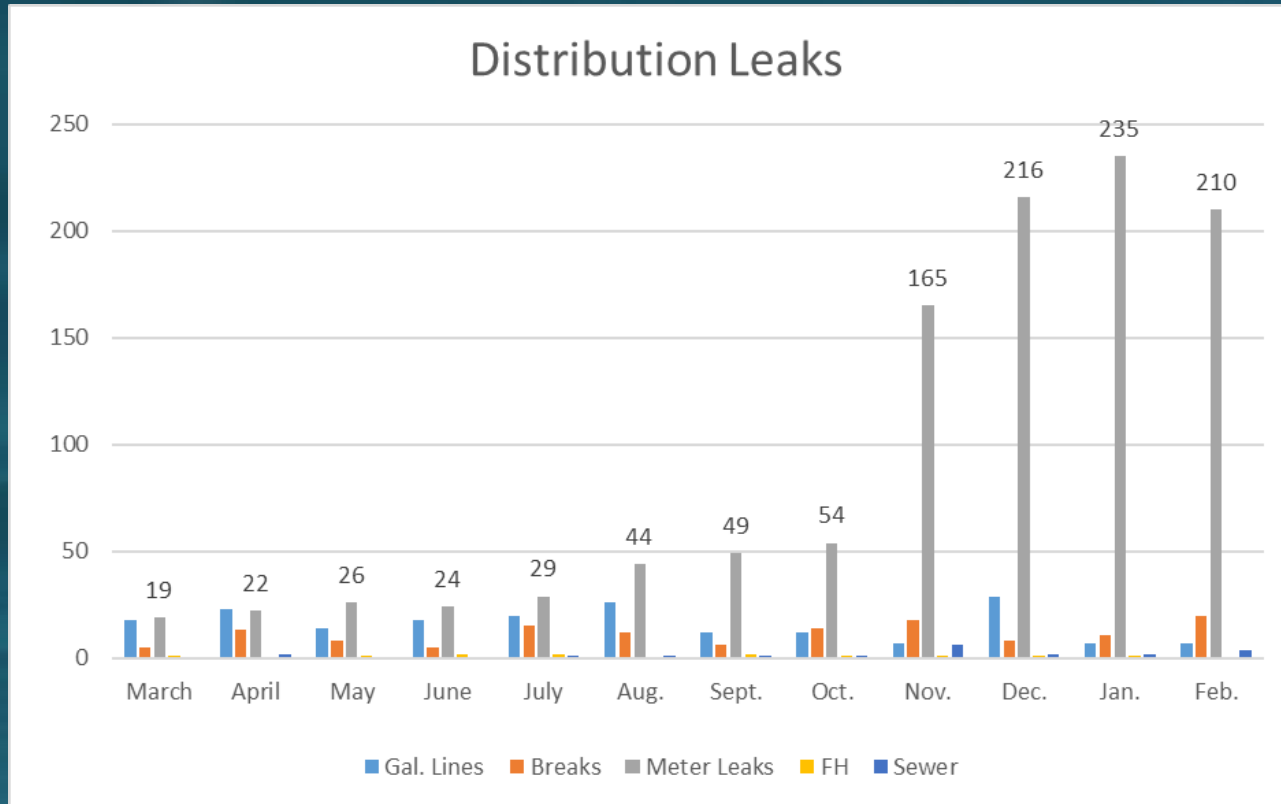
- Offers accepted - two new maintenance crew employees
 - Started in February - Joshua Stewart and Caleb Clark
- Todd Mitchell , Trey Burke , Brett Whittaker and Stephen Sproles completed the ESC ,(Erosion and Sediment Control) Training and all passed the exam. (Great Job!)
- Taylors Valley Spring was taken off Line Twice in the month, we hauled water for Two complete weekends
- Completed Sewer Lift Station checks.

Asset Management

- Put into service 2 New Fire Hydrants from G3 Project.
- Completed 14 Pump Station Inspections
- Completed 3 more Tie overs for a Total of 10 on Colonial Road Project
- Completed 7 Bladder Tank Inspections
- Installed 7 ladder shrouds on Water tanks



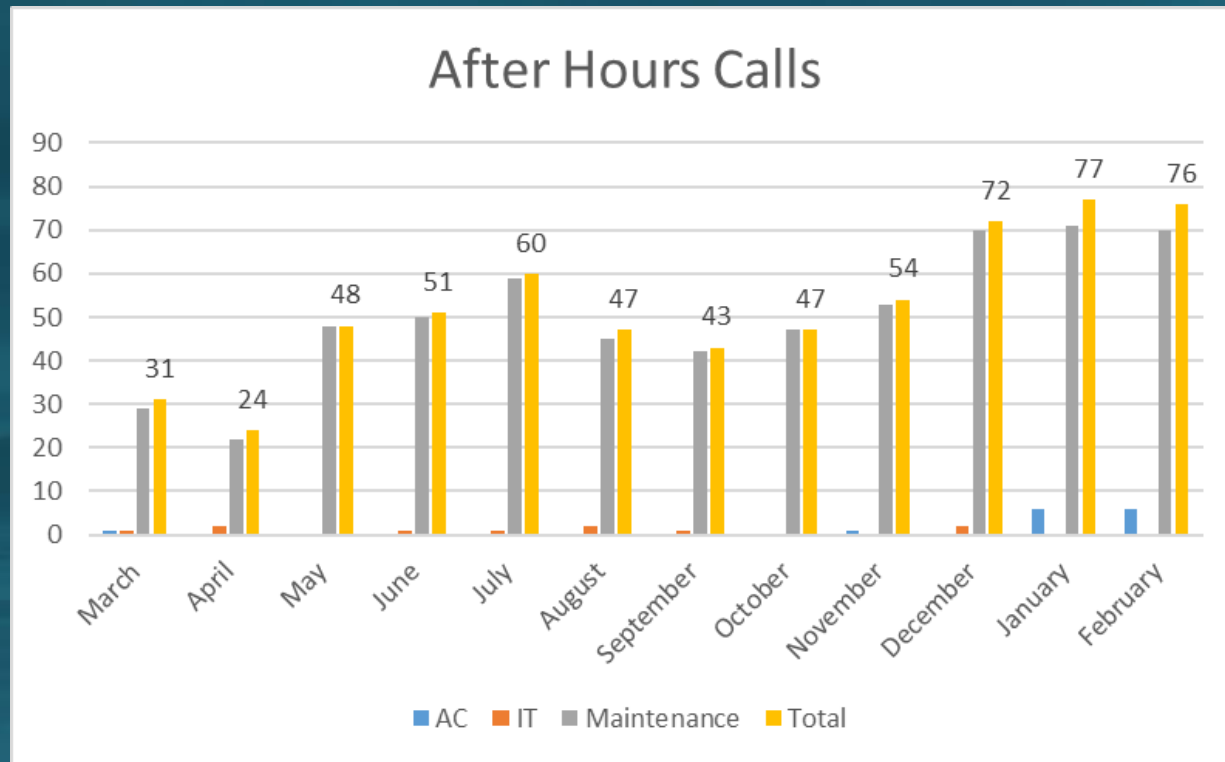
Maintenance Operations



Takeaways:

1. MTD March Meter Leaks trending to < 100
2. Meter leaks are in part due to gaskets
3. Recording meter gasket change out using ArcGIS Survey

Maintenance Operations



Takeaways:

1. Meter leaks along with seasonal line breaks resulted in a consistent number of call-outs in February

Main Line Break

12 Inch Main Line Break Industrial Park Road



- ✓ Cast Iron pipe
- ✓ Cut out a section and replaced
- ✓ Repaired with 2 Hi-Max couplings
- ✓ 5 hours to repair

Commercial Water Meters Drill Covers

Commercial Water Meters in Parking Lots and Drives
Have to drill 7/8" hole in meter cover to install transmitter for AMI reading



Water Reclamation Operations

- Performed all DEQ DMR requirements for Hall Creek and Damascus WWTP – February Monitoring Period
- Checked Exit 22 Pump Station Daily
- Rebuilt Oak Park 2 Pump, put back in service
- All Weights, Scales, and Thermometers were Calibrated by Precision Weighing

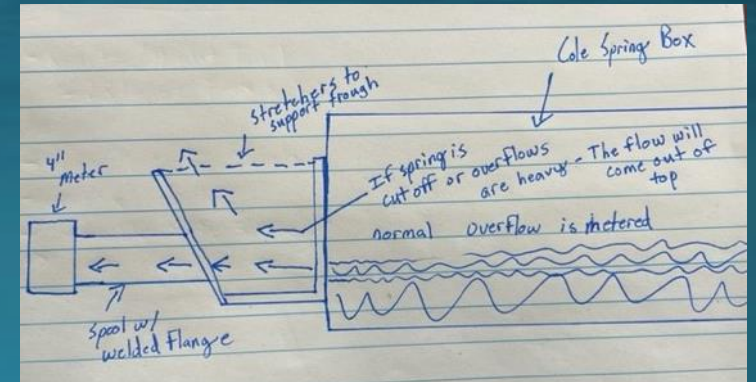
Water Production Operations

- Chance Moore - Passed Class 2 Exam
- Harry Frye (Roho) - Passed Class 1 Exam
- Reservation Spring went out of service for two days due to heavy precipitation.
- Finished Water Meters were Calibrated
- Supplier review to quote update of Middle Fork SCADA



Water Production Operations

- Established design concept for Cole Spring Overflow Metering working with Todd Mitchell and Bobby Gobble.



Water Production Operations

- Completed updates of Taylor's Valley Pump house
 - New Chlorine Scales
 - New Chlorine Leak Detector
 - New Chlorine Analyzer
 - New Gas Regulators
 - New Fluoride Saturator
 - New Plumbing throughout

Before



After



Water Production Operations Data

February 2022 STABILITY

Treatment Facility	Average Raw Water Turbidity	Max Raw Water Turbidity	Average Finished Water Turbidity	Max Finished Water Turbidity
Middle Fork DWP	16 (NTU)	171 (NTU)	0.03 (NTU)	0.14 (NTU)
Mill Creek	0.71 (NTU)	3.90 (NTU)	0.02 (NTU)	0.03 (NTU)

Treatment Facility	Average Finished Water Chlorine Residual	Average Distribution Chlorine Residual
Middle Fork DWP	2.20 mg/L	1.50 mg/L
Mill Creek	1.56 mg/L	

ON TRACK FOR GOLD

Operations Update

- Looking Forward

- Managing the communication between Elements and Muni-link for the integration of our Business System
- Reviewing applications and starting interviews for a Manager of Information Technology and Systems
- Established project for VPDES Permit reissuance for Hall Creek WWTP
- Lee Highway Corridor Sewer Improvement Project – Pump Station Design Review completed in February – Project Design in final stages

Operations Update



Human Resources & Safety Dashboard



Key Process Indicators (KPI)

Human Capital

Absenteeism	8.6%
Overtime	9.9 %
Headcount	78
Open Positions	4

Safety

LTA	11/6/21
LI	02/14/22

Employee Relations



Score Card



On Our Minds

Benefits/Demographics

Payback	\$108,000
Average Age	46

Training/Development Investment



100%

Investment	\$1,072
Hours	39.5

Looking Forward



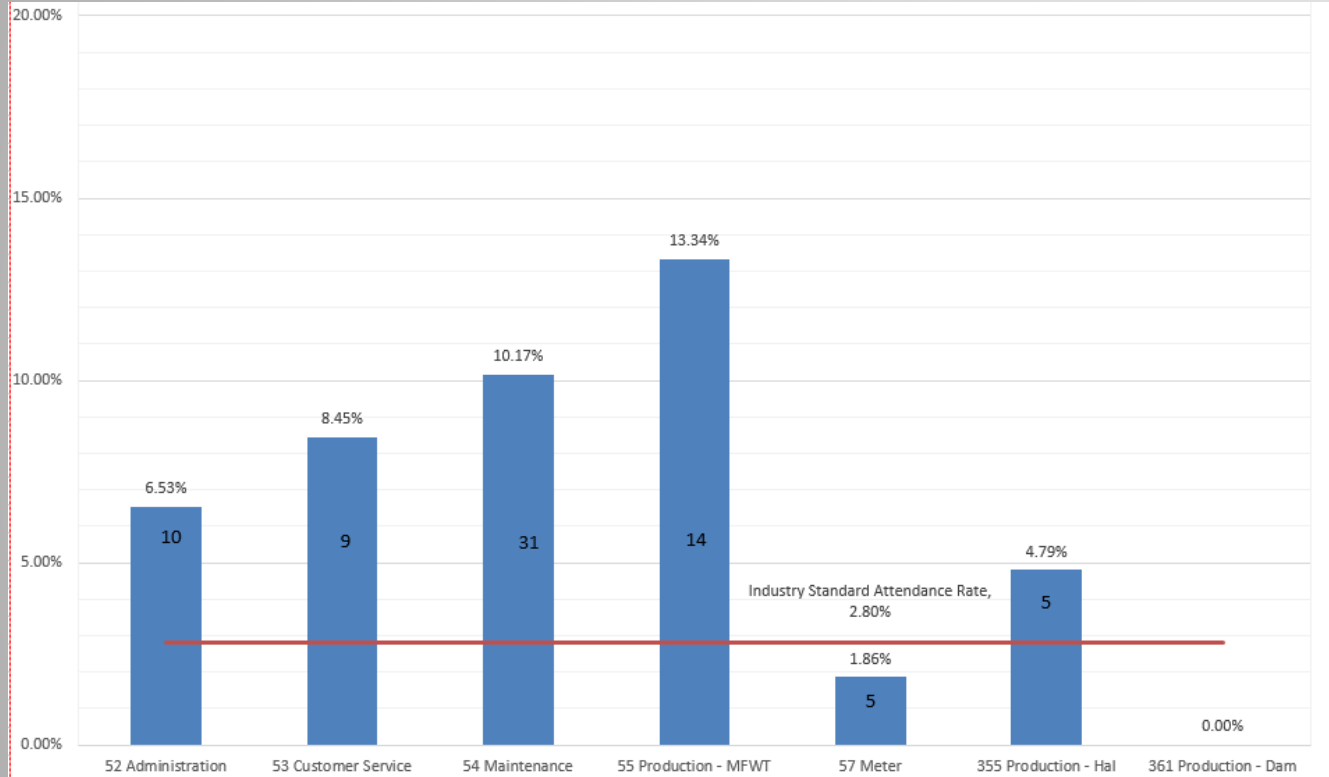
- Blood Borne Pathogens

Strategy

- *Establish Open Communication*
- *Develop & Implement Policy and Procedures*
- *Involve Everyone*
- *Provide Training*
- *Establish Benchmark & Review Progress*
- *Use Positive Reinforcement*

Human Capital KPI

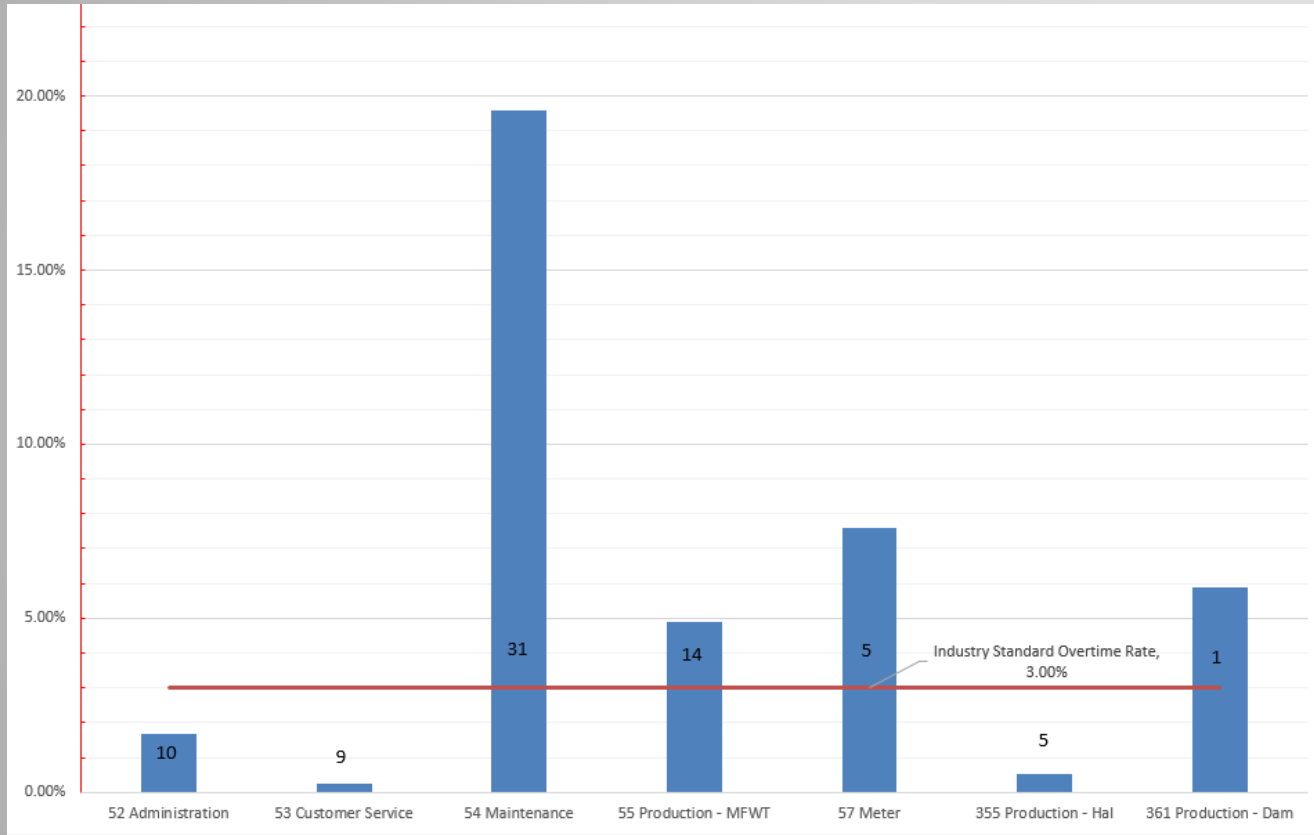
Attendance



- Red line represents Industry Standard for Absenteeism 2.8%
- Black # within the blue bar chart represents the # of employees by department
- Damascus only has 1 employee
- MFWT absenteeism is elevated because we allow sick-time to be used to make employees whole when off on STD
- Remaining departments reflect the COVID-19 absenteeism trend

Human Capital KPI

Overtime

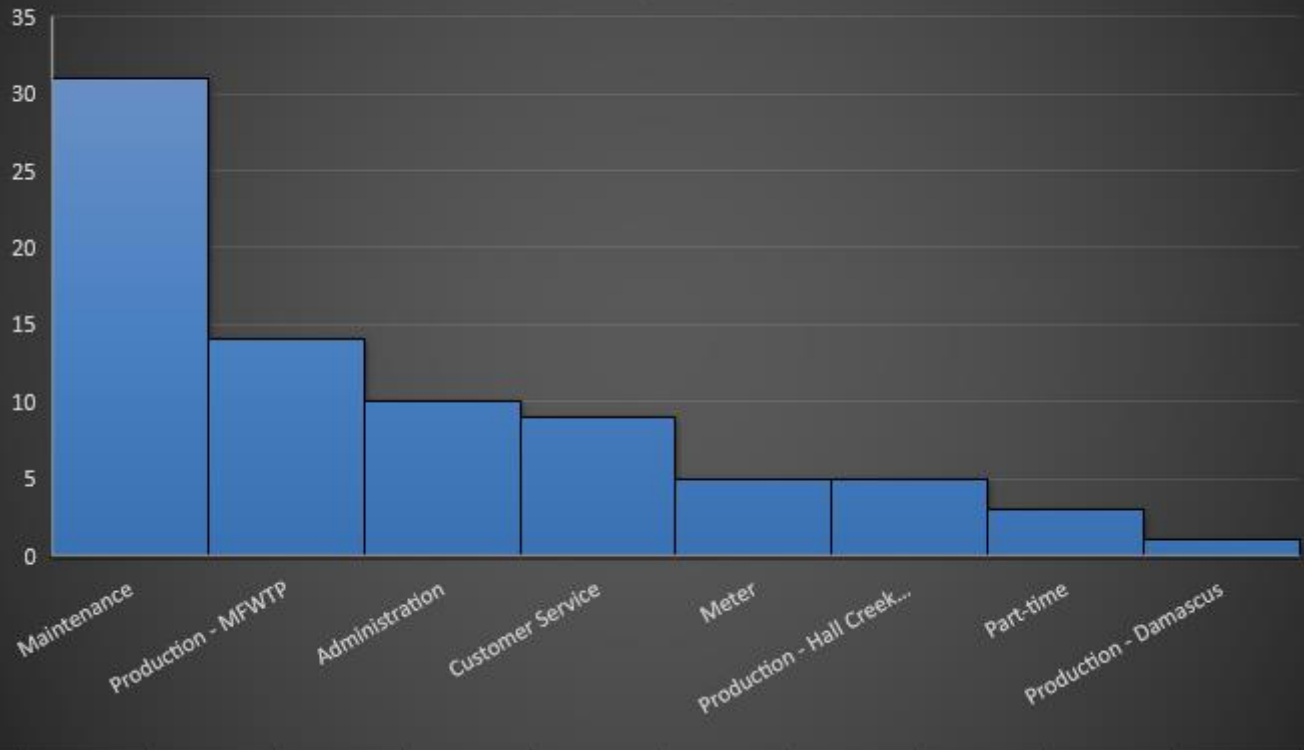


- Red line represents Industry Standard for Overtime at 3%
- Black # within the blue bar chart represents the # of employees by department
- Elevated overtime in maintenance is due the contractors working overtime and the RPR requirement
- Elevated overtime at MFWT is because of a backfill for STD employee
- Elevated overtime in Meter is because meter project and gasket replacement

Human Capital KPI

Headcount

Headcount by Department



Open Positions

- Customer Service
- Information Systems
- Technical Mgr/Engineer

New Hires

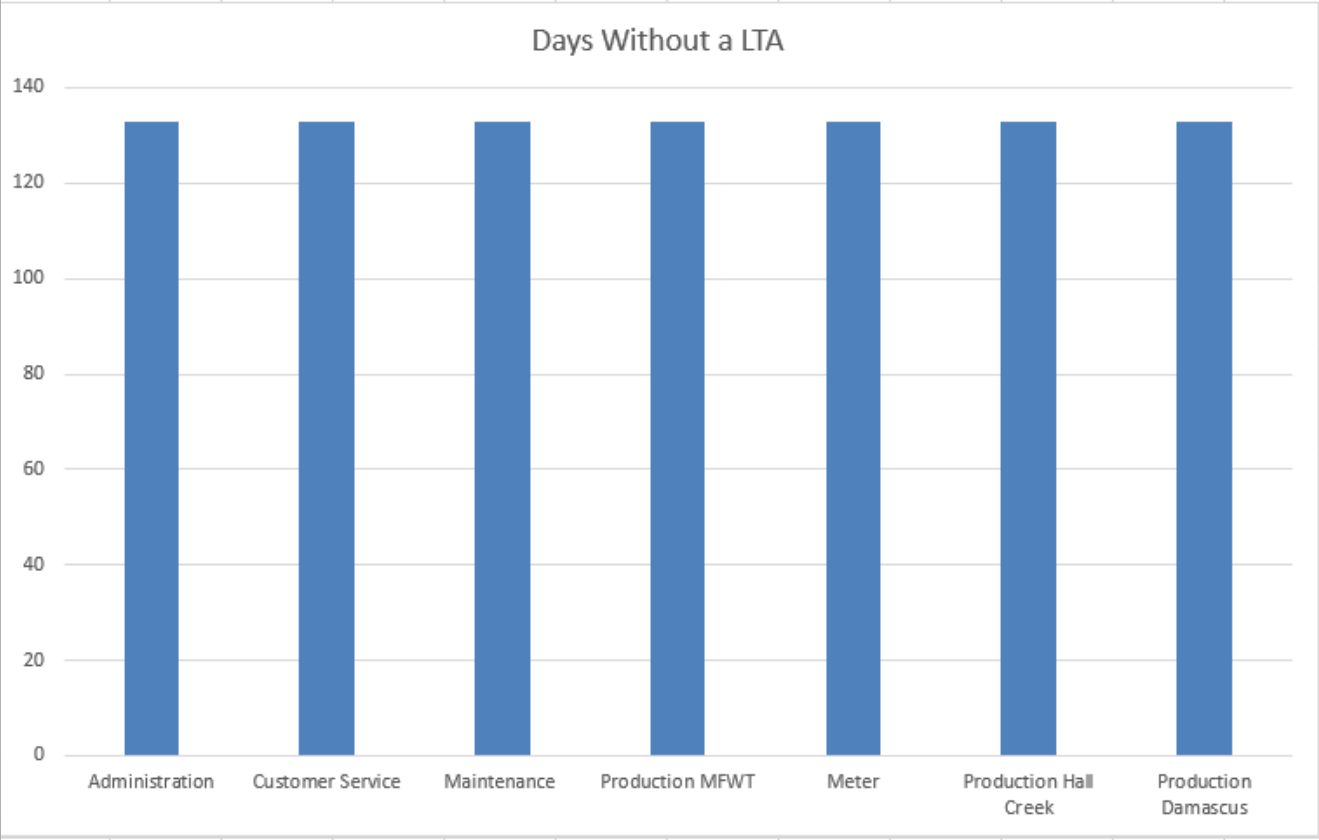
- Maintenance Kevin Alexander
- Maintenance Travis Hughes

Terminations

- 0

Human Capital KPI

Safety



Days without a Lost Time Accident

- Administration-133
- Customer Service-133
- Maintenance-133
- Productions MFWT-133
- Meter-133
- Production Hall Creek-133
- Production Damascus-133

Human Capital KPI

Safety Incident

Before



After



Accident

- Crew chief's bumper vice caught the door of crewmember truck when pulling out damaging the driver side door

Preventative Actions

- Drill additional whole into the vice receiver to prevent the vice from hanging out side of the truck
- Made the change to all bumper vices
- Added visual inspection to preflight checklist



Human Capital KPI

Employee Relations



On Our Minds

- Ordered small adjustable wrenches for all crew members for tightening meter yokes due to the increased number of leaks
- Purchased yoga mats for crew to avoid soiling uniforms with cold, wet mud

Human Capital KPI

Benefits

484 Washington County Service Authority

Analysis of Plan Cost (Contract 12/15) Incurred 10/1/2021-9/30/2022 Paid 10/1/2021-12/31/2022



PLAN YEAR
October 2021 - September 2022

MONTH	EE	DEP	MEM	PREMIUM	ADMIN	PPO/PRECERT	BROKER	MEDICAL	RX	TOTAL	2020
Oct-21	75	56	188	\$ 23,685.99	\$ 2,725.25	\$ 2,476.80	\$ 3,000.00	\$ 5,316.36	\$ -	\$ 37,204.40	\$ 45,334.02
Nov-21	73	55	185	\$ 24,275.56	\$ 2,905.00	\$ 2,638.15	\$ 3,200.00	\$ 19,678.97	\$ 25,511.71	\$ 78,209.39	\$ 77,747.27
Dec-21	73	55	185	\$ 21,690.97	\$ 2,580.85	\$ 2,346.55	\$ 2,840.00	\$ 52,273.31	\$ 13,533.28	\$ 95,264.96	\$ 137,608.50
Jan-22	75	56	190	\$ 22,294.01	\$ 2,580.85	\$ 2,346.55	\$ 2,840.00	\$ 38,779.07	\$ 4,945.58	\$ 73,786.06	\$ 87,983.52
											\$ 75,093.11
											\$ 70,336.92
											\$ 84,811.67
											\$ 75,910.36
											\$ 77,649.51
											\$ 66,071.52
											\$ 105,123.50
											\$ 72,620.71
TOTALS:				\$ 91,946.53	\$ 10,791.95	\$ 9,808.05	\$ 11,880.00	\$ 116,047.71	\$ 43,990.57	\$ 284,464.81	\$ 976,290.61
PERCENT COST:				32%	4%	3%	4%	41%	15%	100%	

Payback
reimbursement rate for RX drugs

PEPM (Premium, Admin, Medical Rx, Dental, Vision)	
AVG MONTHLY EMPLOYEES	74
CLAIM COST	
AVG PEPM (MEDICAL ONLY)	\$ 392.05
AVG PEPM (Rx ONLY)	\$ 148.62
FIXED COST	
AVG PEPM (PREMIUM ONLY)	\$ 310.63
AVG PEPM (ADMIN ONLY)	\$ 36.46
AVG PEPM (PPO PRECERT ONLY)	\$ 33.14
AVG PEPM (BROKER ONLY)	\$ 40.14
COMBINED	
AVG PEPM (TOTAL COST)	\$ 961.03

Claims Cost	
Medical	\$ 116,047.71
Rx	\$ 43,990.57
Total:	\$ 160,038.28
AVG PEPM	\$ 540.67

Fixed Cost	
Premiums	\$ 91,946.53
Admin	\$ 10,791.95
PPO/PRECERT	\$ 9,808.05
Broker	\$ 11,880.00
Total:	\$ 124,426.53
AVG PEPM	\$ 420.36

PMPM	2021	2020
October	\$ 197.90	\$ 243.73
November	\$ 422.75	\$ 411.36
December	\$ 514.95	\$ 735.87
January	\$ 388.35	\$ 475.59
February		\$ 389.08
March		\$ 374.13
April		\$ 430.52
May		\$ 387.30
June		\$ 382.51
July		\$ 333.69
August		\$ 536.34
September		\$ 370.51



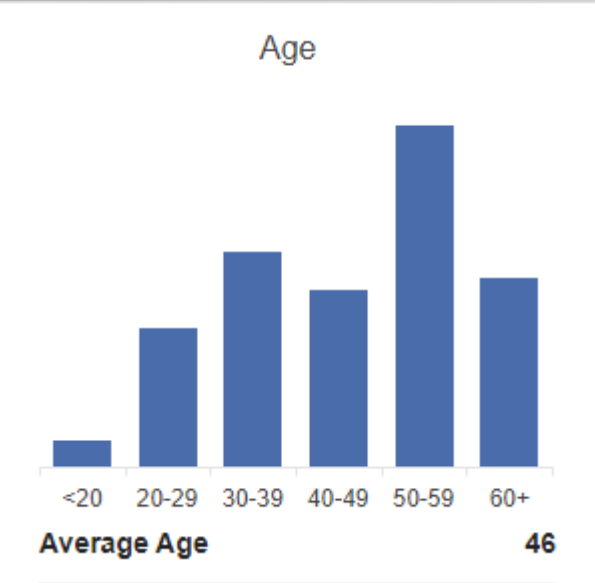
Adjusted PEPM	
Spec Reimbursements	
Adjusted Total Cost	\$ 284,464.81
Adjusted Avg Total PEPM	\$ 961.03
Aggregate Reimbursement (calculated only after 12 mo)	
Adjusted Total Cost	\$ -
Adjusted Avg Total PEPM	\$ 961.03

Specific Stop Loss MM & Rx	
Individual Spec Level	\$ 55,000.00
LASER	\$ -
Cumulative Spec Hits	0
Cumulative YTD (Spec Hit) Level	\$ -
Cumulative <i>Eligible</i> YTD Spec Claims	\$ -
Aggregating Specific Corridor	\$ -
Cumulative <i>Carrier Reimbursements</i>	\$ -

	AGG FACTORS	Running TOTAL
October	\$ 68,014.08	\$ 68,014.08
November	\$ 70,449.68	\$ 138,463.76
December	\$ 63,829.62	\$ 202,293.38
January	\$ 65,955.06	\$ 268,248.44
February		
March		
April		
May		
June		
July		
August		
September		

Human Capital KPI

Demographics



Statistics

- 27 Employees fall between the 50-59 Category
- 15 Employees fall in the 60+ Category

Human Capital KPI

Training & Development Investments

Safety Initiatives

Respiratory Protection	Fire Sprinklers	Emergency Action Plan	Initially, Employees' responsibilities change, when the plan is changed	Fall Protection Equipment	As directed by the manufacturer, prior to use
Asbestos Medical Examinations		Fall Protection	Initially, when workplace changes, use of difference equipment	Respiratory Protection (Fit-testing)	Tested Initially, annually, significant weight loss, major facial changes
Bloodborne Pathogen		Respiratory Protection	Initially	Lockout / Tagout	Periodic Inspections (At least annually)
Fire Extinguisher		Confined Space	When assigned, when duties change, when confined spaces change, when employees lack understanding	Fire Extinguishers	Monthly
Hazardous Communications		Lockout / Tagout	"Other Employee" initially, "Authorized Employee" and "Affected Employee" as job requires. Retraining required when change in equipment, procedures, Employees lack knowledge	Fire Extinguisher Hydrostatic	6-12 Years
		Electrical Safety	Those exposed to electrical hazards, initially upon assignment	Forklift	Prior to placing in service and daily
		Forklift	Upon assignment of duties. Re-evaluation every 3 years. Re-train after accident, near miss, or employee lacks knowledge	Cranes	Prior to initial use / Daily to monthly (Frequent) / 1-12 Month (Periodic)
		Bloodborne Pathogen	Initially	Slings	Daily, and at frequent intervals depending on use (never exceeding 12 months)
		Hearing Conservation	Initially	If Asbestos is present	Monitoring at least every 6 months
		HazComm	Initially and after any changes	Eye Wash Station	Weekly

Training Completed

- COVID-19 39.5 hours \$1072

Human Capital KPI

